

GUIDE FOR MINIMUM STANDARDS FOR ARCHAEOLOGY AND PALAEOLOGY REPORTS SUBMITTED TO HERITAGE WESTERN CAPE¹

1. HERITAGE RESOURCES MANAGEMENT

The heritage resources of South Africa have lasting value in their own right and provide evidence of the origins of South African society. These heritage resources are valuable, finite, non-renewable and irreplaceable and they must be carefully managed to ensure their survival (National Heritage Resources Act (No. 25 of 1999) s. 5(1)(a)).

The National Heritage Resources Act (NHRA) has introduced an integrated system for the identification, assessment and management of the heritage resources of South Africa. The Act makes provision for the general protection of heritage resources: Section 34 in respect of built environment; Section 35 in respect of archaeology, palaeontology and meteorites; and Section 36 in respect of graves and burial grounds. Section 38 sets out guidelines for Heritage Resources Management and the conditions under which heritage impact assessments are required when developments impact upon heritage resources. If disturbance is permitted by the appropriate authority, the heritage resource/s affected must be mitigated to ensure the recovery and recording of information about that site.

Reports resulting from the assessment of impacts to heritage resources, or their mitigation may determine the future management of the resources or may be the final record we have of this heritage. It is necessary to ensure that the quality and content of such reports accurately identify and describe the resources prior to alteration or destruction, reflect the significance of the heritage resources and provide proposals for their management or a narrative and record of their alteration.

2. MINIMUM STANDARDS FOR ARCHAEOLOGY AND PALAEOLOGY REPORTS

This document sets out the Minimum Standards required for specialist archaeological and palaeontological reports submitted to Heritage Western Cape (HWC) and specifically to the Archaeology, Palaeontology and Meteorites Committee in respect of activities carried out under the relevant sections of the NHRA listed above.

Given the broad spectrum of studies required by the NHRA's permitting and approvals processes, consistency in the quality and content of reports is essential to:

- Allow HWC to make efficient and informed decisions and to avoid unnecessary delays incurred through asking for further basic information from applicants; and
- Ensure the maintenance of a full and comprehensive archive of archaeological mitigation and other work related to the management of the heritage resources in the Western Cape.

3. REPORTS TO WHICH THESE MINIMUM STANDARDS ARE APPLICABLE

These minimum standards are applicable to the following reports:

¹ *Approved: HWC Council June 2016*

1. Research permit reports;
2. Archaeological and palaeontological specialist reports² arising out of the impact assessment process;
3. Workplan (i.e. mitigation) reports; and
4. Monitoring reports.

4. REPORT SUBMISSION TO APM

All archaeology and palaeontology reports submitted to APM must contain the following information:

- Title page;
- Executive summary;
- Table of contents;
- Short CV of specialist;
- Background to the development proposal;
- Description of the property/affected environment;
- Description of methodology;
- Background to and contextualisation of archaeology/palaeontology components;
- Description of heritage resources/project results including:
 - Details of specialist findings, preferably tabulated;
 - Photographic record of archaeological/palaeontological finds;
 - At least two maps (a regional map, and a detailed map with development polygon));
- Statement of significance;
- Conclusions and Recommendations;
- References;
- Appendices.

4.1 TITLE PAGE

The title page identifies the report. It must include:

- Name;
- Unique cadastral information and geographic location of the site/project (i.e. street address and erf number and town OR farm name and number, and nearest town. (e.g. Brakkekloof, Farm 392 Durbanville (City of Cape Town)). Large projects may need to reference full cadastral information elsewhere;
- HWC case number and if relevant DEADP/DEA/DMR case number;
- Author(s);
- Name of client (where relevant);
- Date of report (e.g. month and year).

² Where specialist reports recommend mitigation, a Workplan application will be required in terms of s.38 (10); or a permit application in terms of ss.35 and 36 for submission to HWC for approval.

4.2 EXECUTIVE SUMMARY

All archaeology and palaeontology reports must include an Executive Summary of not more than 1500 words. The Executive Summary must conform to the requirements of the HWC Executive Summary Circular³ and include:

- A short description of the project;
- A summary of the results; and
- Full recommendations.

4.3 TABLE OF CONTENTS

All archaeology and palaeontology reports submitted to APM must include a table of contents, unless less than 10 pages.

4.4 CV OF SPECIALIST

A short CV (biosketch) of the lead specialist or author and declaration of independence.

4.5 BACKGROUND TO DEVELOPMENT PROPOSAL

This section provides the background to the development project.

4.6 DESCRIPTION OF PROPERTY /AFFECTED ENVIRONMENT

This section introduces the project and site and should provide:

- Site name and description (including street address(es)/farm name(s); town; district, erf/farm number and GPS co-ordinates);
- Locality maps and site plans (aerial photography showing the greater extent/context of the site; detailed site plan/aerial photography); and
- Relevant description of the environment, property and proposed development.

4.7 DESCRIPTION OF METHODOLOGY

This section describes:

- How the research/investigation was undertaken and data were acquired;
- Role of contributors to the project or report, such as fieldworkers;
- Any restrictions/limitations of the study;
- The extent to which restrictions affect the conclusions and recommendations;
- The specialist studies undertaken; and
- Public consultation (where relevant).
- The source of any necessary metadata such as details of data standards used for analysis, illustrations, mapping, digital resources, photography, etc.

³ – 12 March 2014 (see https://www.westerncape.gov.za/assets/departments/cultural-affairs-sport/hwc_circular_march_2014.pdf)

4.8 BACKGROUND TO AND CONTEXT OF ARCHAEOLOGY AND PALAEOLOGY COMPONENTS

This section provides a baseline for the project and should include:

- A description of any background research and literature review undertaken;
- Mapping and description of relevant resources that have a bearing on the study;
- Relevant maps and figures (see also next section);
- Context of the relevant resources.

4.9 DESCRIPTION OF HERITAGE RESOURCES / PROJECT RESULTS

This section is the heart of the report, in which the results of the project are presented. It must include identification and description of the archaeology and palaeontology resources (to a level of detail suitable to the type of report), including cultural affinities, approximate age and significant features.

In the case of specialist reports for impact assessments, this identification of all resources that will directly, or indirectly, be impacted must include an assessment of the potential and cumulative impact of the development on the heritage resources.

Relevant maps and figures must be included here or in previous sections, including:

- At least two maps (a regional map and a more detailed map (project polygon) with the development proposal superimposed and showing:
 - walk paths (GPS trails);
 - site locations, etc.)
- Further site maps and plans;
- Stratigraphic drawings;
- Photos and figures;

4.10 STATEMENT OF SIGNIFICANCE

As relevant to the type of project, this section will be based on the application of heritage criteria defined in s.3(3) of the Act, as well as recommended grading consistent with s.7(1) and relevant guidelines to grading (*Grading: Purpose and Management Implications*, dated March 2016).

4.11 CONCLUSIONS AND RECOMMENDATIONS

These sections summarise the results described in the report and make recommendations arising out of the work, as relevant, for example (in the case of impact assessments):

- Proposals for mitigation and protection relating to:
 - possible alternatives in the development that may allow for the protection or conservation of the heritage resource;
 - the need for 'No-Go' zones to conserve heritage resources because of their high heritage value;
 - the need to mitigate adverse impacts;
 - support (or not) for the development project.

4.12 REFERENCES

4.13 APPENDICES

Appendices include:

- Copies of any additional specialist reports commissioned as part of the archaeological or palaeontological assessment;
- Unabridged copies of comments received;
- Supporting documents, tables and gazetteers, etc.