

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

Street Address: Protea Assurance Building, Green Market Square, Cape Town, 8000 • **Postal Address:** P.O. Box 1665, Cape Town, 8000
• **Tel:** +27 (0)21 483 5959 • **E-mail:** ceoheritage@westerncape.gov.za

Straatadres: Protea Assuransie-gebou, Groentemarkplein, Kaapstad, 8000 • **Posadres:** Posbus 1665, Kaapstad, 8000
• **Tel:** +27 (0)21 483 5959 • **E-pos:** ceoheritage@westerncape.gov.za

Idilesi yendawo: kumgangatho 3, kwisakhiwo iprotea Assurance, Greenmarket Square, eKapa, 8000 • **Idilesi yeposi:** Inombolo yebhokisi yeposi 1665, eKapa, 8000 • **Iinombolo zomnxeba:** +27 (0)21 483 5959 • **Idilesi ye-imeyile:** ceoheritage@westerncape.gov.za



Heritage Western Cape

**MEETING OF HERITAGE WESTERN CAPE'S IGIC COMMITTEE DATE:
THURSDAY, 5TH JUNE 2025
TIME: 10:H00**

The meeting will be held at Protea Assurance Building on the 1st Floor Boardroom, at Green-Market Square, Cape Town.

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						
1	Opening					
2	Attendance					
3	Apologies					
4	Acceptance of the Code of Conduct					
4.1	Declaration for members to re-affirm their commitment to the Code of Conduct					
5	Approval of the agenda					
5.1	Dated 5 th June 2025,					
6	Approval of the previous minutes					
6.1	Dated 9 th May 2025,					
7	Disclosure of conflict of interest					
7.1	Recusals					
8	Confidential Matters					
8.1	None					
9	Appointments					
9.1	None					
10	Administrative Matters					
10.1	Report back on Appeals, Tribunals . PM					
11	Standing Items					
11.1	Report back on Council Meetings.RM					
11.2	Site Inspections Undertaken & Report					
11.3	Proposed Site Inspection					
12	Policy Matters					
12.1	None					
MATTERS TO BE DISCUSSED						
13	Proposed nominations of Provincial Heritage Sites					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
TIME SLOT: 09:30 - 09:50						
13.1	N/A	Salt River Hall, Voortrekker Road, Salt River.	HM/ CAPE METROPOLITAN/SALT RIVER	Cecilene Muller	S27 Documentation and additional information.	Matter Arising
TIME SLOT: 09:50 - 10:10						
13.2	N/A	Simon's Town Railway Station, Main Road, Erf 560-RE.	HM/CAPE METROPOLITAN/SIMON'S TOWN/ERF 560-RE	Cecilene Muller	S27 Nomination Form and supporting documents.	New Matter
14	Provincial Heritage Site plaque replacement					
Item	Case No	Subject	Reference	Case Officer	Documents to be	Matter
15	Sections 27, 28, 29, 30 & 31 Formal Protections					
Item	Case No	Subject	Reference	Case Officer	Documents to be	Matter
16	Proposed Provisional Protection					
Item	Case No	Subject	Reference	Case Officer	Documents to be	Matter
17	Proposed Exemptions					
Item	Case No	Subject	Reference	Case Officer	Documents to be	Matter
TIME SLOT:10:10 - 10:30						
17.1	N/A	Request for S34 & 38 exemption , Maitland.	HM/ CAPE METROPOLITAN/MAITLAND	Jonathan Windvogel	Report	New Matter
18	Application for Conservation Body Registration					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
TIME SLOT: TIME SLOT: 10:30 - 10:50						
18.1	N/A	Gleemoor Heritage Conservation Society,39 Main Avenue Gleemoor, Athlone	HM/CAPE METROPOLITAN/ATHLONE/GLEE MOOR	Cecilene Muller	S25 Application Form and supporting documents.	New Matter
19	Amendment of conservation body boundaries					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
20	Survey/s					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
21	OTHER					
Item	Case No	Subject		Case Officer	Documents to be	Matter
22	ADOPTION OF DECISIONS AND RESOLUTIONS		Formal adoption of decisions and resolutions taken at the meeting			
23	DATE OF NEXT MEETING		1-Aug-25			
24	CLOSURE					