

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.

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www.westerncape.gov.za/cas

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**MEETING OF HERITAGE WESTERN CAPE'S IGIC COMMITTEE DATE: TUESDAY, 26TH
NOVEMBER 2024 TIME: 09:H00**

Meeting will 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:

<https://chat.whatsapp.com/KcZZSndHJmhlphnvtXrci>

Follow this link to join the WhatsApp group:

<https://chat.whatsapp.com/KcZZSndHJmhlphnvtXrci>

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 26 th November 2024.					
6	Approval of the previous minutes					
6.1	None					
7	Disclosure of conflict of interest					
7.1	Recusals					
8.1	Confidential Matters					
8	None					
9	Appointment					
9.1	None					
10	Administrative Matters					
10.1	None					
11	Standing Items					
11.1	None					
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: 09:15 - 09:45						
13.1	N/a	Salt River Hall, 43 Voortrekker Road, Salt River	HM/CAPE METROPOLITAN/ SALT RIVER/	Cecilene Muller	Proposed Provincial Heritage Site Nomination	New Matter
TIME SLOT: 09:45-10:15						
13.2	N/a	Klipfontein, Serial Nomination-41 Paul Kruger Street, Parrow Valley	HM/CAPE METROPOLITAN/ CAPE WINELANDS/ EDEN	Cecilene Muller	Proposed Provincial Heritage Site Nomination	New Matter
TIME SLOT: 10:15-10:45						
13.3	N/a	Florida Estate, 41 Paul Kruger Street, Parrow Valley.	HM/CAPE METROPOLITAN/RAVENSMEAD	Cecilene Muller	Proposed Provincial Heritage Site Nomination	New Matter
TIME SLOT:10:45-11:15						
13.4	N/a	Old Standard House, Observatory	HM/CAPE METROPOLITAN/OBSERVATOR	Cecilene Muller	Proposed Provincial Heritage Site Nomination	New Matter
14	Provincial Heritage Site plaque replacement					
15	Sections 27, 28, 29, 30 & 31 Formal Protections					
16	Proposed Provisional Protection					
17	Proposed Exemptions					
18	Conservation Body Registration					
TIME SLOT:11:15-11:45						
18.1	N/a	Jakkelsfontein Nature Reserve	HM/WEST COAST/SWARTLAND/MALMESBURY	Cecilene Muller	S25 Application Form and documents	Matter Arising
TIME SLOT:12:20-12:40						
18.2	N/a	Parkscap	HM/CAPE METROPOLITAN/TOKAI	Cecilene Muller	S25 Application Form and documents	Matter Arising
LUNCH						
TIME SLOT:12:40-13:10						
18.3	N/a	Aikonese Cochoqua Khoe Tribal Council	HM/WEST COAST/WEST COAST/SALDANHA	Cecilene Muller	S25 Application Form and documents	New Matter
19	Amendment of Conservation Body Boundaries					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
20	Survey/s					
TIME SLOT:13:10-13:40						
20.1	N/a	Draft Napier Heritage Inventory Report	HM/OVERBERG/CAPE AGULHAS/NAPIER	Cecilene Muller	S 30(6) _Public Participation	Matter Arising
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
21	OTHER					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
24	ADOPTION OF DECISIONS AND RESOLUTIONS			Formal adoption of decisions and resolutions taken at the meeting		
25	DATE OF NEXT MEETING			7/2/2025		
26	CLOSURE					