

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF THE DEPARTMENT
SECTION 14(1)(a)

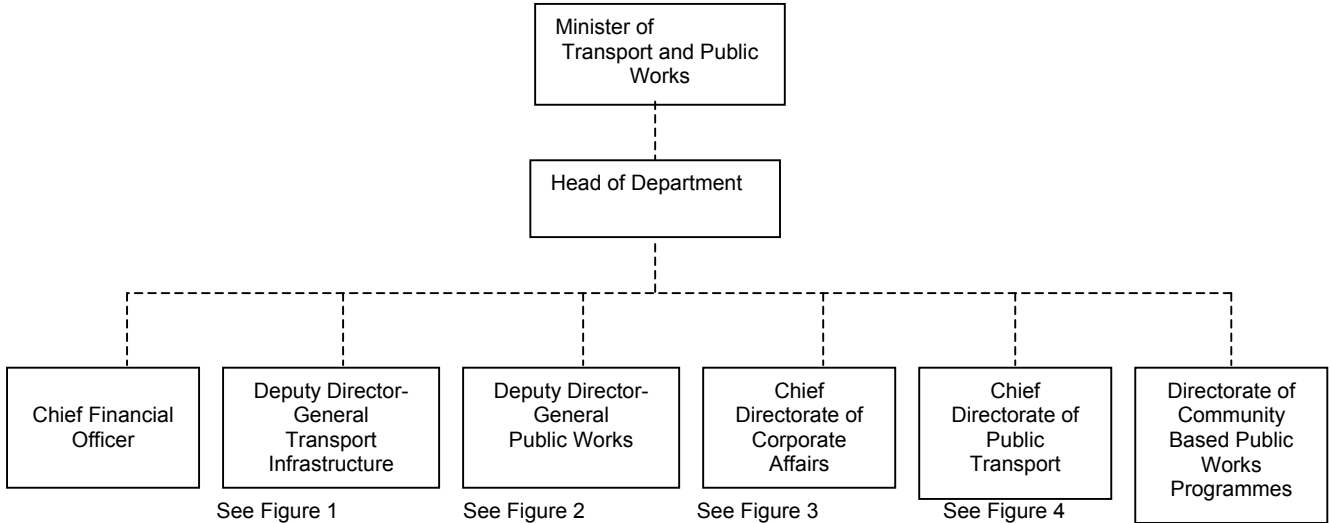


Figure 1

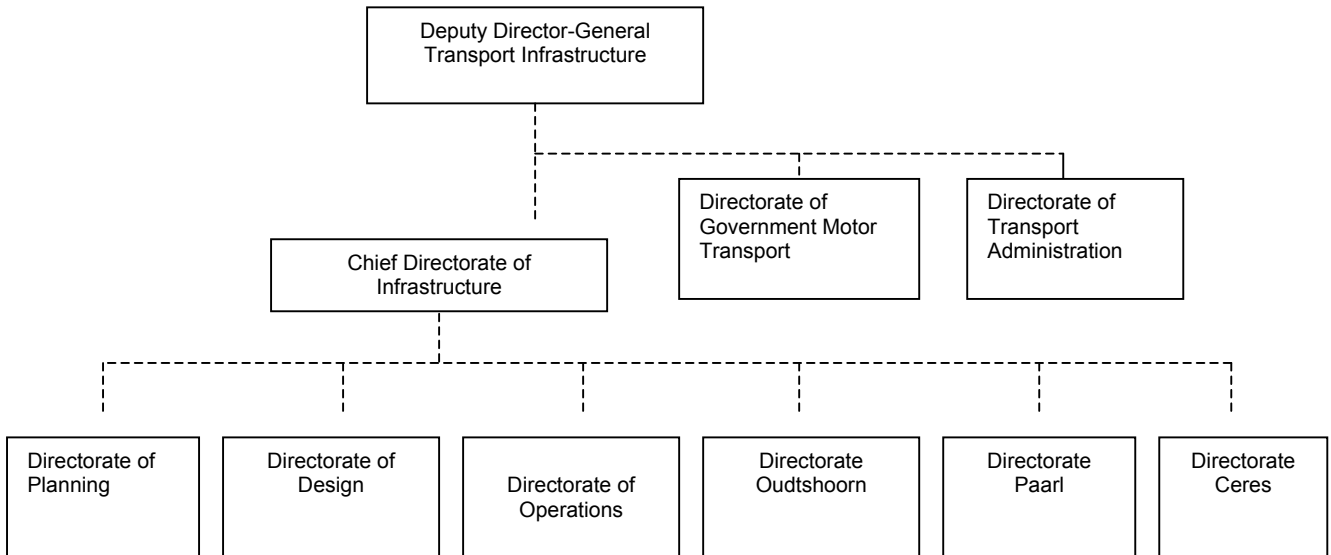


Figure 2

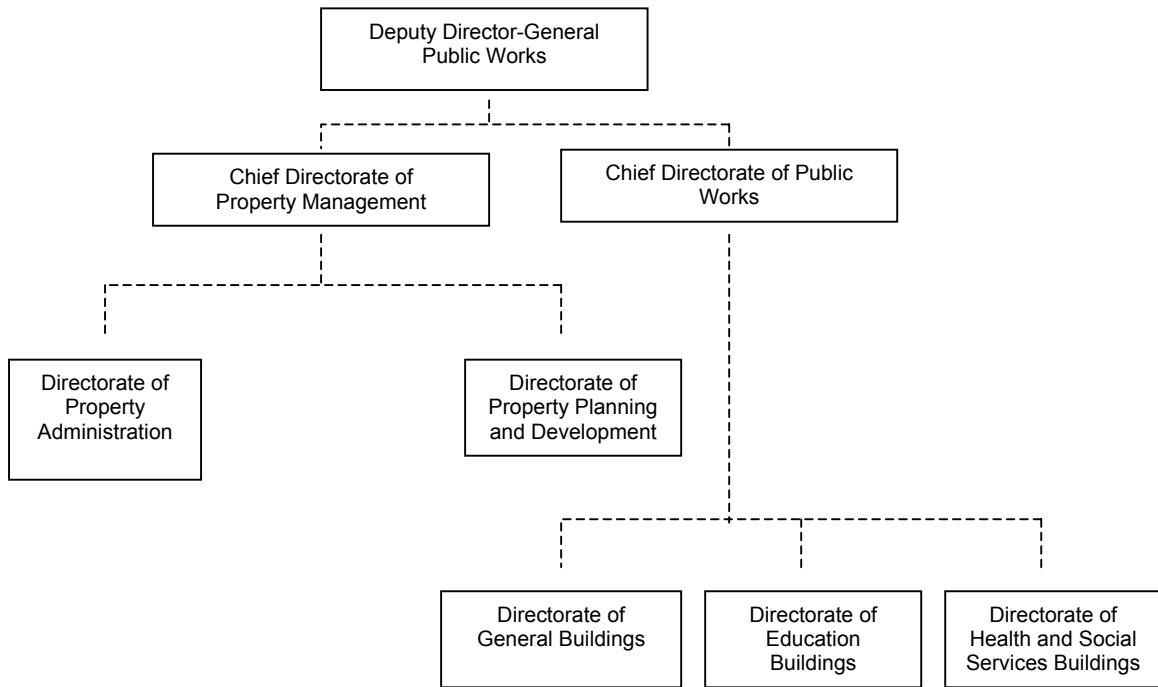


Figure 3

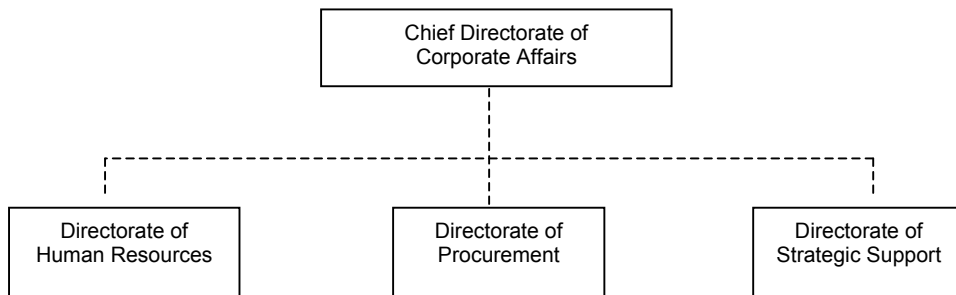
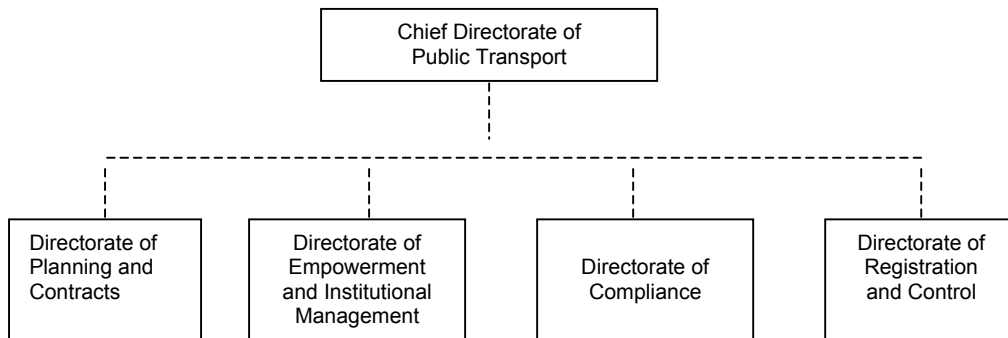


Figure 4



2. FUNCTIONS OF THE DEPARTMENT

- Providing and maintaining provincial roads
- Providing and maintaining provincial buildings
- Providing an efficient corporate service within the Department
- Empowering the previously disadvantaged
- Promoting public transport systems

INFRASTRUCTURE BRANCH

- Developing transport legislation
- Providing, maintaining and managing a provincial road network
- Empowering previously disadvantaged individuals regarding road construction and maintenance
- Improving road safety and infrastructure protection measures
- Developing financial resources in respect of licences and other activities
- Providing a motor transport service to national and provincial departments

CORPORATE AFFAIRS

- Providing an efficient and effective support service to the Minister

- Ensuring full compliance with the PFMA and other relevant financial prescripts
- Rendering a professional management and administrative support service
- Ensuring a representative staff corps
- Coordinating and integrating training programmes

PUBLIC TRANSPORT

- Transforming the minibus taxi industry
- Transforming transport contracts
- Developing statutory plans on public transport
- Providing a public transport enforcement inspectorate
- Training and uplifting transport operators

PUBLIC WORKS

- Establishing a widely communicated policy framework for the management of provincial properties
- Optimising the social, financial and environmental return on the provincial property portfolio
- Providing quality property infrastructure for the Provincial Government
- Maximising empowerment opportunities for disadvantaged contractors
- Preserving and maintaining the provincial property portfolio

COMMUNITY-BASED PUBLIC WORKS PROGRAMME

- Implementing an empowerment impact assessment for capital projects
- Initiating and establishing empowerment and poverty alleviation programmes
- Implementing departmental experiential training programmes
- Establishing an emerging contractor development programme
- Empowering previously disadvantaged communities

**3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER
SECTION 14(1)(b)**

Mr D.W. Jacobs
9 Dorp Street/Private Bag X9185
CAPE TOWN
8000
Tel.: (021) 483-5098
Fax: (021) 483-5051
E-mail: djacobs@pawc.wcape.gov.za

**4. GUIDE BY THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON
HOW TO USE THE ACT
SECTION 14(1)(c)**

The guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission by no later than August 2003. Queries can be made at:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Tel.: (011) 484-8300

Fax: (011) 484-1360

Website: www.sahra.org.za

E-mail: PAIA@sahra.org.za

5. RECORDS

SECTION 14(1)(d)

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Legislation
- Organisation and Control
- Financial Administration
- Human Resource Management
- Accommodation and Domestic Services
- Procurement of Goods and Services
- Trips and Official Visits
- Reports, Publications, Publicity and Information
- Committees, Meetings, Forums and other gatherings
- Property Management
- Public Works
- Public Transport
- Transport Infrastructure

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION ACCESS OF TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<u>PROPERTY MANAGEMENT AND WORKS</u> <u>Property Management</u>	

<p>(a) Information available for inspection in terms of the Western Cape Land Administration Act, 1998:</p> <ul style="list-style-type: none"> - section 6 with regard to the provision of a Register of Provincial State Land; - section 6 with regard to an annual report by the Premier to the Western Cape Provincial Parliament regarding various requirements (i.e. formal offers received, description of land being disposed of, extent of the land being disposed of, purchase price payable – if any) - regulation 4 – all signed contracts 	<p>These records are available for inspection at the Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town – between 08:00 and 15:45.</p>
<p><u>PUBLIC TRANSPORT</u></p>	
<p>(a) Details of applications received for operating permits, e.g. taxi permits</p>	<p>These records are available for inspection at the Local Road Transportation Board, Public Transport Branch, corner of Voortrekker and Goulburn Street, Goodwood – between 08:00 and 15:45.</p>
<p>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</p>	

Transport

- (a) Annual reports
- (b) Policy documents
- (c) Road planning strategy
- (d) Budget reports
- (e) Financial statements
- (f) Motivation and submissions with regard to the granting or refusal of applications (made in terms of the Road Traffic Act, 1996 (Act 93 of 1996)
- (g) Financial calculations with regard to compensation payable in respect of the purchase of land expropriated for road usage
- (h) Motivation and submissions for the collection of or the writing off (bad debt) of outstanding motor vehicle licence fees
- (i) Motivation and submissions for the granting or the refusal of applications for the amendment to the status of motor vehicles
- (j) Motivations and submissions for the opening and closure of proclaimed roads
- (k) Motivation and submissions for the granting of road work

Copies of these records may be obtained on payment of the prescribed fee from the Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.

<p>tenders</p> <p>(l) Consideration of applications for the provision of road traffic signs and tourist information signs along proclaimed roads</p> <p>(m) In-house publication: Road Access Guidelines; guidelines to define the approach of Transport Branch in considering property access applications for road infrastructure developments</p> <p><u>PROPERTY MANAGEMENT AND WORKS</u></p> <p><u>Property Management</u></p> <p>(a) Information available in terms of the Western Cape Land Administration Act, 1998:</p> <ul style="list-style-type: none"> – section 3(2), with regard to the publication of notice of proposed disposals (of land and buildings) – section 3(4)(a), with regard to information on the full title deed description of the land (i.e. current zoning, current use, office address) – section 6 with regard to the provision of a Register of Provincial State Land – section 6 with regard to an annual report by the Premier to the Western Cape Provincial 	<p>Copies of these records may be obtained on payment of the prescribed fee from the Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.</p>
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<p>Parliament regarding various requirements (i.e. formal offers received, description of land being disposed of, extent of the land being disposed of, purchase price payable – if any)</p> <p>– regulation 4 – all signed contracts of disposal</p> <p><u>Works</u></p> <p>(a) Provincial budget and contents, including capital projects</p> <p>(b) Annual Reports</p> <p>(c) Budget Reports</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.</p>
<p>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</p>	

- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)

The Department renders the following services to the public:

- Managing the provincial property portfolio by renting and letting provincial property.

The service may be obtained by reacting to advertisements in the media regarding proposed renting and letting projects, or by contacting the Chief Director of Property Management, tel. (021) 483-3536, or by directing written enquiries to Private Bag X9160, Cape Town, 8000.

- General vehicle licenses and special permits, for example personal number plates, heavy vehicle permits and taxi operator's permits.

The prescribed application forms for these services may be obtained from:

- Vehicle registration and personal number plates: Private Bag X9040, Cape Town, 8000, or tel. (021) 483-2081
- Heavy vehicle permits: Private Bag X9040, Cape Town, 8000, or tel. (021) 483-2432
- Taxi operator's permits: Private Bag X8, Goodwood, 7460, or tel. (021) 592-4650

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14(1)(g)

The only way in which a person may make representations regarding the formulation of policy or anything else, is by reacting to certain proclamations and/or guidelines published in the media for comment from time to time.

**8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1)(h)**

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or should no provision be made for such procedure, a court may be approached for an appropriate order.