

NOTICE 1423 OF 2006**DEPARTMENT OF TRANSPORT****PUBLICATION FOR PUBLIC COMMENTS: DRAFT MINIMUM REQUIREMENTS FOR THE PREPARATION OF INTEGRATED TRANSPORT PLANS (ITP's)**

The above-mentioned draft minimum requirements for the preparation of Integrated Transport Plans (ITP's) is hereby published for public comments. Interested persons are invited to submit written comments on the draft minimum requirements by not later than 27 October 2006. Submission should be posted to the Director-General: Department of Transport for the Attention of Mr. ME Maake.

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**DRAFT MINIMUM REQUIREMENTS FOR THE
PREPARATION OF THE INTEGRATED TRANSPORT
PLANS (ITP)**

SCHEDULE**MINIMUM REQUIREMENTS FOR PREPARATION OF INTEGRATED TRANSPORT PLANS****Arrangement of Requirements**

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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;

"**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 Department of Transport; *[Note: the Guidelines should be updated to bring them into line with the Amendment Bill and these requirements.]*

"**ITP**" means an integrated transport plan;

"**LITP**" means a local integrated transport plan;

"**OLS**" means an operating licence strategy;

"**PLTF**" means a provincial land transport framework;

"**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;

"**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 that are available from the National Department of Transport. 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, the requirements shall prevail.

3. RESPONSIBILITY FOR THE PREPARATION OF TRANSPORT PLANS AND PROGRAMMES

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: Transport authorities, core cities, metropolitan municipalities and larger district municipalities designated as Type 1 by the MEC are to prepare a **Comprehensive Integrated Transport Plan (CITP)**.

Type 2: All other district municipalities are to prepare a **District Integrated Transport Plan (DITP)**.

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

The categorisation of planning authorities into any one of the above three types, will be the responsibility of the MEC responsible for public transport in each of the provinces. 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.

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.

The MEC may consider and negotiate assistance to a planning authority 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, and it must also be included in the provincial land transport framework (PLTF) of that particular 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 particular 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 of transport facilities and infrastructure in the region.

The CITP to be prepared by Type 1 planning authorities and the DITP to be prepared by Type 2 planning authorities must include, as part of such plans, the current public transport record (CPTR) and operating licence strategy (OLS) for the area of jurisdiction of the particular planning authority and a Ratplan where there are subsidised services in the area which are substantial in the opinion of the MEC.

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

Where the CPTR or OLS 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 paragraph 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**.

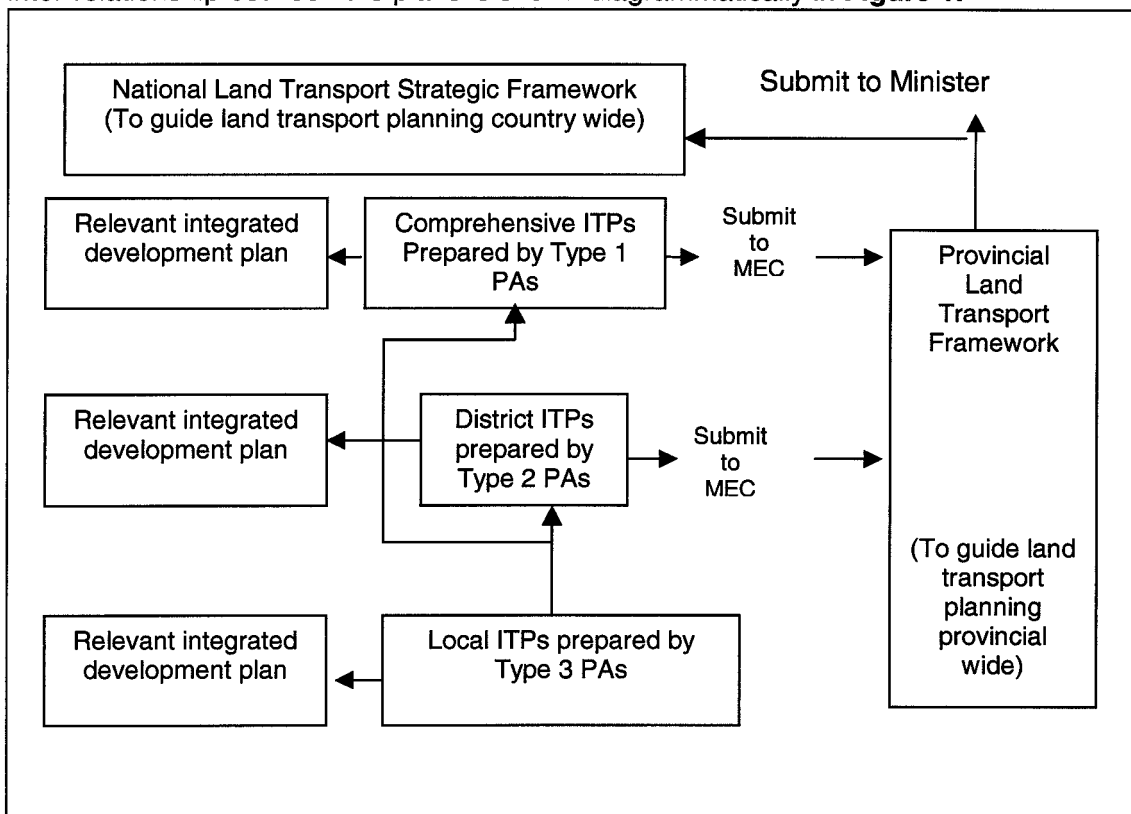


Figure 1: Inter-relationship between transport plans and frameworks

From **Figure 1** it should be noted that the transport plans to be prepared by both Type 1 and 2 planning authorities must be submitted to the MEC for notification and approval, and will also be reflected in the provincial land transport framework (PLTF). 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 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 to discourage private transport;
- (e) enhance accessibility to public transport services and facilities, and transport functionality in the case of persons with disabilities; and
- (f) minimise adverse impacts on the environment.

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) The development of a transport plan must take cognisance of the fact that rail is currently a national competency until devolved as contemplated in section 28 of the Act, and subsidised bus services are a provincial competency until devolved to transport authorities in terms of section 10(13) (f) of the Act.
- (iv) 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.
- (v) 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).

6. FREQUENCY OF PLAN PREPARATION AND UPDATE

The minimum frequency in which transport plans are to be prepared and updated 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.1: MINIMUM FREQUENCY OF PLAN PREPARATION AND UPDATE

PLAN	FREQUENCY		COMMENTS
	PREPARATION	UPDATE	
1. Comprehensive ITP (CITP) and district ITP (DITP)	Total overhaul every 5 th 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 5 th year	Continuous (if required)	Update to concentrate on gaps and information of poor quality
4. OLS (forms part of ITP)	Total overhaul every 5 th year	Continuous (if required)	This should be a live document reflecting any CPTR update or the issuance of OLSs by the OLB
5. Ratplan (where required: forms part of ITP)	Total overhaul every 5 th year	Continuous (if required)	Update to ensure the objects of rationalisation are realised

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.

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 section 7 of this document, every transport authority and core city, and every municipality required to do so by the MEC, must complete its integrated transport plan consisting of at least the matters set out in section 9 of this document.

In the case of an ITP prepared by a cross-boundary municipality before the entry into force of the Cross-boundary Municipalities Laws Repeal and Related Matters Act 23 of 2005, the MECs concerned must jointly agree to the date at which such an ITP must be completed and the procedure for the submission and approval of the plan. In the event of a dispute between the MECs concerned on any matter related to the preparation or approval of the ITP, it must be referred to the Minister for mediation, and settlement if mediation fails. In the case of settlement by the Minister, the Minister's decision will be final.

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 thereof.

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.

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.

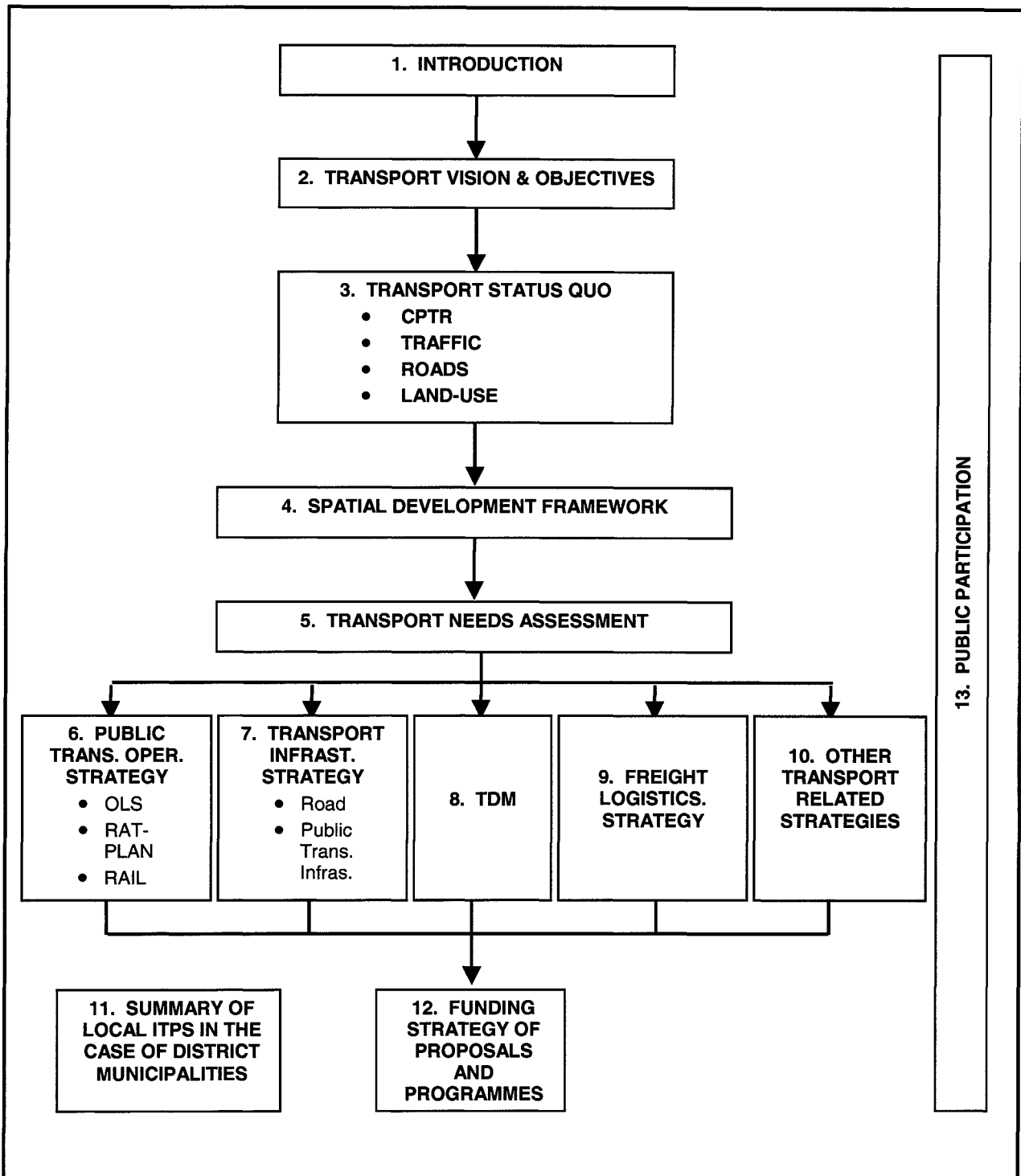


Figure 2: Contents of a Comprehensive ITP

Executive summary

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

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, where this is available, 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 *status quo*

The transport *status quo* inventory 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:

- Demographic and socio-economic;
- land use and development;
- public transport operations (typically covered by the CPTR);
- passenger and freight traffic, including private transport; and

- infrastructure and facilities.

The purpose of preparing a CPTR is to provide a record of public transport services, facilities and infrastructure, which will constitute the basis for the development of operating licence strategies and integrated transport plans.

The CPTR must be prepared in terms of the minimum planning requirements for the preparation of CPTRs as contained in section 9.4 of this document. A summary of the CPTR must be included in Chapter 3 of the ITP, and 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.

Chapter 5 : 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.

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

- An interpretation of the *status quo*;
- 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 public transport operational strategy must include an operating licence strategy (OLS).

The OLS must provide guidance to the operating licensing board (“the board”) in disposing of applications for operating licences in terms of the following parameters:

- The role of each public transport mode and identification of the preferred road-based mode or modes with regard to its area, including transport into or from the areas of other planning authorities, and inter-provincial transport;
- the circumstances in which operating licences or permits 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 section 9.5 of this document. 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 strategy regarding 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 rationalisation strategy should deal with the following specific matters:

- 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;
- a broad consideration of special types of services including social services, services for people with disabilities and services for learners;
- the estimated impacts and benefits, both positive and negative; and
- an implementation programme and budget.

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

In the event of commuter rail services operating within the area of jurisdiction of the planning authority responsible for the CITP, a commuter rail strategy must be prepared, which will form part of the public transport operational strategy. In the event of rail services operating across the boundaries of two or more planning authorities, the MEC may assign the responsibility for the preparation of the commuter rail strategy to a particular planning authority, if considered necessary for effective planning.

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.

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.

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;
- 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.

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.

The transport infrastructure 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(2)(h) of the Act in accordance with the strategy or plan in the provincial transport framework contemplated in section 22(3)(l) of the Act.

Chapter 8 : Travel (transport) demand management

Appropriate measures aimed at managing transport demand must be identified and analysed. 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 logistics strategy

The planning authority must develop a freight logistics 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 strategy must include a strategy or plan for the movement of hazardous (dangerous) goods in terms of section 27(1)(h) of the Act. Strategies for abnormal loads should also be included.

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 Department of Transport.

Chapter 10: Other transport-related strategies

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

- intelligent transport systems (ITS);
- transport system management (TSM); and
- non-motorised transport.

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

In the case of a district municipality which is a Type 1 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 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)(a) 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

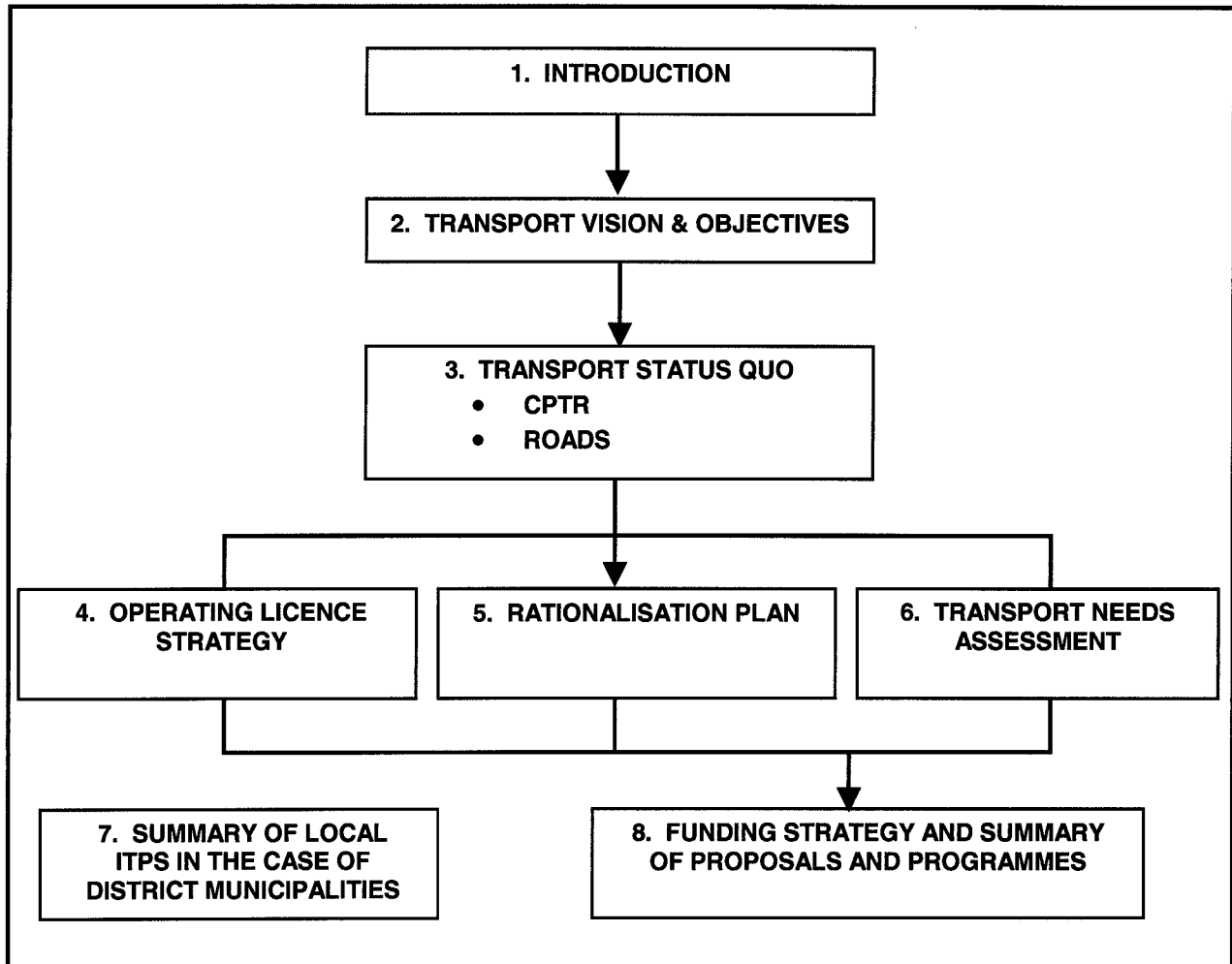
The funding strategy must be concluded by the preparation of a budget and programme for a five year period of which the first year will be in substantially greater detail than the following four years of this period.

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 consist of the chapters as schematically indicated in Figure 3 and as specified below:



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, where this is available, 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 *status quo*

The transport *status quo* data inventory must consist of:

- a current public transport record (CPTR); and
- an inventory of all the roads in the area irrespective of ownership, including their condition.

The CPTR must be prepared in terms of the minimum planning requirements contained in section 9.4 of this document.

The roads inventory must at least contain the following information:

- length of road by road type and ownership;
- length of road by surface type;
- pavement age; and
- pavement visual condition.

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 section 9.5 of this document.

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 Section 9.1, of this document. Ratplans will only be required from those Type 2 planning authorities with tendered, 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.

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 project as developed in the previous chapters of the DITP must be listed and subjected to a process of prioritisation.

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:

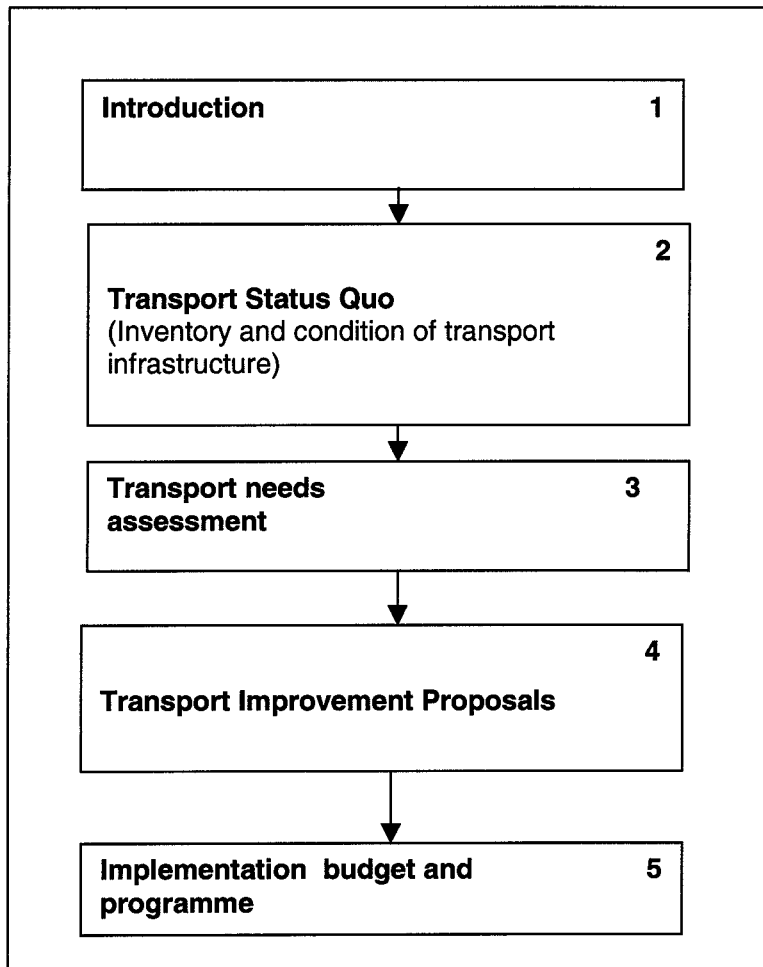


Figure 4: Contents of a Local Integrated Transport Plan

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 consist 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.

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 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.

9.4.2 Format of output

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

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. corner of X and Y street, or, if so desired, by means of a geographical information system (GIS).

9.4.2.1 Essential tables

The following tables (1 to 6) must be completed for all CPTRs:

TABLE 1 : LISTING OF ALL FACILITIES

NO.	FACILITY NAME	PHYSICAL LOCATION (DESCRIPTION)	MODE*	TYPE OF SERVICE**	CODE IF AVAILABLE
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

TABLE 2 : ROUTES AS IDENTIFIED BY FACILITY (ALL DAY)

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

* 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.

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. Ernest 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 3 : ROUTE DESCRIPTIONS (ALL DAY)

NO.	MODE*	ROUTE CODE IF AVAILABLE	ROUTE DESCRIPTION
1.			
2.			
3.			

NO.	MODE*	ROUTE CODE IF AVAILABLE	ROUTE DESCRIPTION
4.			
N			

* Mode refers to minibus-taxi type service, bus service or rail service and should include information on commuter, long distance, inter-provincial and cross-border services

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 available in the total number of vehicles.

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

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

**TABLE 4 : SERVICE CAPACITY AND CAPACITY (SPECIFIED PEAK HOUR)
UTILISATION OF ROUTES (BUS AND MINIBUS-TAXI TYPE)**

NO.	ROUTE CODE IF AVAILABLE	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

TABLE 5 : PASSENGER AND VEHICLE WAITING TIMES (SPECIFIED PEAK HOUR)

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

* Rounded to the nearest minute

** Calculated as the cost per trip

*** Ranking time of buses and taxis

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 6 : CORDON SURVEY

NO.	TIME *	VEHICLE REGISTRATION NO.	TYPE OF VEHICLE		VEHICLE CAPACITY					ESTIMATED NO. OF PASS.
			MINIBUS	SEDAN	5	12	16	24	36	

* Time of observation at 15 minute intervals

Additional Information regarding facilities

- (i) The following additional information regarding facilities is required 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, size of loading bays, minimum clearance under any roof structure, minimum loading bay width, average loading bay length and minimum turning clearance from loading bays.

9.4.2.2 Advisable tables

The following tables (7 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:

TABLE 7 : DESCRIPTION OF FACILITIES (BUS AND MINIBUS-TAXI ONLY)

NO.	FACILITY NAME	STATUS*		TYPE**			ON/OFF STREET		PAVING		CODE IF AVAILABLE
		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

TABLE 8 : EXTENT OF ILLEGAL OPERATIONS (MINIBUS-TAXI AND BUS ONLY) (SPECIFIED PEAK HOUR)

NO.	MODE	ROUTE CODE IF AVAILABLE	NO. OF VEHICLE TRIPS	NO. OF REGISTRATION NUMBERS MATCHED BY LTPS*	% ILLEGAL**

NO.	MODE	ROUTE CODE IF AVAILABLE	NO. OF VEHICLE TRIPS	NO. OF REGISTRATION NUMBERS MATCHED BY LTPS*	% ILLEGAL**

* Cross-check with the National Transport Information System (NaTIS) may be necessary of LTPS (Land Transport Permit System) information is suspect

** Rounded to the nearest percentage

TABLE 9 : SERVICE CAPACITY AND CAPACITY UTILISATION OF ROUTES (COMMUTER RAIL) (SPECIFIED PEAK HOUR)

NO.	ROUTE CODE IF AVAILABLE NO OF TRAINS*	NO. OF TRAINS *	TRAIN CAPACITY *	SERVICE CAPACITY *	UTILISATION		% UTILISATION ***
					NO. OF PASS.	OBSER- VATION**	
1.							
2.							
3.							
4.							
N.							

* Information from Metrorail/SA Rail Commuter corporation Limited (SARCC) if available

** Where information on passenger numbers is not available from Metrorail/SARCC, indicate observed utilisation as (0) = overfull, (f) = full, (½) = half-full, (¼) = a quarter full, (e) = empty

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

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

NO.	FACILITY			NO. OF BAYS	UTILISATION		% UTILISA- TION ***
	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.

Information relating to service quality and transport characteristics

- (i) 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.
- (ii) Surveys to determine waiting times should generally be done at the same locations as the surveys to determine capacity utilisation.
- (iii) The information on route utilisation should as a minimum be confined to critical route sections only.

TABLE 11 : AMENITIES AT TAXI FACILITIES

NO.	FACILITY NAME	ELECTRICITY		TELEPHONE		OFFICE		ABLUTIONS	
		YES	NO	YES	NO	YES	NO	YES	NO
1.									
2.									
3.									
4.									
N									

TABLE 12 : DIMENSIONS OF TAXI FACILITIES

NO.	FACILITY NAME	MIN. SHELTER ROOF HEIGHT*	MIN LOADING BAY WIDTH**	AVE. LOADING BAY LENGTH***	MIN. TURNING CLEARANCE FROM LOADING BAYS****
1.					
2.					
3.					
4.					
N.					

* Minimum clearance in metres under any roof structure provided for vehicle shelter. If there is no roof shelter, indicate "N/A"

** Minimum loading bay width in metres provided for vehicles to stop in order to load or offload passengers

*** Average length of all loading bays in metres (including loading and queuing area) on the site.

**** Distance in metres to nearest obstacle in the turning path of a turning vehicle into or out of a loading bay

9.5 OPERATING LICENCE STRATEGIES (OLSs)

In preparing OLSs, planning authorities must have regard to the steps set out in the Guidelines. In the case of Type 1 planning authorities, all steps outlined in the guidelines must be followed.

OLS's should not be prepared in isolation by planning authorities but the provincial Operating Licence Board (OLB), the provincial transport registrar and operator associations must be involved. Failure to do this could lead to an OLS which has been prepared at great cost, not being used by the OLB as required by the Act, or being opposed by the industry.

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

As it is policy to regulate the scheduled bus services and minibus taxi-type services through a process of balancing supply and demand, the following process, or one which achieves the same objectives, must be followed:

- (i) The planning authority (PA) uses its CPTR and transport needs assessment to identify routes, capacity and demand along each route;
- (ii) A draft OLS is then prepared for discussion with stakeholders;

- (iii) A joint workgroup is then established consisting of members from:
- The PA;
 - Applicable operator association(s);
 - The OLB; and
 - The provincial transport registrar.
- (iv) The workgroup then considers and reaches agreement on a route-by-route basis on—
- the route descriptions;
 - the legal vehicles that operate on each route;
 - the capacity of services so rendered;
 - passenger demand; and
 - whether there is an undersupply or oversupply of services.
- (v) The workgroup must provide recommendations to the PA on how to balance supply and demand.

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

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.

Section 4 : Restructuring, interventions, conditions and evaluation

This Section must consist of the following parts, each dealing with the restructuring of the system from a different perspective:

- 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.

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.

This section should also identify, list and describe any conditions that should be attached to the future issuing of operating licences for any route or combination thereof.

Proposals must be made for each identified public transport route, based on the evaluation, and indicating whether—

- additional services are required or can be supported on that particular route, or

- there is already an over-supply of services on the route which may or may not require intervention by the authorities.

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, commuters 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 as input to the operating licensing board.

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)

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 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 role 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 tenders;
- 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 by the MECs.