

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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1. STRUCTURE

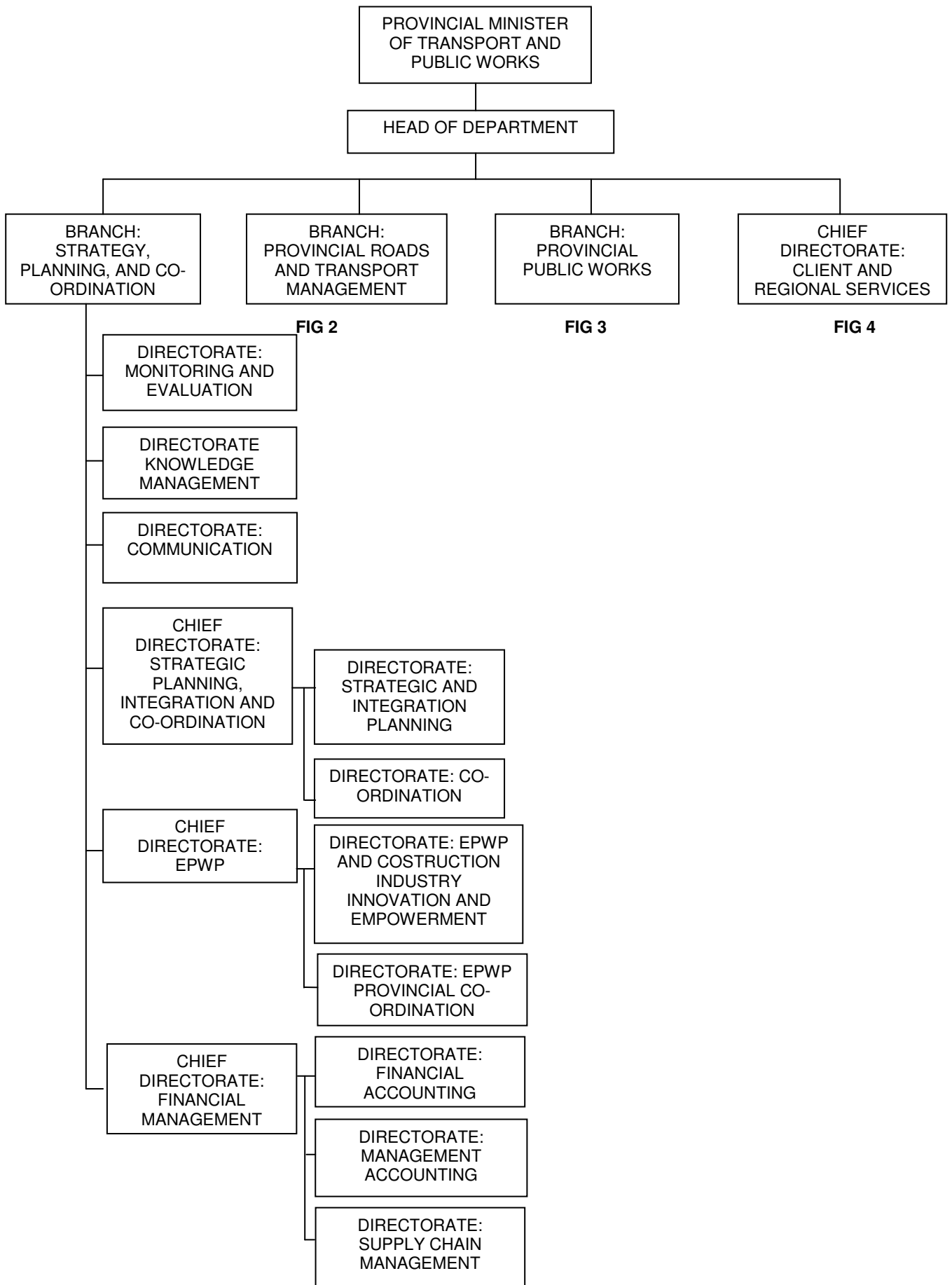


FIGURE 2

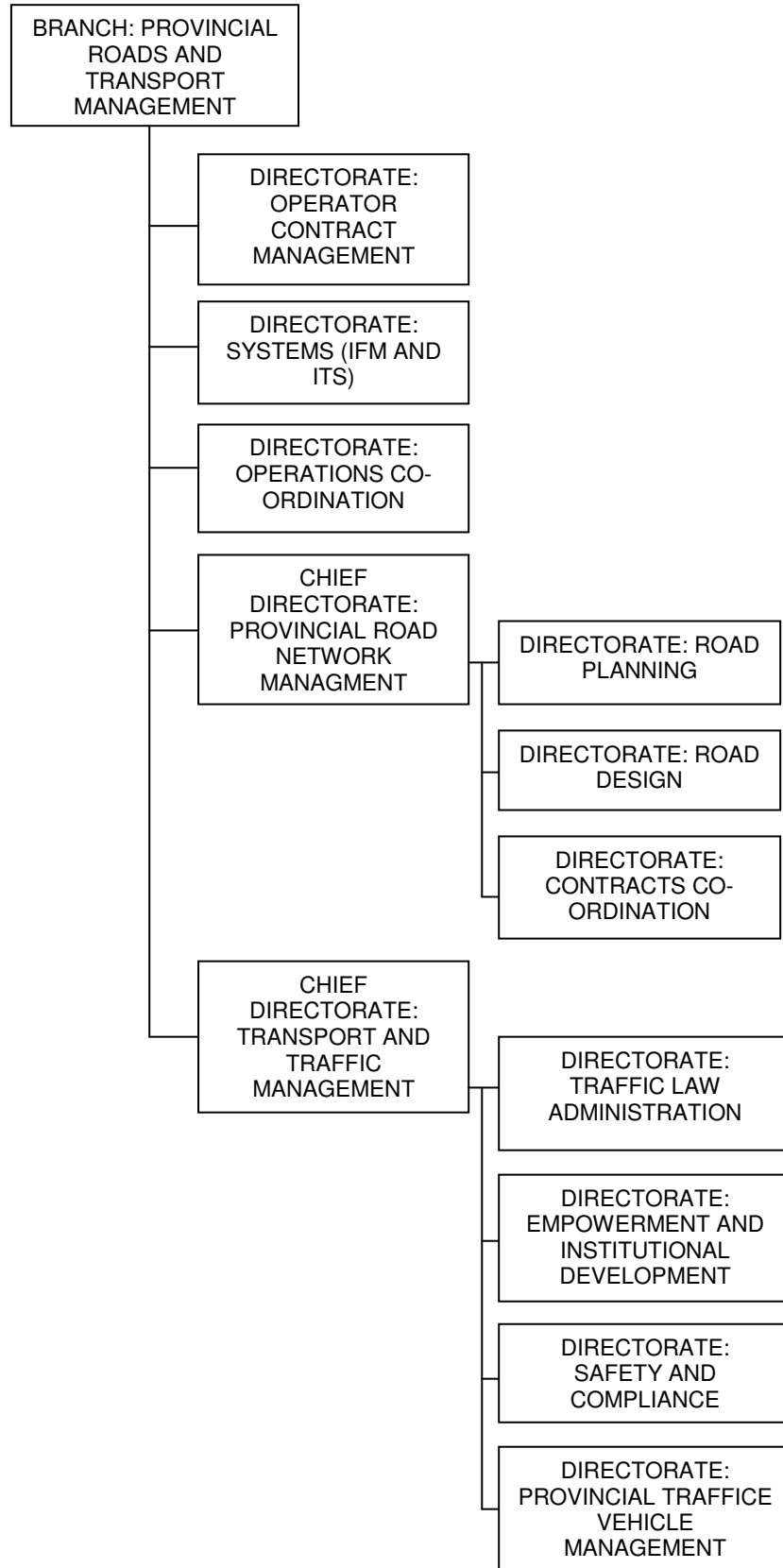


FIGURE 3

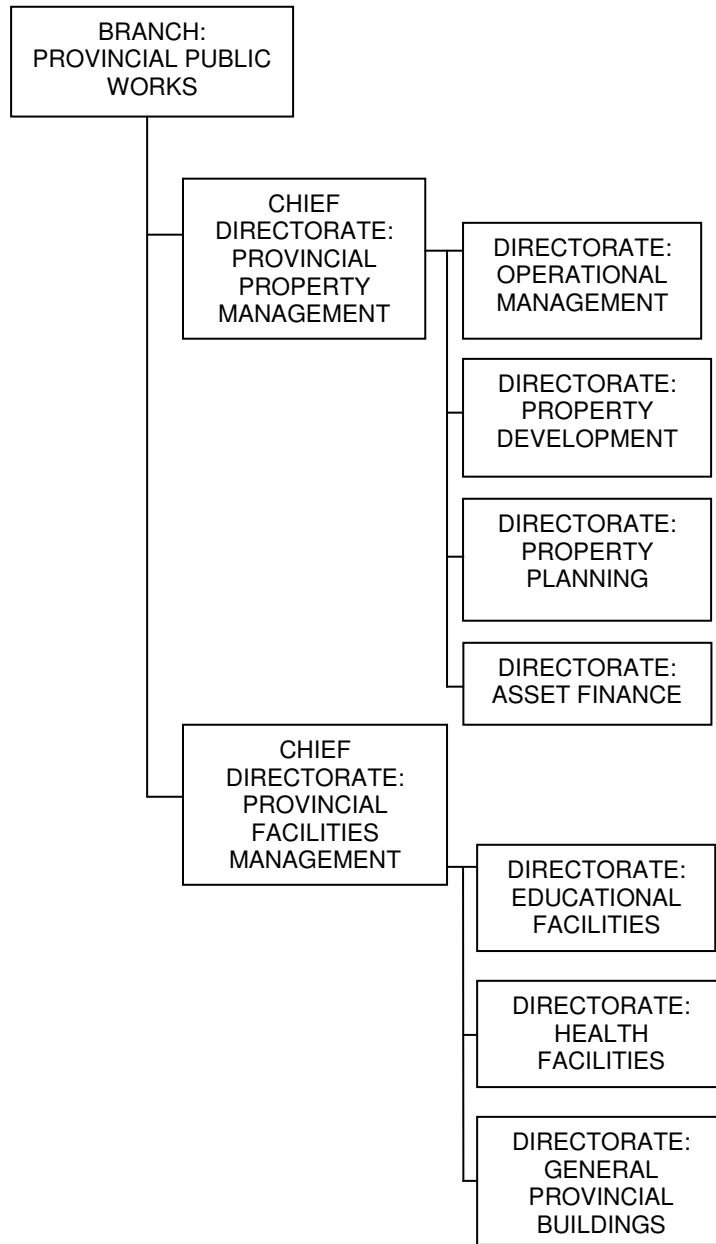
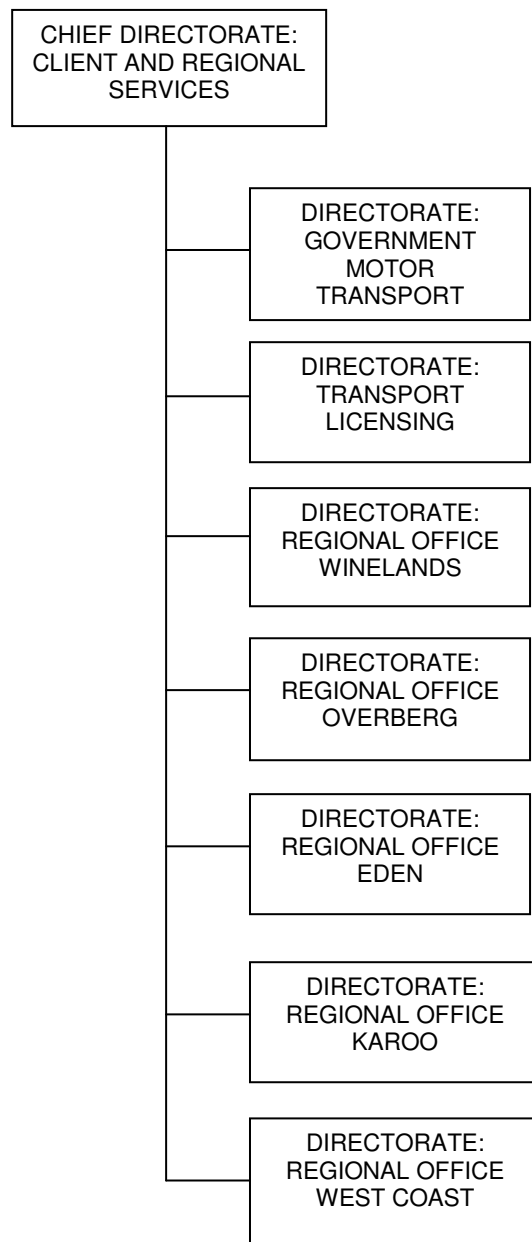


FIGURE 4



2. FUNCTIONS OF DEPARTMENT

CHIEF DIRECTORATE: TRANSPORT REGULATIONS

- Provide government motor transport
- Provide departmental shared service
- Manage departmental regional services

DIRECTORATE: GOVERNMENT MOTOR TRANSPORT

- Manage GMT-fleet
- Manage fleet risks
- Manage GMT trading account and finances
- Manage vehicle logistics and systems

DIRECTORATE: TRANSPORT LICENSING

- Administer public transport licensing
- Render a motor vehicle administration service
- Render a driver and vehicle fitness service

DIRECTORATE: ROAD MAINTENANCE REGIONS

- Ensure roads maintenance
- Manage regional services and programmes
- Facilitate alignment of IDP's / ITP's in support of PGDS

BRANCH: STRATEGY, PLANNING AND CO-ORDINATION

To plan and co-ordinate integrated departmental strategies and programmes

DIRECTORATE: MONITORING AND EVALUATION

- Monitor departmental performance
- Evaluate departmental performance

DIRECTORATE: KNOWLEDGE MANAGEMENT

- Manage information and records within the department
- Manage the co-ordination of integrated departmental information systems
- Manage the retention and transfer of departmental intellectual knowledge base

DIRECTORATE: COMMUNICATION

- Manage internal communication services
- Provide external communication services
- Manage departmental events

CHIEF DIRECTORATE: STRATEGIC PLANNING, INTEGRATION AND PLANNING

- Develop departmental strategic, transversal and integrated plans
- Facilitate the co-operation of departmental strategic, transversal and integrated planning

DIRECTORATE: STRATEGIC AND INTEGRATION PLANNING

- Manage the lead departmental provincial strategic issues
- Facilitate strategic and integrated departmental planning (including strategic risk management)
- Co-ordinate departmental strategic inputs – Externally (National and Provincial) Integrated planning

DIRECTORATE: CO-ORDINATION

- Co-ordinate the departmental information on plans and programmes
- Co-ordinate transversal plans and programmes

CHIEF DIRECTORATE: EPWP

- Ensure EPWP and construction industry innovation and empowerment
- Co-ordinate EPWP within the province

DIRECTORATE: EPWP AND CONSTRUCTION INDUSTRY INNOVATION AND EMPOWERMENT

- Ensure EPWP innovation

- Promote construction industry innovation
- Empower the construction industry

DIRECTORATE: EPWP PROVINCIAL CO-ORDINATION

- Facilitate and co-ordinate sector and district activities
- Administer the EPWP helpdesk

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

- Manage the financial accounting process
- Manage the departmental budget
- Render a centralised departmental supply chain service
- Ensure financial governance

DIRECTORATE: FINANCIAL ACCOUNTING

- Facilitate the compilation of annual financial statements
- Administer the departmental accounting control system
- Manage the departmental banking system
- Administer receivable and payable accounts of the department

DIRECTORATE: MANAGEMENT ACCOUNTING

- Facilitate the MTEF budget process
- Facilitate the compilation of the annual budget
- Control revenue and expenditure
- Manage and monitor revenue and expenditure

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

- Administer acquisition and demand of goods and services
- Ensure performance and compliance
- Manage logistics, disposals and movable assets

BRANCH: PROVINCIAL ROADS AND TRANSPORT MANAGEMENT

To manage the Provincial road network and the co-ordination of the transport management systems

DIRECTORATE: OPERATOR CONTRACT MANAGEMENT

- Facilitate the development of public transport operator contracts
- Manage operator monitoring and performance evaluation (compliance and safety)

DIRECTORATE: SYSTEMS (IFM AND ITS)

- Manage Integrated Fare Management Systems
- Manage Intelligent Transport Systems

DIRECTORATE: OPERATIONS CO-ORDINATION

- Ensure public transport safety
- Ensure public transport connectivity
- Co-ordinate public transport operations
- Manage Financial Systems
- Promote public transport information and communication

CHIEF DIRECTORATE: PROVINCIAL ROAD NETWORK MANAGEMENT

- Plan proclaimed road networks
- Design provincial road network and infrastructure
- Manage roads construction and maintenance contracts

DIRECTORATE: ROAD PLANNING

- Manage road network planning projects

- Administer policy and legislative framework for transport
- Facilitate planning and spatial development on roads

DIRECTORATE ROAD DESIGN

- Manage road traffic engineering projects
- Manage structural design projects
- Manage geometric design projects
- Manage pavement and materials engineering projects
- Manage line-related system and technical support
- Manage overload control

DIRECTORATE: CONTRACTS CO-ORDINATION

- Manage transversal maintenance contracts
- Manage road construction contracts
- Manage mechanical plant
- Maintain mechanical fleet and plant

CHIEF DIRECTORATE: TRANSPORT AND TRAFFIC MANAGEMENT

- Render road traffic law administration service
- Promote empowerment and institutional development of the Public Transport Industry
- Ensure public transport safety and compliance
- Manage integrated provincial vehicle traffic flow

DIRECTORATE: TRAFFIC LAW ADMINISTRATION

- Administer motor vehicle licensing
- Manage motor vehicle licensing inspectorate services
- Manage motor vehicle licensing agency services

DIRECTORATE: EMPOWERMENT AND INSTITUTIONAL DEVELOPMENT

- Promote public transport business development
- Facilitate institutional communication

DIRECTORATE: SAFETY AND COMPLIANCE

- Promote public transport safety
- Ensure public transport compliance

DIRECTORATE: PROVINCIAL VEHICLE TRAFFIC MOVEMENT

- Manage Provincial Land Transport Flow (Intelligent Transport System)
- Administer Accident Data Centre
- Manage provincial freight

BRANCH: PROVINCIAL PUBLIC WORKS

To manage the provincial property portfolio

CHIEF DIRECTORATE: PROVINCIAL PROPERTY MANAGEMENT

- Administer property ennoblement
- Manage operational properties
- Facilitate property planning
- Manage asset finance

DIRECTORATE: OPERATIONAL MANAGEMENT

- Administer property leases-in and rentals
- Administer property rates and municipal services (utilities)

DIRECTORATE: PROPERTY DEVELOPMENT

- Acquire property for provincial use
- Administer property disposals
- Facilitate development planning

DIRECTORATE: PROPERTY PLANNING

- Develop an Immovable Asset Management Plan
- Administer the Provincial Property Register

DIRECTORATE: ASSET FINANCE

- Manage financial asset accounts and systems
- Undertake feasibility studies
- Ensure sound property evaluations

CHIEF DIRECTORATE: PROVINCIAL FACILITIES MANAGEMENT

- Provide, maintain and upgrade Education facilities
- Provide, maintain and upgrade Health facilities
- Provide, maintain and upgrade general provincial buildings

DIRECTORATE: EDUCATIONAL FACILITES

- Manage construction projects
- Manage maintenance projects
- Manage upgrading projects
- Ensure EPWP compliance within projects
- Provide technical advice and support to the Department of Education

DIRECTORATE: HEALTH FACILITES

- Manage construction projects

- Manage maintenance projects
- Manage upgrading projects
- Ensure EPWP compliance within projects
- Provide technical advice and support to the Department of Health

DIRECTORATE: GENERAL PROVINCIAL BUILDINGS

- Manage construction projects
- Manage maintenance projects
- Manage upgrading projects
- Ensure EPWP compliance within projects
- Manage operational maintenance (day-to-day)

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

Mr. CJ Fourie
 9 Dorp Street/Private Bag X9185
 Cape Town
 8000
 Tel: 021 483 2826
 Fax: 021 483 5068
 Email: Johan.Fourie@pgwc.gov.za

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

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

SECTION 14(1)(d)

- Legislation and Legal Matters
- Organisation and Control
- Human Resources
- Finance
- Risk Management
- Service and Administration
- Communication and Public Relations
- Engineering Contracts, Specifications and enquiries

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (Act No. 2 of 2000)	
FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN THIS ACT: CHAPTER 2 SECTION 15(1) (a) (i) of Act No. 2 of 2000	MANNER OF ACCESS TO THE RECORDS
ALL BRANCHES	
Annual Performance Plan Departmental Strategic Plan Annual Reports	
BRANCH: PROVINCIAL ROADS AND TRANSPORT MANAGEMENT	
PROVINCIAL ROAD NETWORK MANAGEMENT	
Road Network Information System(RNIS) Traffic counts and accident reports	RNIS website: rnis.pgwc.gov.za
Provincial Road Traffic Year Report	RNIS website: rnis.pgwc.gov.za
BRANCH PROVINCIAL PUBLIC WORKS	
PROVINCIAL FACILITIES MANAGEMENT	
Tenders awarded	
Jobs stats	
Scheduled governmental projects	
PROVINCIAL PROPERTY MANAGEMENT	
Western Cape Land Administration Act(Act 6 of 1998)	Hardcopy available at Head office
	9 Dorp Street,
	Cape Town, 8001
	4 th Floor
FOR PURCHASING PURPOSES OR COPYING FROM THE BODY: CHAPTER 2 SECTION 15(1) (a) (ii) of	MANNER OF ACCESS TO THE RECORDS

Act No. 2 of 2000	
ALL BRANCHES	
Annual Performance Plan Departmental Strategic Plan Annual Report	
BRANCH PROVINCIAL PUBLIC WORKS	
PROVINCIAL FACILITIES MANAGEMENT	
Tenders awarded	
Job stats	
Scheduled governmental projects	
PROPERTY MANAGEMENT	
Western Cape Land Administration Act(Act 6 of 1998)	Hardcopy available at Head office
	9 Dorp Street,
	Cape Town,8001
	4 th Floor
FROM THE BODY FREE OF CHARGE: CHAPTER 2 SECTION 15(1) (a) (iii) of Act 2 of 2000	MANNER OF ACCESS TO THE RECORDS
ALL BRANCHES	
Brochures	

Information on the following subjects is available without formal request on the department's website and brochures:

Annual and associated report
General information
Commercial issues
Operations
Services rendered
Environment
Education
Community Work
Investor Relations

Media relations

Press releases

Publications

Site maps

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he or she requires an opportunity to view the record or requires a copy of the record.
- Form A also allows a requester to indicate the language in which the record is required. There is, however, no obligation on the Department to translate the record.
- A requester may also indicate the form (i.e. paper copy, electronic copy, etc) in which access to the record should be provided. The record will be provided in the requested form unless this would unreasonably interfere with the running of the Department or, for practical reasons, access cannot be given in the requested form or medium.
- An access fee is payable should the requester, for example, need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).

- In certain instances, a requester may be requested to pay a deposit in addition to the aforementioned fees.
- A requester may lodge an internal appeal against the payment of a deposit or access fee. 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 has been exhausted and the requester is remains dissatisfied 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. In such instances, 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 fill in the form on behalf of such a requester and give him or 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, letting and developing provincial property.

The service may be obtained by reacting to advertisements in the media regarding proposed renting and letting projects, or by contacting the Assistant Executive Manager: Property Management, tel. (021) 483-3536, or by directing written enquiries to Private Bag X9185, 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 X9185, Cape Town, 8000, or tel. (021) 483-2081;

Heavy vehicle permits: Private Bag X9185, Cape Town, 8000, or tel. (021) 483-2432; and

Taxi operator's permits: Private Bag X8, Goodwood, 7460, or tel. (021) 483 0282 and 483 0281.

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 no provision be made for such procedure, a court may be approached for an appropriate order.