

**APPROVED MINUTES OF THE MEETING  
OF THE COUNCIL OF HERITAGE WESTERN CAPE (HWC),  
Held on Friday, 29 May 2020, via Microsoft Team  
at 09H00**



**1. Opening and Welcome**

The Chairperson, Mr Bongani Mgijima officially opened the meeting at 09:00 and welcomed everyone present.

**2. Attendance**

**Members**

Mr Bongani Mgijima (BM) (Chairperson)  
Mr Graham Jacobs (GJ)  
Mr Stefan de Kock (SdK)  
Mr Ron Martin (RM)  
Ms Cecilene Muller (CM)  
Mr Stuart Hermansen (SH)  
Mr Jason Knight (JK)  
Mr Mandla Mdludlu (MM)  
Ms Vuyiseka Myakala (VM)  
Ms Emmylou Bailey (EB)

**Members of Staff**

Dr Mxolisi Dlamuka (MD)  
Ms Colette Scheermeyer (CSc)  
Ms Penelope Meyer (PM)  
Mr Jonathan Windvogel (JW)  
Ms Ameerah Peters (AP)  
Mr Olwethu Dlova (OD)  
Ms Cathy-Ann Potgieter (CAP)  
Ms Zahirah Ebrahim (ZE)  
Ms Nuraan Vallie (NV)  
Ms Brenda Rutgers (BR)

**Visitors**

Mr David Micketts  
Ms Nosiphelo Mabude

**Observers**

None

**3. Apologies**

Ms Katherine Dumbrell (KD)

**4. Approval of agenda**

**4.1 Date 29 May 2020**

The Committee approved the agenda dated 29 May 2020 with amendments.

**5. Approval of minutes of the previous Council meeting**

**5.1 Minutes of Council meeting of 28 February 2020**

The Council resolved to approve the minutes dated 28 February 2020 with minor amendment.

**5.2 Confidential minutes of 28 February 2020**

The Council resolved to approve the confidential minutes of the Council meeting dated 28 February 2020 without amendments.

**6. Disclosure of conflict of interest**

- RM: item 8.1

**7. Matters arising**

**7.1 Section 30 and 31 Regulations**

MD reported back, which was noted by Council.

**DECISION:**

This matter is postponed to the next Council meeting due to the constrains associated with working under the COVID-19 global pandemic.

**PM**

**8 Confidential matters**

**8.1** Please see annexure for minutes.

**9. Appointments**

**9.1** None

**10. Administration matters**

**10.1 Ratification of email decisions**

MD presented a verbal report, which was noted by Council.

**DECISION:**

1. The decisions were ratified for email correspondence and emergency appointment of members to Committee meetings.
2. The Council approved the reimbursement to members of HWC Council and its Committees for data up to R500.00 for meetings that attended via Microsoft Team.

**11. Standing items**

**11.1 CEO's Report**

MD presented a verbal report, which was noted by Council.

**MD**

**11.2 Financial matters**

**11.2.1 Financial report**

ZE presented Ms Brenda Rutgers presented a report, which was noted by Council.

**ZE**

### **11.2.3 Financial delegations**

The matter was postponed to the next special Council meeting.

**MD**

### **11.3 Risk Register**

#### **11.3.1 Presentation of HWC Risk Register**

Mr David Micketts presented a PowerPoint presentation, which was noted by Council.

Mr David Micketts and Ms Nosiphelo Mabude were present and took part in the discussion.

Amongst other things, the following was noted by Council:

**DECISION:**

The Council agreed that the list of risks contained in the register be circulated to Council members for further input and approval via email.

**DM**

### **11.4 Strategic matters**

#### **11.4.1 None**

### **11.5 Local Government Matters**

#### **11.5.1 Delegations of Powers to Local Authorities**

MD presented a verbal report, which was approved by Council.

Amongst other things, the following was noted by Council:

- Application for competency was sent to Drakenstein Municipality. Due to COVID 19, no further action has occurred.

**MD**

#### **11.5.2 Competency of City of Cape Town**

MD presented a verbal report, which was noted by Council.

**MD**

## 11.6 Committee reports

The Chairpersons presented the reports, which was noted by Council.

Amongst other things, the following was noted by Council:

1. BELCom:

Council notes the report from BELCom and adopts the following recommendations made in that report, i.e. that:

- a. That Council reminds the CEO to make representations to the Provincial Premier to provide much needed assistance to Wupperthal as per the latter's (and other MEC's) commitment in early 2019. The particulars of what is required are recorded in the previous BELCom Chairperson's report. Lockdown provides an ideal opportunity to put such measures in place.
- b. The CEO to provide feedback to Council as to whether re-prioritizing of the provincial expenditure in the face of COVID will affect any of the promised new HWC post allocations reported on by the CEO at the previous Council meeting.
- c. The CEO to report back to Council at its next meeting on the following previously arising issues:
  - Fast Tracking of Emergency Applications.
  - Mandates for Monitoring Heritage Professionals.
  - Formal Protection of Buildings refused for Demolition.
  - Access to Selective Data Base of Instructive Prior Cases.

2. IACom:

- Council notes the content of the report from IACom.

3. Appeals:

- Council notes the content of the report from Appeals.

4. APM:

- Council notes the content of the report from APM.

5. IGIC:

Council notes the report from IGIC and adopts the following recommendations made in that report, i.e. that:

- a. That the Committee works on its site visit protocol, with added cognizance of the "new normal" presented by the Corona virus pandemic.
- b. That HWC continues its support for the staff in their endeavours to enhance further diversification of the heritage landscape of the Western Cape Province.

**MD**

## 11.7 Report and feedback from SAHRA Council

BM presented a verbal report, which was noted by Council.

**MD**

**11.8 Report and feedback from Independent Tribunals appointed by the Minister**

PM presented a verbal report, which was noted by Council.

PM

**11.9 Conservation Management Plans**

11.9.1 None

**11.10 Proposed PHS**

11.10.1 None

**12. Policy matters/ guidelines and Section 38 processes**

12.1 None

**13. Conservation bodies**

**13.1. Updated of conservation bodies**

13.1.1 None

**13.2 Applications received of conservation bodies**

**13.2.1 Application for registration of the Kai Korana Land and Heritage Governing Body and Cultural and Customary Council as conservation body**

MD presented the report, which was noted by Council.

Amongst other things, the following was noted by Council:

**DECISION:**

PM to seek legal opinion on the constitutional matters that arise out of this application. On receipt of legal opinion, the Council will make a decision at the next meeting to be held on 28 August 2020.

PM

**14. New matters**

14.1 None

**15. Other matters**

15.1 None

**16. Adoption of decisions and resolutions**

The Council adopted all decisions and resolutions.

**17. Proposed date of the next meeting:** 28 August 2020

**18. Closure:**  
The meeting adjourned at 14:19



**CHAIRPERSON** \_\_\_\_\_

**DATE: 28 September 2020**



**SECRETARY** \_\_\_\_\_

**DATE: 28 September 2020**

Approved