

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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ILifa leMveli leNtshona Koloni
Erfenis Wes-Kaap

Heritage Western Cape

**MEETING OF HERITAGE WESTERN CAPE'S APPEALS COMMITTEE DATE:
TUESDAY, 9TH OF APRIL 2024
TIME: 08H30**

The meeting to be convened 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
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 9 th April 2024				
6	Approval of the previous minutes				
6.1	Dated 10 th March 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 attendance at any upcoming Tribunal				
9.7	Discussion of the agenda				
9.8	Report from BELCom				
9.9	Guidelines				
MATTERS TO BE DISCUSSED					
10	MATTER ARISING				
Item	Case No	Subject	Reference	Case Officer	Original Decision
10.1	N/A				
11	NEW MATTERS				
SECTION 49					
Item	Case No	Subject	Reference	Case Officer	Original Decision
11.1	HWC23083008CN0901	Erf172010 Beach Road, Muizenberg, Empire West Building	HM/CAPE TOWN METROPOLITAN/ MUIZENBERG/ ERF 172010	Corne Nortje	BELCom
11.2	HWC23101716SB1017	Erf 55585, 26 Draper Street, Claremont	HM/CAPE TOWN METROPOLITAN/ CLAREMONT/ ERF 55585	Stephanie-Ann Barnardt	HOMs
ATHOR MATTERS					
12.1	N/A				
13	ADOPTION OF DECISIONS AND RESOLUTIONS		Formal adoption of decisions and resolutions taken at the meeting		
14	DATE OF NEXT MEETING		15-May-24		
15	CLOSURE				