

**DELEGATIONS OF HERITAGE WESTERN CAPE  
IN TERMS OF SECTION 26 OF THE NATIONAL HERITAGE RESOURCES ACT, 1999 (ACT  
25 of 1999) READ WITH REGULATION 11 OF THE REGULATIONS PROMULGATED IN  
TERMS OF THE ACT ON 25 OCTOBER 2002, PN336) AND IN TERMS OF THE PUBLIC  
FINANCE MANAGEMENT ACT, ACT 20 OF 1999**

**JANUARY 2023**

1. The Council of Heritage Western Cape is the Accounting Authority in terms of Section 49(2)(a) of the Public Finance Management Act.
  
2. Council has established the following permit committees:
  - 2.1 Built Environment and Landscapes (BELCom)
  - 2.2 Committee for the Impact Assessment in terms of Section 38 (IACOM)
  - 2.3 Inventories, Grading and Interpretation Committee (IGIC)
  - 2.4 Appeals Committee in terms of Section 49
  - 2.5 Heritage Officers Meetings (HOMS)

A quorum of all meeting of the above mentioned committees will be established by a simple majority of the appointed members of the respective committees.

The following instructions and delegations previously delegated are effective until such time as revoked or revised in writing by the Council:

**3. Permit Committee for Built Environment and Landscapes (BELCom)**

<b>RELEVANT SECTION OF THE NATIONAL HERITAGE RESOURCES ACT, 1999 (ACT 25 OF 1999)</b>	<b>CRYPTIC DESCRIPTION OF POWER</b>	<b>REMARKS, LIMITATIONS OR CONDITIONS</b>
Section 34 read with Section 48(2)	Assessment and approval or refusal of permits relating to applications to alter or demolish structures older than 60 years. Assessment and/or grading of resource in respect of which application is made, unless the resource has been graded by a competent Local Authority.	The reason for the decision should be recorded, either for its alteration or demolition (e.g. it is not considered to be of heritage significance). Also, if an application is refused, a recommendation regarding the grading and formal protection of the structure as required by section 34(2) should be made for the consideration of Council or EXCO.

<p>Section 27, subsections (18) and (19)(a) and (b)  Section 29(10),  Section 31 read with section 48(2)</p>	<p>Assessment and approval or refusal of permits relating to alterations or additions to, or to the subdivision and change of planning status of any provincial heritage site, provisionally protected site or heritage area excluding a provincial heritage site of archaeological or palaeontological significance or a meteorite.</p>	
	<p>Formulate and set conditions pertaining to safeguarding provincial heritage sites from damage or destruction and regulate conditions for any development thereof which should be imposed as conditions to the permit.</p> <p>Assessment and/or grading of resource in respect of which application is made</p>	
<p>Section 37</p>	<p>Assessment of proposed alterations of relocations of Monuments and Memorials which are within the jurisdiction of HWC, where there are objections from either the general public and/or the local authority.</p>	<p>Decisions on monuments and memorials graded I may only be made after consultation with SAHRA. Competent Local Authorities may make decisions on Monuments and Memorials within their physical jurisdiction which are graded III</p>

ILifa leMveli leNtshona

Erfenis Wes-Kaap

Heritage Western Cape

4. Committee for the Impact Assessments received in terms of Section 38 (IACom)

RELEVANT SECTION OF THE NATIONAL HERITAGE RESOURCES ACT, 1999(ACT 25 OF 1999)	CRYPTIC DESCRIPTION OF POWER	REMARKS, LIMITATIONS OR CONDITIONS
<p>Section 27, subsections (18) and (19)(a) and (b) Section 29(10), Section 31 read with Section 48(2)</p>	<p>Assessment and approval or refusal of applications for permits relating to alterations or additions to, or the subdivision and change of planning status of any provincial heritage site, provisionally protected site or heritage area, including a provincial heritage site of archaeological or palaeontological significance or a meteorite, <b>when these form part of a Section 38 application.</b></p> <p>Formulate and set conditions pertaining to safeguarding provincial heritage sites from destruction and regulate conditions for any development thereof should be considered as conditions to the permit.</p> <p>Formulation of regulations and conditions pertaining to safeguarding archaeological and palaeontological heritage sites and provisionally protected sites from destruction and regulating conditions for any development thereof.</p> <p>Assessment and/or grading of resource in respect of which application is made.</p>	
<p>Section 38, subsections (2), (3), (4), (5) and (8)</p>	<p>Timeous consideration of impact assessment reports required by the developer in terms of section 38(2) by HWC and, after consultation with the developer and registered conservation bodies, HWC must decide –</p> <p>(a) whether or not the development may proceed;</p> <p>(b) any limitations or conditions to be applied to the development;</p> <p>(c) what general protections in terms of this Act apply, and what formal protections may be applied to such heritage resources;</p> <p>(d) whether compensatory action is required in respect of any heritage resources damaged or destroyed as a result of the development; and</p> <p>(e) whether the appointment of specialists is required as a condition of approval of the proposal</p>	<p>HWC must formulate its comments and recommendations to the consenting authority with regard to the proposed development and forward it timeously within the timeframes provided for in the relevant legislation.</p>

**HERITAGE WESTERN CAPE DELEGATIONS: 26 JANUARY 2023**

	<p>HWC shall not make any decision under subsection (4) with respect to any development which impacts on a heritage resource protected at national level unless it has consulted SAHRA.</p> <p>Timeous consideration of impact assessment reports and submission of comment thereon to the consenting authority in terms of section 38(8), after consultation with the developer and registered conservation bodies.</p> <p>Grading of any heritage resource which is the subject of an impact assessment, unless the resource has been graded by a competent Local Authority.</p>	
Section 35 read with Section 48(2)	<p>Assessment and approval or refusal of application in terms of section 35 of the Act, and the management, assessment and protection of all sites, material or objects pertaining to section 35, with the exception of wreck as specified in section 35(1)</p> <p>Assessment and/or grading of resource in respect of which application is made.</p>	
Section 38	<p>Assessment and approval of archaeological / palaeontological workplans required as a condition of a comment/decision made in terms of sections 38(4) or 38(8)</p> <p>Assessment and/or grading of resource in respect of which application is made.</p>	
Section 36 read with Section 48(2)	<p>Assessment and approval or refusal of applications in terms of section 36 of the Act, and the management, assessment and protection of all sites, material or objects pertaining to section 36.</p> <p>Assessment and/or grading of resource in respect of which application is made.</p>	

**5. The Appeals Committee**

RELEVANT SECTION OF THE NATIONAL HERITAGE RESOURCES ACT, 1999(ACT 25 OF 1999)	CRYPTIC DESCRIPTION OF POWER	REMARKS, LIMITATIONS OR CONDITIONS
Section 49 and Regulation 12 of 25 Oct 2002.	Consideration of appeals	The committee is constituted as the committee established in terms of Regulation prescribed in Section 49 (i. e: Regulation 12 of Provincial Notice 336 of 25 October 2002) and is invested with the powers set out in that regulation

**6. Inventories, Grading and Interpretation Committee in terms of Section 7, Other Sections as set out below and Guidelines and Policy on Grading**

RELEVANT SECTION OF THE NATIONAL HERITAGE RESOURCES ACT, 1999(ACT 25 OF 1999)	CRYPTIC DESCRIPTION OF POWER	REMARKS, LIMITATIONS OR CONDITIONS
Section 27 and Section 29	Assessment and grading of sites nominated for declaration as provincial heritage sites	Determination of the grading of such sites. (In addition the committee shall make recommendations concerning formal protection.)
Section 27(8) of the NHRA	Initiation of the notification process in terms of Section 27(8)	Where the committee has decided that a <i>prima facie</i> case has been made to declare a site a Provincial Heritage Site, the power to initiate the notification procedure in terms of Section 27(8) of the NHRA, collate and comment on all comments received prior to submission to Council together with the recommendation of the Committee.

## HERITAGE WESTERN CAPE DELEGATIONS: 26 JANUARY 2023

Section 30	Assessment and grading of sites nominated for inclusion on the register where the Local Authority is not competent to do so Consideration of objections and representations received after publication of the register for comment	Determination of the grading of such sites. Provision of reasons for retention or deletion of sites on the register
Section 30	Approval of surveys and inventories Initiating the process of including resources listed on the inventory in terms of the Regulations dated 15 December 2022. Recommending to Council the final publication of the notice listing the sites in terms of S30(2)	Approval of inventories and the gradings applying to the sites included in them.
Section 31	Approval of heritage areas where Local Authority not competent or unwilling to establish heritage area Consideration of objections and representations received after publication of the proposed heritage area for comment	Approval of the boundaries and guidelines/rules applying to heritage areas. (In addition the committee shall when necessary make recommendations concerning formal protection.)
Section 31	Approval of by-law or town planning condition to be imposed	In conjunction with DEAD&P and Local Authority
Section 34(3)	Approval of the exemption of a defined geographical area or for a certain defined category of site from compliance with S34(1)	Provided that heritage resources within the defined area or category have been identified and have been formally protected
Section 38(9)	Approval of the exemption of the requirements of S38(1) for a specified place	Provided that heritage resources within the place and have been protected, or that there are no heritage resources located within the place.
Section 25(1)(b)	Approval of applications from Conservations bodies to be entered onto the register	Provided that applications comply with applicable legislation and regulations

9. Heritage Officers Meetings (HOMS)

RELEVANT SECTION OF THE NATIONAL HERITAGE RESOURCES ACT, 1999(ACT 25 OF 1999)	CRYPTIC DESCRIPTION OF POWER	REMARKS, LIMITATIONS OR CONDITIONS
Section 27(18), Section 29(10) and Section 31	Power to issue a permit for the destruction, damaging, defacing, excavation, removal from its original position, subdivision or change to the planning status of a provincial heritage site.	<p>This applies to applications for subdivision of provincial heritage sites or provisionally protected heritage sites or heritage areas that are non-contentious and have the full written support of the relevant planning authority and the relevant registered conservation body/bodies, and which the Chief Executive Officer or Deputy Director: Heritage Resources Management or Assistant Directors in formally structured consultation with the relevant specialist staff consider to be cases where the works are of a minor nature that do not affect the integrity or conservation worthiness of the structure or site, or where such work is necessary to the reasonable maintenance and upkeep of the building or site.</p> <p>Where subdivision of provincial heritage sites are concerned, permits that are issued should be subject to at least the following two conditions: (i) all new structures contemplated on the proposed subdivided property to be submitted for approval to the relevant committee of Heritage Western Cape and (ii) that the</p>

**HERITAGE WESTERN CAPE DELEGATIONS: 26 JANUARY 2023**

		subdivided property be endorsed by the Deed Office in terms of the original proclamation.
	Power to issue an emergency permit without consultation in the case of approval of emergency essential infrastructure projects.	The Chief Executive Officer only. A report detailing the application and the reasons for urgency be tabled to the next Exco or Council meeting.
Section 34	<p>Power to assess and issue permits relating to applications to alter, add to or partially demolish structure older than 60 years</p> <p>Assessment and/or grading of resource in respect of which application is made</p>	<p>The Chief Executive Officer, Deputy Director, Assistant Director: Heritage Resources Management in formally structured consultation with the relevant specialist staff may issue permits for non-contentious alterations to structures older than 60 years.</p> <p>Applications for total demolition may be approved by Chief Executive Officer, Deputy Director, Assistant Director: Heritage Resources Management in formally structured consultation with the relevant specialist staff and under the following conditions:</p> <ul style="list-style-type: none"> <li>• that the building in question is situated outside a heritage area or HPOZ,</li> <li>• that the building is not conservation-worthy and has insufficient heritage significance</li> <li>• and that there are no objections, or that the objections are either frivolous or not heritage related, and the objector concerned is invited to the relevant meeting</li> </ul>



**HERITAGE WESTERN CAPE DELEGATIONS: 26 JANUARY 2023**

		where the decision is being taken to motivate their objection.
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**HERITAGE WESTERN CAPE DELEGATIONS: 26 JANUARY 2023**

<p>Section 35</p>	<p>Assessment and issuing of permits relating to application for destruction</p>	<p>Chief Executive Officer, Deputy Director, Assistant Director; Heritage Resources Management in formally structured consultation with the relevant specialist staff are limited to granting permits that are urgent and where the effects of the works can be, or have been, satisfactorily mitigated and /or sampled.</p>
<p>Section 50(1) and (10) and 35(5)(a)</p>	<p>Power to appoint Heritage inspectors.</p> <p>Power to issue stop works orders</p>	<p>Chief Executive Officer or Deputy Director: Heritage Resources Management.</p> <p>The relevant staff member must inspect the site where the alleged contravention took place and must report to the Chief Executive Officer; Deputy Director; or Assistant Director on the matter. The alleged contravention must be reported as soon as possible.</p>
<p>Section 38(2)</p>	<p>Power to assess and comment on Notice of Intention to develop and decide on the requirement of submission of an HIA</p> <p>Power to issue a NID response without consultation in the case of applications in respect of emergency essential infrastructure projects.</p>	<p>Chief Executive Officer, Deputy Director; Assistant Director; Heritage Resources Management, in formally structured consultation with the relevant specialist staff are delegated to sign off notifications after considering the possible impact of the proposed development to heritage resources identified in the notification of intent to develop (section38(1))</p> <p>The Chief Executive Officer only.</p>

**HERITAGE WESTERN CAPE DELEGATIONS: 26 JANUARY 2023**

<p>Sections 38(4) and (8)</p>	<p>Power to submit comments to the consenting authority in respect of HIA's received in terms of Section 38(8)</p> <p>Power to make decisions in terms of Section 38(4)</p>	<p>Chief Executive Officer, Deputy Director, Assistant Director; in formally structured consultation with the relevant specialist staff are delegated to sign off records of decision and comments in instances concerning:</p> <ol style="list-style-type: none"> <li>1. Minor earthworks (eg: borrow pits) where assessment of impacts only on archaeology and/or palaeontology was required to be assessed and findings have revealed little or no material of significance.</li> <li>2. Other instances where impacts on only archaeology and/or palaeontology were required to be assessed and findings have revealed little or no material of significance</li> <li>3. Other instances where impacts have been assessed as non-existent or very minor, where there are no objections and where they are fully agreed with.</li> <li>4. Unless it fulfills the conditions 1), 2) and 3) above; where there is insufficient time to submit an HIA to IACOM and meet deadlines set by other legislation, provide interim comments on the</li> </ol>
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**HERITAGE WESTERN CAPE DELEGATIONS: 26 JANUARY 2023**

		<p>Pre- Application Scoping Report to DEA&amp;DP, &amp; copied to the EAP, indicating that:</p> <p style="padding-left: 40px;">A. the HIA TOR is not adequate &amp; providing comment in terms of the shortcomings ; or</p> <p style="padding-left: 40px;">B. the HIA TOR is adequate.</p> <p>5. Records of decisions taken and comments made at the consultation referred to above be circulated to relevant committee members</p>
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Section 48(2)	Power to sign and issue permits	Chief Executive Officer, Deputy Director or Assistant Director, in formally structured consultation with the relevant specialist staff are authorized to issue permits and records of decision as approved by themselves, by the HOMS , the BELCom, IACOM or the Appeals Committee of HWC.
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**10. Managers employed in the Heritage Resources Management Services Component of the Department of Cultural Affairs and Sport**

Section 34	The power to assess applications and issue permits where the work being authorised is of a minor nature and heritage resources will not be negatively impacted, provided that a list of such authorisations shall be published on the Heritage Western Cape website for information on a weekly basis.	The Chief Executive Officer, Deputy Directors or Assistant Directors in consultation with the relevant case officer, provided: <ul style="list-style-type: none"> <li>• that the building in question is situated HPOZ, outside a heritage area or that the building is not conservation-worthy and has insufficient heritage significance or the proposed alteration or addition is of such a minor nature that it will not impact negatively on the building.</li> </ul>
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**HERITAGE WESTERN CAPE DELEGATIONS: 26 JANUARY 2023**

Section 51(6)	Power to lay charges with the South African Police Services	Chief Executive Officer, with the approval of the chairperson of Council shall determine when charges are to be laid by Heritage Western Cape.
Chapter II Parts 1 and 2	General and Formal Protections	The Assistant Directors, Deputy Director and Chief Executive Officer are authorized to request heritage statements for applications made in terms of these parts of the Act.
General	<p>Any duties, powers and functions consistent with section 24 and 25 of the Act in order to effectively perform the general duties as outlined in the Act including matters that are not specifically dealt with in the Act.</p> <p>These powers and duties shall include:</p> <ul style="list-style-type: none"> <li>• The authority to initiate and defend legal action in the courts</li> <li>• And the authority to draw up and sign affidavits in such regard</li> </ul> <p>Final decisions and comments of the Council and the following committees of the Council: Appeals; Built Environment and Landscapes; Impact Assessment, Interpretations Inventories and Gradings committee and Heritage Officers meetings (HOMs); and decisions made by Assistant Directors in terms of their delegations.</p>	<p>The Assistant Directors, Deputy Director and Chief Executive Officer are authorized to deal with such matters in accordance with the principles contained in the Act.</p> <ul style="list-style-type: none"> <li>• Chief Executive Officer after the approval of the Chairperson of Council</li> <li>• The Chief Executive Officer</li> </ul> <p>The Chief Executive Officer and officials with the rank of Deputy Director only may sign documentation conveying such information to applicants.</p>
51(a)	Risk management and control, Internal audit and procurement	Chief Executive Officer, in compliance with relevant National and Provincial policies and procedures. A quarterly report thereon to be submitted to Council
51(b)(i)	Collection of Revenue,	Chief Executive Officer, subject to a quarterly report thereon to be submitted to Council and oversight bodies.

**HERITAGE WESTERN CAPE DELEGATIONS: 26 JANUARY 2023**

51(c)	Management of assets, revenue, expenditure and liabilities	Chief Executive Officer, in compliance with the relevant national and Provincial policies and procedures. A quarterly report to be submitted to Council and oversight bodies.
51(d)	Compliance with any tax, levy, duty, pension and audit commitments as required by legislation	Chief Executive Officer, in compliance with the relevant national and Provincial policies and procedures. A quarterly report to be submitted to Council and oversight bodies.
51(f)	Preparation of all reports, returns, notices or other information to the provincial legislature and relevant executive authority or treasury	Chief Executive Officer to prepare the reports which are to be approved by Council for submission to the relevant body.

**SIGNATORY**

All	<p>The Chairperson of Council shall be empowered to sign the following documents on behalf of Council:</p> <ol style="list-style-type: none"> <li>1. All policy and strategy documents</li> <li>2. Annual budgets</li> <li>3. Annual Performance Plan</li> <li>4. Delegations</li> </ol>	After approval by a council that is duly established in terms of the NHRA and applicable regulations
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*Reyhana Gani*

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R GANI  
 CHAIRPERSON: COUNCIL OF HERITAGE WESTERN CAPE  
 26 January 2023