

# **WEST COAST DISTRICT MUNICIPALITY**

## **POLICY**

### **CONFERMENT OF ALDERMANSHIP ON COUNCILLORS OF THE WEST COAST DISTRICT MUNICIPALITY**



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## 1. DEFINITIONS

“*Councillor*” means a member of the Municipal Council of the West Coast District Municipality.

“*District Council*” means the municipal council of a district municipality;

“*District Municipality*” means a municipality that has municipal executive and legislative authority in an area that includes more than one municipality, and which is described in section 155 (1) of the Constitution as a category C municipality;

“*Municipality*” means the West Coast District Municipality established in terms of Section 12 of the Municipal Structures Act, 117 of 1998 by Provincial Notice 480 dated 22 September 2000 (PN 480/2000)

“*Municipal Manager*” means the person that is the head of administration and also accounting officer for the municipality, appointed in terms of section 82 of the Municipal Structures Act, Act 117/1998;

“*Municipality*” for the purposes of Section 4 means:

- (a) The Municipality of the West Coast District established by Provincial Notice 480/2000 dated 22 September 2000;
- (b) Any municipality established under the provision of the Local Government Transition Act, 1993;

## 2. NAME OF POLICY

**Conferment of Aldermanship on Councillors of the West Coast District Municipality**

## 3. POLICY OBJECTIVE

The policy makes provision to honour long-serving members of the Council by awarding them Alderman-status. Councillors are honoured for their contribution to the community.

The policy makes provision for the bestowing of Aldermanship on Councillors on developing communities and in recognition of service rendered to local government and the community it serves. This policy also institute a set criteria to recognise those Councillors who prior to 1 February 1995 serve on the council of municipalities and include concurrent service to municipalities (and disestablished municipalities) within the jurisdiction of the West Coast District Municipality (DC01).

#### 4. CRITERIA FOR ALDERMANSHIP

Aldermanship shall be conferred on a Councillor of the West Coast District Municipality:

4.1 who obtains the minimum of **20 points** on the following scale:

- (a) <sup>1</sup>**one (1) point for each completed year** (12 months) service as a Councillor on any municipality within the West Coast District; plus
- (b) **one additional point** for **each completed year** (12 months) service as a member of the Executive of the West Coast District **prior** to 5 December 2000; or as chairperson of a portfolio / standing committee of the West Coast District Municipality; plus
- (c) **one (1) additional point** for each **completed year service** (12 months) as a mayor, deputy mayor, speaker or a chairperson of a portfolio / standing committee of any municipality in the West Coast District; plus
- (d) **three (3) additional points** for each **completed year served** (12 months) as a mayor of the West Coast District Municipality; plus
- (e) <sup>2</sup>**two additional points** for **each completed year** (12 months) served as a member of the Executive committee / Mayoral Committee or chairperson of a portfolio / standing committee of the West Coast District Municipality subsequent to 5 December 2000; plus
- (f) <sup>3</sup>**two additional points** for each completed year served as deputy mayor or speaker of the West Coast District Council.

4.2 who has served on one or more municipalities within the Republic of South Africa for a total period of **10 consecutive years**; (include any term of office prior to 1 February 1995)

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<sup>1</sup> **Points can only be awarded for service to 1 municipality and not double allocation of points for e.g if an Appointed councillor is serving on a B-municipality and the West Coast District Municipality, only points for being a councillor at the West Coast District Municipality can be claimed or awarded.**

<sup>2</sup> **Double allocation of points cannot be claimed / awarded if such councillor is a mayor, deputy mayor or speaker AND serves on the Executive Committee / Mayoral Committee. Only points will be allocated for the position held as Mayor, Deputy Mayor or Speaker.**

<sup>3</sup> **Double allocation of points cannot be claimed / awarded if such councillor is a mayor, deputy mayor or speaker AND serves on the Executive Committee / Mayoral Committee. Only points will be allocated for the position held as Mayor, Deputy Mayor or Speaker.**

4.3 who serve on the Transitional council;

4.4 A **once-off allocation of ten (10) points** awarded to Councillors currently serving and who prior to 1 February 1995 (*i.e. the period before the commencement of the pre-interim phase of local government transition*)

## 5. **POSTHUMOUS CONFERRAL OF ALDERMANSHIP**

The Mayor together with the other members of Council may confer Aldermanship to on any person and may make a posthumous conferral of a Municipal Aldermanship as described in Section 4 (Criteria for Aldermanship) of this policy. The relatives of the Councillors will receive the badge and certificate.

## 6. **<sup>4</sup>BENEFITS AND PRIVILEGES**

The following benefits or privileges are given to Alderman in as far as agreed to by council not prohibited by law:

- a) issuing of a lapel badge identifying the wearer as an alderman
- b) issuing of printed certificates;
- c) may attend and take part in civic ceremonies, as invited;
- d) at the discretion of the Executive Mayor, be presented to international/national delegations during his/her term of office as a councillor;
- e) making special parking available within municipal premises during his/her term of office as a councillor;
- f) retaining his/her name on the municipality's invitation list;
- g) any other privileges or benefits as may be determined by the Council from time to time;

## 7. **IMPLEMENTATION OF POLICY**

Any current serving councillor who is of the view that he/she qualifies for Aldermanship should notify the Municipal manager in writing together with the necessary details as prescribed in the criteria.

*The Municipal Manager shall make a recommendation to the Executive Mayoral Committee after having considered all the relevant details that any current serving Councillor qualifies for Aldermanship.*

**For monitoring purposes an appropriate database of all current serving councillors as from 5 December 2000 to be created.**

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<sup>4</sup> *Please note that Councillors that are bestowed as Alderman are not entitled to receive any allowances or payments or any rights in terms of attending meetings of the Council (if one no longer serve on Council)*

## 8. REMOVAL OF THE TITLE OF ALDERMAN

Subject to the requirements of just administrative action:

- a) Breach the Code of Conduct for Councillors as prescribed in Schedule 1 of the Municipal Systems Act, Act 32 of 2000;
- b) the Council may remove such title should a councillor be found guilty of misconduct; or
- c) when the actions of such a councillor brings the Council into disrepute; or
- d) he/she has acted in a manner unbecoming the office of Alderman;
- e) the Council may remove the title from an ex-councillor who is convicted of a Serious criminal offence or where the actions of such ex-councillor brings the municipality into disrepute or;
- f) The Council shall on good cause shown investigate the facts and circumstances which could give rise to the removal of the title of Aldermanship from any person and report his/her findings to the municipal councillor relevant committee of Council.

## 9. BESTOWAL CEREMONY

***The conferment of Aldermanship on qualifying members shall take place at the last General Council Meeting of each calendar year. The certificate, badge and blazer will be conferred to the respective councillor/s.***

In the event of a Posthumous conferral the relatives of the respective Councillor are invited to the Council meeting.

Badges of office are awarded in each case to be worn on all formal occasions.

## 10. DATE OF COMMENCEMENT

Takes effect on date of resolution by Council on 27 August 2010: ITEM 10/08/27/10.2.2

## **ANNEXURE A**

### **1. APPLICATION**

An application is submitted by the Chief Whip of respective Political Party to the Office of the Municipal Manager requesting the Aldermanship be bestowed on a councillor should he qualify for such honours in terms of the policy.

### **2. CALCULATION OF POINTS**

Following the above application, Directorate Corporate Service compiled a memorandum to the Municipal Manager, confirming that, according to his records, the councillor qualifies for Aldermanship with the total of points as per the policy.

### **3. CERTIFICATE BY MUNICIPAL MANAGER**

The Municipal Manager confirms that the calculations were verified by him and that the awarding of points was within the prescribed criteria.

### **4. KEEPING AND ADMINISTERING OF CONFERNMENT OF COUNCILLORS**

Golden badge labels shall be numbered and recorded in a register to be opened for this purpose. These badges shall be kept in a safe place (Archives).

### **5. KEEPING OF A REGISTER OF TITLE OF ALDERMANSHIP ON COUNCILLORS CONFERRED**

Register must be kept and should indicate the following:

- 5.1 full details of person (s) on whom Aldermanship was conferred
- 5.2 date and detail of Council resolution
- 5.3 copy of certificate and photo of ceremony
- 5.4 date of ceremony
- 5.5 description of badge
- 5.6 serial number of badge
- 5.7 blazer

### **6. ISSUING OF ACCOMPANYING CERTIFICATES**

A description and standard wording of the certificates will be on printed on all certificates and accompanies the golden badge.

### **7. REPLACEMENT OF BADGE**

Councillors who are bestowed as Alderman are responsible for the safekeeping of the badge since the badge is the respective Alderman's property. If lost, they are responsible for the replacement cost thereof.

## **8. PROTOCOL REGARDING THE HANDING OVER OF BADGE AND CERTIFICATE**

The Executive Mayor will hand over the badge, certificate and blazer/jacket bestowing the title of Alderman to Councillors at the last General Council meeting of the Municipality.

In the event of Posthumous conferment, the immediate relatives of the "Alderman" will receive the badge and certificate.

## **9. PUBLICATION OF CONFERMENT OF TITLE OF ALDERMAN**

This ceremonial conferment of the title of Alderman will be published in the local media and the website of the municipality.