RULES FOR HERITAGE WESTERN CAPE COUNCIL & COMMITTEE MEETINGS

ILifa leMveli leNtshona Koloni
Erfenis Wes-Kaap
Heritage Western Cape

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

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

ILifa leMveli leNtshona Koloni
Erfenis Wes-Kaap

Heritage Western Cape

MEETING OF HERITAGE WESTERN CAPE'S APPEALS COMMITTEE DATE: WEDNESDAY, 17TH OF JANUARY 2024

TIME: 8:30H00

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	**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 17th January 2024				
6	**Approval of the previous minutes**				
6.1	Dated 5th December 2023				
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	None				
11	**NEW MATTERS**				
SECTION 49					
Item	**Case No**	**Subject**	**Reference**	**Case Officer**	**Original Decision**
11.1	HWC23090502CH0915	Proposed Emergency Roof Replacement on Erf 1427, Voortrek Street, Swellendam: NM	HM/ OVERBERG/ SWELLENDAM/ ERF 1427	Chane Herman	BELCom
11.2	HWC23091515KB0905	Proposed Total Demolition and Replacement Structure on Erven 977 & 978, 11 & 13 Virginia Avenue, Vredehoek	HM/ CAPE TOWN METROPOLITAN/ VREDEHOEK/ ERVEN 977& 987	Khanyisile Bonile	BELCom
11.3	HWC23072707MS0806	Proposed Additions and Alterations on Erven 567 and 568, 31 Belvedere Avenue, Oranjezicht: MA	HM/CAPE TOWN METROPOLITAN/ ORANJEZICHT/ ERVEN 567 AND 568	Chane Herman	BELCom
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**		**14-Feb-24**		
15	**CLOSURE**				