

RULES FOR HERITAGE WESTERN CAPE COUNCIL & COMMITTEE MEETINGS



- 1) **Engage in productive discussions:** The Chairperson will guide the meeting, and all questions and comments must be directed through the Chairperson, who will give permission to speak.
- 2) **Respect the time limit:** Parties should limit their oral representations to the time set by the Chairperson, unless the committee agrees to extend the period.
- 3) **Stay focused on the topic:** The members of the committee have already familiarized themselves with the written representations, so there's no need to repeat this information. The Chair will ask parties to focus on new information.
- 4) **Ask and answer of questions:** Members of the committee may ask questions to parties, and all responses should be made through the Chair.
- 5) **Maintain a positive atmosphere:** No cross-examination of parties by other parties is allowed, and parties should refrain from repeating information, using unbecoming language, making irrelevant or personal attacks, and focus on the heritage merits of the matter.
- 6) **Show proper conduct:** If an individual engages in misconduct, obstructs the business of a meeting, declines to withdraw any expression when asked to do so by the Chair, indulges in repetition, unbecoming language or remarks, or commits any breach of the rules, the Chair may direct them to behave properly.
- 7) **Respect the chair's decision:** If a member or non-member disregards the Chair's directions, the Chair may ask them to leave the meeting for a specified period or have them removed from the meeting.
- 8) **Encourage good behavior:** If the Chair fails to act, any member may move a motion to require the Chair to enforce proper behavior.
- 9) **Follow the Code of Conduct:** The entire Code of Conduct applies to all HWC meetings, and everyone should be mindful of their behavior and language.
- 10) **Let's work together:** The Heritage Western Cape Committee Meetings are an opportunity to work together towards building social cohesion. Let's work towards a productive and respectful meeting.

February 2023_V1

www.westerncape.gov.za/cas

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MEETING OF HERITAGE WESTERN CAPE'S IGIC COMMITTEE DATE:
Tuesday, 5th OF December 2023
TIME: 8:30

The meeting will be held via Microsoft Teams.

To be a participant in the meeting, kindly email the agenda item number and the contact details (email address and cellphone number) of the attendee to ceoheritage@westerncape.gov.za no later than 24hrs ahead of the scheduled meeting.

In order to be updated with agenda proceedings, please use the following QR code or link to access the HWC WhatsApp group on the day:



Follow this link to join the WhatsApp group:
<https://chat.whatsapp.com/IJzuikP4jtt4fmPW7fA5X6>

It is your responsibility to join the respective group to be kept up to date on the meeting proceedings – HWC officials will not be contacting individuals in order to advise them

AGENDA						
Item	Case No	Subject	Reference	Case Officer	Original Decision	Matter
1	Opening					
2	Attendance					
3	Apologies					
4	Approval of the agenda					
4.1	Dated 5 th December 2023					
5	Approval of the previous minutes					
5.1	Dated 8 th November 2023					
6	Disclosure of conflict of interest					
6.1	Recusals					
7	Confidential Matters					
8	Administration Matters					
8.1	Apoinlments					
8.1.1	None					
8.2	Outcome of the Tribunal Committees					
8.3	Report back on HWC Council Meetings					
8.4	Site Inspections Undertaken and Reports					
8.4.1	None					
8.5	Potential Site Inspections					
8.6	Discussion of the agenda					
8.7	Attendance for upcoming Tribunals					
MATTERS TO BE DISCUSSED						
9	MATTER ARISING					
Item	Case No	Subject	Reference	Case Officer	Original Decision	Matter
9.1	HWC23081501SJ0822	Proposed additions and alterations on Erven 93 & 665, Church Street, Tulbagh: S27-A&A	HM/CAPE WINELANDS/ WITZENBERG/ TULBAGH/ERVEN 93 & 665	Sneha Jhupsee	Appeals against HOMS Decision	New Matter
10	NEW MATTERS					
SECTION 49						
Item	Case No	Subject	Reference	Case Officer	Original Decision	Matter
10.1	None					
11	APPEALS RECEIVED TOO LATE FOR INCLUSION, FOR NOTING AND POSTPONEMENT					
Item	Case No	Subject	Reference	Case Officer	Original Decision	Matter
11.1	N/A				HOMS	New Matter
12	ADOPTION OF DECISIONS AND RESOLUTIONS		Formal adoption of decisions and resolutions taken at the meeting			
13	DATE OF NEXT MEETING		17-Jan-24			
14	CLOSURE					