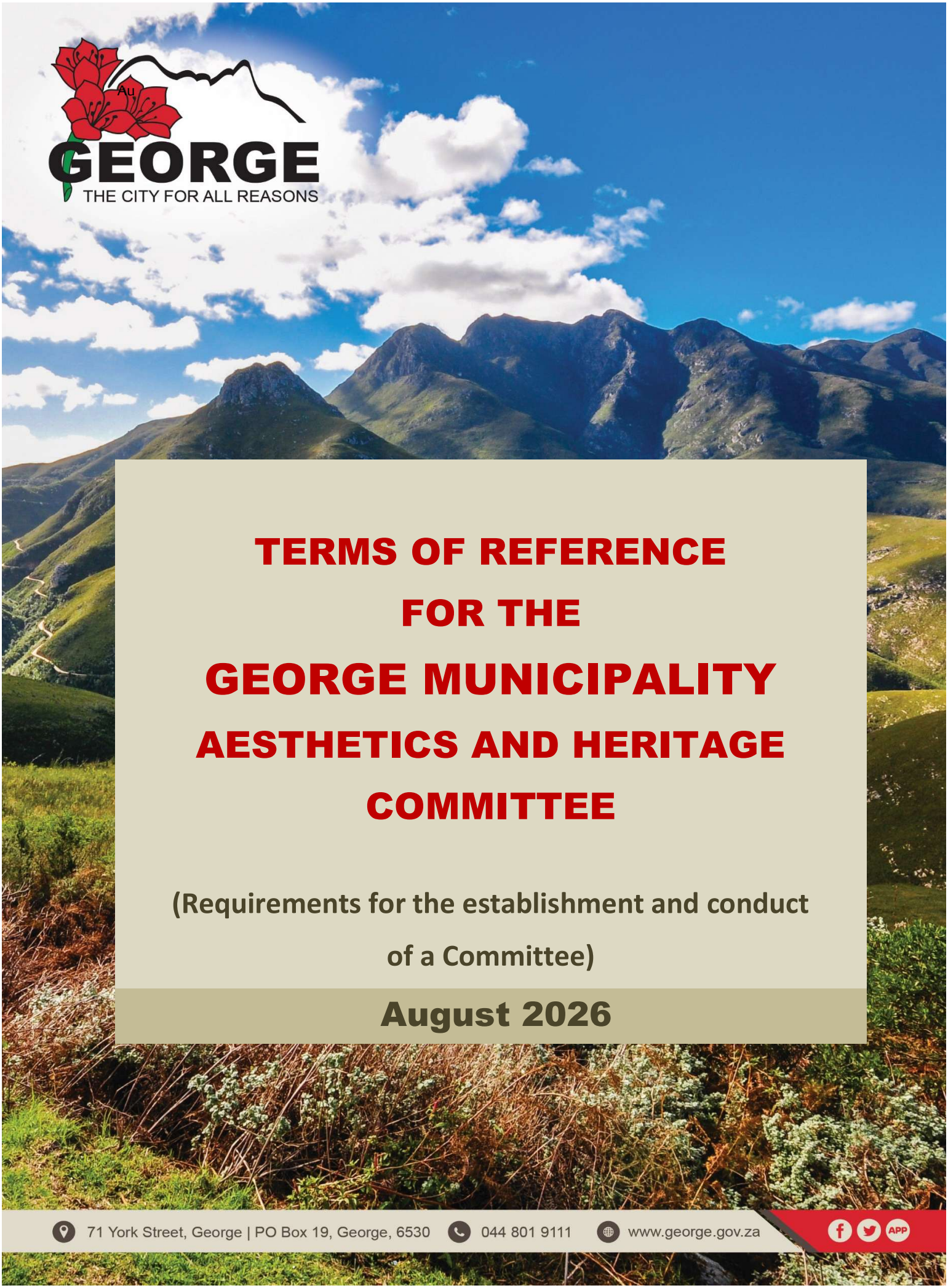


TERMS OF REFERENCE FOR THE GEORGE MUNICIPALITY AESTHETICS AND HERITAGE COMMITTEE

(Requirements for the establishment and conduct of a Committee)

August 2026

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Terms of Reference for the George Municipality Aesthetics and Heritage Committee

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1. DEFINITIONS AND ABREVIATIONS

In this document, unless inconsistent with context –

Administrator	Means an official whose functions is to provide administrative secretarial support to the George Municipality Aesthetics Committee.
Chairperson	Means the person who presides over a meeting. The Chairperson is responsible for making sure that each meeting is effectively conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.
Committee	Means the George Aesthetics Committee appointed by Council.
Conservation	Means the processes necessary for managing Aesthetics resources so as to retain their cultural significance. These may include the protection, maintenance, preservation, and sustainable and adaptive re-use of resources. Conservation requires the retention of an appropriate visual setting and other relationships that contribute to the cultural significance of the place.
Council	Means the Municipal Council of the Municipality.
Cultural landscape	A physical area with natural features and elements modified due to human activity and resulting in patterns of evidence layered over time in the landscape, which gives a place its distinctive spatial historical aesthetic symbolic and memorable character (Lennon, Australia – modified).
Cultural significance	Means aesthetic, architectural, historical, scientific, social, spiritual, linguistic or technological value or significance.
Development	Means any physical intervention, excavation, or action, other than those caused by natural forces, which may in the opinion of an aesthetics authority in any way result in a change to the nature, appearance or physical nature of a place, or influence its stability and future well-being, including: a) The construction, alteration, demolition, removal or change of use or a structure on the site; b) The carrying out of any works on, over or under the site; c) The construction or putting up for display of signs or notice boards; d) Any change to the natural or existing condition or topography; or e) Any removal, physical disturbance, clearing or destruction of trees or vegetation of the removal of topsoil.

Terms of Reference for the George Municipality Aesthetics and Heritage Committee

Heritage area	Means a designated geographical area of special architectural historic, social, symbolic, aesthetic / scenic character which is protected by legislative mechanisms either at a provincial or local authority level.
Heritage register	Means a list of heritage resources in a province applicable to the municipal area, as defined in section 30 of NHRA.
Aesthetics resource	Means any place or object of cultural significance.
Heritage site	Means a place declared to be a national heritage site by SAHRA or a place declared to be a provincial Aesthetics site by a provincial heritage resources authority.
HWC	Means Heritage Western Cape.
Member	Means a committee member appointed by Council that forms part of the quorum, except for the administrators.
Municipality	Means the George Municipality established by Establish Notice 488 in the Provincial Gazette No. 5590 of 22 September 2000 issued in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 or 1998), and where the context so requires, includes – (a) The Council; (b) Another political office bearer of the Municipality, authorized or delegated to perform a function or exercise a power in terms of any Bylaw; (c) Duly authorized representative of the Municipality; (d) The Municipal Manager; and (e) An authorized official.
Municipal Manager	Means the person appointed as the Municipal Manager of the Municipality in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000). Moved down
NHRA	National Heritage Resources Act, 1999 (Act 25 of 1999).
Urban Design and Architectural Guidelines 2011	The purpose of these guidelines are to: a) Complement the future of the built environment in all developed and developing parts of George. b) Guide development to protect and enhance the character which has special historical, social, cultural and/or architectural value; c) Mitigate possible adverse impacts a development or alteration may have on the significance of such an area; and

	d) Not reduce existing development rights or hinder development, but rather mitigate impacts of possible developments as well as, re-arrange existing development rights to take cognizance of the significance of an area.

2. INTRODUCTION

The Municipality recognizes the importance to properly manage and conserve its architectural landscape, cultural and heritage assets. Therefore, the following initiatives and legislative frameworks have been implemented:

(a) Urban Design and Architectural Guideline, 2011

However, the adoption of the George Bylaw on Municipal Land Use Planning, which led to the repeal of the previous George and George Zoning Schemes, has necessitated the establishment of new Aesthetics Committee for the entire jurisdiction of George Municipality.

The envisioned Aesthetics and Heritage Committee should have a clear mandate and specific goals in order to advise, provide input, and guide the management of aesthetics and architectural landscape in the municipal area. It is of utmost importance that the George Municipality Aesthetics and Heritage Committee (GMAHC) be properly aligned with the provisions of the National Heritage Resources Act, 1999 (Act 25 of 1999).

In support of the above, George Municipality endeavours to establish an Aesthetics and Heritage Committee to assist with the management of its architectural landscape and heritage resources.

3. PURPOSE OF THE GEORGE MUNICIPALITY AESTHETICS AND HERITAGE COMMITTEE

The purpose of the Committee is to advise, provide feedback, guide and assist the Municipality on various aspects relating to how to conserve, manage and maintain the architectural, cultural and natural landscapes and the heritage resources of the entire municipal area. In addition, the Committee will be required to provide comments, and advise on matters, pertaining to the submission of building plan applications.

4. LEGISLATIVE FRAMEWORK

The suites of legislation that will be applicable to the George Municipality Aesthetics and Heritage Committee includes:

i. National Heritage Resources Act, 1999 (Act 25 of 1999), as amended from time to time;
ii. National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), as amended from time to time;
iii. National Environmental Management Act, 1998 (Act 107 of 1998), as amended from time to time;
iv. George Bylaw on Municipal Land Use Planning, as amended from time to time;
v. George Zoning Scheme Bylaw, as amended from time to time;
vi. George Outdoor Advertising Management and Control Policy, as amended from time to time;
vii. Building Control By-Laws
viii. Urban Design and Architectural Guidelines, 2011

5. FUNCTIONS OF THE GEORGE MUNICIPALITY AESTHETICS AND HERITAGE COMMITTEE

The Committee has the following functions:

5.1 To advise, assist and guide the Municipality on the aesthetical, functional, architectural, cultural and historical aspects relating to any proposed new development or any proposed alterations or additions to existing buildings, structures and elements of the built environment within the George Municipal area;

5.2 To advise, assist and guide the Municipality with the approval of advertising signage in terms of George Outdoor Advertising Management and Control Policy and George Outdoor Advertising Management and Control Bylaw located within the George Municipal area;

5.3 To advise, assist and guide the Municipality on the aesthetical, functional, architectural, cultural and historical aspects relating to any proposed alterations or additions to existing sites, buildings or structures that are specified in terms of sections 27 and 34 of the National Heritage Resources Act (No. 25 of 1999);

5.4 To advise, assist and guide the Municipality on any application received for the demolition or partial demolition of any building or any structure that is specified in terms of sections 27 and 34 of the National Heritage Resources Act (No. 25 of 1999);

5.5 To advise, assist and guide the Municipality on matter relating to the compilation of a Heritage Register and demarcation of Heritage Areas, as specified in terms of sections 30 or 31 of the National Heritage Resources Act (No. 25 of 1999);

5.6 To advise, assist and guide the Municipality on any application received that is specified in terms of section 38 of the National Heritage Resources Act (No. 25 of 1999);

5.7 To advise, assist and guide the Municipality on the grading of all heritage resources, within the George Municipal Area;

5.8 To advise, assist and guide the Municipality with policy formation, in respect of the conservation, management and maintenance of the cultural and natural landscapes and the heritage resources of the entire municipal area;

5.9 To advise, assist and guide the Municipality with the compilation of specific development strategies, guidelines, regulations and procedures pertaining to the conservation and appropriate development of individual heritage resources within designated protected areas;

5.10 To advise, assist and guide the Municipality on applications related to the National Heritage Resources Act (No. 25 of 1999) once the Municipality has been declared competent by Heritage Western Cape and delegations have been passed.

6. AUTHORITY OF THE GEORGE AESTHETICS COMMITTEE

6.1. The Committee will only have advisory making authority on matters relating to the National Heritage Resources Act (No. 25 of 1999) that have been delegated from Council and Heritage Western Cape to the Committee;

6.2 The Committee will only have advisory making authority on matters relating to applications being assessed in terms of the Urban Design and Architectural Guidelines, 2011;

6.3 No individual member and/or group of members of the Committee may represent the views and / or authority of the Committee or the Municipality.

7. COMPOSITION

7.1 A Committee must consist of a minimum of eight (8) members:

7.1.1 A meeting shall be considered to be a quorum if there are at least six (6) members present, consisting of three (3) internal members and three (3) external members;

7.2 The members of the Committee must, in the case of a eight (8) member committee, consist of:

7.2.1 Internal members: Three (3) full-time officials as appointed by the Municipal Manager in accordance with the provision of these terms of reference (Municipal officials, excluding members of the Municipal Council) and must include at least one Plans Examiner, this will be on a rotational basis.

7.2.2 External members: A minimum of four (4) persons as appointed by the George Municipal Manager who are not permanent employees of the Municipality or a political office bearer (Members of the public) and may include qualifying persons:

i. Private practitioner in possession of the appropriate professional registration.

7.3 The members of the Committee must have satisfactory knowledge, experience and expertise in the following interrelated fields / professions:

7.3.1. Built Environment (Architecture);
7.3.2. Cultural Aesthetics;
7.3.3. Aesthetics Management;
7.3.4 Heritage resource management;
7.3.5. Natural Environment;
7.3.6 Urban Design; and

7.3.7 Landscape architecture.

7.4 The members of the Committee must have appropriate knowledge of current heritage, architecture, planning and environmental legislation, policies and principles applicable to the George Municipality.

7.5 While not essential requirements, the following experience / qualities of a member of the Committee may be viewed as advantageous:

7.5.1. Experience in documentation and archival research of South African and international heritage, architecture; and

7.5.2. Design and supervision of construction in the cultural heritage and architectural environment.

7.6 Co-option of members:

7.6.1 Director: Planning and Development may request permission from the Municipal Manager to co-opt members within the 5-year term in the event where a member has resigned and/or is unable to attend meetings.

7.6.2 Director: Planning and Development may recommend names of the members to be co-opted to the Municipal Manager without following the process of appointing members.

8. TERM OF OFFICE FOR MEMBERS OF THE GEORGE AESTHETICS AND HERITAGE COMMITTEE

8.1 The term of office of an external member of the Committee shall be:

8.1.1 five years or less, as the Council may determine, calculated from the date of publication of the appointment;

8.1.2 five years or equivalent to the term of office, whichever is the least, in the case of a member of the Municipal Council;

8.1.3 terminated upon termination of employment with another municipality, provincial authority or organ of state;

8.1.4 Terminated when the member resigns in accordance with these terms of reference.

8.2 An external member of the Committee, may apply to serve further five-year term, but may not be appointed for a continuous period, exceeding 10 years;

8.3 An internal member of the Committee, may serve as a member of the Committee for as long as he or she is in employment of the Municipality.

9. GENERAL REQUIREMENTS FOR SELECTION OF MEMBERS

Terms of Reference for the George Municipality Aesthetics and Heritage Committee

9.1 The Municipality must select members of the public to serve on the George Aesthetics and Heritage Committee by the means of an application process.

9.2 A person is disqualified from appointment or continuing to serve as a member of the committee if that person:

9.2.1 Is not citizen or permanent resident of the Republic of South Africa;
9.2.2 Is an unrehabilitated insolvent;
9.2.3 Has been declared in the court of law to be mentally incompetent or has been detained under the Mental Health Care Act (No. 17 of 2002);
9.2.4 Has at any time been convicted of an offence involving dishonesty e.g. fraud, slander, perjury, etc.;
9.2.5 Has at any time been removed from office of trust on account of misconduct;
9.2.6 Has previously had their appointment to the Committee rescinded;
9.2.7 Has been found guilty of misconduct, incapacity or incompetence, by court of law or their respective professional body;
9.2.8 Has been convicted of an offense in terms of National Heritage Resources Act (No. 25 of 1999) or any other legislation which addresses the protection of architectural, cultural and environmental resources;
9.2.9 Has been found guilty of a criminal offence;
9.2.10 Has been found guilty of discrimination, hate speech or inciting violence; and / or
9.2.11 Has not disclosed any other reason that would prevent them from serving on the Committee.

9.3 A member of the Committee must vacate office if he / she becomes subject to disqualification as contemplated in sub-section 9.2.

9.4 A member of the Committee:

9.4.1 Must make a full disclosure of any conflict of interest, including any potential conflict; and

9.4.2 May not attend, participate or vote in any proceedings of the Committee in relation to any matter in respect of which the member has a conflict of interest.

9.5 For the purposes of this section, a member has a conflict of interest if:

9.5.1 The member, a family member, partner or business associate of the member is the applicant, or has a pecuniary or other interest in the matter before the Committee;

9.5.2 The member has any other interest that may preclude or may reasonably be perceived as precluding the member from performing the functions of the member in a fair, unbiased and proper manner; and

9.5.3 The member is an official in the employment of the national, provincial, or local government if the department by which such an official is employed has a direct or substantial interest in the outcome of the matter.

9.6 The Municipal Manager may at any time remove any member of the Committee from office:

9.6.1 After giving such a member an opportunity to be heard;
9.6.2 If there are any reasonable grounds justifying the removal;
9.6.3 The member contravenes the code of conduct referred to in section 13 of this document; or
9.6.4 The member becomes subject to a disqualification from membership of the George Municipality Aesthetics and Heritage Committee as referred to in the Terms of Reference.

9.7 If a member's appointment is terminated or the member resigns, the Municipal Manager may appoint a person to fill the vacancy for the unexpired portion of the vacating member's term of office in accordance with section 10.

10. PROCESS FOR APPOINTING MEMBERS OF THE COMMITTEE

10.1 The Municipal Manager may appoint municipal officials, recommended by the Director: Planning and Development, as referred to under section 7.2.1 as internal members of the Committee;

10.2 External members of the Committee, as referred to under section 7.2.2 may only be appointed by the Municipal Manager after completing following process:

10.2.1 The Director: Planning and Development must place a notice in the press and social media, inviting interested parties to submit applications, in writing, to serve on the Committee.
10.2.2 The notice, as referred to under sub-section 10.2.1 must provide a closing date for applications 30 days from the date of publication of the notice.
10.2.3 The notice, as referred to under sub-section 10.2.1 must include a statement that all candidates will be obliged to commit to and uphold a code of conduct if he or she is appointed.
10.2.4 The notice, as referred to under sub-section 10.2.1 must include a statement that all candidates will be obliged to confirm that he or she is not disqualified in terms of section 8.2 from serving as a member of the Committee.
10.2.5 The notice, as referred to under sub-section 10.2.1 must include a statement that all candidates will be obliged to grant permission for the Municipality to verify all information provided by him / her.
10.2.6 The written application from each applicant must contain sufficient information to enable the Municipality to evaluate the knowledge and experience of the respective applicants.

10.2.7 The written applications must be accompanied by the following documentation:

i. A completed application form;
ii. A curriculum vitae elaborating on his or her experience and knowledge;
iii. Certified copies / proof of his or her Identity Document, Tertiary Qualification, Professional Registration;
iv. Confirmation of good credit with the Local Authority;
v. Proof of residence; and
vi. A declaration indicating any potential risks associated with their appointment in terms of direct involvement, contracts or relationships, which might lead to a conflict of interest.

10.2.8 The Director: Planning and Development must appoint an evaluation panel consisting of the Manager: Building Control and other officials in the employ of the Municipality to evaluate all applications received that adhere to the subsections 10.2.6 – 10.2.7.

10.2.9 The evaluation panel must evaluate all applications for the following:

i. At least 5 year's relevant experience and demonstration of the knowledge of the prospective applicant in relation to the built and natural environment, aesthetics management, heritage management and the law related thereto;
ii. Appropriate tertiary qualifications of the prospective applicant;
iii. Whether the prospective applicant is a registered professional in terms of his / her respective professional body;
iv. The risk the prospective applicant poses to the Municipality and the credibility of the GMAHC in terms of potential conflicts of interest;
v. Demonstrated ability to work in a diverse team and contribute to the advisory function of the Committee;
vi. The diversity of skill sets that the prospective applicant possesses, that may contribute to and add value to the Committees' functioning;
vii. The promotion of cultural diversity and representation on the Committee;
viii. The role that each prospective applicant will play on the Committee; and
ix. The composition and balance of the Committee.

Administrator

10.2.10 The Municipal Manager must appoint or designate an employee of the Municipality as the Administrator for the Committee.

10.2.11 The Administrator, as referred to under subsection 10.2.10, must:

i. Liaise with the relevant Committee members and the parties concerned regarding any application to be determined by, or other proceedings of, the Committee;
ii. Maintain a diary of meetings of the Committee;
iii. Allocate a meeting date for, and application numbers to, an application;

iv. Arrange the attendance of members of the Committee at the meeting;
v. Arrange venues for the Committee meetings;
vi. Perform the administrative functions in connection with the proceedings of the Committee;
vii. Ensure that the proceedings of the Committee are conducted efficiently and in accordance with the directions of the Chairperson of the Committee;
viii. Notify the parties concerned of decisions and procedural directives given by the Committee;
ix. Keep a record of all applications submitted to the Committee, as well as the outcome of each, including –
    (a) Decision of the Committee;
    (b) On-site inspections and any matter recorded as a result thereof;
    (c) Reason for the decision of the Committee; and
    (d) Proceedings of the Committee;
x. Keep records by any means as the Committee may deem expedient;
xi. Prepare a report for submission to the Section 80 Committee on a quarterly basis with regards to:
    (a) The number of meetings held by the GMAHC;
    (b) The number of applications reviewed by the Committee and the outcomes of such applications;
    (c) The number of site visits conducted by the members of the committee;
    (d) Performance of the Committee and the quality of decisions taken;
    (e) Matters identified by the Committee that may have significant impact on Municipal policy, procedure or operations;
    (f) Any costs incurred in lieu of the operations of the Committee.

10.2.12 The Municipality must, after the conclusion of the requirements as referred to under sub-section 10.2.1 – 10.2.11:

i. Inform the successful applicants in writing of their appointment;
ii. Receive confirmation from the prospective applicants that he or she accepts the appointment to the Committee;
iii. Draft a Memorandum of Understanding for all appointed members to sign; and
iv. Publish a notice in the local press and municipal website, confirming the names of the elected members, the term of office and the date of commencement.

10.2.13 Vacancies of members of the Committee, as referred to under sub-sections 7.2.2 must be filled by the Municipality in terms of the process as outlined under sub-section 10.2 – 10.9.

Appointment of Chairperson and Deputy Chairperson

10.3 The appointment of a Chairperson and a Deputy Chairperson shall be approved by the Municipal Manager in accordance with the following rules:

10.3.1 The Chairperson and Deputy Chairperson shall be members of the appointed GMAHC;

10.3.2 The Chairperson and Deputy Chairperson will be appointed on a pre-determined rotational basis;

10.3.3 The term of office of the Chairperson and the Deputy Chairperson shall be for a period of one year, calculated from the date of signing of the agreement;

10.3.4 At the end of each term, the serving Deputy Chairperson will automatically succeed as Chairperson for the next term;

10.3.5 The Deputy Chairperson shall chair meetings where the Chairperson may be unable to;

10.3.6 The Chairperson and Deputy Chairperson must:

i. be from the internal officials.
ii. be one of the Plans Examiners.

10.4 The appointments as made by the Municipal Manager as per sections 10.1 and 10.2 must be submitted to Section 80 Committee for information.

11. REMOVAL, REPLACEMENT OR RESIGNATION OF MEMBERS

11.1 A member who wishes to resign from the committee shall:

11.1.1 give at least 30 days' notice of the intended resignation; and

11.1.2 lodge resignation in writing to the Municipal Manager.

11.2 The Municipal Manager may suspend a member of the GMAHC if:

11.2.1 there are reasonable grounds that such member has breached the code of conduct and that the member's continued service on the Committee is not in the best interest of the Committee or the Municipality;

11.2.2 the member has succumbed to serious illness or has become incapacitated and is no longer able to render the functions.

11.3 If a member is suspended, the Municipal Manager will initiate a process in terms of section 10 to appoint a replacement.

11.4 If the Chairperson fails to perform the designated duties and functions as required by the Agreement and/or who's conduct is detrimental to the operational efficiency or integrity of the GMAHC, any member of the GMAHC must lodge a complaint of such conduct or failure to perform the duties to the Municipal Manager:

11.4.1 The Municipal Manager must investigate any complaint received against the Chairperson and if found guilty of unfavourable conduct or failure to perform the duties and functions, the Municipal Manager must remove that Chairperson from office.

12. REMUNERATION OF MEMBERS

12.1 A municipal official, as referred to under section 7.2.1, who has been appointed as a member of the Committee:

12.1.1 May serve as a member of the Committee only for as long as he or she is in employment of the Municipality; and

12.1.2 Is bound by the conditions of service determined in his or her contract of employment and is not entitled to additional remuneration, allowances, leave or sick leave or any other additional employee benefit as a result of his or her membership to the Committee.

12.2 Members of the Committee, as referred to under section 7.2.2, must be appointed on the terms and conditions.

12.3 Member of the Committee, as referred to under section 7.2.2, who are also members of the Municipal Council are not entitled to a seating which is applicable to the George Municipality Aesthetics and Heritage Committee.

12.4 Members of the Committee referred to under section 7.2.2 are not entitled to overtime, annual leave, sick leave, maternity leave, family responsibility leave, study leave, special leave, a performance bonus, medical scheme contribution, pension, motor vehicle or any other benefit to which a municipal employee is entitled to.

13. CODE OF CONDUCT OF MEMBERS OF THE GMAHC

13.1 General Conduct

13.1.1 A member of the George Municipality Aesthetics and Heritage Committee must at all times:

i. Act in accordance with the principles of accountability and transparency;
ii. Disclose his or her personal interests in any decision to be made in the planning process in which he or she serves or has been requested to serve;

iii. Abstain completely from direct or indirect participation as an advisor or decision-maker in any matter in which he or she has a personal interest and leave any chamber in which such matter is under deliberation unless the personal interest has been made a matter of public record and the municipality has given written approval and has expressly authorized his or her participation.

13.1.2 A member of the George Municipality Aesthetics and Heritage Committee may not:

i. Use the position or privileges of a member of the George Municipality Aesthetics and Heritage Committee or confidential information obtained as a member of the Committee for personal gain or to improperly benefit another person; and

ii. Participate in a decision concerning a matter in which that member or that members' spouse, partner or business associate, has a direct or indirect personal interest or private business interest.

13.2 Gifts

A member of the George Municipality Aesthetics and Heritage Committee may not receive or seek gifts, favours or any other offers under circumstances in which it might reasonably be inferred that the gifts, favours or offers are intended or expected to influence a person's objectivity as advisor or decision-maker in the application process.

13.3 Undue Influence

A member of the George Municipality Aesthetics and Heritage Committee may not:

13.3.1 Use the power of any office to seek or obtain special advantage for private gain or to improperly benefit another person that is not in the public interest;

13.3.2 Use confidential information acquired in the course of his or her duties to further a personal interest;

13.3.3 Disclose confidential information acquired in the course of his or her duties unless required by law to do so or by circumstances to prevent substantial injury to third persons; and

13.3.4 Commit a deliberately wrongful act that reflects adversely on the George Municipality Aesthetics and Heritage Committee, the Municipality, the government or the built environment profession by seeking business by stating or implying that he or she is prepared, willing or able to influence decisions of the George Municipality Aesthetics and Heritage Committee by improper means.

14. SECRETARIAT AND ADMINISTRATION

14.1 NOTICE OF MEETINGS

14.1.1 The first meeting of the committee will be held on a date, place and hour fixed by the municipality.

14.1.2 The secretary shall at least seven days before a meeting of the committee notify all members of the place, date and hour of such a meeting and provide them with the proposed agenda.

14.1.3 At the first meeting the committee shall decide on a set of monthly meeting dates for year and agree on the place, and hour for all subsequent meetings.

14.1.4 Thereafter, the George Municipality Aesthetics and Heritage Committee must meet at the time and date determined by the chairperson, provided that it must meet at least once per month if there is an application to consider.

14.1.5 The Secretary must give at least 7 days' notice of the meeting.

14.1.6 Whenever the municipality is of the opinion that there are urgent matters which require the attention of the committee, the municipality may instruct the secretary to convene a special meeting of the committee and the number of members present must form a quorum.

14.1.7 Notwithstanding rule 14.1.4, in the case of an urgent meeting, the notice period must be at least 24 hours or such lesser period as the Chairperson may direct and the Chairperson determines whether the need for a meeting is urgent or not.

14.1.8 If a member has not received notice of a meeting in accordance with these Rules, this will not invalidate any proceedings of the meeting.

14.1.9 Comments must be provided within 5 working days of receipt of an application/ agenda.

14.1.10 External members of the Committee must, in writing, specify an electronic mail address and a physical address where he or she will receive notices and agendas of meetings as well as other official correspondence.

14.1.11 Notices, agendas and official correspondence will be transmitted to external members by electronic mail and will constitute proper notice of a meeting.

14.1.12 Hard copies of an agenda and all official correspondence will be delivered to a member on his/her request, provided the Chairperson determines whether it is practical and/or economical to do so in the circumstances**.**

14.1.13 The Municipality must make provision for the electronic capturing of the relevant Decisions into Minutes at the Committee Meetings to facilitate final Minutes of such meeting which may be approved and signed off by the present Committee Members at the closing of the meeting.

14.1.14 The Municipality must ensure that the relevant files for the applications to be decided on are present at the meetings, as well as any other relevant legislative documentation applicable to any such applications.

14.2 DECISIONS AND VOTING

14.2.1 All questions before the committee shall be decided by consensus. If no consensus can be reached, the majority decision as well as the minority views shall be recorded.

14.2.2 All decisions must be taken by a supporting vote of the majority of members present at any meetings. All members are to vote on all matters placed before the Committee, unless a member has a declared conflict of interest.

14.2.3 If the Chairperson asks members if they are in agreement with a recommendation(s) on a matter before it, and such recommendation(s) is/are opposed by any members present, a decision is taken by a show of hands adopting/refusing (rejecting)/amending the proposal. Should there be no opposition then it must be recorded in the minutes that the decision was unanimous.

14.2.4 The Chairperson shall, in the event of an equality of votes on any question, have a casting vote in addition to his/her deliberative vote on any question before the Committee.

14.2.5 A member may only vote if he or she has been present during the debate of the matter.

14.3 MINUTES

14.3.1 The secretary shall keep minutes of every meeting of the committee and such minutes shall be submitted by the secretary for confirmation at the next committee meeting and if confirmed, shall be signed by all persons presiding there at;

14.3.2 The Secretary must ensure that all proceedings of the committee are recorded electronically and its decisions, including reasons, are noted.

14.3.3 The minutes of the meeting must be circulated to all members within seven (7) days from the meeting.

14.3.4 The correctness of the minutes must, subsequent to the meeting, be signed off by the Chairperson after circulation to the members present.

14.3.5 The minutes shall reflect the following:

i. Administration session;
ii. The time, date and place;
iii. The start and stoppage of all meeting sessions, including breaks;
iv. A record of members present and absent and if absent without the approval of the chairperson, such fact;
v. Are absent with leave having been granted by the Chairperson;
vi. Are absent without leave having been granted;
vii. Arrive after the meeting has started (with time of arrival);
viii. Absent themselves from the meeting at any time (with time of departure and arrival)

ix. Leave the meeting prior to the conclusion thereof and that the time and reason for departure are recorded; and
x. Whether a quorum was present;
xi. Matters discussed, and the recommendations on each and every matter;
xii. Whether the recommendation was unanimous, or who specifically requested it to be recorded that they voted against such decision or abstained;
xiii. Any conflicts of interest raised, discussion, process and if that member was present when a final recommendation was made; and
xiv. An adequate motivation for the decision.

14.3.6 Every member of the Committee as well as any other person attending a meeting must sign the attendance register.