



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CONFERMENT OF CIVIC HONOURS (POLICY NUMBER 12806)

APPROVED BY COUNCIL : 03 DECEMBER 2008
C19/12/08

FURTHER AMENDMENTS BY COUNCIL:

31 MARCH 2010 vide C41/03/10;
28 SEPTEMBER 2011 vide C76/09/11;
25 JULY 2012 vide C51/07/12 AND
10 DECEMBER 2015 vide C25/12/15

AMENDED BY COUNCIL : 03 DECEMBER 2020 vide
C48/12/20

CITY OF CAPE TOWN

POLICY RELATING TO THE CONFERMENT OF CIVIC HONOURS

1. DEFINITIONS

In these guidelines:

“Address” means an excerpt of the scroll in the civic honours book, with the details of the honours being conferred, which is handed to the recipient;

“Alderman/Alderwoman” means a person who is a member of the Council and who has had such title conferred upon him or her in terms of the specific criteria set out in this policy;

“City” means the City of Cape Town, a municipality established by the City of Cape Town Establishment Notice No. 479 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), or any structure or employee of the City acting in terms of delegated authority;

“Committee” means the Rules Committee of Council who shall lay down the guidelines for the conferment of civic honours on appropriate candidates and to make recommendations to Council and the Mayor for the conferment of civic honours;

“Council” means the Municipal Council of the City;

“Mayor” means the Executive Mayor of the City of Cape Town;

“Mayoral Committee” means the committee appointed by the Executive Mayor in terms of section 60 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

“Military unit” means a unit of one of the branches of the South African Defence Force and includes an identifiable unit or section of one of the branches of the South African Police Service and “Unit” shall have the same meaning.

2. CIVIC HONOURS

The following Civic Honours may be bestowed by the Council and the Mayor of the City of Cape Town:

- 2.1 FREEDOM OF THE CITY
- 2.2 SIGNING OF THE CIVIC HONOURS BOOK
- 2.3 HONORARY TITLE OF ALDERMAN/ALDERWOMAN
- 2.4 FREEDOM OF ENTRY INTO THE CITY
- 2.5 THE MAYOR'S MEDAL FOR COMMUNITY SERVICE

3. CRITERIA FOR CONFERMENT OF CIVIC HONOURS

3.1. FREEDOM OF THE CITY

3.1.1. The Council may by a supporting vote of the majority of members present at any meeting of the Council, resolve to admit to the Honorary Freedom of the City:

3.1.1.1 any person of distinction;

3.1.1.2. any person who has rendered eminent service to the City, or

3.1.1.3. any military unit.

3.1.2. A person or a military unit upon whom the Freedom of the City has been conferred shall be recorded as having been granted the "Freedom of the City".

3.1.3. A person/unit upon whom the Freedom of the City has been conferred shall receive an address suitably inscribed and presented.

3.1.4. The Office of the Mayor shall record the names, designations and signatures of persons/units admitted to the Freedom of the City and such a register shall be known as the "Book of Honorary Freedom of the City of Cape Town".

3.2. SIGNING OF THE CIVIC HONOURS BOOK

3.2.1. The honour of inviting a person to sign or of inscribing his/her name against a citation of his/her achievements in a book to be called the "Civic Honours Book" may be conferred upon a living person or in memory of a deceased person who is or was a

citizen of Cape Town and who deserves recognition for his/her lengthy and purposeful public service to Cape Town in any field of social, community or civic interest.

3.2.2. The Civic Honours Book shall be compiled and maintained by the Office of the Mayor, and there shall be recorded therein, the name of each person upon whom this honour has been conferred together with a citation of his/her achievements which shall be signed by that person, or where the honour is conferred in memory of a deceased person, by his/her next of kin, on his/her behalf, at the annual ceremony to confer Civic Honours.

3.2.3. A person upon whom has been conferred the honour of being invited to sign his/her name in the Civic Honours Book shall receive an address in the form of a copy of the appropriate citation in the Civic Honours Book and in the case of a deceased person such presentation shall be made to his/her next of kin.

3.3. HONORARY TITLE OF ALDERMAN/ALDERWOMAN

3.3.1 The title of Alderman/Alderwoman shall be conferred upon:

3.3.1.1 A councillor who has served in the City or at of any other municipality within the Republic of South Africa for a total period of 20 years or more, provided that the term of office need not be consecutive and includes any term of office prior to 1 February 1995, being the date of commencement of the pre-interim phase of local government transition;

3.3.1.2 A councillor of the City of Cape Town upon the assumption of the Office of Mayor provided that this provision does not apply to the position of Acting Mayor;

3.3.1.3 A councillor who obtains a minimum of 20 (twenty) points on the following scale:

3.3.1.3.1 one point for each completed year (12 calendar months) served as a councillor in the City or at any other municipality;

3.3.1.3.2 two additional points for each completed year served as a chairperson of a portfolio/standing committee or as a member of the Executive Committee/Mayoral Committee of the City or at any other municipality prior to 5 December 2000;

- 3.3.1.3.3 two additional points for each completed year served as the Mayor of the City or at any other municipality prior to 5 December 2000;
 - 3.3.1.3.4 two additional points for each completed year of service as the Deputy Mayor, Speaker, Chairperson of a sub-council, member of the Executive Committee / Mayoral Committee, Chairperson of a Portfolio / Standing Committee or Chief Whip of the Council of the City of Cape Town subsequent to 5 December 2000.
 - 3.3.1.3.5 one point for each completed year (12 months) of service to communities via a non-statutory organisation or body, prior to 1 February 1995; such Councillors to provide proof to the satisfaction of the City Manager of membership of the executive of such organisation or body by means of an affidavit or a letter from such organisation or body as proof of the actual number of years served, provided that this provision shall not apply to those councillors who had access to municipal elections prior to 1 February 1995.
- 3.3.2 Any serving councillor who was at any time invested with the honorary title of Alderman/Alderwoman by any disestablished municipality shall be deemed to be an Alderman/Alderwoman of the City of Cape Town.
- 3.3.3 The title of Alderman/Alderwoman is conferred for life, subject to clause 3.3.5 of this Policy.
- 3.3.4 The recipient of the title of Alderman/Alderwoman shall be issued with a suitable lapel badge or medal with neck ribbon which shall be presented to the recipient at a special council meeting.
- 3.3.5 The title of Alderman/Alderwoman shall be removed by the Council from a councillor or an ex-councillor when:
- 3.3.5.1 such person is convicted of a criminal offence and sentenced to more than 12 months' imprisonment without the option of a fine;
 - 3.3.5.2 the actions of such councillor brings the Council into disrepute; or
 - 3.3.5.3 a Councillor has acted in a manner unbecoming the holder of the title of Alderman/Alderwoman.

3.3.5 The Rules Committee shall investigate and report to Council all instances where good cause is shown for the removal of the title of Alderman/Alderwoman.

3.4 FREEDOM OF ENTRY

3.4.1 The Freedom of Entry into the City may be conferred upon a military unit to afford recognition of –

3.4.1.1 a long standing association which has existed between that unit and Cape Town; or

3.4.1.2 outstanding service rendered by such unit to the Republic and to Cape Town.

3.4.2 A military unit upon which the Freedom of Entry into the City has been conferred shall –

3.4.2.1 receive an address suitably inscribed and presented; and

3.4.2.2 have the right, privilege, honour and distinction of marching through the streets of Cape Town on all ceremonial and other occasions with swords drawn, bayonets fixed, drums beating and colours flying.

3.5 THE MAYOR'S MEDAL

3.5.1 The Mayor's Medal may be conferred annually by the Mayor upon any person or association or group of persons that has rendered meritorious voluntary community service involving a high degree of dedication and sacrifice which is of lasting benefit to the residents of Cape Town, in any or more of the following categories:

- 3.5.1.1 Community Affairs
- 3.5.1.2 Social Affairs and Services
- 3.5.1.3 Cultural Affairs
- 3.5.1.4 Youth Affairs
- 3.5.1.5 Recreation and Sport
- 3.5.1.6 Conservation
- 3.5.1.7 Economic Affairs
- 3.5.1.8 Extraordinary Bravery

- 3.5.2 The Office of the Mayor shall cause a register to be kept of the names of all persons or associations or groups of persons upon whom this award has been conferred.
- 3.5.3 A person or association or group of persons upon whom the Mayor's Medal has been conferred shall receive a medal, suitably inscribed, and an accompanying citation.

4. GENERAL

- 4.1 Any proposal for the conferment of any honour, except that of Alderman/Alderwoman, may be lodged by any person or organisation and shall:
- 4.1.1 be in writing;
 - 4.1.2 indicate the honour to be bestowed;
 - 4.1.3 include adequate motivation; and
 - 4.1.4 be lodged with the Mayor.
- 4.2 On receipt of a proposal, the Mayor shall refer the proposal to the Rules Committee who will be assisted by the Head of Protocol in the Office of the Mayor.
- 4.3 The Rules Committee will make recommendations to Council in accordance with the procedures set out in this Policy, except in the case of the Mayor's medal, in which case the recommendation is submitted to the Mayor for final approval.
- 4.4 The decision to confer Civic Honours, except that of Alderman/Alderwoman, may be made at any time and shall be conferred at a Special Meeting of Council as determined by the Speaker.
- 4.5 The resolution of Council to confer a Civic Honour shall be carried by an ordinary resolution of Council by a supporting vote of the majority of the members present at the meeting of Council.
- 4.6 Until such time as the candidate upon whom it is intended to confer a civic honour has indicated a willingness to accept the award in writing or verbally, in which case the acceptance must be confirmed by means of an affidavit, the identity of the candidate and any other information contained in the proposal shall remain confidential; provided that the Committee shall not recommend the rejection of any proposal unless the proposer has first been advised by the Committee,
- 4.6.1 to withdraw his/her proposal; or
 - 4.6.2 to withdraw his/her proposal and to submit a new proposal in respect of the same person but proposing the conferment of some other civic honour; or

- 4.6.3 to recommend for consideration of recognition by a Subcouncil, and he/she has refused or omitted to do so within a reasonable period.
- 4.7 Any nomination that is unsuccessful in any one year may again be resubmitted for consideration after the expiry of one year.
- 4.8 Where a resolution of Council conferring a civic honour upon any person has been duly carried as provided above, that person, if he is a living person, or, in the case of a deceased person, his immediate family, shall be approached in a confidential manner to ascertain whether he/she will accept such honour and participate in the annual ceremony to confer civic honours.
- 4.9 A request for granting of Freedom of Entry shall be made to the Mayor by or with the concurrence of the Officer Commanding such unit.
- 4.10 If, pursuant to a recommendation by the Committee, Council passes a resolution to confer the Freedom of Entry into the City upon a military unit, the Mayor shall advise the Chief of the South African Defence Force or the Provincial Commissioner of Police, as the case may be, of that resolution and request consent for such conferment.
- 4.11 If the appropriate consent is given for the conferment of the Freedom of Entry into the City upon the military unit proposed, all arrangements relating to such conferment shall be made in accordance with protocol attached to such unit.

5. SUBCOUNCILS

- 5.1 A subcouncil may recognise outstanding achievements and service by both civil society and staff within their areas of jurisdiction through the presentation of a suitable standard certificate.
- 5.2 Any proposal for the awarding of a certificate, may be lodged by any person or organisation and shall:
- 5.2.1 be in writing;
 - 5.2.2 indicate the honour to be bestowed;
 - 5.2.3 include adequate motivation, and
 - 5.2.4 be lodged with the Chairperson of the Subcouncil.
- 5.3 The Chairperson of the Subcouncil shall submit the applications to the Subcouncil for a decision.
- 5.4 A resolution of the Subcouncil to award a certificate, shall be carried by an ordinary resolution.

- 5.5 Until such time as the candidate to whom it is intended to award a certificate has indicated a willingness to accept the award in writing or verbally, in which case the acceptance must be confirmed by means of an affidavit, the identity of the candidate and any other information contained in the proposal shall remain confidential; provided that the Subcouncil shall not recommend the rejection of any proposal unless the proposer has first been advised by the Subcouncil,
- 5.5.1 to withdraw his/her proposal; or
- 5.5.2 to withdraw his/her proposal and to submit a new proposal in respect of the same person but proposing the conferment of some other civic honour;
- and he/she has refused or omitted to do so within a reasonable period.
- 5.6 Any nomination that is unsuccessful in any one year may again be resubmitted for consideration after the expiry of one year.
- 5.7 Where a resolution of a Subcouncil conferring a civic honour upon any person has been duly carried as provided above, that person, if he is a living person, or, in the case of a deceased person, his immediate family, shall be approached in a confidential manner to ascertain whether he/she will accept such honour and participate in the annual ceremony to confer civic honours.
- 5.8 The Office of the Mayor shall cause a register to be kept of the names of all persons or associations or groups of persons to whom a certificate of recognition had been granted.

5 STAFF

Recognition of long and/or outstanding service among the City's staff rests with the Mayor and the City Manager.

6 RECOGNITION OF PREVIOUS CIVIC HONOURS

Any Civic Honour bestowed prior to the implementation of this Policy by any municipality who is the predecessor in law of the City of Cape Town, shall be deemed to have been granted in terms of this Policy.

7. MONITORING AND EVALUATION

The Implementation of this Policy will be monitored and amendments will be effected as and when required.