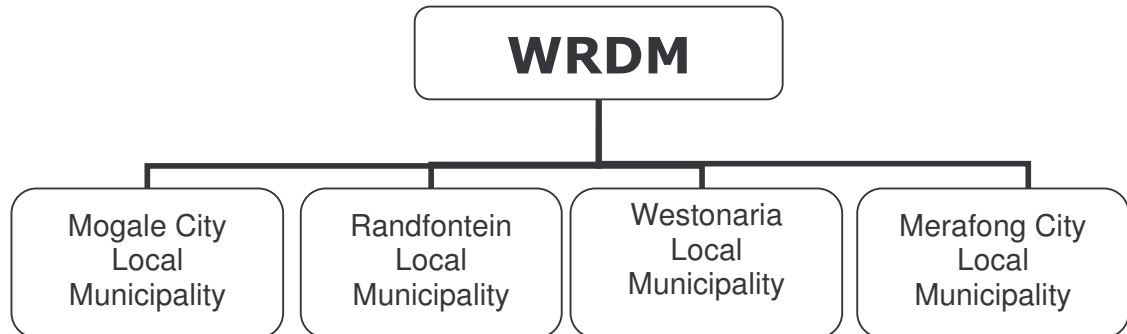


A. THE FUNCTIONS AND STRUCTURE OF THE WEST RAND DISTRICT MUNICIPALITY (WRDM)

1. SCHEMATIC COMPOSITION OF THE MUNICIPALITIES WITHIN THE WRDM-REGION



2. THE FUNCTIONS AND STRUCTURE OF THE WRDM

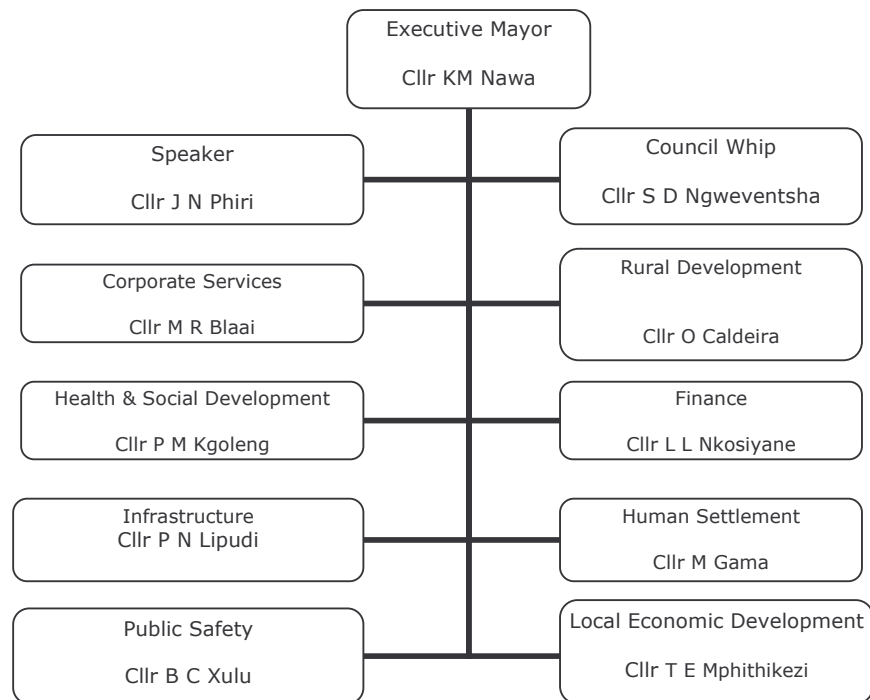
The functions of the WRDM as prescribed by Section 84(1) of the Local Government Municipal Structures Act and adjusted by the Minister and MEC responsible for local government in terms of Sections 84(3) and 85 of the said Act respectively, are as follows:

➤	Integrated development planning for the district municipality as a whole including a framework for integrated development plans of all municipalities in the area of the district municipality.
➤	Regulation of passenger transport services.
➤	Municipal airports serving the area of the district municipality as a whole.
➤	Municipal Health Services
➤	Fire fighting services serving the area of the district municipality as a whole, which includes- planning, co-ordination and regulation of fire services; specialised fire fighting services such as mountain, veld and chemical fire services; co-ordination of the standardisation of infrastructure, vehicles,

	equipment and procedures; Training of fire officers.
➤	The establishment conduct and control of fresh produce markets and abattoirs serving the area of a major proportion of the municipalities in the district.
➤	Promotion of local tourism for the area of the district municipality.
➤	The receipt, allocation and, if applicable, the distribution of grants made to the district municipality.
➤	The imposition and collection of taxes, levies and duties as related to the above functions or as may be assigned to the district municipality in terms of national legislation.
➤	Disaster Management.
➤	107 National Emergency Telephone Services.
➤	Ambulance Services

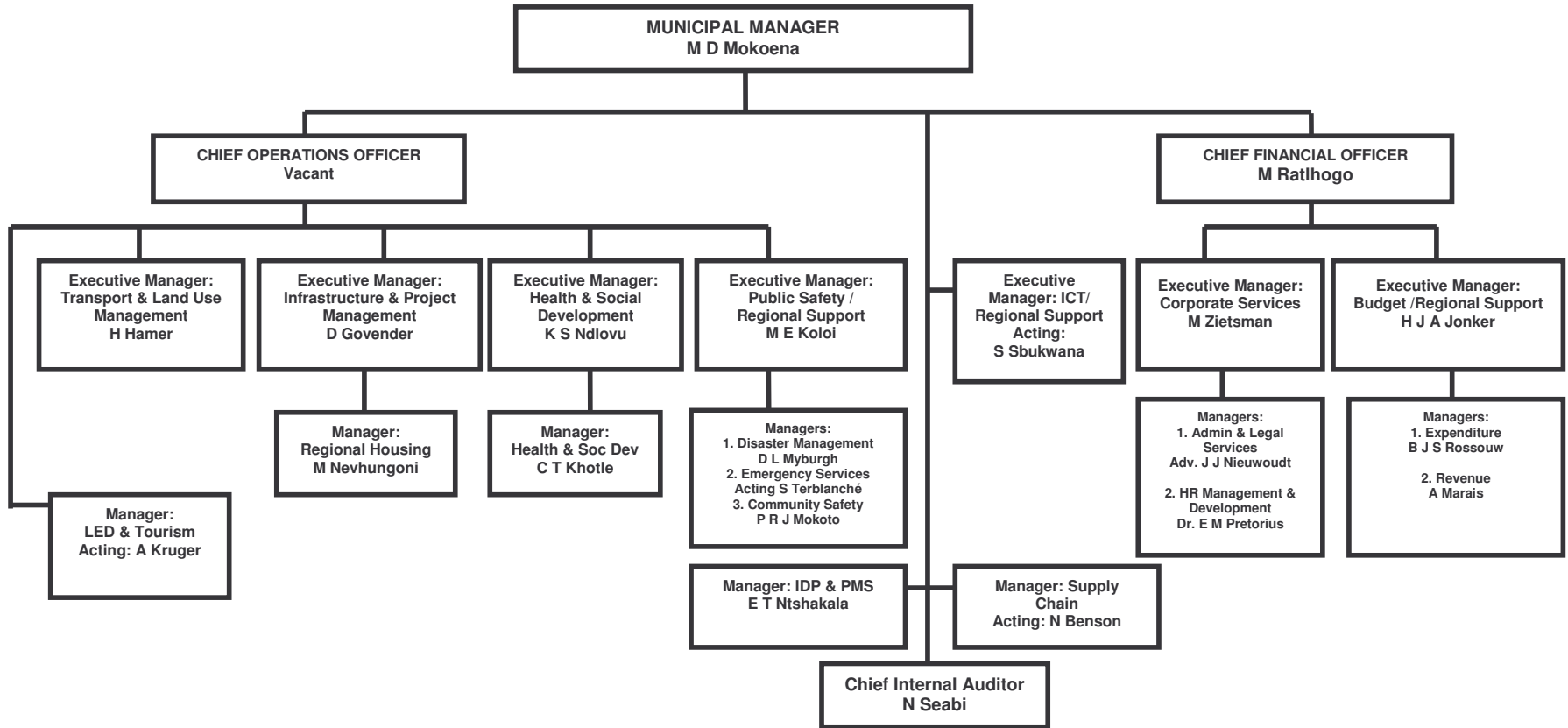
2. SCHEMATIC DIAGRAM OF THE STRUCTURE OF THE WRDM

2.1 POLITICAL STRUCTURE



2.2 OFFICIALS STRUCTURE

WEST RAND DISTRICT MUNICIPALITY



B. CONTACT DETAILS

Communication Officer
Bridgette Mkhontwana
Tel. (011) 411 5000
Fax. (011) 412 3663
Email: bmkhontwana@wrdm.gov.za

General information

Physical Address:

Western Gauteng Council Centre
c/o 6th & Park Street South
RANDFONTEIN
1760

Postal Address:

Private Bag X033
RANDFONTEIN
1760

Telephone: +27 11 411 5000
Fax: +27 11 412 3663

Web Site & Email:

www.wrdm.gov.za
wrdm@wrdm.gov.za

Municipal Manager

Municipal Manager: Mr M D Mokoena

Telephone: +27 11 411 5021
Fax: +27 11 693 4306
Email: asegopolo@wrdm.gov.za

Executive Mayor

Cllr KM Nawa

Telephone: +27 11 411 5202
Fax: +27 11 692 7833
Email: mduplessis@wrdm.gov.za

C. THE SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 14(1)(C)]

The guide concerned will be made available by the South African Human Rights Commission by not later than December 2005 whereafter it will be included in the Manual of the WRDM.

D. ACCESS TO THE RECORDS HELD BY THE WRDM

1) AUTOMATIC DISCLOSURES [SECTION 14(1)(e)]

- Reports and minutes of meetings of the WRDM after consideration by the WRDM, (excluding reports and minutes marked CONFIDENTIAL)
- Integrated Development Plan (IDP)
- Public part of Register of registerable interests of Councillors
- Return on attendance for councillors
- Remuneration of Municipal Manager and Strategic Executives
- Annual Budget
- Auditor General's report
- Previous year's Financial Statements
- Performance Management System

2) RECORDS THAT MAY BE REQUESTED [SECTION 14(1)(d)]

- Correspondence on General Files
- Tenders

3) THE REQUEST PROCEDURES

A requester must be given access to a record of a public body if the requester complies with the following:

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any ground of refusal mentioned in the Act.

Nature of the request:

- A requester must use the form that has been printed in the Government Gazette [Govt. Notice R187- 15 February 2002 Form A].
- A request must be directed to the Municipal Manager.
- The requester must also indicate if the request is for a copy of the record or if the requester wants to come in and look at the record at the offices of the public body. Alternatively, if the record is not a document, it can then be viewed in the requested form, where possible [s 29(2)].
- If a person asks for access in a particular form, then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the WRDM, or damage the record, or infringe a copyright not owned by the state. If, for practical reasons, access cannot be given in the required form but in an alternate manner, then the fee must be calculated according to the way that the requester first asked for it [s 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [s 18(2)(e)].
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s 18(2)(f)].
- If a requester is unable to read or write, or has a disability, then they can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give them a copy [s 18(3)].

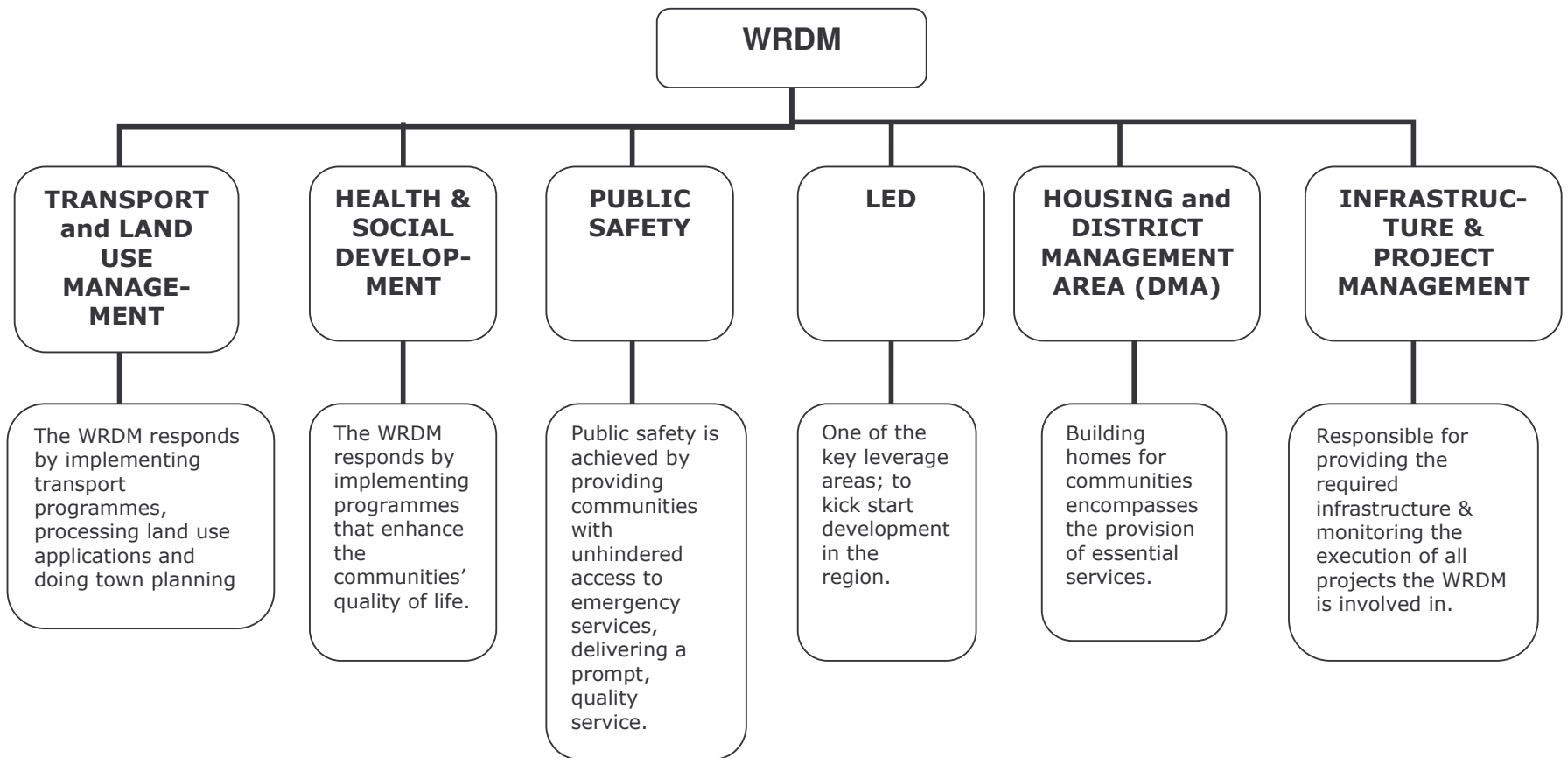
There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee s22:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- If the request is granted, then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. SERVICES AVAILABLE

The following services are available to the public as described in table 1:



2) HOW TO GAIN ACCESS TO THESE SERVICES

To gain access to the services at the WRDM, requests must be made to the Municipal Manager of the WRDM.

Physical Address:

Western Gauteng Council Centre
c/o 6th Street & Park Street South
RANDFONTEIN
1760

Postal Address:

Private Bag X033
RANDFONTEIN
1760

Telephone: +27 11 411 5000

Fax: +27 11 412 3663

Email: wrdm@wrdm.gov.za

F. ARRANGEMENTS ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [SECTION 14(1)(g)]

Arrangements for public involvement are:

- Hearings and Workshops – the public may attend and make representations at these hearings and workshops.
- Open Council meetings – the public is invited to attend and obtain first hand information through notices of the meetings being displayed on notice boards of the participating Local Municipalities.
- Section 79 Committees – in terms of the Structures Act, 1998 persons can be appointed to serve on such committees.
- Submissions and Reports – various reports such as the IDP, Budget and Auditor-General’s Report are open to the public for comments prior to official submission.

- DMA Ad-Hoc Committees: Such Committees were established in the 4 geographic areas of the DMA. The Committees meet monthly and unclarities/questions/requests are noted by the Chairperson to be referred to the Municipal Manager who ensures that the matters receive the required attention.
- DMA Advisory Committee: Important matters identified by the DMA Ad-Hoc Committees are submitted to this Committee. Matters are then considered and recommendations are made to the Section 80 Committee: DMA.

G. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [SECTION 14(1)(h)]

In the event of the Municipal Manager refusing to give access to information as provided for in the Act, a written appeal may be lodged to the Executive Mayor of the WRDM within 30 (thirty) days.

If still not satisfied, a competent court of law could be approached.

H. OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT [SECTION 14(1)(i)]

There is currently no information available from the Minister in terms of Section 92 in this regard.

I. UPDATING OF THE MANUAL [SECTION 14(3)]

The WRDM will update the manual at intervals of not more than a year from the date of publication.

J. AVAILABILITY OF THE MANUAL [SECTION 14(3)]

A copy of the manual in 3 (three) official languages will be available at the office of the Municipal Manager.

K. EXEMPTION BY THE MINISTER FROM ANY PROVISION OF THIS SECTION FOR A DETERMINED PERIOD [SECTION 14(5)]

The Minister, in Government Gazette No. 23765, dated 21 August 2002, exempted all public bodies from the submission of manuals for a period, but public bodies now need to submit their manuals.