

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

**OPERATING LICENCE STRATEGY: MINIMUM REQUIREMENTS IN TERMS OF
THE NATIONAL LAND TRANSPORT TRANSITION ACT, 2000**

In terms of section 24(3) of the National Land Transport Transition Act, 2000 (Act No. 22 of 2000), I, Jeff Radebe, Acting Minister of Transport, in consultation with the MECs, have made the requirements contained in the Schedule.

Jeff Radebe, MP
ACTING MINISTER OF TRANSPORT

SCHEDULE**MINIMUM REQUIREMENTS FOR PREPARATION OF OPERATING LICENCES STRATEGIES****Arrangement of Requirements**

1. Definitions
2. Purpose of requirements
3. Principles for preparing operating licences strategies
4. Date for completion
5. Process for completion and approval by MEC
6. Process for submission to Minister
7. Minimum contents of operating licences strategies

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) as amended by the National Land Transport Transition Amendment Act, 2001 (Act No. 31 of 2001);

"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;

"CPTR" means a current public transport record;

"OLS" means an operating licence strategy;

"PLTF" means a provincial land transport framework;

"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;

Purpose of Requirements

2. (1) The OLS prepared by planning authorities must comply with these minimum requirements.
- (2) In interpreting these requirements municipalities should refer to the OLS guideline, which is available from the National Department of Transport.
- (3) Where there is a conflict between these requirements and the guideline, these requirements prevail.

District and Local Municipalities

3. (1) Each district municipality that is a planning authority is responsible to prepare a OLS for its entire area, but this will not prevent an agreement that the relevant local municipalities will assist with such preparation, provided that the agreement is permissible in terms of applicable local government legislation.
- (2) OLSs must not be prepared at both district and local level as this will lead to duplication. Thus only one OLS is required for any particular geographical area -
- (3) Where the OLS for part of the area of a district municipality is prepared by a local municipality in terms of an agreement contemplated in (1), it is still the responsibility of the district municipality to ensure that the entire area is covered and to submit the total OLS to the MEC in terms of section 24(4) of the Act, and to the Minister in terms of section 28 of the Act.

Principles for preparing operating licences strategies

4. (1) In addition to the principles stated in the Act, the following principles apply to the preparation of OLSs—
 - (a) plans must pay due attention to the development of rural areas; and
 - (b) transport for special categories of passengers must receive specific attention.
- (2) The OLS must be synchronised with other planning initiatives and it must indicate how it is integrated into municipal integrated development plans, the land development objective processes and the municipal budgeting process.
- (3) The OLS must provide guidance to the operating licencing board

in disposing of applications for operating licences with particular reference to the matters referred to in Section 24(2) of the Act as follows:

- (a) 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;
- (b) the circumstances in which operating licences or permits authorising the operation of public transport within any part of its area, should be allowed;
- (c) the use of public transport facilities within its area;
- (d) the avoidance of wasteful competition between transport operators;
- (e) the conclusion of commercial service contracts for unsubsidised public transport services; and
- (f) the conditions which should be imposed by the board in respect of operating licences.

(4) The preparation of the OLS 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).

Date for submission of plan

- 5. (1) The OLS must be prepared two months of completion of the planning authority's current public transport record, or by a date determined by the MEC in terms of section 24(5) of the Act.
- (2) Operating Licence Strategies must be updated on a continuous basis and consolidated at least once a year, within two months of completing the CPTRs or by a date determined by the MEC in terms of Section 24(5) of the Act.

Process for preparation and approval by MEC

6. (1) After the date of publication of these requirements, but not later than the date mentioned in regulation 5(1), every planning authority must complete its OLS, consisting of at least the matters set out in requirement 7.
- (2) On completion off the OLS, the planning authority which prepared it must submit it to the MEC in terms of section 24(4) of the Act and, if it has rail commuter components, also to the Minister under section 28 thereof.
- (3) If the Minister is of the opinion that the OLS 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 within 30 days.

Minimum contents of operating licence strategies

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

Chapter 1: Introduction

This chapter 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.

Chapter 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 should be identified and analysed as a minimum:

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

Chapter 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.

Chapter 4: Restructuring, interventions, conditions and evaluation

This chapter should 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 .
- The restructuring of unsubsidised services including commercial service contracts.

Any planned intervention by the authorities in the event of an 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 issuance 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 can be supported on that particular route, or
- there is already an over-supply of services on the route which may/may not require intervention by the authorities.

Chapter 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.

Chapter 6: Stakeholder consultation

The extent of, and the results of participation with the operating licencing board, 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 and the Planning Authority, as well as a description of the standard documentation used for this communication.

Chapter 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 licencing board

Chapter 8: Financial implications

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

No. R. 1091

1 August 2003

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

RATIONALISATION PLAN: MINIMUM REQUIREMENTS IN TERMS OF THE NATIONAL LAND TRANSPORT TRANSITION ACT, 2000.

In terms of section 25(3) of the National Land Transport Transition Act, 2000 (Act No. 22 of 2000), I, Jeff Radebe, Acting Minister of Transport, in consultation with the relevant MECs, have made the requirements contained in the Schedule.

Jeff Radebe, MP
ACTING MINISTER OF TRANSPORT

SCHEDULE

MINIMUM REQUIREMENTS FOR PREPARATION OF RATIONALISATION PLANS

Arrangement of Requirements

1. Definitions
2. Purpose of requirements
3. Principles for preparing rationalisation plans
4. Date for completion
5. Process for completion and approval by MEC
6. Process for submission to Minister
7. Minimum contents of rationalisation plans

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) as amended by the National Land Transport Transition Amendment Act, 2001 (Act No. 31 of 2001);

"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;

"CPTR" means a current public transport record;

"OLS" means an operating licence strategy;

"RATPLAN" means a rationalisation plan;

"PLTF" means a provincial land transport framework;

"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;

Purpose of Requirements

2. (1) The RATPLAN prepared by municipalities must comply with the requirements set out in these requirements.
- (2) In interpreting these requirements municipalities should refer to the RATPLAN guideline, which is available from the National Department of Transport.
- (3) Where there is a conflict between these requirements and the guideline, these requirements prevail.

District and Local Municipalities

3. (1) Each district municipality that has subsidised public transport services is responsible to prepare a RATPLAN for its entire area, but this will not prevent an agreement that the relevant local municipalities will assist with such preparation, provided that the agreement is permissible in terms of applicable local government legislation.
- (2) RATPLANS must not be prepared at both district and local level as this will lead to duplication. Thus only one RATPLAN is required for any particular geographical area -
- (3) Where the RATPLAN for part of the area of a district municipality is prepared by a local municipality in terms of an agreement contemplated in (1), it is still the responsibility of the district municipality to ensure that the entire area is covered and to submit the total RATPLAN to the MEC in terms of section 25(4) of the Act, and to the Minister in terms of section 28 of the Act.

Principles for preparing rationalisation plans

4. (1) In addition to the principles stated in the Act, the following principles apply to the preparation of RATPLANS -
 - (a) plans must pay due attention to the development of rural areas; and
 - (b) transport for special categories of passengers must receive specific attention.
- (2) The development of the RATPLAN should 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.
- (3) The development of the RATPLAN must take cognisance of the fact that rail is currently a national competency until devolved in

terms of section 28 of the Act, and that in terms of Section 10(13)(f) of the Act subsidised bus services is a provincial competency until Transport Authorities are formed.

- (4) The RATPLAN must be synchronised with other planning initiatives and it must indicate how it is integrated into the municipal integrated development plan, the land development objective processes and the municipal budgeting process.
- (5) The preparation of the RATPLAN 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).

Date for submission of plan

5.
 - (1) The RATPLAN must be prepared within four months of the completion of the planning authority's current public transport record, or by a date determined by the MEC in terms of section 25(5).
 - (2) In the absence of a PTP, a planning authority that has subsidised public transport services must update its RATPLAN at least once a year and within four months of completing its CPTR or by date determined by the MEC in terms of Section 25(5) of the Act.

Process for preparation and approval by MEC

6.
 - (1) After the date of publication of these requirements, but not later than the date mentioned in regulation 5(1), every planning authority that has subsidised public transport services, or that envisages the introduction of subsidised public transport services, must complete its RATPLAN, consisting of at least the matters set out in requirement 7.
 - (2) On completion of the RATPLAN, the planning authority which prepared it must submit it to the MEC in terms of section 25(4) of the

Act and, if it has rail commuter components, also to the Minister in terms of Section 28 thereof.

(3) If the Minister is of the opinion that the RATPLAN 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 within 30 days.

Minimum contents of rationalisation plans

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

Chapter 1: Introduction

This chapter 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 RATPLAN. The period and dates for the particular RATPLAN must also be indicated.

Chapter 2: Assessment of existing subsidised services

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

Chapter 3: Policyframework

A policy framework for the rationalisation process should be developed based upon policies in the White Paper on National Transport Policy, Provincial Policy and the PLTF, 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 upon the assessment of existing subsidised services, and the policy framework, rationalisation and restructuring proposals should be developed and evaluated, resulting in a preferred set of proposals. Assessments 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.

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

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

Chapter 5: Stakeholder consultation

The extent of, and the results of participation with the operating licencing board, 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

8. The RATPLAN should, as a minimum, take into account the following additional considerations as stipulated in Section 25(1) of the Act, namely the following:
- a) rationalising subsidized services within and between modes;
 - b) determining where and to what extent subsidies should be paid;
 - c) rationalizing subsidized services across borders of planning authorities and in relation to interprovincial transport;
 - d) minimizing the level of subsidy;
 - e) minimizing competition between subsidized services;
 - f) structuring subsidized service contracts or concessions in such a way as to attract sufficient competitive bidding by qualifying tenderers;
 - g) ensuring that routes and route networks are utilized optimally so as to meet passenger needs effectively and efficiently; and
 - h) facilitating the future development of an integrated public transport system
 - i) The avoidance of land use distortions and longer travel distances.

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

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

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

Jeff Radebe, MP
ACTING MINISTER OF TRANSPORT

SCHEDULE

**MINIMUM REQUIREMENTS FOR PREPARATION OF INTEGRATED
TRANSPORT PLANS**

Arrangement of Requirements

1. Definitions
2. Purpose of requirements
3. Principles for preparing integrated transport plans
4. Date for completion
5. Process for completion and approval by MEC
6. Process for submission to Minister
7. Minimum contents of integrated transport plans

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) as amended by the National Land Transport Transition Amendment Act, 2001 (Act No. 31 of 2001);

"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;

"CPTR" means a current public transport record;

"OLS" means an operating licence strategy;

"RATPLAN" means a rationalisation plan;

"PLTF" means a provincial land transport framework;

"PTP" means a public transport plan;

"ITP" means an integrated transport 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;

Purpose of Requirements

2. The ITP prepared by municipalities must comply with the requirements set out in these requirements.

District and Local Municipalities

3. (1) Each district municipality required by the MEC to prepare an ITP for its entire area, must prepare such an ITP, but this will not prevent

an agreement that the relevant local municipalities will assist with such preparation, provided that the agreement is permissible in terms of applicable local government legislation.

(2) ITPs must not be prepared at both district and local level as this will lead to duplication. Thus only one ITP is required for any particular geographical area.

(3) Where the ITP for part of the area of a district municipality is prepared by a local municipality in terms of an agreement contemplated in 5.1, it is still the responsibility of the district municipality to ensure that the entire area is covered and to submit the total ITP to the MEC in terms of section 23(5) of the Act, and to the Minister in terms of section 28 of the Act.

Principles for preparing integrated transport plans

4. (1) In addition to the principles stated in the Act, the following principles apply to the preparation of ITPs –
 - (a) plans must pay due attention to the development of rural areas; and
 - (b) transport for special categories of passengers must receive specific attention.
- (2) The development of the ITP must take cognisance of the fact that rail is currently a national competency until devolved in terms of section 28 of the Act, and subsidised bus services is a provincial competency until devolved to transport authorities in terms of section 10(13)(f) of the Act.
- (3) The ITP must be synchronised with other planning initiatives and it must indicate how it is integrated into the municipal integrated development plans, the land development objective processes and the municipal budgeting process.
- (4) The preparation of the ITP 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).

Date for submission of plan

5. (1) The ITP must be prepared by the date determined by the MEC in terms of section 27(1).
- (2) After date of submission of the ITP the MEC must determine the date for the submission of the subsequent ITP in terms of section 27(1).

Process for preparation and approval by MEC

6. (1) After the date of publication of these requirements, but not later than the date mentioned in regulation 5(1), every transport authority and core city, and every municipality required to do so by the MEC, must complete its ITP, consisting of at least the matters set out in section 7.
- (2) On completion of the ITP, planning authority which prepared it 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.
- (3) If the Minister is of the opinion that the ITP 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.

Minimum contents of Integrated transport plans

7. In addition to the requirements of the Act, the ITP must contain at least the minimum information as set out below.

Chapter 1: Introduction

This chapter 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 ITP. The period and dates for the particular ITP must also be indicated, as well as whether the ITP is substantially developed from an OLS and/or RATPLAN and/or PTP or whether it has been developed from scratch.

Chapter 2: Land transport vision, goals and objectives

The planning authority's vision, mission, goals and objectives must be described and analysed in relation to the White Paper on National Transport Policy, Provincial Policy and the PLTF, particularly relating to the packaging of subsidised service contracts, rail contracts and contract terms, labour agreements, subsidy policy, levels of service, land use development, modal integration, travel demand management, intelligent transportation systems, toll roads and special categories of passengers.

Chapter 3: Land transport status quo

The land transport status quo must be described based upon the CPTR and the analyses of operating licences and subsidised public transport undertaken as part of the OLS and/or RATPLAN and/or PTP, (or developed from scratch but following the requirements for the development of an OLS and/or RATPLAN and/or PTP). Private transport, freight, institutional structures and all transport infrastructure must be included

Chapter 4: Spatial framework

Existing and future land use frameworks considered as part of the PTP, (or from scratch if a PTP was not prepared), must be reviewed in conjunction with the subsequent needs analysis and they must be documented considering all land transport modes and facilities.

Chapter 5: Needs assessment

The needs assessment undertaken as part of the PTP, (or from scratch if a PTP was not prepared), must be reviewed together with the existing and future land use frameworks and considering all land transport modes and facilities. Candidate future alternative, integrated multi-modal solutions should be developed and evaluated resulting in a preferred alternative to implement.

Chapter 6: Public transport proposals

If a separate OLS, RATPLAN or PTP has not been prepared, the ITP must at least include as a minimum, the requirements prescribed for those plans.

Public transport proposals developed as part of the OLS and/or RATPLAN and/or PTP, (or developed from scratch if these were not developed previously), must be reviewed and refined if necessary (as part of the needs assessment), and the final public transport proposals must be detailed in alignment with the preferred alternative.

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

Chapter 7: Private transport and freight proposals

Private transport and freight proposals in alignment with the preferred alternative must be detailed including, but not limited to, proposals with

respect to institutional structures, freight and enforcement.

In particular, strategies must be provided for travel demand management, road and transport infrastructure provision and maintenance and the movement of hazardous substances.

Chapter 8: Stakeholder consultation

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

Chapter 9: Prioritised multi-modal transport proposals and implementation programme

The prioritised multi-modal transport proposals and implementation programme resulting from the above analyses and consultation must be documented. A list must be included, in order of precedence, of the projects and project segments to be carried out in the five -year period under consideration .

Chapter 10: Financial implications

The financial implications of the multi-modal proposals and implementation programme referred to in chapter 9 must be documented including a detailed budget and funding sources .

Other requirements

8. The ITP should, as a minimum, take into account the matters listed in section 27(2) of the Act in addition to the following additional considerations:

- the minimisation of subsidy,

- the optimum allocation of subsidy based upon user needs, and
- The avoidance of land use distortions and longer travel distances.

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

PUBUC TRANSPORT PLAN: MINIMUM REQUIREMENTS IN TERMS OF THE NATIONAL LAND TRANSPORT TRANSITION ACT, 2000.

In terms of section 26(3) of the National Land Transport Transition Act, 2000 (Act No. 22 of 2000), I, Jeff Radebe, Acting Minister of Transport, in consultation with the relevant MECs, have made the requirements contained in the Schedule.

Jeff Radebe, MP
ACTING MINISTER OF TRANSPORT

SCHEDULE

MINIMUM REQUIREMENTS FOR PREPARATION OF PUBLIC TRANSPORT PLANS

Arrangement of Requirements

1. Definitions
2. Purpose of requirements
3. Principles for preparing public transport plans
4. Date for completion
5. Process for completion and approval by MEC
6. Process for submission to Minister
7. Minimum contents of public transport plans

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) as amended by the National Land Transport Transition Amendment Act, 2001 (Act No. 31 of 2001);

"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;

"CPTR" means a current public transport record;

"OLS" means an operating licence strategy;

"RATPLAN" means a rationalisation plan;

"PLTF" means a provincial land transport framework;

"PTP" means a public transport 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;

Purpose of Requirements

2. (1) The PTP prepared by municipalities must comply with the requirements set out in these requirements.
- (2) In interpreting these requirements municipalities should refer to the PTP guideline, which is available from the National Department of Transport.
- (3) Where there is a conflict between these requirements and the guideline, these requirements prevail.

District and Local Municipalities

3. (1) Each district municipality required by the MEC to prepare a PTP, must prepare a PTP for its entire area, but this will not prevent an agreement that the relevant local municipalities will assist with such preparation, provided that the agreement is permissible in terms of applicable local government legislation.
- (2) PTPs must not be prepared at both district and local level as this will lead to duplication. Thus only one PTP is required for any particular geographical area.
- (3) Where the PTP for part of the area of a district municipality is prepared by a local municipality in terms of an agreement contemplated in 5.1, it is still the responsibility of the district municipality to ensure that the entire area is covered and to submit the total PTP to the MEC in terms of section 23(5) of the Act, and to the Minister in terms of section 28 of the Act.

Principles for preparing public transport plans

4. (1) In addition to the principles stated in the Act, the following principles apply to the preparation of PTPS -
 - (a) plans must pay due attention to the development of rural areas; and,
 - (b) transport for special categories of passengers must receive specific attention.
- (2) The development of the PTP should 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.

- (3) The development of the PTP must take cognisance of the fact that rail is currently a national competency until devolved in terms of section 28 of the Act, and that in terms of section 10(13)(f) of the Act, subsidised bus services are a provincial competency until Transport Authorities are formed.
- (4) The PTP must be synchronised with other planning initiatives and it must indicate how it is integrated into municipal integrated development plan, the land development objective processes and the municipal budgeting process.
- (5) The preparation of the PTP 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).

Date for submission of plan

5. Every planning authority must ensure that its PTP is updated at least once every year by a date determined by the MEC by notice in the *Provincial Gazette*.

Process for preparation and approval by MEC

6.
 - (1) After the date of publication of these requirements, but not later than the date mentioned in regulation 5(1), every transport authority and core city, and every municipality required to do so by the MEC, must complete its PTP, consisting of at least the matters set out in section 7.
 - (2) On completion of the PTP, the planning authority which prepared it must submit it to the MEC in terms of section 26(4) of the Act and, if it has rail commuter components, also to the Minister under section 28 thereof.
 - (3) If the Minister is of the opinion that the PTP 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.

Minimum contents of public transport plans

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

Chapter 1: Introduction

This chapter 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 PTP. The period and dates for the particular PTP must also be indicated as well as whether the PTP is substantially developed from the OLS and/or RATPLAN or whether it has been developed from scratch.

Chapter 2: Public transport vision, goals and objectives

The planning authority's vision, mission, goals and objectives must be described and analysed in relation to the White Paper on National Transport Policy, Provincial Policy and the PLTF, particularly relating to the packaging of subsidised service contracts, rail contracts and contract terms, labour agreements, subsidy policy, levels of service, land use development, modal integration and special categories of passengers.

Chapter 3: Public transport status quo

The public transport status quo must be described based upon the CPTR and the analyses of operating licences and subsidised public transport undertaken as part of the OLS and RATPLAN. Public transport infrastructure must also be included.

Chapter 4: Land use and public transport integration

The existing and future land use frameworks must be considered in relation to the public transport status quo, and a holistic needs assessment must be carried out to develop prioritised public transport proposals.

Chapter 5: Public transport proposals

If a separate OLS or RATPLAN has not been prepared, the PTP must at least include as a minimum, the requirements prescribed for those plans.

Operational proposals developed as part of the OLS and RATPLAN, (or from scratch if these have not been undertaken separately), suitably refined in terms of the above needs analysis, must be detailed. Associated public transport facilities must also be included, as well as modal integration and fare system proposals.

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

Chapter 6: Stakeholder consultation

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

Chapter 7: Prioritised public transport proposals and implementation programme

The prioritised public transport proposals and implementation

Programme resulting from the above analyses and consultation must be documented.

Chapter 8: Financial implications

The financial implications of the prioritised public transport proposals and implementation programme referred to in chapter 7 must be documented, particularly with respect to subsidies, but also including a detailed budget and funding sources.

Other requirements

8. The PTP should, as a minimum, take into account matters referred to in Section 26(2) of the Act, namely:
- (a) the planning authority's vision, goals and objectives for public transport in its area;
 - (b) the planning authority's strategies for –
 - (i) the needs of learners and persons with disabilities ;
 - (ii) modal integration and fare systems for public transport, the latter comprising fare structure, level and technology;
 - (c) an operational component, including –
 - (i) the provisions of the rationalization plan for contracted services and concessions; and
 - (ii) the operating licences strategy for all public transport services not covered under subparagraph (i); as well as the following considerations:
 - the minimisation of subsidy,
 - the optimum allocation of subsidy based upon user needs, and
 - the avoidance of land use distortions and longer travel distances.