

## 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](http://www.westerncape.gov.za/cas)

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**MEETING OF HERITAGE WESTERN CAPE'S IGIC COMMITTEE DATE:  
FRIDAY, 23<sup>RD</sup> OF JUNE 2023  
TIME: 09:00H00**

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The meeting will be held 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](mailto: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						
1	Opening					
2	Attendance					
3	Apologies					
4	Approval of the agenda					
4.1	Dated 23 <sup>th</sup> June 2023					
5	Approval of the previous minutes					
5.2	Minutes of the 5th of May to be Approved on the 4th of August 2023.					
6	Disclosure of conflict of interest					
6.1	Recusals					
7	Confidential Matters					
7.1	None					
8	Appointment					
8.1	None					
9	Administrative Matters					
9.1	Report back on Closeout Reports					
9.2	Report back on Appeals, Tribunals: None					
9.3	Report back on Council Meetings :RM					
10	Site Inspections Undertaken & Report					
10.1	None					
11	Proposed Site Inspections					
11.1	None					
12	Policy Matters					
12.1	None					
<b>MATTERS TO BE DISCUSSED</b>						
13	Proposed nominations of Provincial Heritage Sites					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
14	Provincial Heritage Site plaque replacement					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
15	Sections 27, 28, 29, 30 & 31 Formal Protections					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
16	Proposed Provisional Protection					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
17	Proposed Exemptions					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
<b>TIME SLOT: 09:30 - 10:00</b>						
17.1	N/a	Exemption Report for Airport Industrial DFA	HM/CAPE TOWN METRO/AIRPORT INDUSTRIAL/AIRPORT INDUSTRIAL DFA	Jonathan Windvogel	Report	NM
<b>TIME SLOT: 10:00 - 10:30</b>						
17.2	N/a	Exemption report for Atlantis DFA	HM/CAPE TOWN METRO/ATLANTIS/ATLANTIS DFA	Jonathan Windvogel	Report	NM
<b>TIME SLOT: 10:30 - 11:00</b>						
17.3	N/a	Exemption Report for Flamingo DFA	HM/CAPE TOWN METRO/FLAMINGO/FLAMINGO DFA	Jonathan Windvogel	Report	NM
<b>TIME SLOT: 11:00 - 11:30</b>						
17.4	N/a	Exemption Report for Kuils River DFA	HM/CAPE TOWN METRO/KUILS RIVER/KUILS RIVER DFA	Jonathan Windvogel	Report	NM
<b>TIME SLOT: 11:30 - 12:00</b>						
17.5	N/a	Exemption Report for Mitchells Plain DFA	HM/CAPE TOWN METRO/MITCHELLS PLAIN?MITCHELLS PLAIN DFA	Jonathan Windvogel	Report	NM
<b>TIME SLOT: 12:30 - 13:00</b>						
17.6	N/a	Exemption Report for Ottery DFA	HM/CAPE TOWN METRO/OTTERY/OTTERY DFA	Jonathan Windvogel	Report	NM
18	Conservation Body Registration					
19	Others					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
20	ADOPTION OF DECISIONS AND RESOLUTIONS		Formal adoption of decisions and resolutions taken at the meeting			
21	DATE OF NEXT MEETING		04-Aug-23			
22	CLOSURE					