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## **M A N U A L**

*IN ACCORDANCE WITH*

### **THE PROMOTION OF ACCESS TO INFORMATION ACT (NO. 2 OF 2000)**

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DEPARTMENT OF TRANSPORT

# PROMOTION OF ACCESS TO INFORMATION ACT, 2000

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MANUAL

Ms Carmen Coetzee, Ms Tumello Ramakatsa

7/17/2014

Version 2014

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Manual prepared in terms of Section 14 of the Promotion of Access to Information Act, 2000

## 1. INTRODUCTION

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) prescribes that a Public Body must provide details of records held by such Body so that any request for information may be accommodated.

The details of records kept by a Public Body are contained in a book commonly known as a manual. The records kept pertain to the business / functions of each and every unit. To distinguish between the functions / business of each unit, the records of each unit are numbered differently.

Apart from records, also call files, the manual also contains information on the addresses of the Head of the Department as well as the Information Officers/s of the Public Body and also the name of each unit in the Public Body, its core function and a list of all records kept by the Public Body.

## 2. POSTAL AND STREET ADDRESS AND CONTACT DETAILS OF THE HEAD OF THE DEPARTMENT OF TRANSPORT AND INFORMATION OFFICERS

**Information Officer**  
The Director General  
159 Struben Street  
Forum Building  
Pretoria

Private Bag X193  
Pretoria  
0001

Tel: 012 309 3335  
Fax: 012 328 5926

*Function – to lead the development of efficient integrated transport systems by creating a framework of sustainable policies and regulators and implementable models to support government strategies for economic, social and international development*

--\*--

**Deputy Information Officer**  
Ms Dipsy Wechoemang  
Acting Chief Operations Officer

Tel: 012 309 3439

Fax: 012 309 3195  
Email: DipsyM@dot.gov.za

*Function – to coordinate and render effective, efficient strategic support and administrative services to the Minister, Director General and the Department*

--\*--

**Assistant Information Officer**  
Ms C Coetzee  
Chief Director Corporate Management

Tel: 012 309 3493  
Fax: 012 309 3666  
Email: CoetzeeC@dot.gov.za

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**Assistant Information Officer**  
Mr T Rikhotso  
Chief Director Communications

Tel: 012 309 3406  
Fax: 012 328 3194  
Email: RikhotsoT@dot.gov.za

--\*--

**Assistant Information Officer**  
Ms N Khuzwayo  
Chief Director Office of the Director General

Tel: 012 309 3091  
Fax: 012 309 3578  
Email: KhuzwayL@dot.gov.za

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### 3. GUIDE ON HOW TO USE THE ACT – HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has published the guide as is prescribed by Section 10 of the Promotion of Access to Information Act.

The Guide is available for inspection at :

Postal The South African Human Rights Commission, Access to Information Unit, Private Bag X 2700, Houghton, 2041

Physical: 33 Hoofd Street, Braampark Forum 3, Braamfontein, 2198. Phone Number: 011 877 3694 Fax: 011 403 0625 Electronic: [paia@sahrc.org.za](mailto:paia@sahrc.org.za) , [www.sahrc.org.za](http://www.sahrc.org.za) .

### 4. STRUCTURE OF THE DEPARTMENT OF TRANSPORT

Minister of Transport

- Deputy Minister of Transport
  - Director General
    - Strategic Planning and Cluster Coordination
    - Internal Audit and Fraud Investigations
  - Chief Operations Officer
  - Office of the Chief Financial Officer
  - Transport Information Systems
  - Integrated Transport Planning
  - Rail Transport
  - Road Transport
  - Civil Aviation
  - Maritime Transport
  - Public Transport

### 5. ENTITIES OF THE DEPARTMENT OF TRANSPORT

Please note that any request for information that relates to any of these entities should be directed to them.

*Airports Company South Africa - ACSA*

Managing Director

Tel: 011 723 1487

Fax: 086 603 6538

--\*--

*Air Traffic and Navigation Services – ATNS*

Chief Executive Officer

Tel: 011 607 1327

Fax: 011 607 1570

--\*--

*Cross Boarder Road Transport Agency – CBRTA*

Chief Operations Officer

Tel: 012 348 1357

Fax: 012 369 8468

--\*--

*South African Civil Aviation Authority – SACAA*

Chief Executive Officer

Tel: 011 545 1017

Fax: 011 545 1181

--\*--

*South African Maritime Safety Authority – SAMSA*

Chief Executive Officer

Tel: 012 366 2628

Fax: 012 366 2604

--\*--

*South African National Road Agency Limited – SANRAL*

Chief Executive Officer

Tel: 012 844 8000

Fax: 083 283 6106

--\*--

*Passenger Rail Agency of South Africa – PRASA*

Chief Executive Officer

Tel: 011 773 1401

Fax: 011 774 6001

--\*--



*Road Accident Fund – RAF*

Chief Executive Officer

Tel: 012 621 1621

Fax: 086 670 9147

--\*--

*Rail Safety Regulator – RSR*

Chief Executive Officer

Tel: 011 417 0016

Fax: 011 417 0010

--\*--

*Road Traffic Management Corporation – RTMC*

Chief Executive Officer

Tel: 012 999 5202

Fax: 012 999 5331

--\*--

*Independent Ports Regulator*

Chief Executive Officer

Tel: 031 365 7800

Fax: 031 365 7858

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*Road Traffic Infringement Agency – RTIA*

Registrar / Chief Executive Officer

Tel: 011 256 1024

Fax: 011 526 1045

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**6. VOLUNTARY DISCLOSURE AND AUTOMATICALLY AVAILABILITY OF RECORDS**

This section deals with the provisions of Section 14(1)(d) of the Promotion of Access to Information Act, 2000, which prescribes that a body must provide details of records in its possession in order to give effect to requests for access to information.

It is important to note that the Department of Transport could be divided into two main categories with regard to information / records in its possession:

- Sections performing core business – Public Transport, Rail, Marine etc.
- Sections performing support functions – such as HR and Corporate Management, Supply Chain Management

The Minister must, in terms of Section 15(2), publish in the Government Gazette a notice of records that are automatically available.

This section describes in general terms the records that are automatically available.

Maritime:

- Establishment of a Maritime freight Logistics data base: (tender was advertised in 2012)
- Diplomatic Conference in October 2012

Rail

- Railway Safety Regulator Permit Fees annually gazette for comments
- Draft Railway Safety Regulations gazetted for public comments
- Annual Report, Strategic Plans, Annual Performance Plans available from rail entities reporting to the Department

Civil Aviation

- Civil Aviation Act, 2009 (Act 13 of 2009) and Regulations
- Airport Slot Coordination Regulation, 2012, issued under the Civil Aviation Act, 2009 (Act No 13 of 2009)
- The White Paper on National Transport Policy 1996
- The White Paper on National Transport Policy on Airports and Airspace Management, 1998
- Published Annual Reports of the Regulating Committee, Air Services Licencing Council, International Air Services Council and South African Search and Rescue
- Published Annual Reports of the Airport Company South Africa SOC Limited, Air Traffic Navigation Services SOC Ltd and South African Civil Aviation Authority
- Approved Strategic plans and Annual Performance plans of the Branch Civil Aviation
- Approved Strategic plan and Corporate plans and Annual Performance Plans of the Airports Company South Africa SOC Limited, Air Traffic Navigation Services SOC Ltd and South African Aviation Authority
- Released Aviation Accident and Incident Reports
- Application forms and requirements for both Foreign Operators Permits and Air Services Licenses

- Lists of both Air Services Licenses and Foreign Operators Permit Holders (names only)
- Permission to levy airport charges
- Permission to levy air traffic services
- Ratified aviation related Conventions and Protocols

#### Integrated Transport Planning

##### Macro Sector Planning

- Position paper – Proposal for the Multi-Modal Transport Planning and Co-ordination Act.

#### Regional Integration

- Study on the Status of Regional Transport Infrastructure in South Africa (Tender No.: Dot/40/2012/ITP)
- Study on the Harmonization of Road Transport Standards in the SADC Region. (Tender N.: DOT/41/2012/ITP)
- Maseru Decongestion Strategy (Tender No.:35/2012/ITP)
- Development of Regional Corridor Development Strategy (Tender No.: DOT/30/2013/ITP)

#### Freight Logistics

- Provincial freight logistics databanks 2007
- King Sabata Dalindyebo Municipality's Integrated Rural Transport Plan 2013
- National Freight Lht Logistics Strategy 2005

#### DoT Information Center

The DoT Information Center is situated at entrance of Forum Building and has the following documents freely available:

#### *Information Centre / Library*

- Dot Annual Reports
- Dot Strategic Plan
- Dot White Paper
- Acts
- Moving to SA
- Rural Development Strategy
- Public Transport Strategy
- Road Infrastructure framework Strategy
- National Travel Survey
- Organogram me/ Structure
- Dot Careers Booklet

- Registration of Dangerous Good National Freight Logistic Strategy
- Revised regional indicative Strategy Development Plan 2012/2020 SADC authority
- South African Development Community (SADC)
- South African Customs Union (SACU)
- SACU – MOU (Memorandum of Understanding)
- RT57 Procurement of Government and Subsidized Vehicles
- RT46 Administration of Fuel, Maintenance, and Accident repairs transit solution

#### *Aviation*

- White Paper Policy Airport
- Draft White Paper on National Civil Aviation Policy

#### *Maritime*

- Draft Maritime Multilateral Strategy Document
- White Paper on Ports
- Draft Maritime Policy
- Multilateral Strategy Document SA Maritime

#### *Rail*

- Green Paper on National Rail Policy

#### *Supply Chain Management*

- Dot Advertised Tenders
- Dot Database Forms
- DOT/RTMC Driver's license
- Conversion of Drivers from foreign to South African
- International Drivers Permit for South African Driver's License
- Confirmation Letter of South African Driver's License Abroad

GOVERNMENT GAZETT NUMBER 28446 DATED 7 APRIL 2006

#### *HR Documents*

- Z83 forms
- Circular

## **7. HOW TO ACCESS AUTOMATICALLY AVAILABLE RECORDS**

Section 15 of the Promotion of Access to Information Act prescribes that the Department must publish in the Government Gazette the schedule (list) of records that are automatically available in the Department. Requests for these records are not by filling out the prescribed Form A that is utilized to request information. There are also

no requestor fees payables for these records. The fees payable are only where copies of the records are to be made, irrespective of whether it is in hard copy format, compact disc, stiffy drive, cassette recording, etc.

In the case of such records already placed with the National Archives of South Africa, the Records will be made available in compliance with laws applicable to the perusal of such records:

- The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- The Protection of Information Act, 1982 (Act No. 84 of 1982)
- The National Archives and Records of South Africa Act, 1996 (Act No. 43 of 1996)

## **8. RECORDS AVAILABLE FROM THE DEPARTMENT OF TRANSPORT**

### **Maritime:**

- Small Vessels Regulations Amendments
- Task team on the World Maritime Day Celebrations
- Maritime Legislation advisory Committee
- Specification Committee to Deliberate on the Draft Terms of Reference for Appointment of Service provider for the reduction or removal of Vessel Seli 1
- Specification Committee To Deliberate On The Draft Terms Of Reference For Appointment Of Service Provider For The Oil Pollution Contact
- Task Team for the Reduction of Seli 1 Wreck.

### **Rail**

- Establishment of the Interim Economic Regulatory Capacity – MoU signed between DPE and DoT
- Green Paper on National Rail Policy – Green Paper referred by Cabinet to Steering Committee
- Railway Safety Regulation Gap Analysis – project still in progress and no final report available
- Moloto Development Corridor – project is still ongoing and reports are only shared with relevant government and public entity stakeholders who form part of the governance committees
- PRASA Capital Projects – forms part of the Corporate Plan and Annual Report of PRASA

Civil Aviation

- Draft National Airports Development Plan
- Draft White Paper on National Civil Aviation Policy
- Records on Airport Coordinating Committee
- Records of the Slot Coordinating Committee South Africa
- The following relating to aviation accident and incident investigations (in terms of Civil Aviation Act Regulations (Part 12, Regulation 12.04.6))
  - All statements taken from persons by the investigator/s of the investigation team in the course of the investigation of an accident or incident
  - All records of communications between persons having been involved in the operation of the aircraft
  - Names, medical and private information regarding persons involved in the accident or incident
  - Cockpit voice recordings and transcripts from such recordings
  - Recordings and transcriptions of recordings from air traffic control units
  - Cockpit airborne image recordings and any part or transcriptions from such recordings
  - Opinions expressed in the analysis of information, including information obtained from flight recorders and Air Traffic Control recordings.
- Details of the approved applications for Foreign Operators Permits
- Details of the approved applications for Air Services Licenses
- Any financial related matters pertaining to the approved Foreign Operators Permits and air Services Licenses.
- Records of the meetings of the Appeals Committee
- Records of the meetings of the Regulating Committee
- Approach to the Permissions
- Draft Airlift Strategy
- Draft (Aviation) State Action Plan on Carbon Dioxide Reduction
- Draft Aviation State Safety Plan

Integrated Transport Planning

## Macro Sector Planning

- Process for the development of the National Transport Master Planning (NATMAP 2050)
- Process leading to the establishment of the National Transport Forum.
- Revised Regional Indicative Strategic Development Plan 2015-2020 – this is document under SADC authority.
- Report on study on the Harmonization of Road Transport Standards in the SADC Region.
- Report on the Study on the Status of Regional Transport Infrastructure in South Africa.

**Freight Logistics**

- Co-ordination of SIP 2 Durban Free State-Gauteng Logistics and Industrial Corridor
- Appointment of service provider to Review of the National Freight Logistics Strategy
- Internal Task team to finalize the Draft Road Freight Strategy
- Appointment of service provider to collect and update freight data

**Modeling and Economic Analysis**

The list of records per Directorates is as follows:

**BEE Directorate**

- Consolidated report on B-BBEE verification of the Department of Transport (DOT)
- Reports on B-BBEE verification of Provincial Departments of Transport
- B-BBEE verification certificates of Provincial Departments of Transport
- B-BBEE verification certificates for National DOT
- Options analysis report on the Single Transport Economic Regulator (STER)
- International Benchmarking on modal economic regulation and multi-sector regulation
- Situation Analysis Report on economic regulation
- Position Paper on STER
- Draft Bill on STER
- Project Steering Committee for STER is up and running
- Transport B-BBEE Charter Council nomination list exist
- Transport B-BBEE Charter Council launch is planned for this year
- Draft Framework on Women Awards

**Statistical Analysis Directorate**

- National House hold Travel Survey (NHTS)2013
- NHTS 2013 to be launched this year
- Transport Statistics Bulletin 2011

**Modeling and Economic Analysis Directorate**

- Global competitiveness on reducing transport costs (rail & pipeline): Introduction and literature review is available

### Infrastructure Finance Directorate

- SIP2 forums: Funding work-stream, Planning and Infrastructure work-stream & Steering Committee

### International Relations

#### Multi-laterals

- In the Southern African Region, South Africa is a signatory to the following Organizations:
  - Southern African Development Community (SADC); and
  - Southern African Customs Union (SACU);
- International Relation is signatories to the SACU Memorandum of Understanding, which regulates market access measures between the five member state which are signatories to the SACU – MOU) as it relates to road transport.
- The Department is an integral part of the NEPAD Agenda whose priorities are infrastructure driven as espoused by the Programme for Infrastructure Development in Africa (PIDA) which was adopted in Angola by Ministers responsible for Transport under the auspices of the African Union (AU).
- The Department is also signatory and therefore bound by the following:
  - United Nations Conference on Trade and Development (UNCTAD)
  - The Chicago Convention which regulates Civil Aviation and established the International Civil Aviation Organization (ICAO);
  - The International Maritime Organization (IMO) Convention which regulates Maritime related matters;
  - World Trade Organization (WTO) – The WTO is not a United Nations Agency but it has become important because engagements for trade and development negotiations are conducted under the auspices of the WTO.
  - Transport Services is the next chapter under the DOHA Development Round of negotiations, so it is critical that the Department prepares for



vigorous engagement at the WTO in anticipation of the resumption of negotiations; and

- Almaty Programme of Action (This one encourages Maritime and Coastal Nations provide access port to landlocked countries).
- The Department has obtained mandates and entered into negotiations with a number of countries on a bilateral basis:
  - Bilateral Air Services Agreements (BASA);
  - Search & Rescue Agreements;
  - Merchant Shipping and other maritime Related issues;
  - Over-Arching Memoranda of Understanding; and
  - Other Bilateral Agreements

#### Office of the COO

##### Corporate Management

##### *Government Motor Fleet*

The following contracts are managed by the Fleet section. All RT contracts are procured by National Treasury

- RT57 - Procurement of Vehicle (Government owned and Subsidized) most Motor Vehicle Manufacturers.
- RT46 – Administration of Fuel, Maintenance and Accident repairs Transit Solution.
- RT68 – Finance of Subsidized Vehicles Mmela Financial Service
- RT62 – Maintenance and Log sheet administration Kgwerano Financial Services
- RT58 – Insurance of Subsidized Vehicle Mmela Financial Services
- RT69 – (DOT Assist in contract administration and not daily management thereof) Tubes and Tires contract multiple awards for various products.
- RT23 - (DOT Assist in contract administration and not daily management thereof) Oils and Lubricants, Multiple awards for different products.
- RT70 - (DOT Assist in administration and daily management thereof) Bulk Fuel Contract. Different fuel companies for different regions.
- PPP – National PPP Full maintenance lease. Phakisa World

**Supply Chain Management**

As of August 2014 the Department has contracted for services with the following service providers:

Section	Service Provider	Services
Public Transport	Ntuli Noble	Legal advisory services
Office Services	Bontle ke Batho	Cleaning services
Office Services	Travel With Flair	Travel agent
TIS	Ngwane	Newspaper supplier
SCM	Panel	Office furniture
Office Services	Bytes Technology	PABX
COO	Utho Capital	Transaction Advisor PPP
ITP	Aurecon	Advisors – business case
Roads	Ast Africa	Investigators
Public Transport	Taxi Scrapping Admin	Consultants
ITP	DNA Economics	Consultants – Single regulator
ITP	Safiri	Consultants – Dur – Gau corridor
Knowledge Management	Ngwane	Newspapers
ITP	Namela Consultants	Secretariat for planning forum
ITP	Full Swing Projects	BBBEE survey
Maritime	Smith-Amandla	Maritime response vessel
Maritime	Telcom	Safety of life at sea
ITP	Gibb Ltd	Consultants transport energy reduction
ITP	ITS Engineering	Study - Impact of freight accidents on roads
Public Transport	Not awarded yet	Procurement of office space for NPTR
ITP	Umoya-Nilu	Consultants – database of emission reduction model
Rail	CSIR	Consultants – Rail safety gap analysis
ITP	Arup	National Land Transport strategic framework
COO	Eldna Security Services	Security services for DoT
Public Transport	Gibb Ltd	Consultants – National guidelines for rural transport plans
ITP	Lashka 166	Study – Global competitiveness to reduce transport costs
Aviation	Agility	Correction factors for the ACSA and ATNS

Public Transport	Transport Economic Support Services	National operational guidelines for norms and standards for learner transport
Public Transport	SMEC- Bulumko	NLTA bill amendment
Public Transport	SMEC- South Africa	Review of rural transport strategy
Roads	SMEC- South Africa	None-motorized transport facility guideline
Public Transport	Gibb	Review road based subsidized transport services
Public Transport	Shova Kalula	Supply and distribution of 1700 bicycles
PEO-Roads	HJ De Waal	Advocate to draft legislation for the North-Fault policy / Roads Accident Benefit Scheme

### Legislation

The following legislation is currently applicable under the broad Transport function:

#### • Sea and Sea-shore

- Sea-shore Act, No 21 of 1935
- Cape Town Foreshore Act, No 26 of 1950
- Cape Town Foreshore Amendment Act, No. 41 of 1957
- Cape Town Foreshore Amendment Act, No. 17 of 1957
- Sea-shore Amendment Act, No. 60 of 1959
- Cape Town Foreshore Amendment Act, No. 38 of 1960
- Cape Town Foreshore Amendment Act, No. 1 of 1963
- Sea- Shore Amendment Act ,No. 2 of 1963
- Cape Town Foreshore Amendment Act, No. 32 of 1965
- Sea- Shore Amendment Act ,No. 49 of 1969
- Sea- Shore Amendment Act ,No. 38 of 1972
- Cape Town Foreshore Amendment Act, No. 70 of 1978
- Dumping ta sea Control Act No. 73 of 1980
- Marine Pollution (Control and Civil Liability) Act, No. 6 of 1981
- Sea- Shore Amendment Act ,No.21 of 1984
- Prevention and Combating of Pollution of the Sea by oil Amendment Act, No. 59 of 1985
- Cape Town Foreshore Amendment Act, No. 37 of 1987
- Prevention and Combating of Pollution of the Sea by oil Amendment Act, No. 68 of 1987
- Marine pollution (Intervention) Act, No. 64 of 1987
- Prevention and Combating of Pollution of the Sea by oil Amendment Act, No. 9 of 1990

- Sea- Shore Amendment Act ,No. 190 of 1993
- Maritime Zones Act, No. 15 of 1994
- Duping at Sea Control Amendment Act, No. 73 of 1995
- Transport Second General Amendment Act, No. 82 of 1995
- Marine Living Resources Act, No. 18 of 1998
- Marine Living Resources Amendment Act, No. 68 of 2000
- National Environmental Management: Integrated Coastal Management Act, No. 24 of 2008

- **Shipping**

- Merchant Shipping Act, No. 57 of 1951
- Merchant Shipping Amendment Act, No. 30 of 1959
- Merchant Shipping Amendment Act, No. 40 of 1963
- Merchant Shipping Amendment Act, No. 13 of 1965
- Merchant Shipping Amendment Act, No. 42 of 1969
- Merchant Shipping Amendment Act, No. 24 of 1974
- Merchant Shipping Amendment Act, No. 5 of 1976
- Merchant Shipping Amendment Act, No. 70 of 1977
- Merchant Shipping Amendment Act, No. 62 of 1978
- Marine Traffic Act, No. 2 of 1981
- Merchant Shipping Amendment Act, No. 3 of 1981
- Merchant Shipping Amendment Act, No. 3 of 1982
- Marine Traffic Amendment Act, No. 5 of 1983
- Merchant Shipping Amendment Act, No. 25 of 1985
- Carriage of goods by Sea Act, No. 1 of 1986
- Marine Pollution (Prevention of Pollution from Ships) Act, No. 2 of 1986
- Merchant Shipping Amendment Act, No 3 of 1989
- Marine Traffic Amendment Act, No. 38 of 1993
- Transport General Amendment Act, No. 16 of 1995
- International Convention for the Prevention of Pollution from Ships Amendment Act, No. 66 of 1996
- Wreck and Salvage Act, No. 94 of 1996
- Shipping General Amendment Act, No. 23 of 1997
- South African Maritime Safety Authority Act, No. 5 of 1998
- South African Maritime Safety Authority Levies Act, No. 6 of 1998
- Shipping Laws Amendment Act, No. 57 of 1998
- Port of Ngqura Establishment Act, No. 77 of 1998
- Sea Transport Documents Act, No. 65 of 2000

- **Aviation**

- Carriage by Air Act, No 17 of 1946
- Carriage by Air Amendment Act, No. 5 of 1964

- Aviation Amendment Act, No 12 of 1965
- Aviation Amendment Act, No 83 of 1969
- Civil Aviation Offences Amendment Act, No. 63 of 1978
- Carriage by Air Amendment Act, No. 81 of 1979
- Aviation Amendment Act, No, 64 of 1980
- Civil Aviation Offences Amendment Act, No 4 of 1981
- Aviation Amendment Act, No 63 of 1981
- Aviation Amendment Act, No 4 of 1982
- Aviation Amendment Act, No 1 of 1984
- Air Services Licensing Act, No 115 Of 1990
- Air Services Licensing Amendment Act, No 15 Of 1992
- Aviation Amendment Act, No 16 of 1992
- Airport Company Act, No. 44 of 1993
- Air Traffic and Navigation Service Company Act, No 45 of 1993
- Convention on the International Recognition of Rights in Aircraft Act, No. 59 Of 1993
- International Air Services Act, No. 60 of 1993
- Shipping and Civil Aviation Authority Levies Act, No. 41 of 1998
- Air Services Licensing Act, No 83 Of 1995
- International Air Services Act, No. 10 of 1996
- Aviation Amendment Act, No 98 of 1996
- Aviation Amendment Act, No 82 of 1997
- Airports Company Amendment Act, No. 2 Of 1998
- South African Civil Authority Levies Act, No. 41 of 1998
- Airport Company Amendment Act, No. 14 of 2001
- South African Maritime and Aeronautical Search and Rescue Act, No. 44 of 2002
- Carriage by Air Amendment Act, No. 15 of 2006
- Convention on International Interests in Mobile Equipment Act, No. 4 of 2007
- South African Airways Act, No. 5 of 2007
- Air Services Licensing Amendment Act, No. 21 of 2008
- Air Aviation Act, No. 13 of 2009
- South African Maritime and Aeronautical Search and Rescue Act, No.5 of 2013

● **Motor Vehicles**

- Road Transportation Act, No. 74 of 1977
- Urban Transport Act, No. 78 of 1977
- Road Transportation Amendment Act, No. 93 of 1979
- Road Transportation Amendment Act, No. 91 of 1980
- Road Transportation Amendment Act, No. 64 of 1981
- Road Transportation Amendment Act, No. 78 of 1982
- Road Transportation Amendment Act, No. 8 of 1983
- Transport Deregulation Act, No. 80 of 1988

- Road Traffic Act, No. 29 of 1989
  - Urban Transport Amendment Act, No. 77 of 1990
  - Urban Transport Amendment Act, No. 14 of 1992
  - Multilateral Motor Vehicle Accidents Fund Amendment Act, No. 22 of 1992
  - Financial Supervision of the Road Accident Fund Act, No. 8 of 1993
  - Road Accident Fund Act, No. 56 of 1996
  - National Road Traffic Act, No. 93 of 1996
  - Cross-Border Road Transport Act, No. 4 of 1998
  - National Road Traffic Amendment Act, No. 8 of 1998
  - Transport Appeal Tribunal Act, No. 39 of 1998
  - Administrative Adjudication of Road Traffic Offences Act, No. 46 of 1998
  - Road Traffic Laws Rationalization Act, No. 47 of 1998
  - Road Transport Appeal Matters Amendment Act, No. 70 of 1998
  - Road Accident Fund Commission Act, No. 71 of 1998
  - Road Traffic Management Corporation Act, No. 20 of 1999
  - National Road Traffic Amendment Act, No. 21 of 1999
  - Administrative Adjudication of Road Traffic Offences Amendment Act, No. 22 of 1999
  - Road Accident Fund Commission Amendment Act, No. 18 of 2000
  - Administrative Adjudication of Road Traffic Offences Amendment Act, No. 24 of 2000
  - Road Traffic Management Corporation Act, No. 25 of 2000
  - Road Accident Fund Amendment Act, No. 15 of 2001
  - Road Accident Fund Amendment Act, No. 43 of 2002
  - Administrative Adjudication of Road Traffic Offences Amendment Act, No. 72 of 2002
  - National Road Traffic Amendment Act, No. 20 of 2003
  - Road Traffic Amendment Act, No. 19 of 2005
  - Cross-Border Road Transport Act, No. 12 of 2008
  - National Road Traffic Amendment Act, No. 64 of 2008
  - National Transport Act, No. 5 of 2009
  - Road Accident Fund (Transitional Provisions) Act, No. 15 of 2012
- **Railways and Harbours**
- Railways and Harbours Service Act, No. 28 of 1912
  - Railways and Harbours Service Act Amendment and Further Provision Act, No. 33 of 1930
  - Railways and Harbours Service and Superannuation Fund Act Amendment Act, No. 27 of 1930
  - Railways and Harbours Service and Superannuation Fund Act Amendment Act, No. 19 of 1931
  - Railways and Harbours Service Act Amendment Act, No. 18 of 1938
  - Railways and Harbours (Pension and Service) Amendment Act, No. 15 of 1940
  - Railways and Harbours Pensions Amendment Act, No. 26 of 1941

- Railways and Harbours Service Act Amendment Act, No. 23 of 1944
- Railways and Harbours Service Act Amendment Act, No. 16 of 1945
- Railways and Harbours Service Act Amendment Act, No. 49 of 1949
- Expropriation (Establishment of Undertakings) Amendment Act, No. 39 of 1951
- Railways and Harbours Service Act Amendment Act, No. 63 of 1951
- Railways and Harbours Service Act Amendment Act, No. 45 of 1952
- Railways and Harbours Special Pensions Act, No. 36 of 1955
- Expropriation (Establishment of Undertakings) Amendment Act, No. 52 of 1955
- Railways and Harbours Act Amendment Act, No. 15 of 1956
- Railways and Harbours Act Amendment Act, No. 34 of 1957
- Rating of Railway Property Act, No. 25 of 1959
- Railways and Harbours Act Amendment Act, No. 44 of 1959
- Railways and Harbours Act Amendment Act, No. 62 of 1961
- Railways and Harbours Act Amendment Act, No. 62 of 1962
- Railways and Harbours Act Amendment Act, No. 7 of 1963
- Railways and Harbours Act Amendment Act, No. 6 of 1965
- Railways and Harbours Act Amendment Act, No. 8 of 1968
- Railways and Harbours Act Amendment Act, No. 32 of 1969
- Second Railways and Harbours Act Amendment Act, No. 41 of 1969
- Railways and Harbours Act Amendment Act, No. 57 of 1970
- Railways and Harbours Act Amendment Act, No. 24 of 1971
- Second Railways and Harbours Act Amendment Act, No. 85 of 1971
- Harbour Construction Act, No. 28 of 1972
- Saldanha Bay Harbour Construction Act, No. 29 of 1973
- Railways and Harbours Pensions Further Amendment Act, No. 45 of 1974
- Saldanha Bay Harbour Construction Amendment Act, No. 45 of 1976
- Second Railways and Harbours Act Amendment Act, No. 89 of 1976
- Expropriation (Establishment of Undertakings) Amendment Act, No. 85 of 1977
- Railways and Harbours Purchase Amendment Act, No. 97 of 1977
- Railways and Harbours Act Amendment Act, No. 67 of 1980
- Railways and Harbours Act Amendment Act, No. 29 of 1981
- Second Railways and Harbours Act Amendment Act, No. 60 of 1981
- South African Transport Services Amendment Act, No. 6 of 1982
- South African Transport Services Amendment Act, No. 11 of 1988
- South African Transport Services Conditions Act, No. 41 of 1988
- Legal Successions to the South African Transport Services Act, No. 9 of 1989
- Pension Fund Act, No. 62 of 1990
- Transnet Limited Amendment Act, No. 52 of 1991
- Transnet Limited Second Amendment Transnet Act, No. 110 of 1991
- Legal Successions to the South African Transport Services Amendment Act, No. 47 of 1992

- Legal Successions to the South African Transport Services Amendment Act, No. 43 of 1995
- Transport Advisory Council Abolition Act, No. 9 of 1996
- Transnet pension Fund Amendment Act, No. 41 of 2000
- South African Rail Commuter Corporation Limited Financial Arrangements Act, No. 64 of 2000
- National Railways Safety Regulator Act, No. 16 of 2002
- National Ports Act, No. 12 of 2005
- Transnet Pension Fund Amendment Act, No. 6 of 2007
- Legal Successions to the South African Transport Services Amendment Act, No. 38 of 2008
- National Railways Safety Regulator Amendment Act, No. 69 of 2008

● **Roads**

- Advertising on Roads and Ribbon Development Act, No. 21 of 1940
- National Roads and Ribbon Development Amendment Act, No. 22 of 1944
- Advertising on Roads and Ribbon Development Amendment Act, No. 28 of 1952
- Advertising on Roads and Ribbon Development Amendment Act, No.16 of 1962
- Advertising on Roads and Ribbon Development Amendment Act, No. 16 of 1966
- National Roads Act, No. 54 of 1971
- National Roads Safety Act, No. 9 of 1972
- Advertising on Roads and Ribbon Development Amendment Act, No. 6 of 1976
- Advertising on Roads and Ribbon Development Amendment Act, No.2 of 1979
- National Roads Safety Amendment Act, No. 16 of 1980
- National Roads Safety Amendment Act, No. 59 of 1981
- Advertising on Roads and Ribbon Development Amendment Act, No.43 of 1985
- South African Roads Board Act, No. 74 of 1988
- National Roads Safety Amendment Act, No. 67 of 1991
- Transport General Amendment Act, No. 86 of 1995
- South African Roads Board Amendment Act, No. 15 of 1995
- The South African National Roads Agency Limited and National Roads Act, No. 7 of 1998
- National Land Transport Interim Arrangement Act, No. 45 of 1998
- National Roads General Amendment Act, No. 27 of 1994
- South African Roads Board Amendment Act, No. 15 of 1995
- National Roads Amendment Act, No. 24 of 1996
- The South African National Roads Agency Limited and National Roads Act, No. 7 of 1998



- National Land Transport Interim Arrangement Act, No. 45 of 1998

## 9. REQUEST PROCEDURE

### *Telephonic requests*

Informal (telephonic) request are not forbidden by the Act. Any such request made to the Information Officer / Deputy Information Officer at the telephone number given in this manual will be attend to unless the Information Officer / Deputy Information Officer indicates that the provisions of the Act must be carried out – in this case that Form A must be filled out.

### *Voluntary access*

Information that is automatically available shall be made available either at the offices of the Department or in the manner or form requested, should this be reasonable and possible. The manner of access shall include perusal, with copying of material if needed and at the prescribed fee for copies. Access to visual, audio-visual material with transcription, dubbing and / or copying facilities may be available if required.

### *Section 14(1)(d) requests*

- A requestor must complete the form similar to the one printed in the Government Gazette (Govt. Notice R187, 15 February, Form A)
- The requestor must indicate the form or manner of access sought as prescribed by Section 29
- The Department shall endeavor to give access in the form requested unless this would tamper with the smooth running of the Department
- Giving access shall be given due consideration to preservation of material, infringement of copyright and a fee as prescribed shall be paid before a request is processed and before access is given
- A requestor representing another must give details of the capacity in which they act
- A requestor who can't read or write may present the request orally and the Information Officer / Deputy Information Officer is obliged to assist such a requestor

## 10. PAYMENT OF FEES

### *Personal requestor*

Anyone who seeks information pertaining to her/himself is called a personal requestor and is exempted from paying the requestor's fee.

*Requestor*

The request fee payable to any public body is R35.00 as prescribed by the Regulations to the Act. In addition if any copies or transcripts are requested, those will be charged according to the fee structure as prescribed by the Regulations and the Information Officer / Deputy Information Officer may charge for the time spent on processing the request.

**11. METHOD OF PAYMENT**

All payments shall be made in the form of cash to the Finance section of the Department, currently at Forum Building, address as above in section 2. Proof of payment (receipt) must be produced to the Chief Director: Corporate Management, who will issue the documentation.

**12. APPEALS AND REMEDIES**

The Act provides for an internal appeal procedure in terms of Sections 74 and 75. The Minister is the relevant authority to review any decision taken on appeal. The appeal is to be lodged with the Deputy Information Officer who will submit the appeal to the Minister for consideration.

An aggrieved party still has an opportunity to approach the courts if dissatisfied with the decision of the relevant authority.

**13. UPDATING**

The manual shall be reviewed on an annual basis to determine if any updates are necessary.

The Department of Transport shall also consider increasing the number of languages in which the manual is published until the legislative aim of publishing in all official languages is achieved.

**14. AVAILABILITY OF MANUAL**

The manual shall be available in places prescribed by the Legal Deposit Act, and at the offices of the South African Human Rights Commission as set out above, as well as from the Department of Transport.

**15. FEES**

The fee for reproduction, referred to in section 15(3) of the Act, is as follows:"

			Rand
A		For every photocopy of an A4-size page or part thereof	0.60
B		For every printed copy of an A4-size page or part thereof	0.40
C		Held on a computer or in electronic or machine readable form for a copy in a computer-readable form on-	
	i	Stiffy disc	5.00
	ii	Compact disc	40.00
D	i	For transcription of visual images, for an A4-size or part thereof	22.00
	ii	For a copy of visual images	60.00
E	i	For a transcription of an audio record, for an A4-size page or part thereof	12.00
	ii	For a copy of an audio record	17.00
		The request fee payable by every requester, other than a personal requester referred to in Section 22(1) of the Act is	35.00

The access fess payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:

			Rand
a		For every photocopy of an A4-size page or part thereof	0.60
b		For every printed copy of an A4-size page or part thereof held in a computer or in electronic or machine-readable format	0.40
	i	Stiffy disc	5.00
	ii	Compact disc	40.00
c	i	For a transcription of visual images, for an A4-size page or part thereof	22.00
	ii	For a copy of visual images	60.00
d	i	For a transcription of an audio record, for an A4-size page or part thereof	12.00
	ii	For a copy of an audio record	17.00
		To search for the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search	15.00 per hour or part of hour
		The actual postal fee is payable when a copy of a record must be posted to a requester	

For the purposes of Section 22(2) of the Act, the following applies

- a. Six hours as the hours to be exceeded before a deposit is payable; and
- b. One third of the access fee is payable as a deposit by the requester.

#### **16. FORMS**

A request for access to a record, as contemplated in Section 53(1) of the Act, must be made in the form of Form A of the Annexure.

**FORM A****REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY****THE DEPARTMENT OF TRANSPORT NATIONAL*****(Section 18(1) of the Promotion of Access to Information Act 2000******(Act No. 2 of 2000, regulation 2)*****FOR DEPARTMENTAL USE**

Reference number: .....

Request received by: .....

(state rank, name and surname of information officer / deputy information officer)

On .....(date) at .....(place).

Request fee (if any): R .....

Deposit fee (if any): R.....

Access fee: R .....

.....

**SIGNATURE OF INFORMATION OFFICER / DEPUTY INFORMATION OFFICER****A. PARTICULAR OF PUBLIC BODY**

Mrs D Wechoemang

Acting Chief Operations Officer / Deputy Information Officer

Private Bag X193

Pretoria

0001

Tel: 012 309 3221 Fax: 012 309 3666 Email: DipsyM@dot.gov.za

**B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD**

- The particulars of the person who requests access to the record must be recorded below
- Furnish an address and / or fax number in the Republic to which information must be sent
- Proof of the capacity in which the request is made, if applicable, must be attached

Full name and surname:

Identity / Passport number:

Postal Address:

Fax Number:

Telephone Number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

**C. PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE**

*This section must be completed ONLY if a request for information is made on behalf of another person*

Full name and surname:

Identity number:

**D. PARTICULARS OF RECORD**

- Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located
- If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

**E. FEES**

- *A request for access to a record, other than record containing personal information about yourself, may be processed only after a request fee has been paid.*
- *You will be notified of the amount required to be paid as the request fee.*
- *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Any reason for exemption from payment of fees:

**F. FORM OF ACCESS TO RECORD**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required. Note: your indication as to the required form of access depends on the form in which the record is available. Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

Disability:.....

Form in which record is required:.....

*Mark the appropriate note with an "X"*

**1. If the record is in printed form:**

Copy of record:

Inspection of record:

**2. If record consists of visual images:**

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

View the images:

Copy of the images:\*

Transcription of the images:\*

**3. If record consists of recorded words or information which can be reproduced in sound:**

Listen to the soundtrack (audio cassette):

Transcription of soundtrack \* (written or printed document:

**4. If record is held on computer or in electronic or machine readable form:**

Printed copy of record:

Printed copy derived from the record:\*

Copy in computer readable form :\*

- If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Yes:	No:
------	-----

- If yes, a postal fee is payable.

*Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.*

In which language would you prefer the record? English

**G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

You will be notified in writing whether your request has been approved / denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

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