

DEVELOPMENT GUIDELINES
FOR SITE CONSERVATION AND
MANAGEMENT PLANS



**NATIONAL HERITAGE
COUNCIL OF NAMIBIA**





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1. Introduction

The National Heritage Council of Namibia is a statutory body of the Government established by the National Heritage Act, (Act No. 27 of 2004). The institution is mandated with ensuring the preservation of the country's natural and cultural heritage. Section 58 of the Act states that every protected area should be managed in accordance with a site management plan, which should be developed "in accordance with the best cultural, environmental, ecological, scientific and education principles that can reasonably be applied, taking into account the location, size and nature of the site and the extent of the resources of the Council".

A site conservation and management plan is the main guiding document for the conservation and management of a heritage place, or, in simple terms, it is a single policy focused on the management of heritage resources. The document explains why a place is significant and how to sustain that significance in any new use, alteration, repair or management thereof.

The National Heritage Council of Namibia believes that there are basic principles that guide the management of sites. There is an essential logical sequence of management planning and actions which must be followed to ensure success and improvement at the heritage sites to make the sites convenient, educational and enjoyable for visitors.



2. Why Do We Need a Management Plan?

Heritage site management is the control of the elements that make up the physical and social environment of a site, its physical condition, land use, human visitors, interpretation, etc. A site management plan is designed to retain the significance of the place. It ensures that the preservation, enhancement, presentation, and maintenance of the place/site is deliberately and thoughtfully designed to protect the heritage values thereof. A management plan provides and establishes guiding principles and/or coordinated actions for activities on site, including conservation, maintenance, monitoring, interpretation, enhancements, and evaluation. Below are some of the reasons for necessitation of management plans for each site:

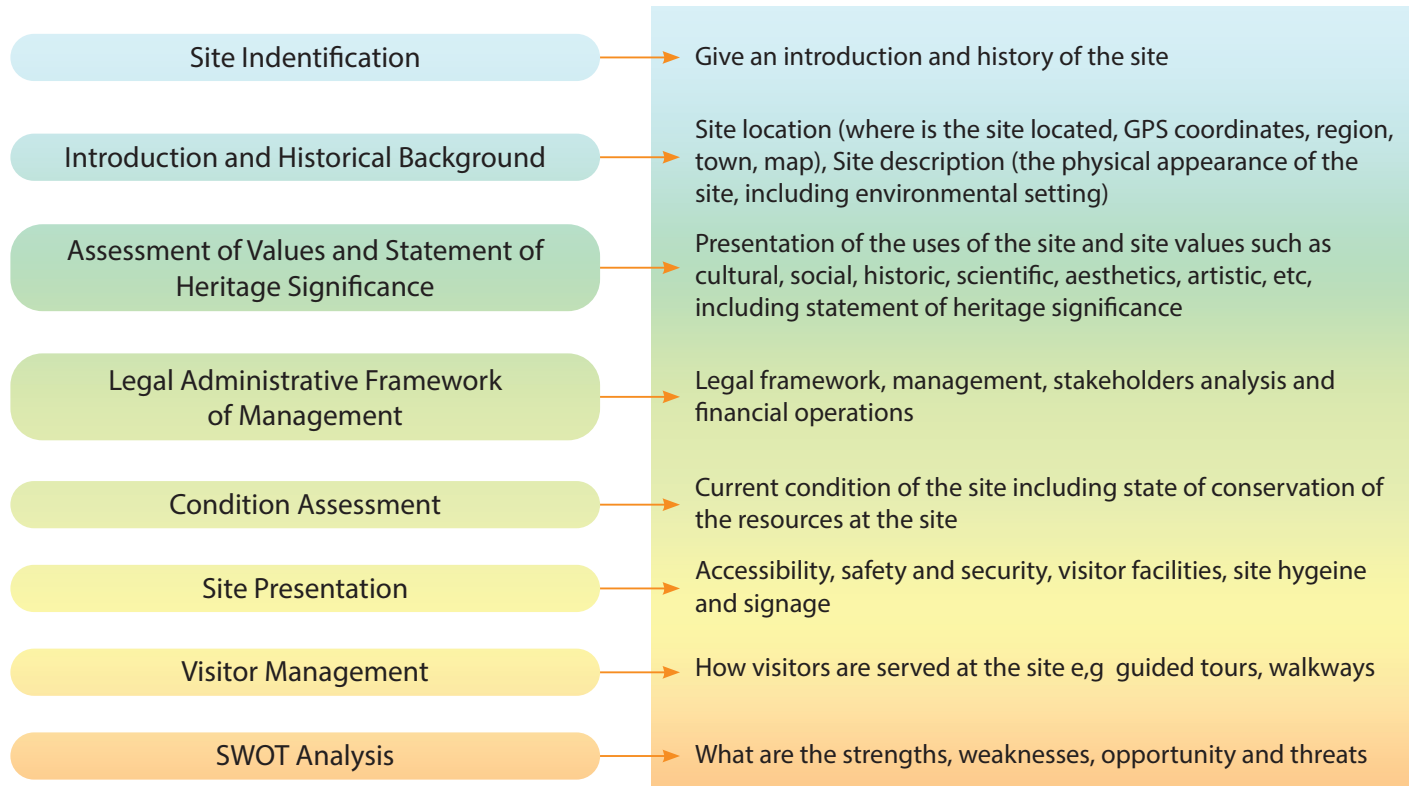
- a) A management plan gives direction to operations.
- b) The objectives and goals are clearly indicated.
- c) It guides future developments.
- d) It gives an idea of cost implications to be incurred.
- e) The plan serves as a monitoring and evaluation tool.
- f) It helps in the development of partnerships.
- g) It helps involve stakeholders and encourages co-ordination among stakeholders and authorities.
- h) It helps to identify the needs of the site.
- i) It clarifies responsibilities.
- j) It also helps in the identification and definition of the value of the place or site.
- k) It provides an opportunity for the site condition assessment.

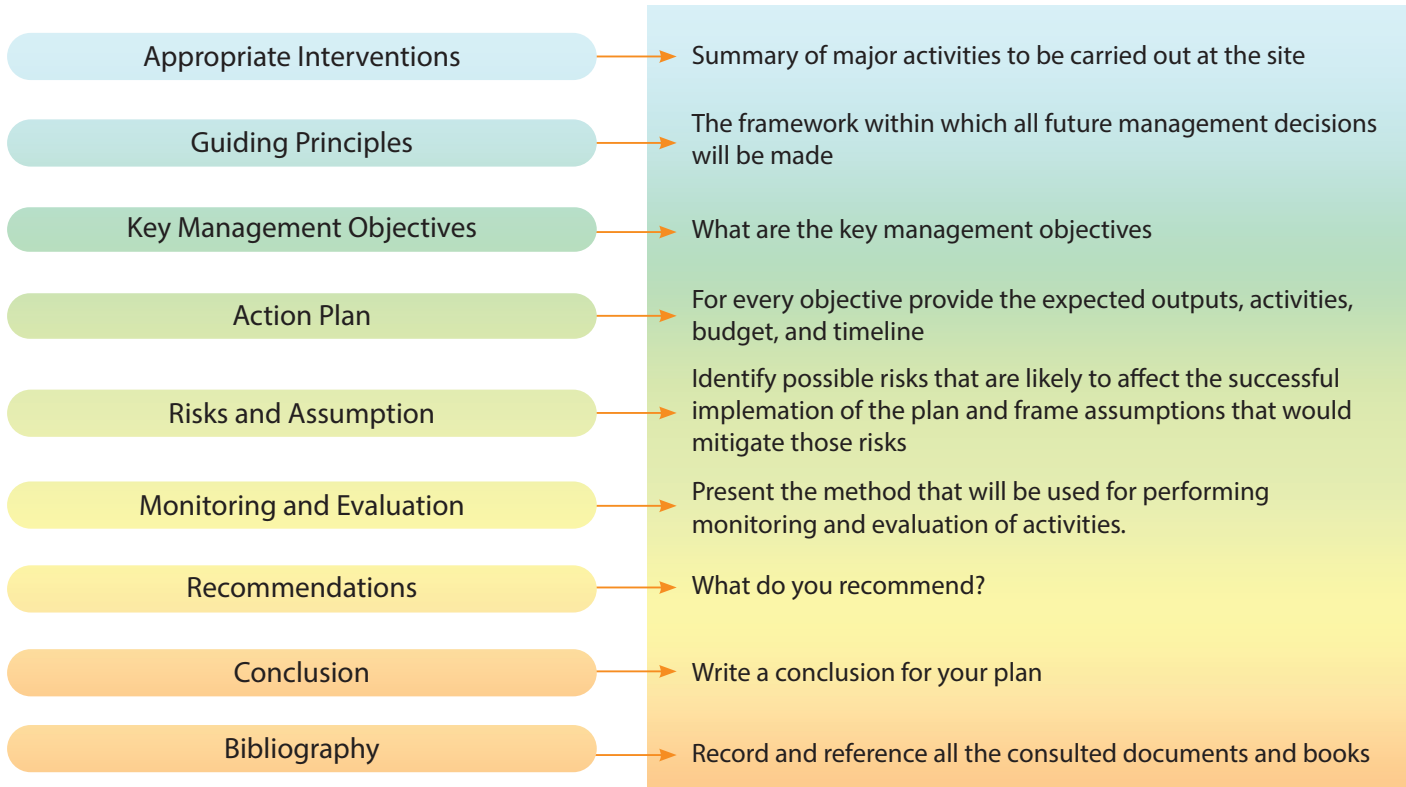


3. Site Management Plan Outline



A Management Plan Should Include At Least The Following Basics:





4. Steps to Follow in the Development of Site Conservation and Management Plans



Step 1: Social Assessment, Identification of Stakeholders and Formation of Management Committee

Nominate a working team with a team leader

Information on the identity of the place (e.g. boundaries) should also be gathered

Identification of relevant stakeholders and organise first Stakeholders' meeting



Step 2: Documentation, Research and Investigation of the Identity of the Place.

Gathering all available information about the site

Relevant legal documents and development plans. State of conservation of the site

Gathering information on the past and present management authorities and/ or owner

Collection of information on the past and present interpretation, presentation and visitor management



Step 3: Analysis of the Information Gathered

Values of the site should be determined, cultural significance of the place

Authenticity and integrity of the place/site should be investigated. Determine the guiding principles

SWOT analysis

Stakeholders' meeting to discuss the gathered information



Step 4: Development of Appropriate Responses.

Develop specific objectives and strategies

Develop an Action Plan and implementation

Monitoring and Evaluation strategy



Step 5: Implementation Plan

Short term and long term actions

Management plan should be properly communicated to all stakeholders

Documentation of all action taken is essential



This document is created in line with section 58 of the National Heritage Act, (Act No. 27 of 2004), which aims to guide the effective management and conservation of heritage sites.

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