

## HANDBOOK

1 January 2016

## **INDEX**

Page	PART I: LEGISLATION & REGULATIONS
1.1	National Heritage Resources Act, Act 25 of 1999 (English)
1.2	Nasionale Erfenishulpronnewet, 1999, Wet 25 van 1999 (Afrikaans)
1.3	Regulations, National Minister, 31 March 2000
1.4	Regulations, SAHRA, 2 June 2000
1.5	Regulations, Western Cape Minister, 25 October 2002 (English)
1.6	Regulations, HWC Council, 29 August 2003 (English)
1.7	Regulations, HWC Council, 10 November 2004 (Afrikaans and isiXhosa)
1.8	Regulation, HWC Council, 31 March 2005 (Continued protection of PHSs)
1.9	Regulation, HWC Council, 17 April 2015 (Amendment of Regulations for Conservation Bodies)
1.10	Regulation, HWC Council, 24 September 2015 (Statements of General Policy and Conservation Management Plans)
1.11	Regulation, HWC Council, 16 October 2015 (Statements of General Policy and Conservation Management Plans)

2.1	COMMUNICATION
2.1.1	HWC Officer Protocol regarding Communications with the Minister and the Media 3 June 2015
2.2	COUNCIL AND COMMITTEESS
2.2.1	Code of Conduct for Council, Committees and Members of Council and its Committees
2.2.2	Rules of Order and Conduct of Meetings of the Council of Heritage Western Cape and its Committees
2.2.3	Policy on Committees of Council
2.2.4	Delegations of Heritage Western Cape, 3 December 2015
2.3	OPERATIONAL MATTERS
2.3.1	Memorandum of Agreement with SAHRA on Handling of Grade I Sites
2.3.2	Policy on Levying of Fees for Applications
2.3.3	HWC Reimbursement Application Form
2.3.4	Policy on the Appointment and Powers of Heritage Inspectors
2.3.5	Policy for Marking Protected Sites
2.3.6	Heritage Western Cape a Short Guide to and Policy Statement on Grading
2.3.7	Policy on Setting of Professional Standards
2.3.8	HWC Site Inspection Guidelines 3 June 2015
2.3.9	HWC Guidelines for Public Monuments and Memorials 26 August 2015

2.4	FINANCIAL POLICIES
2.4.1	Remuneration of members Policy
2.5	POLICY IN TERMS OF OTHER LEGISLATION
2.5.1	Section 14 Manual (Promotion of Access to Information Act) March 2015
2.5.2	HWC PAIA Application Form March 2015
	PART III: PROCEDURES
3.1	Procedure for the Grading of Former National Monuments
3.2	HWC Operational Protocol for the Declaration of Provincial Heritage Sites
3.3	HWC Flow Diagram: Process for the Declaration of Provincial Heritage Sites
3.4	Operational Protocol for Processing of Applications Made in Terms of NHRA
3.5	System of Appeal in Terms of Section 49 of the National Heritage Resources Act (Ask PM)
3.6	HWC and DEADP SOP: Co-ordination of EIA's and HIA's December 2015
3.7	Addendum to HWC and DEADP SOP: Co-ordination of EIA's and HIA's December 2015
3.8	HWC Process for Mitigation of Heritage Resources in terms of S38 of the NHRA August 2014
3.9	Procedure for Appeal to HWC Council or Designated Appeal Committee
3.10	Tribunal Appeals Procedure March 2013