GOVERNMENT NOTICE

DEPARTMENT OF TRANSPORT

No. R. 1119 **30 November 2007**

NATIONAL LAND TRANSPORT TRANSITION ACT, 2000 (ACT NO. 22 OF 2000)

INTEGRATED TRANSPORT PLANS: MINIMUM REQUIREMENTS IN TERMS OF THE NATIONAL LAND TRANSPORT TRANSITION ACT

In terms of section 27(3) of the National Land Transport Transition Act, 2000, (Act No. 22 of 2000), I, Jeff Radebe, Minister of Transport, in consultation with the MECs, have made the requirements in the Schedule.

J. Radebe

Jeff Radebe MP
MINISTER OF TRANSPORT

SCHEDULE

MINIMUM REQUIREMENTS FOR PREPARATION OF INTEGRATED TRANSPORT PLANS

Arrangement of Requirements

1. DEFINITIONS

In these requirements, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Act has that meaning, and–

"Act" means the National Land Transport Transition Act, 2000 (Act No. 22 of 2000);

"CITP" means a comprehensive integrated transport plan;

"CPTR" means a current public transport record;

"DITP" means a district integrated transport plan;

"DoT" means the Department of Transport in the national sphere of government ("Department" as defined in the Act);

"facilities" means ranks, terminals, stations, holding areas, informal taxi ranks and holding areas and major boarding points in rural areas, for road and rail based public transport;

"Guidelines" means the National Transport Planning Guidelines available from the DoT on request;

"ITP" means an integrated transport plan;

"Integrated Public Transport Network Plan (IPTNP)" means a plan for an integrated rapid public transport network contemplated in 3.3;

"Integrated Rapid Public Transport Network (IRPTN)" means a public transport network as identified by a planning authority with the aim to implement high quality public transport services that are car competitive.

"LITP" means a local integrated transport plan;

"OLS" means an operating licence strategy;

"PLTF" means a provincial land transport framework;

"Public Transport Action Plan (PTAP)" means the Public Transport Action Plan approved by cabinet in January 2007 as national policy on public transport and is available from the DoT on request;

"Ratplan" means a rationalisation plan:

"route" means the roads or railway lines that are traversed by a vehicle or train from point of origin to point of final destination or, in the case of road-based transport where no roads are clearly demarcated, the route followed by the particular vehicle as described with reference to landmarks or beacons;

"SARCC" means the South African Rail Commuter Corporation Limited, including the Metrorail Business Unit transferred from Transnet Limited,

"services" means public transport services.

2. PURPOSE AND STATUS OF REQUIREMENTS

The integrated transport plans prepared by planning authorities must comply as a minimum with the requirements as set out in this Schedule. Planning authorities are encouraged to do additional planning if they are able to do so, as allowed by their budgets and capacities, in order better to promote the objects of the Act.

Planning authorities must also comply with any additional requirements prescribed by the MEC, and may include information additional to that required by this document.

In interpreting these requirements, the planning authority should be guided by the Guidelines. Where possible, steps outlined in the Guidelines should be taken, and must be taken where specifically required by these requirements. Where there is a conflict between the requirements as set out in this document and the Guidelines, these Requirements shall prevail.

3. RESPONSIBILITY FOR THE PREPARATION OF TRANSPORT PLANS

3.1 Categorisation of planning authorities

For the purposes of land transport planning, three types of planning authorities are distinguished. The type of integrated transport plan to be prepared by these planning authorities is as follows:

Type 1: Planning Authorities required to prepare a comprehensive integrated transport plan are the 12 cities identified by the DoT as part of its integrated public transport network initiative and who are required to prepare IPTNPs (see 3.3), as well as any other planning authority designated as such by the MEC or Minister.

The 12 cities are:

- The City of Cape Town Metropolitan Municipality
- The City of Tshwane Metropolitan Municipality
- The City of Johannesburg Metropolitan Municipality
- The Ekurhuleni Metropolitan Municipality
- The eThekweni Transport Authority
- The Nelson Mandela Bay Metropolitan Municipality
- The Buffalo City Local Municipality
- The Msunduzi Local Municipality
- The Mbombela (Nelspruit) Local Municipality
- The Polokwane Local Municipality
- The Rustenburg Local Municipality
- The Mangaung Local Municipality.

Type 2: All district municipalities are to prepare a **District Integrated Transport Plan** (DITP). In the case where a local municipality has prepared a CITP, the CITP must be incorporated as part of the DITP.

Type 3: All other local municipalities are to prepare a **Local Integrated Transport Plan** (LITP).

Type 2 and Type 3 planning authorities will be free to prepare CITPs if they so wish, provided that the costs are justified by the transport situation in the area.

The categorisation of planning authorities into any one of the above three types, subject to these Requirements, will be the responsibility either of the MEC responsible for public transport in each of the provinces or of the Minister, in consultation with each other. Such categorisation must be done in close consultation with all the planning authorities and municipalities in the province. The following criteria must be taken into account in this process:

- Capacity of the particular planning authority to carry out transport planning satisfactorily;
- previous experience with the preparation of transport plans;
- extent of public transport services in the area of the planning authority;
- extent of subsidised services in that area; and
- available budget for the execution of transport infrastructure projects and public transport services; and
- the fact that the local municipality is or may be an "aspirant metro" as contemplated in the *Public Transport Strategy and Action Plan.*

After consulting the relevant municipalities, the MEC may decide in the case of a Type 1 district municipality that it must prepare a CITP for the areas of one or more of its local municipalities and may prepare a DITP for the areas of the remaining ones. A type 1 local municipality may agree to prepare a CITP for all or part of the areas of other local municipalities in the district either at the request of the MEC, the district municipality or of such local municipalities. Any CITP prepared by a Local Municipality for an area smaller than the entire district concerned will be deemed part of the relevant DITP.

The MEC may consider and negotiate assistance to a planning authority in terms of section 9(1)(c) of the Act to carry out the required planning tasks where insufficient capacity is available. Such assistance could include–

- assistance by the MEC to carry out part, or the whole of the planning to be done by a particular planning authority;
- assistance by a local municipality to a district municipality, to do part, or the whole of the planning to be done by the particular district municipality; and
- assistance by a district municipality to a local municipality, to carry out part, or the whole of the planning to be done by the particular local municipality.

The MEC must document the final agreement on the categorisation of planning authorities in his or her province, and any arrangements for assistance to carry out the required planning tasks. The MEC must publish such agreement in the *Provincial Gazette* by not later than 31 March of any particular year, which must also be included in the provincial land transport framework (PLTF) of the province.

The above agreement must be reviewed annually and should amendments be made to it, the revised agreement must again be published in the *Provincial Gazette* and reflected in the province's PLTF.

The MEC must ensure the co-ordination of the planning processes of all planning authorities under the jurisdiction of the province and, in doing so, must ensure that all plans address–

(a) public transport services operating across the boundaries of the areas of planning authorities; and

(b) rivalry or lack of co-ordination between neighbouring planning authorities that may result in the duplication of planning, or the duplication or over-supply, or under-supply, of transport services, facilities and infrastructure in the region.

3.2 Strategic in Relation to Operational Planning Responsibilities

Comprehensive and District Integrated Transport Plans (CITPs and DITPs) must contain a long term component, which identifies the long term vision and objectives for the transport system in the region, and the strategy for developing the transport system over time to achieve the set objectives.

The long term strategy can, however, only be achieved over time and in an incremental fashion and, therefore, the ITPs must include annual action plans specifying the projects to be implemented. Only projects that are feasible must be included in the annual action plans, and feasibility studies of projects may be required to confirm this.

The need to spend energy and money on the development of the long term component of an ITP is much greater for larger urban areas, compared to smaller district and local municipalities.

The execution of the preliminary and detailed design of projects included in the action plans are not to be part of the ITP, but will logically follow its approval. Such design could relate to both infrastructure and services and would be undertaken by that authority or agency responsible for the execution of the work. For example, in the case of road based public transport contracts it would be the planning authority itself that would design and put out to tender such services. In the case of rail services, the rail operator (e.g. SARCC) would be in the best position to design the rail services in accordance with the service levels specified by the planning authority. In the case of roads, the design function could be undertaken by either the planning authority, or by another department or agency of the municipality concerned.

The responsibilities for planning are also given in Table 1 below:

Table 1: Planning Responsibilities

Planning Horizon	Task or Activity	Responsible Authority
ITP: Long Term	• Vision, objectives • Long Term Strategy - Public transport - Roads - TDM - NMT - Etc	Planning Authority
ITP: Short Term	• Feasibility studies • Action Plans: - Public transport infrastructure - Public transport services - Roads - TDM - NMT - Etc • Project prioritisation • Financial planning and budgeting	Planning Authority
Detailed design following ITP approval	• Public transport contracts (road based) • Public transport operational planning (road and rail based) • Rail concessions • Design of infrastructure • Design of TDM	Planning Authority Public transport operator (road and rail) DoT or its agent Planning Authority or municipal agency Planning Authority or municipal agency

3.3 DoT Public Transport Action Plan

The Cabinet approved the national Public Transport Strategy in January 2007. The Strategy has two thrusts: Accelerated Modal Upgrading, and Integrated Rapid Public Transport Networks (IRPTNs). Modal Upgrading focuses on the 3-7 year transitional period with regard to improving the quality of the public transport fleet and its current operations. IRPTNs focus on the 4-20 year period and aim to implement high quality networks of car competitive services. In this regard, the aim is to upgrade both commuter rail services and bus and minibus services to Rapid Rail and Bus Rapid Transit levels of quality respectively, in all major cities.

Following the approval of the Strategy, the DoT developed an Action Plan, with a focus on implementing Phase 1 (2007 – 2010) IRPTNs in 12 cities and 6 districts. The 12 cities are the six metropolitan municipalities and the six local municipalities listed in 3.1 as Type 1 planning authorities.

The Action Plan engagement with the 12 cities by the DoT to date has also aimed to integrate the 2010 legacy components of the Public Transport Infrastructure and Systems Fund (PTIS).

Through the Public Transport Action Plan implementation, the DoT aims to phase in an authority-controlled network of integrated, high quality public transport services that are car competitive. This requires three critical work streams namely:

(i) A robust network operational plan which also includes integrating the road based and non motorised systems with the rail priority corridors (if relevant),

(ii) A process of creating the transport authority capacity to manage the network in terms of performance contracts with fare revenues accruing to the authority (road-based system) and managing performance agreements with SARCC for the rail priority corridors in particular,

(iii) A process of business planning and negotiation to maximally include existing operators and labour (especially minibus sector) in the network (for both road based and Metrorail priority corridors).

For those cities and district municipalities that have become part of this initiative, a different planning approach is required in particular as far as the regulation and control of road based public transport is concerned.

Control over the supply of public transport services on the planned network will increasingly be exercised by the planning authority through the inclusion of operators into performance-based contracts, rather than by means of preparing and enforcing an Operating Licence Strategy as is currently required.

In addition, the need for preparing and maintaining a full Current Public Transport Record (CPTR) as outlined in 9.4, will also fall away as soon as services are being rendered jointly in terms of a contract where services are provided according to a pre-determined schedule. Information on passenger demand can then be more easily obtained through the monitoring of services that will be an obvious responsibility of the planning authority.

3.4 Rail Planning

The SARCC in support of the DoT, has prepared a Passenger Rail Transport Plan over the past two years. Phase I of this plan was focussed on agreeing the broad strategy to be followed for the upgrading and improvement of the rail transport system in South Africa. Phase II was prepared using a bottom-up approach, where each region of Metrorail prepared a detailed regional rail transport plan, in close consultation with the relevant municipalities. The regional Phase II plans were integrated into a national plan. This Phase II plan was approved by national Cabinet during the first part of December 2006. This plan will be implemented as from 2007.

In order for rail to be truly part of any ITP, it needs to be given the same attention as any other public transport mode in the planning process. The Planning Authority is required to:

- Have a good grasp of current and future passenger demand and passenger service level requirements
- Determine a long term strategy which identifies per corridor (within the larger network), the role of the different modes and the actions required to develop each mode to fulfil its role effectively
- Optimise existing infrastructure and services as far as possible
- Integrate modes, services and routes.

A planning authority in an area with passenger rail services, or which proposes their introduction, should take the lead in developing a regional rail plan for its area which will in essence be a rail service specification and the identification of any required interventions for the rail corridors, in consultation with the SARCC.

Such planning for passenger rail services by the planning authority should subscribe to the National Passenger Rail Plan principles: "Defining the role of rail, categorisation of current and future corridors and priority corridor investment strategies for the short term, medium and long term." The SARCC is the national planning agent and operator for rail commuter services, managing and updating the National Rail Plan. Until devolved, rail planning should be integrated through co-operative governance planning with SARCC. Rail components of transport plans must be in line with the National Rail Commuter Plan.

In an effort to achieve integrated planning, Rail Plan Committees have been established by the SARCC in each metropolitan area. These Committees are chaired by the metropolitan authority with the planning section of the SARCC providing the guidance and expertise to develop the Rail Plan. These Committees should be replaced by more effective and representative structures as an interim measure pending the consolidation of public transport functions with transport authorities, metropolitan municipalities and larger urban local and/or district municipalities.

The function of these committees would be to facilitate the development and acceptance of a regional rail plan for a particular area, and the negotiation of such a plan with the DoT in order to be taken up in the National Passenger Rail Plan. SARCC will retain responsibility for the operational planning and implementation of the approved rail services.

3.5 Preparation of Rationalisation Plans (Ratplan), Operating Licence Strategies (OLS) and Current Public Transport Records (CPTR)

All Type 1 planning authorities must prepare IPTNPs as discussed in 3.3 above, and will not be required to prepare a full OLS and CPTR covering the total network in addition to the IPTNP.

Instead, these authorities must identify and carry out such planning only for those services or parts of the network which are not covered by the IPTNP provided that the IPTNP must be prepared in such a manner as to be able to guide the relevant board as contemplated in 9.5. CPTR information on infrastructure needs to be fully completed.

A separate rail plan and Ratplan will not be required as the planning for the rail and the road based modes will form part of the IPTNP.

In areas other than those covered by the national Integrated Public Transport Network Projects as discussed in 3.3 above, the planning authority remains responsible for the preparation of a full current public transport record (CPTR) and operating licence strategy (OLS) for such areas, and a Ratplan where there are subsidised services in the area as part of their ITP.

Where a district municipality is responsible to prepare a CPTR, OLS or Ratplan for its entire area, it will not prevent an agreement with any relevant local municipality to assist with such preparation, provided that the agreement is facilitated and approved by the MEC and that it is permissible in terms of applicable local government legislation.

CPTRs, OLSs and Ratplans must not be prepared at both district and local levels as this will lead to duplication. Thus only one CPTR, one OLS and one Ratplan are required for any particular geographical area.

Where the CPTR, OLS or Ratplan for part of the area of a district municipality is prepared by a local municipality in terms of an agreement contemplated above, it is still the responsibility of the district municipality to ensure that the entire area is covered and to include these into its integrated transport plan in the format as required by this document.

A CPTR prepared and submitted to any applicable MEC under section 3 of the National Land Transport Interim Arrangements Act, 1998 (Act 45 of 1998), or a CPTR, OLS or Ratplan prepared in terms of requirements replaced in terms of 10 below, is deemed to be a CPTR, OLS or Ratplan, as the case may be, in terms of the requirements as set out in this document, provided that such a CPTR, OLS or Ratplan must be updated and revised so as to at least comply with these requirements, including changes to municipal boundaries that may have occurred in terms of the Local Government : Municipal Demarcation Act, 1998, and related legislation.

4. INTER-RELATIONSHIP BETWEEN TRANSPORT PLANS AND FRAMEWORKS

The inter-relationship between the plans is shown diagrammatically in **Figure 1.**

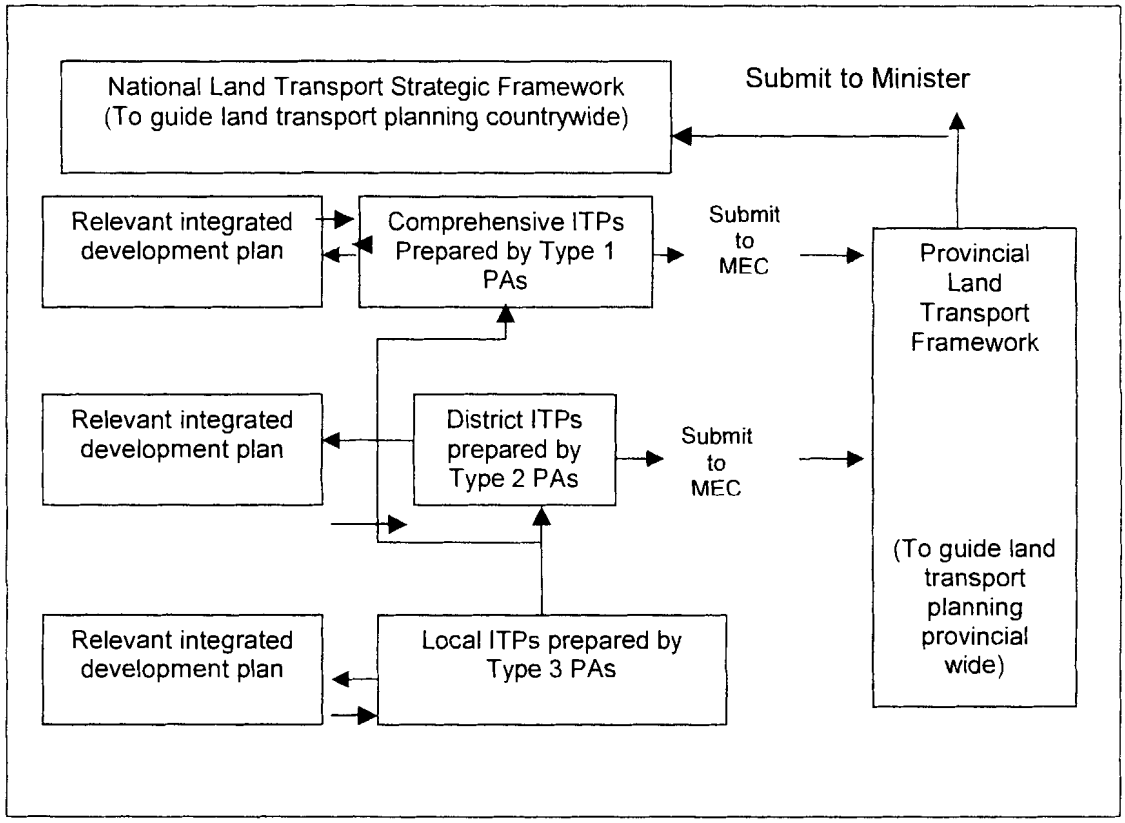

Figure 1: Inter-relationship between transport plans and frameworks

The National Land Transport Strategic Framework (NLTSF) will provide the policy and over-arching transport strategy for the country. Particular planning initiatives of the DoT will be taken up and reflected in the NLTSF where appropriate and where these have been approved. These will include:

- The National Transport Master Plan
- The National Public Transport Strategy and Action Plan
- The National Rail Plan
- The National Freight Logistics Strategy

Each Province will prepare a Provincial Land Transport Framework (PLTF) for a five-year period in terms of Government Notice R1004 of 24 July 2002 or replacing requirements. The primary objectives of the PLTF are:

- To create a strategic framework for the development of transport from a provincial perspective and
- To co-ordinate the preparation of ITPs within the area.

Integrated Transport Plans (ITPs) have to be prepared by all municipalities.

From **Figure 1** it should be noted that ITPs must be submitted to the MEC in terms of section 27(1) of the Act for notification and approval, and will also be reflected in the provincial land transport framework (PLTF). In the case of LITPs, they will be submitted to the MEC as part of the relevant DITP and not separately. In addition, these transport plans also need to become part of the integrated development plans (IDPs) of the applicable metropolitan, district and local municipalities.

Integrated transport plans to be prepared by the Type 3 planning authorities will thus be included in a summarised format by the district municipalities in their transport plans, and will also serve as input into the IDPs of the applicable local municipality and district municipality.

5. PRINCIPLES FOR PREPARING TRANSPORT PLANS

The following principles apply to the preparation of CITPs and, where applicable, to DITPs and LITPs–

Transport plans must be developed so as to–

(a) enhance the effective functioning of cities, towns and rural areas through integrated planning of transport infrastructure and facilities, transport operations including freight movement, bulk services and public transport services within the context of those integrated development plans and the land development objectives set in terms of section 27 of the Development Facilitation Act, 1995 (Act No. 67 of 1995), or, where applicable, land development objectives of that nature set in terms of replacing legislation or relevant provincial laws;

(b) direct employment opportunities and activities, mixed land uses and high density residential development into high utilisation public transport corridors interconnected through development nodes within the corridors, and discourage urban sprawl where public transport services are inadequate;

(c) give priority to infilling and densification along public transport corridors;

(d) give higher priority to public transport than private transport by ensuring the provision of adequate public transport services and applying travel demand management measures in a manner that provides incentives for sustainable mobility management;

(e) enhance accessibility to public transport services and facilities, and transport functionality in the case of persons with disabilities;

(f) maintain and further develop road infrastructure so as to improve travel by all road-based modes of transport where appropriate;

(g) minimise adverse impacts on the environment; and

(h) support / stimulate economic growth and development.

In addition–

(i) Plans must pay due attention to the development of rural areas, and transport for special categories of passengers must receive specific attention.

(ii) Transport plans should acknowledge and, where necessary, plan for the role of appropriate non-motorised forms of transport such as walking and cycling.

(iii) Transport plans and transport programmes must be synchronised with other planning initiatives and must indicate how they are integrated into the municipal integrated development plans, the land development objective processes and the municipal budgeting process.

(iv) The preparation of a transport plan or transport programme must include the consultation and participation of interested and affected parties required for the preparation of integrated development plans in terms of Chapter 4 and section 29(1)(b) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) or replacing legislation.

6. FREQUENCY OF PLAN PREPARATION AND UPDATE

The minimum frequency of plan preparation and updating is shown in Table 1.

Note that Table 1 includes reference to the preparation of a CPTR and an OLS. These two planning activities are elements of an integrated transport plan and should therefore be included in the CITP or DITP in a summarised form. The detail is, however, to be documented separately and attached as annexures to the CITP or DITP, to allow for regular updating and review of data, strategies and actions.

TABLE.2: MINIMUM FREQUENCY OF PLAN PREPARATION AND UPDATE

PLAN	FREQUENCY		COMMENTS
	PREPARATION	UPDATE	
1. Comprehensive ITP (CITP) and district ITP (DITP)	Total overhaul every 5th year	Annually, in synchronisation with IDP	Update to focus on action programme and budget Prerogative of PA to do more comprehensive update
2. Local Integrated Transport Plan (LITP)	Annually, in synchronisation with IDP		Focus on the identification of needs and annual programme and budget
3. CPTR (forms part of ITP)	Total overhaul every 5th year	Continuous (if required)	Update to concentrate on gaps and information of poor quality
4. OLS (forms part of ITP)	Total overhaul every 5th year	Continuous (if required)	This should be a live document reflecting any CPTR update or the issuing of OLs by the OLB
5. Ratplan (where required: forms part of ITP)	Total overhaul every 5th year	Continuous (if required)	Update to ensure the objectives of rationalisation are realised

The preparation of a CITP inclusive of an IPTNP (see 3.3 and Chapter 9 for the minimum requirements of an IPTNP) will become mandatory with the next complete overhaul of the CITP.

7. DATE FOR SUBMISSION OF TRANSPORT PLANS AND PROGRAMMES

The transport plans and programmes must be prepared by the date determined by the MEC in terms of section 27(1) of the Act. Until such date is determined the planning authority must prepare and update plans in accordance with Table 2.

After the initial submission of the transport plans and programmes, the MEC must determine the date for the submission of subsequent plans in terms of section 27(1) of the Act.

The date so determined by the MEC must be published in the *Provincial Gazette* of the province concerned.

8. PROCESS FOR PREPARATION AND APPROVAL BY MEC

After the date of publication of these requirements, but not later than the date mentioned in 7 above, every planning authority and municipality required to do so in terms of these Requirements, must complete its integrated transport plan consisting of at least the matters set out in 9 below.

On completion of the transport plan, the planning authority responsibility for its preparation must submit it to the MEC in terms of section 27(4) of the Act and, if it has rail commuter components, also to the Minister under section 28.

If the MEC is of the opinion that the transport plan does not comply with any of the issues listed in section 27(4)(a) to (d) of the Act, he or she may request the planning authority to adjust the plan, and the planning authority must either adjust the plan or negotiate with the MEC to resolve the matter. If the MEC and planning authority cannot agree on the issue, they must resolve the matter in terms of Chapter 4 of the Intergovernmental Relations Framework Act 13 of 2005. If the MEC does not request the planning authority to adjust the plan within 60 days of receiving it, the planning authority may assume that the MEC has approved it.

If the Minister is of the opinion that the transport plan does not deal adequately with the situation relating to commuter rail, or that it has not been prepared correctly or completely according to the Act or these Requirements, he or she may request the planning authority to adjust the plan, and the planning authority must comply with such a request forthwith.

If the Minister is of the opinion that rail aspects have not been adequately accommodated in the transport plan as contemplated in section 28 of the Act, he or she may request the planning authority to adjust the plan, and the planning authority must either adjust the plan or negotiate with the Minister to resolve the matter. If the Minister and planning authority cannot agree on the issue, they must resolve the matter in terms of Chapter 4 of the Intergovernmental Relations Framework Act 13 of 2005. If the Minister does not request the planning authority to adjust the plan within 60 days of receiving it, the planning authority may assume that the Minister has approved it.

9. MINIMUM CONTENTS

In addition to the requirements of the Act, transport plans and transport programmes must contain at least the minimum information as set out below.

9.1 Comprehensive integrated transport plans (CITPs)

The CITP must be prepared with due regard to relevant integrated development plans, and land development objectives set in terms of section 27 of the Development Facilitation Act, 1995 (Act No. 67 of 1995), or, where applicable, in terms of replacing laws or a law of the province.

The CITP shall consist of the chapters schematically indicated in Figure 2 and as specified below.

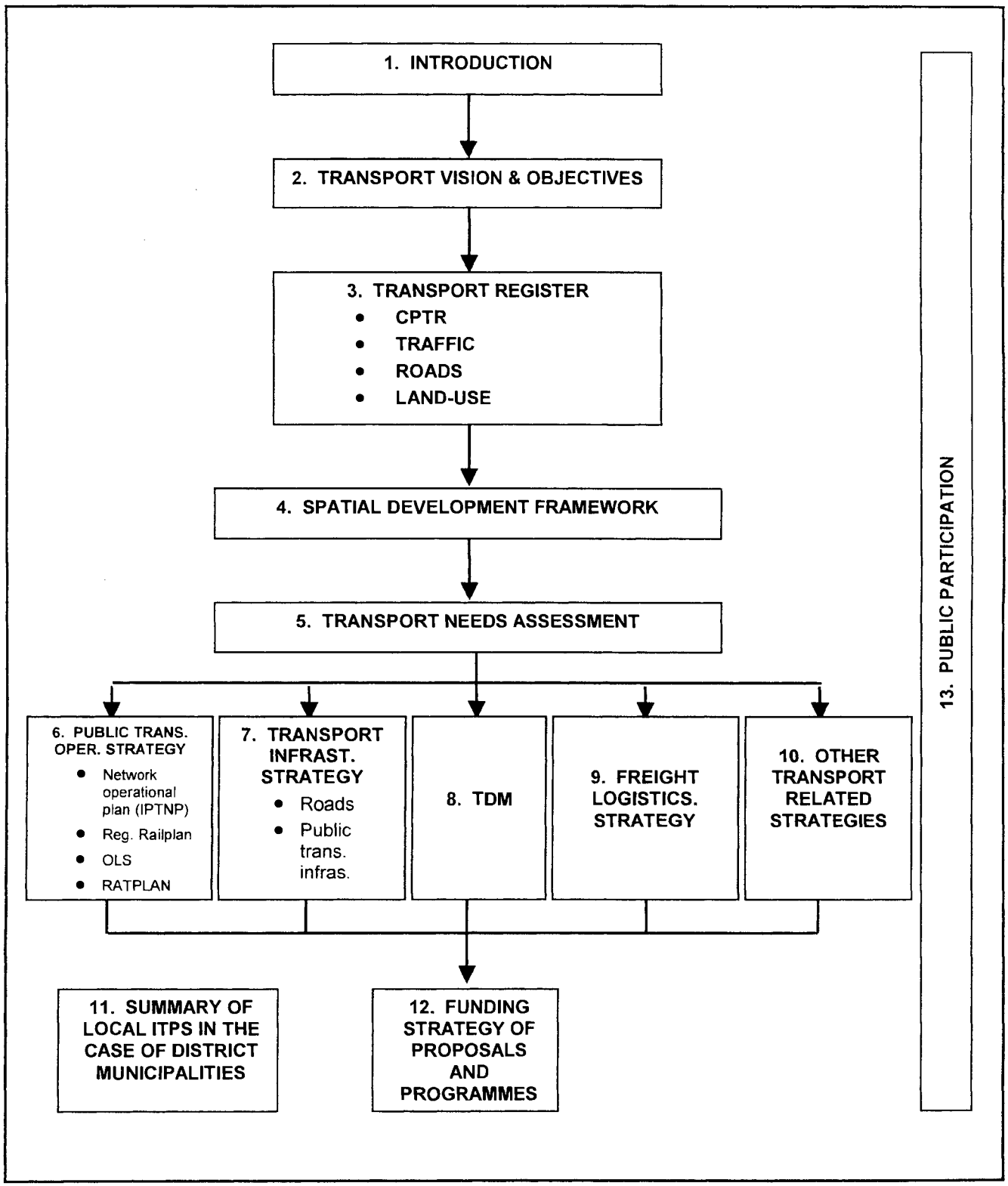

Figure 2: Minimum Contents of a Comprehensive ITP

EXECUTIVE SUMMARY

An executive summary must be provided which summarises the *status quo*, transport trends in the area, objectives and proposed interventions and projects. All ITPs must be done in the sequence prescribed in these requirements

Chapter 1: Introduction

The introduction should indicate responsibility for the preparation of the CITP and reference to any agreements and determinations by the MEC in this regard, the status of the plan and the period over which the plan is to be implemented.

The particular institutional and organisational arrangements affecting the functioning of the particular planning authority should be described as well as the liaison and communication mechanisms available to co-ordinate the planning task with other responsibilities of the municipality and those of other stakeholders.

Chapter 2: Transport vision and objectives

The vision statement for transportation in a transport area should be formulated within the framework of the *White Paper on National Transport Policy*, 1996 as well as any other approved national and provincial transport policy, and local policy and strategies.

The vision statement should be a single concise statement guiding transport development in the area in terms of both the long and short-term components of the transport plan.

Specific objectives should be formulated, related to the overall vision. Objectives should be acceptable, measurable, understandable and achievable.

Chapter 3: Transport Register

The transport register should cover the full spectrum of data collection necessary for the planning of all types of transport infrastructure and operations.

A distinction must be made between the following types of information:

(a) Demographic and socio-economic: State population and provide profile of population in terms of income, age, education and car ownership.

(b) General overview of transportation system demand and supply: Indicate modal split between private, public transport (by mode), and non-motorised transport modes. Where available, quote outcome from home interview surveys indicating levels of dissatisfaction with public transport in the area.

(c) Description of the regular, daily public transport system: This information is to be a summary of the CPTR as discussed in 9.4. Distinguish between supply and demand information as follows:

(i) Supply (regular, daily services including commuter transport and transport for learners):

- Railway infrastructure by rail corridor:
- lengths
- number of stations
- line capacities (peak hour)
- Railway services by corridor
- train frequencies (peak hour)
- passenger capacities (peak hour)
- Road based public transport in total and by primary corridor for bus, minibus-taxi, as well as for long-distance services (minibus-taxi and bus):
- total number of routes
- fleet size
- frequencies (trips in peak hour)
- corridor capacities
- Road based infrastructure (primary facilities only) for bus and minibus-taxi:
- location
- size / capacity
- total number of facilities

(ii) Utilisation (regular, daily services including commuter transport and transport for learners):

- Rail, bus and minibus-taxi (commuter services) by corridor
- passenger volumes (peak hour and daily)
- trends if available
- Demand in relation to supply by corridor for each mode

(d) Description of other public transport services: Provide a summary of the location and size of operations where available:

- Metered taxis
- Accessible transport
- Non-motorised transport

(e) Description of institutional and organisational set-up of public transport industry: Provide detail of companies and associations making up the bus, minibus-taxi and metered taxi industries in terms of:

- Name of company / association
- Fleet composition and sizes under its control
- Areas or corridors in which services are rendered

(f) Roads and traffic: This information would typically be obtained from the Pavement Management System (PMS) and traffic counting programme of the planning authority:

- A table providing detail of the major road network in relation to road authority, and giving detail of the length of road by functional class of road.
- A table showing the condition of major roads in terms of the length of road which is in a very poor, poor, fair, good or very good condition. Also changes in the condition over time.
- A table showing the level of congestion of the major road system, stating length of road operating at or over capacity in the peak hour. Also changes in the levels of congestion over time.

(g) Freight transport: Provide a description of routes identified for travel by vehicles transporting abnormal loads and dangerous goods. State measures in place to deal with overloading.

(h) Financial information: State sources of income and expenditure by the relevant municipal authority on all transport services and infrastructure within its area.

The CPTR must be prepared in terms of the minimum planning requirements for the preparation of CPTRs as contained in 9.4 below. The comprehensive CPTR must be attached as an annexure.

Chapter 4: Spatial development framework

Integrated development plans (IDPs) encapsulate all aspects of strategic planning. As part of the IDP, a spatial development framework must be developed, which must be integrated with the transport plan for the area. The spatial development framework so developed must be taken up in the integrated transport plan, clearly showing existing and intended transport corridors and nodes, and areas earmarked for mixed land use and densification.

The spatial development framework so included in the CITP will give explicit effect to section 29(2) of the Act, which empowers the planning authority to manage any change or intensification of land use which deviates from that specified in the spatial development framework.

Chapter 5: Transport needs assessment

The transport needs assessment must give adequate attention to–

- measures to promote public transport;
- the needs of learners and persons with disabilities;
- non-motorised transport;
- private transport; and
- travel demand estimation.

The transport needs of the community shall be determined and adequately described, based on the following analyses:

- An interpretation of the Transport Register
- public participation and stakeholder feedback; and
- transport demand estimation, determined for example by modelling, surveys or estimations (see the Guidelines in this regard).

Chapter 6: Public transport operational strategy

The focus of the operational strategy should be to integrate the public transport network, services and modes and develop schedules (where relevant) in such a fashion that passengers can move optimally from origin to destination in the area most effectively, in the shortest possible time and with the minimum of fare-paying transactions.

The public transport operational strategy must give adequate attention to–

- the needs of learners;
- the needs of persons with disabilities;
- developing and implementing the integration of public transport services in and between modes;
- fare systems for public transport and the affordability of fares;
- measures to promote public transport over private transport.

Considerations to be taken into account in the development of the public transport operational strategy include, *inter alia*–

- the minimisation and optimum allocation of subsidy based on user needs; and
- the avoidance of land use distortions and longer travel distances.

Where cities and district municipalities are included in the DoT initiative to improve public transport to a level where they are of high quality and are car competitive (see discussion in 3.3), detailed network operational plans are to be developed and submitted to the DoT.

The network operational plan should at least deal with the following:

- a plan for the total new public transport network, i.e. routes, services, frequencies, and mode decisions; and then component plans for the contracted and non-contracted services;
- the vehicle numbers required for the different routes and services;
- the planned sequencing of network implementation, including the conversion of the expired interim and tendered contracts, and the phased replacement of non-contracted services with contracted services;
- fleet plans to guide the recapitalisation process, taking into account the required incorporation of minibus-taxi operators into integrated networks using a variety of vehicles including articulated buses;
- a regulatory plan dealing with the implementation of gross cost contracts that incorporate existing operators (including minibus taxi operators);
- an infrastructure plan for the progressive implementation of the rapid corridors (to be included in Chapter 7: Transport Infrastructure Strategy);
- an institutional plan to establish the "network authority" to manage and regulate the contracted and non-contracted network and its fare system (to be dealt with in Chapter 10: Other Transport Related Strategies);
- a financial plan for the operational funding of the system (to form part of Chapter 12: Funding Strategy).

In the event of commuter rail services operating within the area of jurisdiction of the planning authority responsible for the CITP, the public transport operational strategy must integrate rail aspects. Note the necessity for any rail planning to subscribe to the principles of the National Passenger Rail Plan, and the importance of joint ownership of the regional Rail Plan by the Planning Authority and SARCC, as discussed in 3.4. In the event of rail services operating across the boundaries of two or more planning authorities, the relevant planning authorities must liaise with each other to ensure proper integration of rail issues into their operational strategies. If they fail to do so the MEC may assign the responsibilities to ensure effective planning.

If the Minister is of the opinion that the public transport operational strategy does not deal adequately with the situation relating to commuter rail, or that it has not been prepared correctly or completely according to the Act or these requirements, he or she may request the planning authority to adjust the plan, and the planning authority must comply with such a request forthwith.

For those municipalities (or parts of municipalities) not included in the DoT's Public Transport Action Plan initiative (mainly rural municipalities), a comprehensive Operating Licence Strategy (OLS) and Rationalisation Plan (Ratplan) are required.

To enable planning authorities to prepare a reliable OLS, the Board has a duty to maintain the records on the Operating Licences Administration System (OLAS) so that they accurately and reliably reflect the details of all active operating licences pertaining to the area. The routes described in the OLAS should be the same as, or at least relatable to, the routes or route groups described in the planning authority's OLS.

The OLB will be required to refer any application for Operating Licences to the applicable planning authority within whose area the services being applied for, will operate, or the planning authority which was responsible for the preparation of the OLS for that particular area. Should the service being applied for fall into more than one municipal area then the application should be referred to all the municipalities that will be affected, each reacting to the application in terms of the implications this may have on its area.

The OLS must enable the planning authority to make recommendations and representations to the operating licensing board ("the board") in respect of applications for operating licences for all types of public transport services (except tourist services and charters). As these recommendations are binding on the board in terms of section 39(4) of the Act, the OLS must provide the planning authority with a reliable and accurate basis for its decisions.

The OLS is essentially a determination of the required supply of non-contracted public transport. In respect of regular, daily services in the area, it should describe the defined public transport routes or specified groups of routes on which non-contracted services may operate, and the number of vehicles of each capacity-type that the planning authority will authorise, having taken into account demand. The OLS should also describe the number of operating licences already active on each route or route group (as per the data in the OLAS) and the additional number of operating licences that could be granted on each route where there is an under-supply, or the surplus number of operating licences on each route where there is over-supply.

Apart from the supply and demand assessment, in preparing the OLS the following parameters should also be considered by the planning authority:

- The role of each public transport mode and identification of the preferred road-based mode or modes with regard to its area or particular routes or corridors, including transport into or from the areas of other planning authorities, and interprovincial transport;
- the circumstances in which operating licences authorising the operation of public transport within any part of its area, should be allowed;
- the use of public transport facilities within its area;
- the avoidance of wasteful competition between transport operators;
- the conclusion of commercial service contracts for unsubsidised public transport services; and
- the conditions which should be imposed by the board in respect of operating licences.

The OLS must be prepared in terms of the minimum planning requirements as contained in 9.5 below. A summary of the OLS is to be included in Chapter 6 of the ITP and the comprehensive OLS is to be attached as an annexure.

The public transport operational strategy must also contain a plan for the rationalisation of public transport in the area (Ratplan), with the focus on subsidised services, where there are subsidised services in the area. The strategy should consider both state subsidised as well as municipally subsidised services, and take cognisance of rail services.

The assessment should be carried out with respect to the possible impacts on other services and modes, infrastructure and facilities, as well as user convenience and quality of service.

The Ratplan should essentially set out–

- the proposed plan for the subsidised, contracted, road-based services, including, per contract, the proposed routes and frequencies and fleet requirements per route;
- the changes to be made to the current contracted services in order to implement the proposed plan;

- the estimated impacts and benefits, both positive and negative; and
- an implementation programme and budget.

The rationalisation strategy should take into account–

- the restructuring of services where there is duplication or where the services are not economically or financially feasible;
- the provision of subsidised services in relation to the availability of unsubsidised services as per the operating licence strategy; and
- a broad consideration of special types of services including social services, services for people with disabilities and services for learners.

The MEC must facilitate arrangements regarding the responsibility for the rationalisation of interprovincial and intra-provincial services.

The development of the public transport operational strategy must have both a short-term focus relating to subsidised interim contracts and current tendered contracts expiring in the near future, and a long-term focus relating to the overall restructuring of the subsidised public transport system as a whole, including rail.

Chapter 7: Transport infrastructure strategy

The transport infrastructure strategy must deal with the development and maintenance of all types of transport infrastructure, including major roads, public transport facilities and rail infrastructure.

The transport infrastructure strategy must include proposals for new and for the improvement of existing public transport facilities and major roads. Only firm schemes on which work will commence within the planning period must be included in the strategy.

The transport infrastructure strategy must include measures aimed at giving priority to public transport where such measures are practical and economically justified.

Chapter 8: Travel (transport) demand management

Appropriate measures aimed at managing transport demand must be identified and analysed. This should include Intelligent Transport Systems (ITS) and Transport System Management (TSM). Measures that prove to be practical and economically and financially feasible must be further developed for implementation. Regard must be had to the definition of "travel demand management" in the Act.

Chapter 9: Freight transport strategy

The planning authority must develop a freight transport strategy covering the transporting of goods to, from and through the area by road, rail or ship. The strategy must identify routes for moving goods so as to promote their seamless movement and, in the case of road freight transport, to avoid conflict with other road traffic.

The freight transport strategy must include a plan for the movement of hazardous substances contemplated in section 2(1) of the Hazardous Substances Act, 1973 (Act No. 15 of 1973), by road along designated routes, as required by section 27(5) of the Act in accordance with the strategy or plan in the provincial transport framework contemplated in section 22(3)*(l)* of the Act.

In the case of coastal provinces, maritime transport links must be considered where appropriate. In preparing this strategy planning authorities should have regard to the *National Freight Logistics Strategy*, 2005 which is available from the DoT.

Chapter 10: Other transport-related strategies

In addition to the above minimum requirements, the planning authority must in addition develop in its CITP strategies relating to the following topics:

- Non-motorised transport; and
- a safety and security strategy as it relates to public transport.

Chapter 11: Summary of local integrated transport plans in the case of district municipalities

In the case of a district municipality this Chapter is a summary of the transport implementation budgets and programmes (including construction and maintenance of their transport infrastructure) over a five-year period, as prepared by the constituent local planning authorities (local municipalities).

Chapter 12: Funding strategy and summary of proposals and programmes

This Chapter must contain the following components:

12.1 Summary of proposals

This chapter must contain a synopsis or summary of proposals and programmes provided for in the plan. Proposals and programmes should be realistic and not be too ambitious, either in financial terms or with regard to the capacity of the authority. Where appropriate, projects should be phased over a realistic period or relegated to a future year or planning cycle.

The proposals and programmes must link with the integrated development plan (IDP) process of the municipality concerned and form the sectoral transport component of the IDP as required by section 18(1) of the Act.

12.2 Funding strategy

This part of Chapter 12 must deal with sources of income and funding constraints.

The funding strategy must include a financial programme giving expected sources of revenue and estimates of expenditure arising out of the preparation, implementation and operation of the different transport strategies, over the five-year period in which the plan is to be implemented. The focus must be on actions that are possible in the light of secured financial resources.

12.3 Prioritisation of projects

All actions identified in the different strategies must be subject to a process of prioritisation and allocation of funds, which will depend on budgetary constraints.

12.4 Budget per project and programme

The funding strategy must be concluded by the preparation of a budget and programme for a five-year period, of which the first year will be in substantially greater detail than the following four years of this period.

Chapter 13: Stakeholder consultation

The extent of and the results of consultation with all affected parties including operators, commuters and communities must be described.

9.2 District integrated transport plans (DITPs)

The DITP must at least consist of the chapters as schematically indicated in Figure 3 and as specified below:

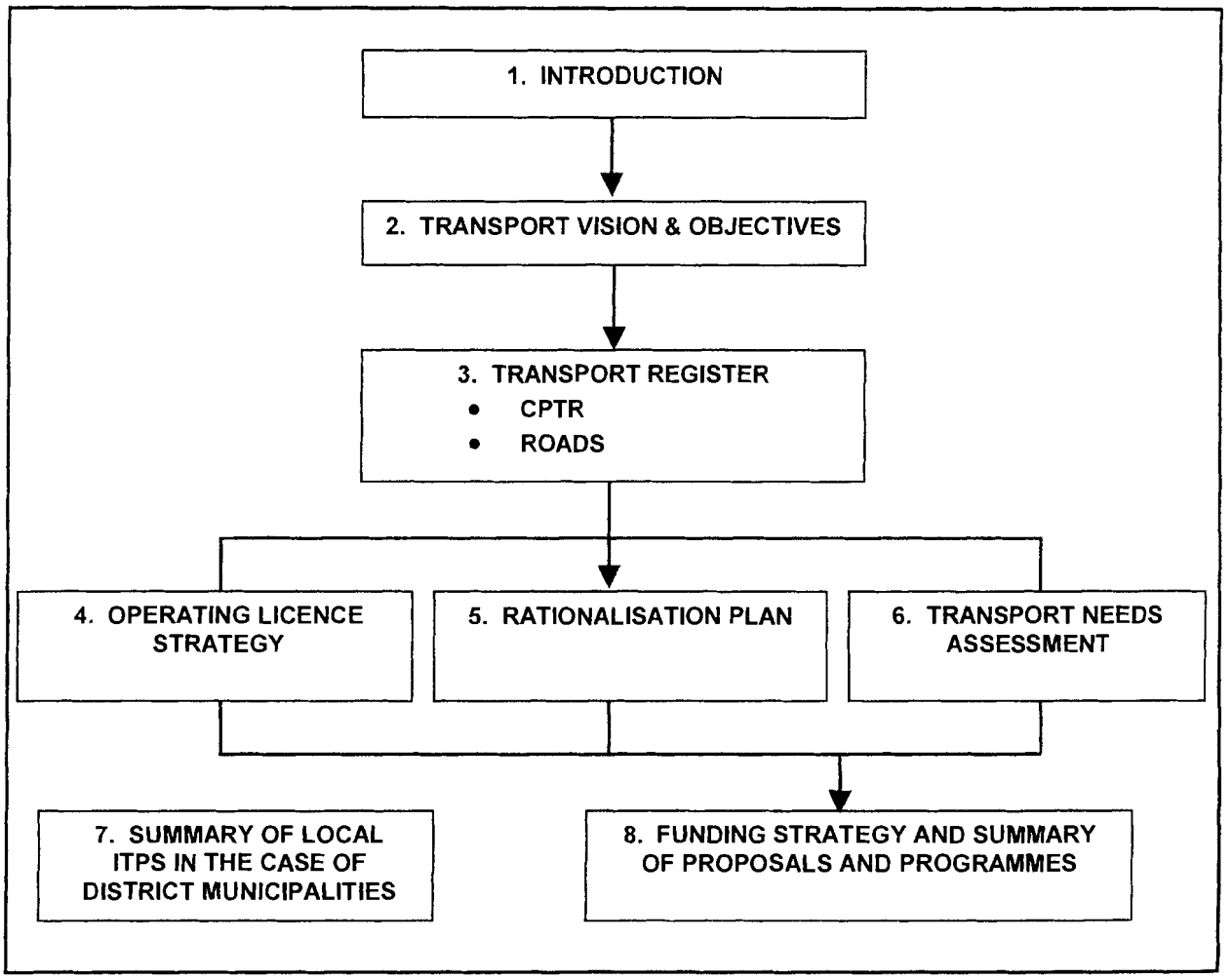

Figure 3: Minimum Contents of a District ITP

EXECUTIVE SUMMARY

An executive summary must be provided which summarises the *status quo*, transport trends in the area, objectives and proposed interventions and projects.

Chapter 1: Introduction

The introduction must indicate the responsibility for the preparation of the DITP, the status of the plan and the period over which the plan is to be implemented.

The particular institutional and organisational arrangements affecting the functioning of the particular planning authority must be described as well as the liaison and communication mechanisms available to co-ordinate the planning task with other responsibilities of the municipality or municipalities and those of other stakeholders.

Chapter 2: Transport vision and objectives

The vision statement for transportation in a transport area should be formulated within the framework of the *White Paper on National Transport Policy*, 1996 as well as any other approved national and provincial transport policy, and local policy and strategies.

The vision statement should be a single concise statement guiding transport development in the area in terms of both the long and short-term components of the transport plan.

Specific objectives should be formulated, related to the overall vision. Objectives should be acceptable, measurable, understandable and achievable.

Chapter 3: Transport Register

The following information must be included in the Register:

(a) Description of the regular, daily public transport system: This information is to be a summary of the CPTR as discussed in 9.4. Distinguish between supply and demand information as follows:

(i) Supply (regular, daily services including "commuter" transport and transport for learners)

- Railway infrastructure by rail corridor:
  - lengths
  - number of stations
  - line capacities (peak hour)
- Railway services by corridor
  - train frequencies (peak hour)
  - passenger capacities (peak hour)
- Road based public transport in total and by primary corridor for bus and minibus-taxi, as well as for long-distance services (minibus taxi and bus):

- total number of routes
- fleet size
- frequencies (trips in peak hour)
- corridor capacities

• Road based infrastructure (primary facilities only) for bus and minibus taxi:

- location
- size / capacity
- total number of facilities

(ii) Utilisation (regular, daily services including "commuter" transport and transport for learners)

• Rail, bus and minibus taxi (commuter services) by corridor

- passenger volumes (peak hour and daily)
- trends if available

• Utilisation in relation to supply by corridor for each mode

(b) Description of other public transport services: Provide a summary of the location and size of operations where available:

- Metered taxis
- Accessible transport
- Non-motorised transport

(c) Description of institutional and organisational set-up of public transport industry: Provide detail of companies and associations making up the bus, minibus-taxi and metered taxi industries in terms of–

- Name of company / association
- Ownership / membership
- Fleet composition and sizes under its control
- Areas or corridors in which services are rendered

(d) Roads and traffic: This information would typically be obtained from the Pavement Management System (PMS) and traffic counting programme of the planning authority:

- A table providing detail of the major road network in relation to road authority, and giving detail of the length of road by functional class of road.
- A table showing the condition of major roads in terms of the length of road which is in a very poor, poor, fair, good or very good condition. Also changes in the condition over time.
- A table showing the level of congestion of the major road system, stating length of road operating at or over capacity in the peak hour. Also changes in the levels of congestion over time.

(e) Financial information: State sources of income and expenditure by the relevant planning authority on all transport services and infrastructure within its area.

Chapter 4: Operating licence strategy

Operating licence strategies are to be prepared by all Type 2 planning authorities. The OLS must be prepared in terms of the minimum planning requirements as contained in 9.5.

Chapter 5: Rationalisation plan (if required)

If required, i.e. if there are subsidised bus services in the area, a bus rationalisation plan must also be prepared as described in 9.1. Rat plans will only be required from those Type 2 planning authorities with subsidised bus contracts operational in their area.

Chapter 6: Transport needs assessment

This part of the district ITP must in essence be a description of the process that was followed to identify the upgrading and maintenance needs of all roads and public transport facilities for which the planning authority is responsible.

This should include reference to any pavement management system (PMS) which may be employed by the authority, as well as any other surveys or processes of public participation aimed at identifying the needs of the community.

The transport needs assessment should be based on the spatial development framework for the area and must give adequate attention to—

- measures to promote public transport;
- the needs of learners and persons with disabilities;
- non-motorised transport;
- private transport; and
- Travel demand estimation (TDE). Regarding TDE, a more basic approach is acceptable than that required for CITPs (e.g. extrapolation of current trends).

Chapter 7: Summary of local integrated transport plans in the case of district municipalities

In the case of a district municipality which is a Type 2 planning authority, this Chapter is a summary of the transport implementation budgets and programmes (including construction and maintenance of their transport infrastructure) over a five-year period, as prepared by the constituent Type 3 planning authorities (local municipalities).

Chapter 8: Funding strategy and summary of proposals and programmes

The different strategies and projects as developed in the previous chapters of the DITP must be listed and subjected to a process of prioritisation. This should include both new infrastructure as well as the maintenance of existing facilities.

A budget and programme for a five-year period must be prepared of all the high priority projects identified in Chapter 7, of which the first year will be in substantially greater detail than the following four years of this period.

Only projects for which a budget has been allocated during the five-year planning period and for which there is a realistic chance of implementation, are to be included.

This Chapter must be divided into the following parts:

8.1 Summary of proposals
8.2 Funding strategy (sources of income and funding constraints)
8.3 Prioritisation of projects, and
8.4 Budget per project and programme.

9.3 Local integrated transport plan (LITP)

The LITP must be prepared on an annual basis by each local municipality and submitted to its district municipality. The LITP must consist of the chapters as schematically indicated in Figure 4 and as specified below:

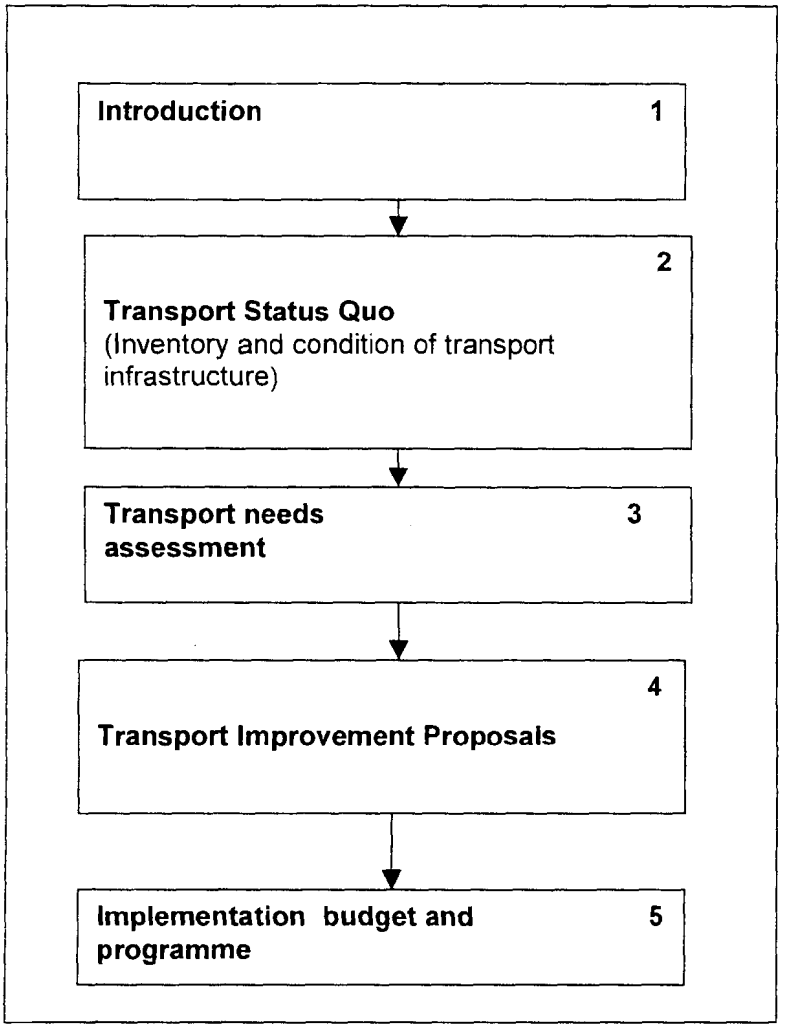

Figure 4: Minimum Contents of a Local Integrated Transport Plan

Chapter 1: Introduction

The introduction must indicate the responsibility for the preparation of the LITP, the status of the plan and the period over which the plan is to be implemented.

Chapter 2: Transport *status quo*

The transport *status quo* must consists of–

- An inventory of the roads being the responsibility of the local municipality, including their condition; and
- An inventory of public transport facilities being the responsibility of the planning authority, including their condition (this inventory may be taken over from the CPTR prepared by the district municipality within whose area the local municipality is situated).

Chapter 3: Transport needs assessment

The process that was followed to identify the upgrading and maintenance needs of all roads and public transport facilities for which the local municipality assumes responsibility, is to be described. The information may be taken from the municipality's IDP, if available. If not available in the IDP, it should be obtained from stakeholder consultation or other methods.

Chapter 4: Transport improvement proposals

The different projects identified through the process in Chapter 3 above must be listed and prioritised. Non-motorised transport and private transport should be included.

Chapter 5: Implementation budget and programme

A budget and programme for a five-year period must be prepared of all the high priority projects identified in Chapter 4, of which the first year will be in substantially greater detail than the following four years. Both new facilities as well as the maintenance of existing facilities must be covered.

Only projects, for which a budget has been allocated during the five-year planning period and for which there is a realistic chance of implementation, are to be included.

9.4 Current public transport records (CPTRs)

9.4.1 Introduction

The contents of the CPTR can be grouped into three broad categories, namely:

(i) A description of the facilities and routes along which the public transport services are being provided.

(ii) An assessment of the capacity utilization of facilities and services by comparing the supply of infrastructure and services with the demand for such.

(iii) An assessment of the quality of infrastructure and services.

This information needs to be captured for all public transport modes. Table 3 is a more comprehensive tabulation of the contents of a CPTR.

TABLE 3: CONTENTS OF A CPTR

Category	Mode	Description	Indicator			
			Supply	**Demand**	**Utilization**	**Quality**
Infrastructure	Rail ("regular daily")	Railway lines by rail corridor	• Description of lines • Line capacities.	• Frequency in peak period.	• Line capacity utilisation	• Frequency. • Time of operation.
	Reference table		5, 6, To be provided by SARCC	To be provided by SARCC	To be provided by SARCC	To be provided by SARCC
	Rail ("regular daily")	Railway stations	• Description of stations.	-	-	• Inventory. • Condition.
	Reference table		4	-	-	To be provided by SARCC
	Bus ("regular daily")	Termini	• Description • Capacity at loading platform • Allowance for waiting buses.	• No. of buses in peak hour. • Max. accumulation of vehicles.	• Max. accumulation in relation to capacity.	• Inventory. • Condition.
	Reference table		4, 6, 7	7	7	10
	Minibus-taxi ("regular daily")	Termini	• Description • Capacity at loading platforms.	• No. of MBT in peak hour. • Max. accumulation of vehicles.	• Max. accumulation in relation to capacity.	• Inventory. • Condition.
	Reference table		4, 6, 7	7	7	10
	Minibus-taxi ("regular daily")	Holding area	• Description • Capacity of holding area.	• No. of MBT in peak hour. • Max. accumulation of vehicles.	• Max. accumulation in relation to capacity.	• Inventory. • Condition.
	Reference table		4, 6, 7	7	7	10
	Bus (long distance)	Termini	• Description • Capacity at loading platform.	• No. of buses in peak hour. • Max. accumulation of vehicles.	• Max. accumulation in relation to capacity.	• Inventory. • Condition.
	Reference table		4, 6 7	7	7	10

	Minibus-taxi (long distance)	Termini	• Description • Capacity at loading platform.	• No. of MBT in peak hour. • Max. accumulation of vehicles.	• Max. accumulation in relation to capacity.	• Inventory. • Condition.
	Reference table		4, 6 7	7	7	10
	Modal Integration	Combined facilities	• Description • Capacity at loading platform by mode • Capacity of holding areas.	• No. of buses and MBT in peak hour. • Max. accumulation of vehicles.	• Max. accumulation in relation to capacity.	• Inventory. • Condition.
	Reference table		4, 6 7	7	7	10
	Metered taxi	Holding / parking	• Description • Capacity of holding/parking.	• Max. accumulation of vehicles.	• Max. accumulation in relation to capacity.	• Inventory. • Condition.
	Reference table		4, 7	7	7	10
Operations	Rail ("regular daily")	Services by rail corridor	• No. of trips in peak hour. • Train capacity. • Total capacity in peak hour.	• Passengers in peak hour.	• Max. passengers in peak hour in relation to total capacity.	• Frequency. • Time of operation. • Fares
	Reference table		To be provided by SARCC	To be provided by SARCC	To be provided by SARCC	To be provided by SARCC
	Bus ("regular daily")	Services by route	• No. of trips in peak hour. • Vehicle capacities. • Total capacity in peak hour. • Route description.	• Passengers in peak hour.	• Max. passengers in peak hour in relation to total capacity. • Vehicle waiting times.	• Frequency. • Time of operation • Fares • Passenger waiting times.
	Reference table		5, 8, 9	5, 8, 9	5, 8, 9	8, 11
	Minibus-taxi ("regular daily")	Services by route	• No. of trips in peak hour. • Vehicle capacities. • Total capacity in peak hour. • Route description.	• Passengers in peak hour.	• Max. passengers in peak hour in relation to total capacity. • Vehicle waiting times.	• Frequency. • Time of operation • Fares • Passenger waiting times.
	Reference table		5, 8, 9	5, 8, 9	5, 8, 9	8, 11

9.4.2 General format

Every CPTR must contain at least the following:

Section 1: Orientation

The orientation must provide a clear description of the area for which the CPTR is prepared, the identity of the relevant planning authority and the period over which the data has been collected. It must also indicate the dates and extent of any updating of the data. In the case of a district municipality, it must state whether such municipality or a named local municipality or municipalities have prepared the CPTR.

Section 2: Process

A brief description of the process followed in developing the CPTR must be given, including—

- liaison with other persons and bodies, such as the relevant operating licensing board (board) and public transport operators and associations;
- a description of information obtained from the board, the Operating Licence Administration System (OLAS) and other bodies; and
- procedures followed to check it for reliability and accuracy.

The information obtained, including the surveys, must be dated clearly.

Section 3: The record

The actual record of public transport must be reported in this Section consisting of at least the following two parts:

Part 1: A detailed base map showing all public transport routes and facilities.

Part 2: Other information and output tables in the format prescribed below.

9.4.3 Format of output

The detailed information of the CPTR must at least be submitted as shown below, in tabular form where applicable.

9.4.3.1 Essential tables

The following tables (Tables 4 to 7) must be completed.

(a) Description of facilities

(i) All ranks, terminals, stations, holding areas, informal taxi ranks and holding areas and major boarding points in rural areas, for road and rail based public transport in the area, must be listed.

(ii) The location of the facility must be described as a minimum, e.g. comer of X and Y street, or, if so desired, by means of a geographical information system (GIS).

TABLE 4: LISTING OF ALL FACILITIES

NO.	FACILITY NAME	PHYSICAL LOCATION (DESCRIPTION)	MODE*	TYPE OF SERVICE**	CODE
1.					
2.					
3.					
4.					
N					

* *As regard modes, distinguish between minibus taxi, bus or rail services*

** *As regards type of service, distinguish between commuter, long distance, inter-provincial and cross-border services*

(b) Route and area descriptions

(i) A detailed description must be provided of the route(s) or network(s) on which public transport services are operated, by specifying the relevant street names, road numbers, beacons or land marks for each city, suburb, town, village or settlement, the points of origin and destination and all points where passengers, are picked up and set down. The following example is provided:
"Saulsville to Rosslyn: Saulsville terminus, Masopha, L. Ramakgopa, L Hlahla, R. Mareka, Seeiso, R. Moroe, R. Khosa (Mosalo), L Kalafong, R. Church, L. Transoranje, Bremer, L. Van der Hoff, R. (M17) Hornsnek Road, R. (R566) Brits Road, R. Emest Oppenheimer, L. Hendrik van Eck, L Hardie Muller, L. (R566) Brits Road, R. Piet Rautenbach; R. Kitshoff, R. Jobson to terminus in Sloan Street (near Second Avenue)."

(ii) Where no street names are demarcated, use must be made of township zone names or numbers and land marks, such as schools, churches, magistrates' offices, filling stations, sports and recreational centres, places of interest or even house numbers. The following example is provided:
"from the terminus in Zone XX, R. past Caltex Station, R. to Tsapo School; R. at Library, past cemetery Zone W, Secondary School, L. House No. 1083 Zone ZZ, etc."

(iii) The tables are not applicable to metered taxi or any other area or radius based services, but where there are permits for services in the area that are radius and area based and have not yet been converted to route-specific operating licences as required by the Act, the routes and/or networks actually being operated must be identified and taken into account.

(iv) Routes and networks used for illegal services must also be included.

(v) Rail commuter routes must also be included.

(vi) The following tables must be completed:

TABLE 5: ROUTE DESCRIPTIONS (ALL DAY)*

NO.	MODE**	ROUTE CODE	ROUTE DESCRIPTION
1.			
2.			
3.			
4.			
N			

* *These should be the same as the route descriptions to be contained or already contained in operating licences, and the descriptions in the OLAS should mirror these descriptions.*

** *Mode refers to minibus-taxi type service, bus service or rail service and should include information on regular daily ("commuter", scholar etc), long distance, inter-provincial and cross-border services*

TABLE 6: ROUTES AS IDENTIFIED BY FACILITY

NO	MODE*	ORIGIN RANK/ TERMINUS		DESTINATION RANK/ TERMINUS		ROUTE CODE	ROUTE DISTANCE (KM)	TRIP TIME (One-way)	TURN-AROUND (CYCLE) TIME
		NAME	CODE	NAME	NUMBER, OR CODE				

* *As regards mode, distinguish between minibus-taxi, bus or rail services*

** *Trip time in minutes, one direction only*

*** *Including the time at the origin rank, trip time outbound, time at the destination rank and trip time of the return trip.*

(c) Capacity and capacity utilisation of facilities

(i) The utilisation of each facility must be described in terms of the following:

Frequency: The number of vehicles using the facility in specified morning or evening peak hour for each type of public transport service or off-peak hour for stand-alone holding facilities.

Facility capacity: The number of loading bays available for each type of vehicle.

Utilisation: The average number of bays occupied in the facility.

TABLE 7: RANK/TERMINI UTILISATION OF LOADING/HOLDING FACILITIES (SPECIFIED PEAK HOUR OR OFF-PEAK HOUR)

NO.	FACILITY			NO. OF BAYS	UTILISATION		% UTILISATION ***
	NAME	CODE IF AVAILABLE	LOADING/ HOLDING/ COMBINED*		MAX. NO. OF VEHICLES	TIME OF MAXIMUM UTILISATION	
1.							
2.							
3.							
4.							
N							

* *Indicate whether facility is a loading, holding or combined facility*

** *Rounded to the nearest percentage*

*** *Indicate as follows: more than 100%, 100%, 75%, etc.*

Utilisation of routes

(i) This section must describe the utilisation of each route in terms of the following:

Frequency: The number of trips in specified morning or evening peak hour for each type of public transport service.

Service capacity: The number of seats and standing spaces available in the total number of vehicles.

Utilisation: The average number of seats and standing spaces occupied in the vehicles.

(ii) The information on route utilisation should as a minimum be confined to critical route sections only.

TABLE 8: SERVICE CAPACITY AND CAPACITY (SPECIFIED PEAK HOUR) UTILISATION OF ROUTES (BUS AND MINIBUS-TAXI TYPE)

NO.	ROUTE CODE	SURVEY LOCATION*	NO. OF VEHICLE TRIPS	AVERAGE VEHICLE CAPACITY	SERVICE CAPACITY	NO. OF PASS.	% UTILISATION **

* *Survey location is a description of the route section, if only critical sections of the route are surveyed.*

** *Rounded to the nearest percentage*

(d) Cordon Surveys

(i) The purpose of this survey is to ensure that all public transport trips are surveyed, in particular those that do not originate from identified public transport ranks.

(ii) Survey points must be carefully selected in order to capture all trips starting from the selected area.

(iii) The registration and occupancy of vehicles must be surveyed along major access roads serving the origin side of the trip(s).

(iv) All vehicles departing from the trip origin must be observed.

(v) The following table must be completed.

TABLE 9: CORDON SURVEY

NO.	TIME*	VEHICLE REGISTRATION NO.	TYPE OF VEHICLE		VEHICLE CAPACITY					ESTIMATED NO. OF PASS.
			BUS	MINIBUS	12	16	24	36	70	

* *Time of observation at 15 minute intervals*

Additional Information regarding facilities

(e) Service capacity and capacity utilisation of commuter rail (peak hour)

The SARCC will be required to provide the applicable planning authority with information on commuter rail corridors, line capacities, service capacities and capacity utilisation in accordance with their latest rail census.

9.4.2.2 Advisable tables

The following tables (10 to 12) are advisable to obtain a full picture of the *status quo*, if the planning authority has the capacity and resources to complete them:

(i) The following additional information regarding facilities is advisable as a minimum:

Condition: The condition of the facility must be described in terms of matters such as paving, lighting, ablution facilities, shelters, etc.

Geometric features: This must include at least the size of the facility in square metres, or the number of loading bays.

TABLE 10: DESCRIPTION OF FACILITIES (BUS AND MINIBUS-TAXI ONLY)

NO.	FACILITY NAME	STATUS*		TYPE**			ON/OFF STREET		PAVING		CODE
		F	I	T	R	H	On	Off	Yes	No	
1.											
2.											
3.											
4.											
N.											

* *As regard status, F = formal, and I = Informal*

** *T = Terminus for buses: R = Rank for minibus-taxis and H = Holding area only*

Information relating to service quality and transport characteristics

(ii) Information on passengers for minibus taxi-type and bus services waiting at ranks or termini at the trip origin or at main loading points along the route must be given.

(iii) Surveys to determine waiting times should generally be done at the same locations as the surveys to determine capacity utilisation.

(iv) The information on route utilisation should as a minimum be carried out on critical route sections.

TABLE 11: PASSENGER AND VEHICLE WAITING TIMES (SPECIFIED PEAK HOUR)

NO	ROUTE CODE	PASS.NO.	AVERAGE WAITING TIME*			FARES**		
			PASSENGERS		VEHICLE WAITING TIME***	SINGLE	WEEKLY	MONTHLY
			QUEUING	IN-VEHICLE				
1.								
2.								
3.								
4.								
N								

* *Rounded to the nearest minute*

** *Calculated as the cost per trip*

*** *Ranking time of buses and taxis*

9.5 OPERATING LICENCE STRATEGIES (OLSs)

Where an area has developed an Integrated Public Transport Network Plan (IPTNP) it will be deemed to be an OLS for the area which it covers. Where an area is not covered by the national Integrated Public Transport Network Projects as discussed in 3.3 and 3.5 above, and for the purpose of ensuring that planning authorities' recommendations to the operating licensing board will enable that board, in disposing of applications regarding operating licences, to achieve a balance between public transport supply and utilisation that is both effective and efficient, every planning authority must prepare a plan known as an operating licences strategy, for such an area which must eventually form part of its public transport strategy.

The OLS must enable the planning authority to make recommendations and representations to the operating licensing board ("the board") in respect of applications for operating licences for all types of public transport services (except tourist services and charters). As these recommendations are binding on the board in terms of section 39(4) of the Act, the OLS must provide the planning authority with a reliable and accurate basis for its decisions.

The OLS is essentially a determination of the required supply of non-contracted public transport. In respect of regular, daily services in the area, it should describe the defined public transport routes or specified groups of routes on which non-contracted services may operate, and the number of vehicles of each capacity-type that the planning authority will authorise, having taken into account demand. The OLS should also describe the number of operating licences already active on each route or route group (as per the data in the OLAS) and the additional number of operating licences that could be granted on each route where there is an under-supply, or the surplus number of operating licences on each route where there is over-supply.

It should also guide the planning authority's recommendations to the board about other non-regular services such as metered taxi or long-distance service applications.

Apart from the supply and demand assessment, an operating licence strategy must also contain and set out the planning authority's policy and strategies in relation to at least:

(a) the role of each public transport mode and identification of the preferred road-based mode or modes with regard to its area or particular routes or corridors, including transport into or from the areas of other planning authorities, and inter-provincial transport;
(b) the circumstances in which operating licences authorising the operation of public transport within any part of its area, should be allowed;
(c) the use of public transport facilities within its area;
(d) the avoidance of wasteful competition between transport operators;
(e) the conclusion of commercial service contracts for unsubsidised public transport services; and
(f) the conditions which should be imposed by the board in respect of operating licences.

In preparing OLSs, planning authorities must have regard to the steps set out in the Guidelines.

The OLS is based primarily on the CPTR and, if the data in the CPTR is of poor quality, the OLS will similarly not be of much value.

OLSs should not be prepared in isolation by planning authorities based solely on data collected for the CPTR. Stakeholders, in particular representatives of operators, the Operating Licensing Board, and the Provincial Transport Registrar, and also other passenger representatives where forums exist, should be extensively consulted to ensure that the OLS is robust and reliable as a basis for making recommendations to the board.

The routes described in the OLAS need to be the same as, or at the very least relatable to, the routes or route groups described in the planning authority's CPTR and OLS. If this has not already been accomplished, a process should take place between the planning authority, the board and the Registrar, with input sought from representatives of the operators, to reach agreement on the routes (or defined route groups) around which the OLS will be prepared and for which operating licences will be issued, and their descriptions. These descriptions will be reflected in the CPTR and serve as the descriptions that are attached to operating licences.

To enable planning authorities to prepare a reliable OLS, the board must maintain the records on the Operating Licences Administration System (OLAS) so that they accurately and reliably reflect the details of all active operating licences pertaining to the area. The OLAS should be made available on-line to the planning authorities so that they can extract information about the number of operating licences active on each route, the vehicles and their capacity and the validity period of each operating licence. If the OLAS is not available on-line, the board must provide such information to the planning authority at its request so that the OLS can be prepared.

This process should also be designed to assist the taxi recapitalisation process and joint consideration should be given to the introduction of larger vehicles on a route-by-route basis.

GENERAL FORMAT

The OLS must contain at least the minimum information as set out below:

Section 1: Orientation

This Section must contain a clear description of the area and nature of services under consideration as well as the authority responsible for the preparation of the OLS. The period and dates for the particular OLS must also be indicated.

Section 2: Analysis of the public transport system

A description and analysis of the results of the CPTR for the particular area must be contained in this section, and the base map of the area showing routes and facilities as contained in the CPTR must be included and referred to.

The following must be identified and analysed as a minimum from the CPTR and transport needs assessment:

- The location and use of major transport corridors and major facilities;
- the occurrence of public transport services operating in parallel with each other and competing for the same market; and
- any significant regulatory issues and impediments.

Section 3: Policy framework and restructuring proposals and requirements

A description must be included of relevant policies and principles guiding the disposal of operating licences, including but not limited to roles of modes and preferred modes, parallel-subsidised services and commercial service contracts.

If the planning authority is proposing to restructure the system – the contracted and/or non-contracted services – this should also be discussed, including:

- A broad perspective of the future development of the public transport system in practical terms, including role of the modes and the preferred modes in particular corridors or along specific routes.
- The rationalisation and restructuring of subsidised services, where applicable, taken from the Ratplan.
- The restructuring of unsubsidised services including commercial service contracts.

Section 4: Operating licences plan

The operating licences plan is the heart of the OLS. This plan must set out the proposals in respect of each public transport route for regular, daily services identified in the CPTR.

The proposals, after being subjected to a process of thorough stakeholder consultation, must describe for each route:

- The maximum passenger demand experienced on the route in the peak hour
- the calculated fleet requirements to service that demand (based on passenger demand and the cycle time for the route)
- the existing number of valid operating licences pertaining to that route and the total service capacity they authorize
- the resulting additional capacity required; or a calculation of the resulting over-supply
- a proposal as to the maximum number of operating licences (per vehicle capacity category required) that may be granted on that route, or, in the case of over-supply, a proposal as to what action to take to reduce over-supply (e.g. refuse renewal applications or pay compensation and withdraw permits)
- the passenger facilities associated with each route that may be used by the holders of operating licences for the route
- any particular conditions that should be attached to the operating licences issued in the future in respect of the route (e.g. validity period, type of vehicle, etc.)

The maxima determined for each route will then enable the planning authority to provide the board with recommendations in respect of each application for new operating licences or for renewals or amendments. It can do this only, however, if the OLAS is available to it on-line or if the board provides information about the number of operating licences already active on the route in question at the time of the application that is being considered.

If a planning authority proposes that operating licences are to be awarded authorising operation on a group of routes, in order that operators may rotate between routes, or have flexibility in case of vehicle breakdowns, then the OLS must set out the maxima with respect to such route groups. These route groups need to be specified and agreed with stakeholders prior to the preparation of the OLS, and the OLS then determined accordingly.

Any planned intervention by the authorities in the event of an under-supply or over-supply of services must be described, including estimates of the cost implications of any such actions.

The basis for the payment of compensation where permits or operating licences are to be withdrawn should be given and any proposed withdrawals of operating licences must be dealt with in terms of section 51 of the Act.

An operating licences plan should also be formulated in respect of non-regular or periodic services, if these are relevant in the area, including:

- Long-distance transport – scheduled and unscheduled; and
- metered taxi services.

This needs to be influenced by the CPTR infrastructure and operational findings, additional data collected by the planning authority for this purpose, operator and other stakeholder consultation, as well as any other considerations considered relevant by the planning authority. The operating licence plans in respect of these services need to inform the recommendations to be made by the planning authority to the board in respect of applications for operating licences related to these services. The main regulatory aim in respect of these non-regular services will be to regulate the quality of service, rather than attempting to match supply to demand. As such the plan will outline the conditions to be attached to such operating licences, e.g. in the case of metered taxis the requirement for calibrated, sealed and functioning meters, a certain standard in respect of vehicle quality, the quality of drivers' topographical knowledge, and so on.

Section 5: Law enforcement

Law enforcement strategies must be described, including institutional arrangements, the interrelationship with traffic law enforcement and the setting of targets and measuring performance.

Section 6: Stakeholder consultation

The extent of, and the results of participation with the operating licensing board, the provincial transport registrar, adjacent municipalities, operators, passengers and the general public must be described. Proposals with respect to inter-planning authority and interprovincial commuting and long-distance services and facilities must be included.

In particular, a description must be included of the process followed in communications between the board, registrar and the planning authority, as well as a description of the standard documentation used for this communication.

In preparing its work plan for public participation in terms of the Guidelines, the planning authority must bear in mind that the OLS will be binding on the relevant operating licensing board and could affect the rights of existing operators. The public participation process must therefore provide for adequate advertising of the draft plan and allow existing operators an adequate opportunity to make representations or objections where they feel that their rights will be affected. The authority must consider all representations and objections received, and revise the draft OLS if necessary, before finalising it. There must at least be compliance with the provisions of the Promotion of Administrative Justice Act 3 of 2000.

Section 7: Prioritised proposals and implementation programme

The prioritised proposals and implementation programme resulting from the above analyses and consultation must be documented.

Section 8: Financial implications

The financial implications of the prioritised proposals and implementation programme referred to in Section 7 must be documented, including a detailed budget and funding sources.

9.6 RATIONALISATION PLANS (Ratplans)

Where an Integrated Public Transport Network Plan (IPTNP) exists it shall be deemed a Ratplan provided all subsidised services are included in the IPTNP for the area which it covers. Where an area is not covered by the national Integrated Public Transport Network Projects as discussed in 3.3 and 3.5 above, and where it is proposed that a public transport service being operated in terms of a subsidy be continued after expiry of the basis in terms of which it is currently operated, in terms of a subsidised service contract or concession, every planning authority in whose area the service is operated must prepare a rationalisation plan for such an area. This plan must eventually become part of its public transport strategy, before the services to be operated in terms of the subsidised service contract is put out to public tendering, with a view to:

(a) rationalising subsidised services within and between modes;
(b) determining where and to what extent subsidies should be paid;
(c) rationalising subsidised services across the borders of planning authorities and in relation to interprovincial transport;
(d) minimising the level of subsidy;

(e) minimising competition between subsidised services;
(f) structuring subsidised service contracts or concessions in such a way as to attract sufficient competitive bidding by qualifying tenderers;
(g) ensuring that routes and route networks are utilised optimally so as to meet passenger needs effectively and efficiently; and
(h) facilitating the future development of an integrated public transport system.

The rationalisation plan must contain at least the following:

(a) The proposed plan for the subsidised, contracted, road-based services for the area, including per contract, the proposed routes and frequencies and fleet requirements per route.
(b) The required changes to the current contracted services (routes, network, frequency, fleet requirements, etc.) in order to implement the proposed plan.
(c) The policy proposed for the structuring of contracts or concessions for competitive tendering.
(d) A statement setting out the potential impact of the rationalisation on the various transport modes.
(e) An indication of the estimated impacts, both positive and negative, improvements to be effected for the benefit of passengers, and subsidy implications.
(f) An indication of the obstacles foreseen with regard to the implementation of the plan, and the strategies proposed to overcome them; and
(g) An implementation programme and budget.

GENERAL FORMAT

The Ratplan must contain at least the minimum information as set out below.

Chapter 1: Introduction

This chapter must contain a description of the area and nature of services under consideration, and the period and dates of the plan.

Chapter 2: Assessment of existing subsidised services

Based on the CPTR and OLS and information available from the Subsidy Information System (SUMS), an assessment must be undertaken to identify the services, routes and trips to be targeted for rationalisation. Appropriate criteria, such as duplication or competition between subsidised services (for the same market), under- and over-utilisation of available capacity, efficient and cost effectiveness, appropriate modes (from the OLS), user convenience and benefits, land use development and international benchmarks should be applied.

Chapter 3: Policy framework

A policy framework for the rationalisation process should be developed, based on the policies in the *White Paper on National Transport Policy*, 1996, provincial policy and the PLTF, and local policies, particularly relating to the packaging of subsidised service contracts, rail concessions and contract terms, labour agreements, subsidy policy, levels of service, land use development, modal integration and special categories of passengers.

Chapter 4: Rationalisation, restructuring and evaluation

Based on the assessment of existing subsidised services and the policy framework, rationalisation and restructuring proposals must be developed and evaluated, resulting in a preferred set of proposals. Assessments must be carried out with respect to the possible impacts on other services and modes, infrastructure and facilities as well as user convenience and quality of service.

Proposals regarding inter-planning authority and interprovincial and long distance commuting services and facilities must be included.

The estimated impacts and benefits, both positive and negative, must be quantified and documented, as well as subsidy implications.

A broad perspective of the future development of the public transport system must be provided in practical terms, including the roles of the modes and the preferred modes in particular corridors or along specific routes.

Chapter 5: Stakeholder consultation

The extent of, and the results of participation with, the operating licensing board, registrar, adjacent planning authorities, operators, commuters and the general public must be described.

Chapter 6: Prioritised proposals and implementation programme

The prioritised proposals and implementation programme resulting from the above analyses and consultation must be documented.

Chapter 7: Financial implications

The financial implications of the prioritised proposals and implementation programme referred to in Chapter 6 must be documented, particularly with respect to subsidies, but also including a detailed budget and funding sources.

Other requirements for Ratplans

The Ratplan must, as a minimum, take into account the following additional considerations:

a) rationalising subsidised services within and between modes;
b) determining where and to what extent subsidies should be paid;
c) rationalising subsidised services across borders of planning authorities and in relation to interprovincial transport;
d) minimizing the level of subsidy;
e) minimizing competition between subsidised services;
f) structuring subsidised service contracts or concessions in such a way as to attract sufficient competitive bidding by qualifying tenderers;
g) ensuring that routes and route networks are utilized optimally so as to meet passenger needs effectively and efficiently;
h) facilitating the future development of an integrated public transport system; and
i) avoiding land use distortions and longer travel distances.

10. REPLACEMENT OF PREVIOUS REQUIREMENTS

The document titled Current Public Transport Record: Minimum requirements in terms of the National Land Transport Transition Act, 2000 as published in the *Government Gazette* on 24 July 2003 under General Notice No 1085 of 2000, the document titled Operating Licence Strategy: Minimum requirements in terms of the National Land Transport Transition Act, 2000 as published in the *Government Gazette* on 1 August 2003 under General Notice No 1090 of 2003, the document titled Integrated Transport Plan: Minimum requirements in terms of the National Land Transport Transition Act, as published in the *Government Gazette* on 1 August 2003 under General Notice No 1092, the document titled Public Transport Plans: Minimum requirements in terms of the National Land Transport Transition Act as published in the *Government Gazette* on 1 August 2003 under General Notice No 1093 and the document titled Rationalisation Plan: Minimum requirements in terms of the National Land Transport Transition Act, as published on 1 August 2003 under General Notice No. 1091, are hereby replaced by this Schedule in terms of 27(3) of the National Land Transport Transition Act, 2000 (Act 22 of 2000), as agreed to in consultation with the MECs.