

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 APPEALS COMMITTEE DATE:
MONDAY, 14TH OF FEBRUARY 2024
TIME: 08:30**

The meeting is to be held via Ms 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
1	Opening				
2	Attendance				
3	Apologies				
4	Acceptance of the Code of Conduct				
5	Approval of the agenda				
5.1	Dated 14 th February 2024				
6	Approval of the previous minutes				
6.1	Dated 17 th January 2024				
7	Disclosure of conflict of interest				
7.1	Recusals				
8	Confidential Matters				
9	Administration Matters				
9.1	Appointments				
9.2	Outcome of the Tribunal Committees				
9.3	Report back on HWC Council Meetings				
9.4	Site Inspections Undertaken and Reports				
9.5	Potential Site Inspections				
9.6	Discussion of the agenda				
9.7	Discussion of attendance at any upcoming Tribunal meetings				
MATTERS TO BE DISCUSSED					
10	MATTER ARISING				
Item	Case No	Subject	Reference	Case Officer	Original Decision
10.1	HWC22052709CH0316	Proposed Additions and Alterations on Erf 16337 , 267 Victoria Road, Salt River	HM/CAPE TOWN METROPOLITAN/ SALT RIVER/ ERF 16337	Chane Herman	HOMs
11	NEW MATTERS				
SECTION 49					
Item	Case No	Subject	Reference	Case Officer	Original Decision
11.1	HWC23063005KB0704	Proposed Total Demolition on Erf 48331, 6 Apple Lane, Newlands	HM/CAPE TOWN METROPOLITAN/ NEWLANDS/ ERF 48331	Khanyisile Bonile	HOMs
12	NEW MATTERS				
12.1	None				
13	ADOPTION OF DECISIONS AND RESOLUTIONS		Formal adoption of decisions and resolutions taken at the meeting		
14	DATE OF NEXT MEETING		6-Mar-24		
15	CLOSURE				