

THE PROVINCE OF  
GAUTENG



DIE PROVINSIE  
GAUTENG

# Provincial Gazette Extraordinary Buitengewone Provinsiale Koerant

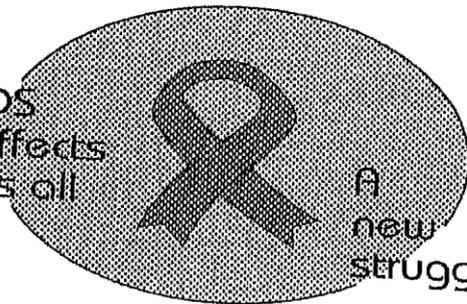
Vol. 18

PRETORIA, 28 JUNE 2012  
JUNIE 2012

No. 184

## We all have the power to prevent AIDS

AIDS  
affects  
us all



A  
new  
struggle

### Prevention is the cure

## AIDS HELPLINE

0800 012 322

DEPARTMENT OF HEALTH

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WEST RAND DISTRICT  
MUNICIPALITY  
LEGAL SERVICES

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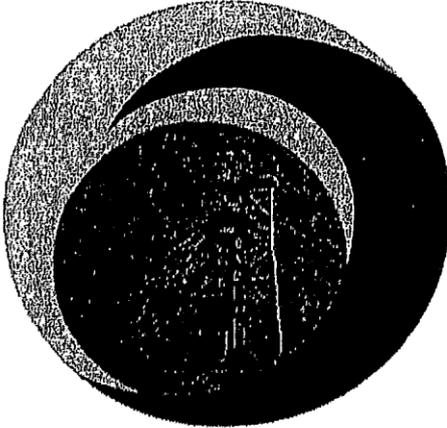
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## LOCAL AUTHORITY NOTICE

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LOCAL AUTHORITY NOTICE 901



WEST RAND DISTRICT MUNICIPALITY

## SECTION 14 MANUAL OF THE WEST RAND DISTRICT MUNICIPALITY

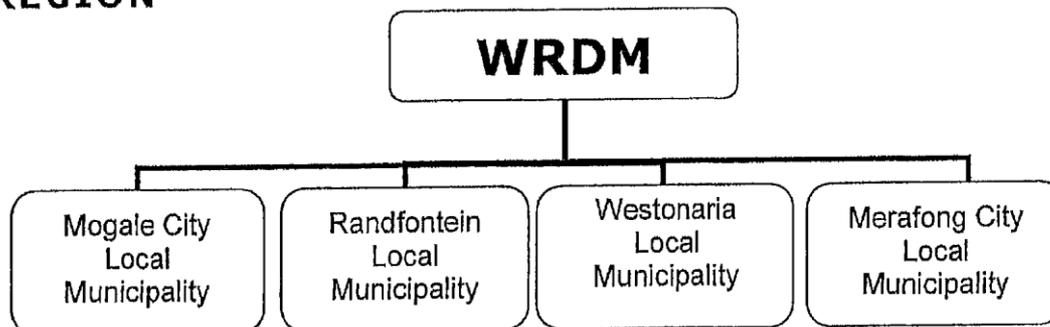
PREPARED IN TERMS OF THE  
PROMOTION OF ACCESS  
TO INFORMATION ACT  
(PAIA) OF 2000

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## 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

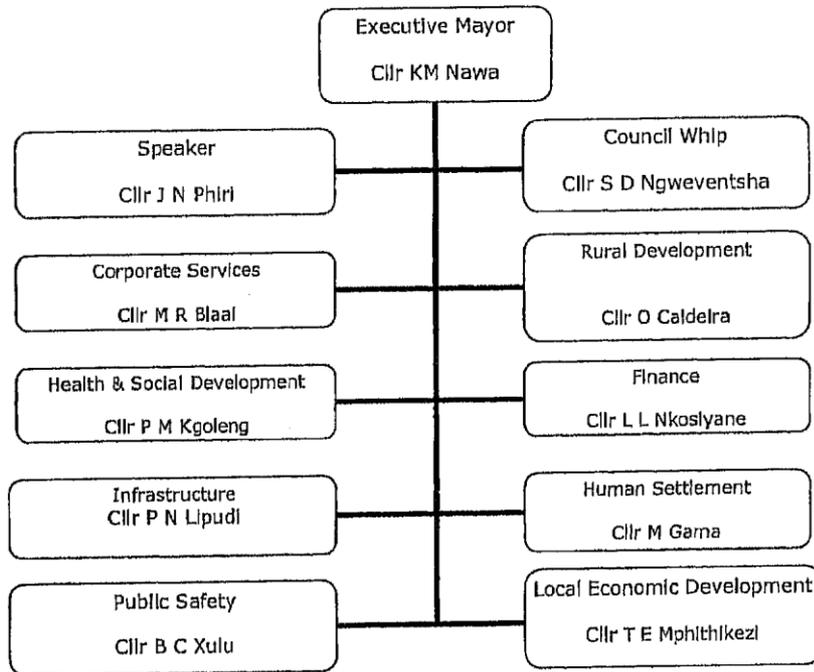
The functions of the WRDM as prescribed by Section 84(1) of the Local Government Municipal Structures Act and adjusted by the Minister and MEC responsible for local government in terms of Sections 84(3) and 85 of the said Act respectively, are as follows:

<p>➤ 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.</p>
<p>➤ Regulation of passenger transport services.</p>
<p>➤ Municipal airports serving the area of the district municipality as a whole.</p>
<p>➤ Municipal Health Services</p>
<p>➤ 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,</p>

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

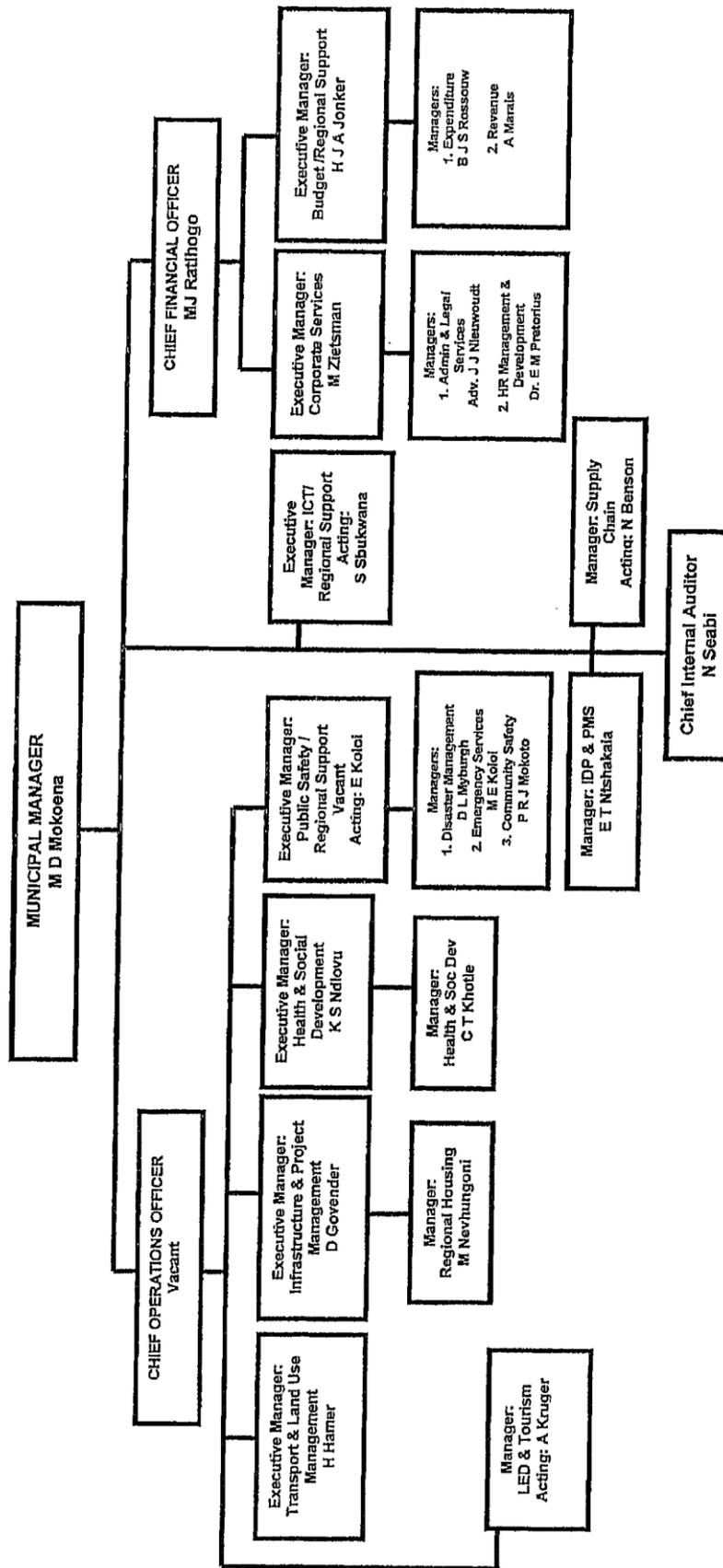
## 2. SCHEMATIC DIAGRAM OF THE STRUCTURE OF THE WRDM

### 2.1 POLITICAL STRUCTURE



2.2 OFFICIALS STRUCTURE

WEST RAND DISTRICT MUNICIPALITY



## **B. CONTACT DETAILS**

**INFORMATION OFFICER – Acting Municipal Manager,**

**Tel: 011 411 5158 e-mail: [mmokoena@wrdm.go.za](mailto:mmokoena@wrdm.go.za)**

**DEPUTY INFORMATION OFFICER – EXECUTIVE MANAGER:  
CORPORATE SERVICES**

**Tel: 011 411 5012 e-mail: [mzietsman@wrdm.gov.za](mailto:mzietsman@wrdm.gov.za)**

**COMMUNICATION OFFICER - Bridgette Mkhontwana ,**

**Tel: 011 411 5000 Fax: 011 412 3663,  
e-mail: [bmkhontwana@wrdm.gov.za](mailto:bmkhontwana@wrdm.gov.za)**

**WRDM - Physical Address:**

C/O 6<sup>th</sup> and Park Streets  
RANDFONTEIN, 1760

**WRDM - Postal Address:**

Private Bag X033  
RANDFONTEIN  
1760

**Telephone: +27 11 411 5000, Fax: +27 11 412 3663  
Web Site: [www.wrdm.gov.za](http://www.wrdm.gov.za), Email: [wrdm@wrdm.gov.za](mailto:wrdm@wrdm.gov.za)**

**Municipal Manager**

Mr M D Mokoena

**Telephone: +27 11 411 5021 Fax: +27 11 693 4306  
e-mail: [asegopolo@wrdm.gov.za](mailto:asegopolo@wrdm.gov.za)**

**Executive Mayor**

Cllr K M Nawa,

**Telephone: +27 11 411 5202 Fax: +27 11 692 7833  
e-mail: [mduplessis@wrdm.gov.za](mailto:mduplessis@wrdm.gov.za)**

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

The above-mentioned guide is attached as **Appendix 1**.

**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)], attached as **Appendix 2**.
- 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)].

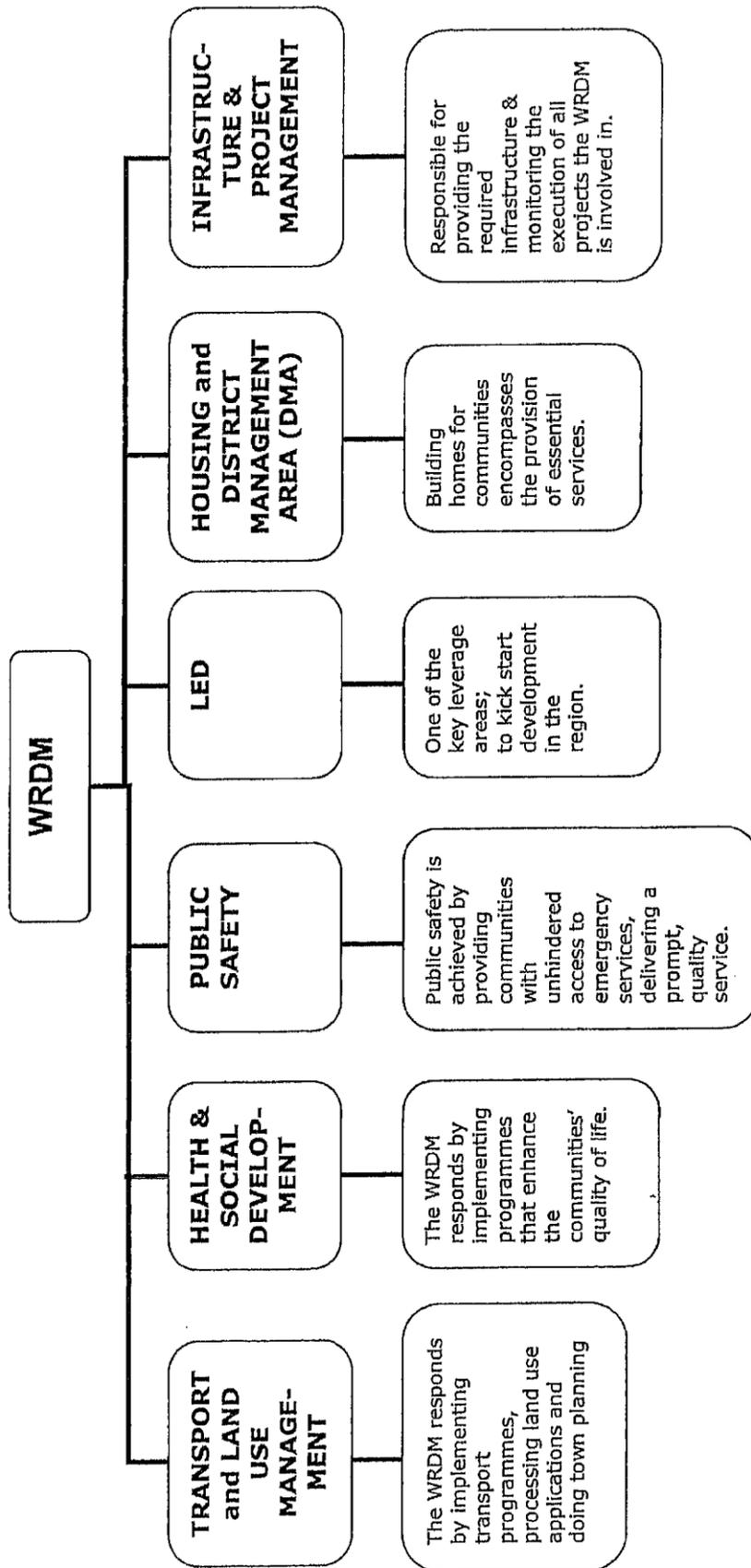
**There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee s22:**

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. See **Appendix 3** for the schedule of fees for Public Bodies:

- 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 6<sup>th</sup> Street & Park Street South  
RANDFONTEIN  
1760

### **Postal Address:**

Private Bag X033  
RANDFONTEIN  
1760

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

Email: [admin@wrdm.gov.za](mailto:admin@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 (*form attached as Appendix 4*) 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.

LOCAL AUTHORITY NOTICE 901

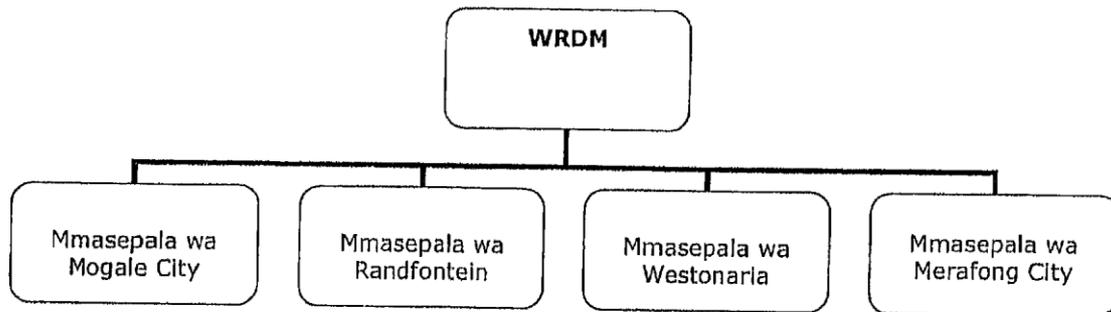
ANNEXURE

**LENANE LA DITENG**

- A TIRO LE TLHATLHAMANO YA WRDM**
1. Tsa thulaganyo ya boMasepala ba WRDM
  2. Tiro le tlhatlhamano ya WRDM
    - 2.1 Tlhatlhamano ya sepolotiki
    - 2.2 Tlhatlhamano ya semmuso
- B DINTLHA TSA KGOKAGANO**
- C MOKGWA WA TIRISO YA MOLAO**
- D TETLELLO YA DIKWALO/DIREKOTO TSA WRDM**
1. Direkoto tse di bonwang ntle le go kopiwa
  2. Direkoto tse di ka lopiwang
  3. Ditsamaiso tsa dikopo
- E DITIRELO TSE BONWANG – DI FITLHELELWA JANG**
- F DITHULAGANYO TSE DI LETLANG TIRISANO LE KGAKOLOLO**
- YA KA BAAGI MO THEONG YA PHOLISI LE MATLA A TIRISO**
- YA MOLAO[KAROLO 14(1)(G)]**
- G TOKISO FA MOLAO O O SA OBAMELWE**
- H TSHEDIMOSETSO E NNGWE E LAOLWANG KE MOLAO**
- I TSOSOLOSO YA BUKANA YA TSHEDIMOSETSO**
- J PHITLHELELO YA BUKANA YA TSHEDIMOSETSO**
- K TETLA YA TONA YA NAKO E RILENG MO KAROLONG E**
- YA MOLAO.**

## ANNEXURE

**A. DITIRO LE THULAGANYO YA MMASEPALA WA KGAOLO WA RANTA BOPHIRIMA (WRDM)**



**1. LENAANETHALO LA THULAGANYO YA BO MMASEPALA BA KGAOLO YA WRDM**

**2. DITIRO LE THULAGANYO YA WRDM**

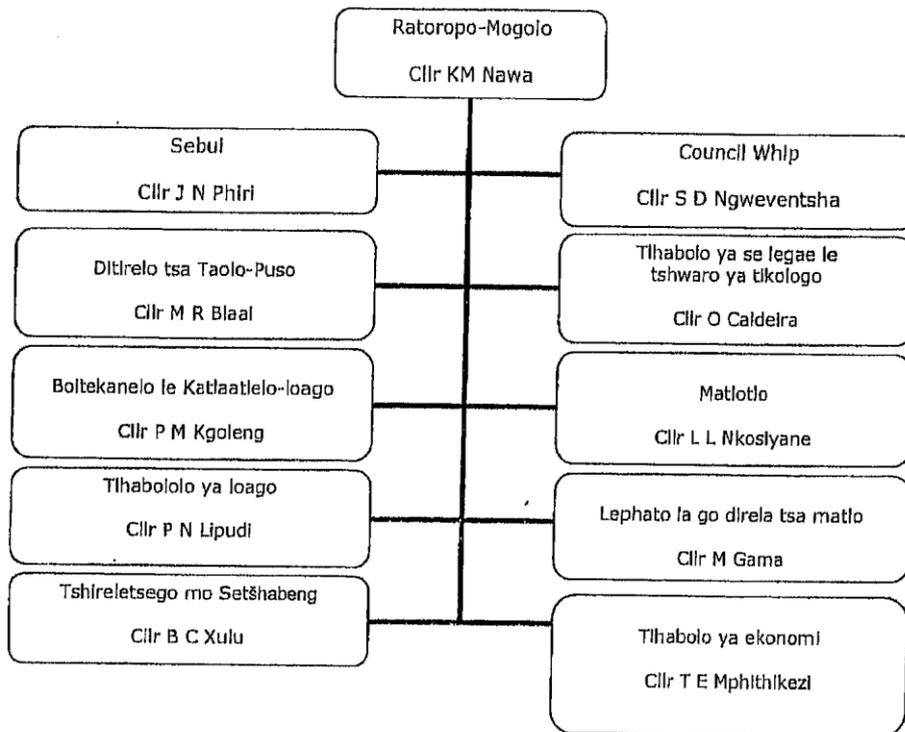
Ditiro tsa WRDM jaaka di tshalosiwa ke Molao 84(1) wa Thulaganyo ya Mmasepala wa Puso-Selegae o o tokafaditsweng ke Tona le ke MEC, ba mongwe wa bone a ikarabelang ka Molao 84(3) mme yo mongwe ene ka Molao 85 wa Molao o o umakilweng fa godimo, ke tseno di a lateia:

➤	Thulaganyo ya tihabololo e e kopanetsweng ya mmasepala wa kgaolo yotlhe mmogo le thulaganyo ya tihabololo ya bommasepala botlhe mo lefelong la kgaolo ya mmasepala.
➤	Go laola ditirelo tsa dipalangwa tsa botlhe.
➤	Mafelo a boema-fofane a mmasepala a a dirisiwang ke batho ba kgaolo yotlhe ya mmasepala.
➤	Ditirelo Tsa Kalafi Tsa Mmasepala
➤	Ditirelo tsa ditima-molelo tse di dirisiwang ke batho ba kgaolo yotlhe ya mmasepala, tse di akaretsang -
-	go rulaganya, go dira gore maphata a a farologaneng a berekisane mmogo le go laola ditirelo tsa melelo;
-	ditirelo tse di kgethegileng tsa go tima melelo tse di jaaka go tima molelo mo dithabeng, mo sekgweng le molelo o o bakilweng ke dikhemikale;
-	thulaganyo ya go dira gore maemo a dilo tsa motheo, a dipalangwa, a didirisiwa le a mekgwa ya go dira dilo a tshwane gotlhe mo setšhabeng;
-	go thapisa batima-molelo.

➤	Go tlhoma, go tsamaisa le go laola marekisetso a dikumo tse di foreshe le mafelo a go tlhabetwang diphologolo mo go one a karolo e kgolo ya bommasepala mo kgaolong.
➤	Go etleetsa bojanala mo lefelong la kgaolo ya mmasepala.
➤	Go amogela, go kgaoganya mme, fa go kgonega, go aba madi a ntsheditsweng mmasepala wa kgaolo.
➤	Go duedisa batho lekgetho le go phuthwa ga lone, lekgethwana mmogo le lekgetho le le duetwang morago ga go reka dithoto, le le amanang le ditiro tse di fa godimo kgotsa tse mmasepala wa kgaolo o ka abelwang go di dira tumalanong le molao o o tlhomilweng ke puso.
➤	Tiro ya Botsamaisi fa go Tlhagile Masetlapelo.
➤	Ditirelo Tsa Bosetšhaba Tsa Founo Tsa Maerno a Tshoganyetso tsa 107.
➤	Ditirelo Tsa Diambulane

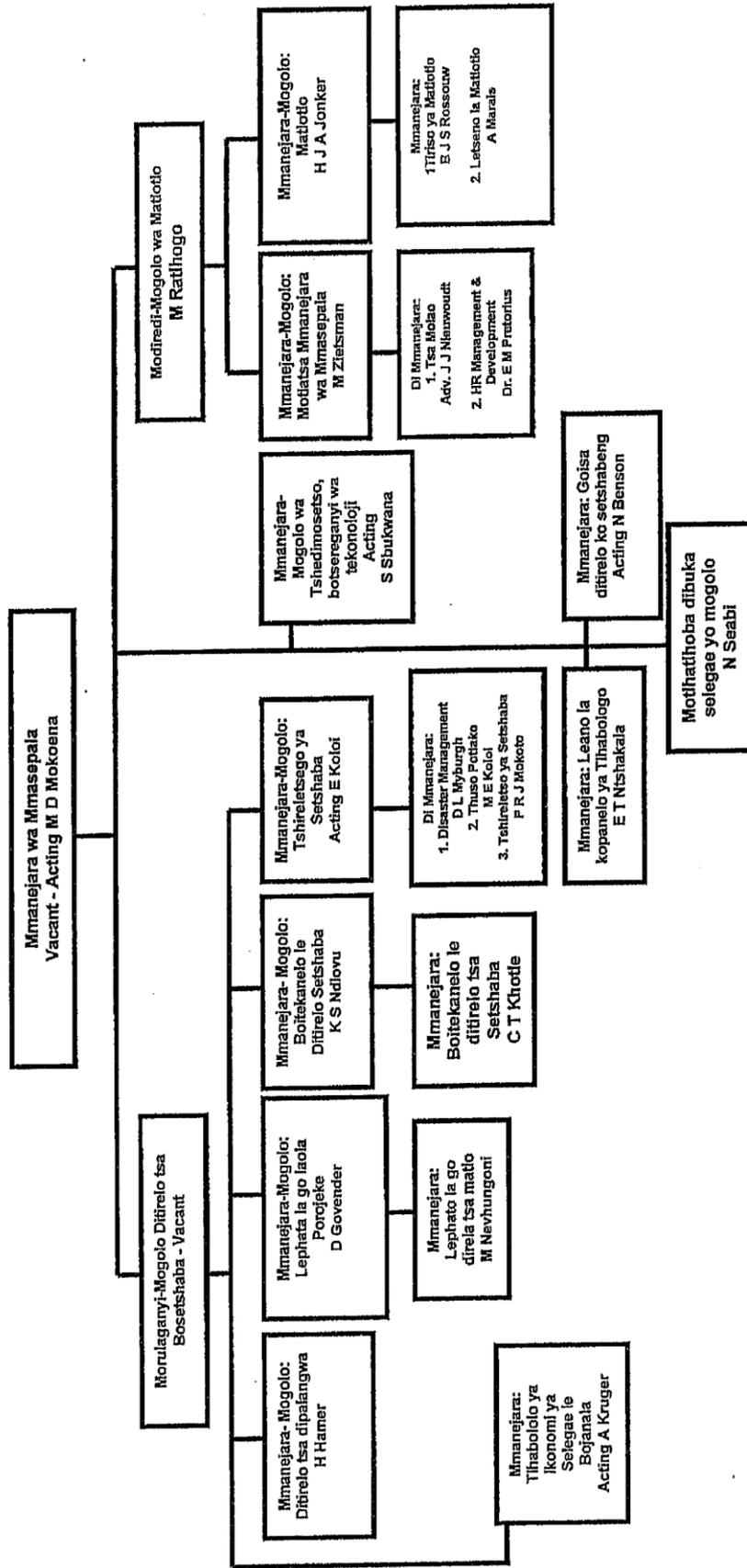
## 2. LENAANETHALO LA THULAGANYO YA WRDM

### 2.1 THULAGANYO YA SEPOLOTIKI



2.2 THULAGANYO YA BALAOADI BA PUSO

WEST RAND DISTRICT MUNICIPALITY



**B. DINTLHA TSA GO IKGOLAGANYA LE BONE**

**Ofisara yakitso kakaretso – Manejara wa Masepala  
wago tshwara nakwana**  
Dinomoro tsa mogala: 011 411 5158; Aterese ya Imelli: [mmokoena@wrdm.gov.za](mailto:mmokoena@wrdm.gov.za)

**Motlatsa ofisara ya kitso kakaretso – Manejara yo motona wa Corporate  
Services**  
Dinomoro tsa mogale: 011 411 5012; Aterese ya Imelli: [mzletsman@wrdm.gov.za](mailto:mzletsman@wrdm.gov.za)

**Molaodi wa Tsa Tihaeletsano**  
Bridgette Mkhontwana  
Founo. (011) 411 5000  
Fax. (011) 412 3663; Imelli: [bmkhontwana@wrdm.gov.za](mailto:bmkhontwana@wrdm.gov.za)

Tshedimosetso Kakaretso

**Aterese ya Tiro:**  
Western Gauteng Council Centre  
c/o 6<sup>th</sup> & Park Streets, South  
RANDFONTEIN  
1760

**Aterese ya Poso:**  
Private Bag X033  
RANDFONTEIN  
1760

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

**Setsha sa Inthanete le Imelle:** [www.wrdm.gov.za](http://www.wrdm.gov.za) ; [wrdm@wrdm.gov.za](mailto:wrdm@wrdm.gov.za)

**Mmanejara wa Mmasepala**  
Vacant - Acting Municipal Manager: Mr M D Mokoena

Founo: +27 11 411 5021  
Fax: +27 11 693 4306  
Imelli: [asegopolo@wrdm.gov.za](mailto:asegopolo@wrdm.gov.za)

**Ratoropo-Mogolo**  
Cllr KM Nawa

Founo: +27 11 411 5002  
Fax: +27 11 692 7833  
Imelli: [mduplessis@wrdm.gov.za](mailto:mduplessis@wrdm.gov.za)

### **C. KAROLO YA KAELO YA DITSELA DI LE 10 TSA KAFA [MOLAO 14(1)(C)] O KA DIRISIWANG KA GONE**

Kaelo eno e tla ntshiwa ke Khomishini ya Ditshwanelo Tsa Botho ya Afrika Borwa e seng morago ga December 2005 mme morago ga moo e tla tsengwa mo Buka-kaelong ya WRDM.

### **D. GO KGONA GO BONA DIREKOTO TSE DI TSHWERWENG KE WRDM**

#### **1) GO LEBA DIREKOTO TSA KHUPAMARAMA [MOLAO 14(1)(e)]**

- Dipego le ditshwetso tsa dikokoano tsa WRDM fa di sena go akanyediwa sentle ke WRDM, (kwantle ga dipego le ditshwetso tse di tshwailweng gore ke KHUPAMARAMA)
- Thulaganyo e e Kopanetsweng ya Tlhabololo (IDP)
- Go akgela ga batho mo setšhabeng ka Direkoto tsa Semmuso tsa Balaodi ba Puso
- Pego ka balaodi ba ba nnileng teng mo kokoanong eo
- Go duelela Mmanejara wa Mmasepala le Barulaganyi-Bagolo tiro ya bone
- Tekanyetso-Madi ya ngwaga le ngwaga
- Pego-kakaretso ya Motlhatlhoba-Direkoto tsa madi
- Dipego tsa Madi tsa ngwaga o o fetileng
- Mokgwa o Tiro ya Botsamaisi e Dirwang ka One

#### **2) DIPEGO TSE DI KA NNANG TSA KOPIWA [MOLAO 14(1)(d)]**

- Go kwalelana ka Difaele ka Kakaretso
- Dithennere

### 3) MEKGWA YA GO KOPA GO BONA DIREKOTO

**Motho yo o kopang go bona direkoto tsa khampani nngwe o tshwanetse go di newa fa a dira dilo tumalanong le dikgato tse di latelang:**

- Motho yo o di kopang o tshwanetse go dira dilo tumalanong le dikgato tsotlhe tse di tlhomilweng mo Molaong o o amanang le go kopa go bona direkoto tseo; mme
- Ga go kitla go ganwa gore a di bone go dirisiwa lebaka lepe le le umakiwang mo Molaong oo.

**Mokgwa wa go di kopa:**

- Motho yo o di kopang o tshwanetse go dirisa foromo e e gatisitsweng mo Lokwalo-Pakeng lwa Puso [Govt. Notice R187- 15 February 2002 Foromo A].
- Kopo eno e tshwanetse go dirwa mo Mmanejareng wa Mmasepala.
- Motho yo o di kopang o tshwanetse go tihalosa gore a o batla go di newa kgotsa gore a o batla go tla go di tlhatlhobela kwa diofising tsa khampani. Kafa letlhakoreng le lengwe, fa e le gore rekoto eno ga se tokumente, a ka nna a e leba mo foromong ya go di kopa, fa go kgonega [s 29(2)].
- Fa motho yo o di kopang a batla go bona foromo e e rileng, o tshwanetse go e newa ka go e kopa ka mogkwa o o tihalositsweng. Seno se tla dirwa fa fela e le gore go dira jalo ga go kitla go kgoreletsana le ditiro tsa WRDM ka tsela e e sa tshwanelang, kgotsa ga go kitla go senya direkoto, kgotsa ga itshunyatshunya mo ditshwanelong tsa tetlokhopi e e seng ya puso. Fa e le gore go na le mabaka a a utlwalang a gore a se ka a newa tetla ya go leba direkoto tse a di kopileng ka foromo ya go di kopa mme a tshwanetse gore a di kope ka mokgwa mongwe o sele, o tshwanetse go duedisiwa madi a mokgwa wa ntlha wa go di kopa ka go dirisa foromo [s 29(3) and (4)].
- Fa e le gore, mo godimo ga go newa karabo ka lekwalo, motho yo o di kopileng o batla gore go dirisiwe tsela e nngwe ya go bolelelwa tshwetso e e dirilweng e e amanang le go kopa direkoto ga gagwe, ka sekai, founo, seno le sone se tshwanetse go supywa [s 18(2)(e)].

- Fa motho yo o di kopang a batla tshedimosetso mme a e batlela mongwe o sele, go tshwanetse ga supywa gore o dirile kopo eno jang [s 18(2)(f)].
- Fa e le gore motho yo o di kopang ga a kgone go bala kgotsa go kwala, kgotsa o na le bogole bongwe, ba ba ntseng jalo ba ka nna ba di kopa ka molomo. Motho yo o ikarabelelang ka tshedimosetso eno o tshwanetse gore a tlatsetse motho yo o di kopang foromo a bo a mo naya khopi [s 18(3)].

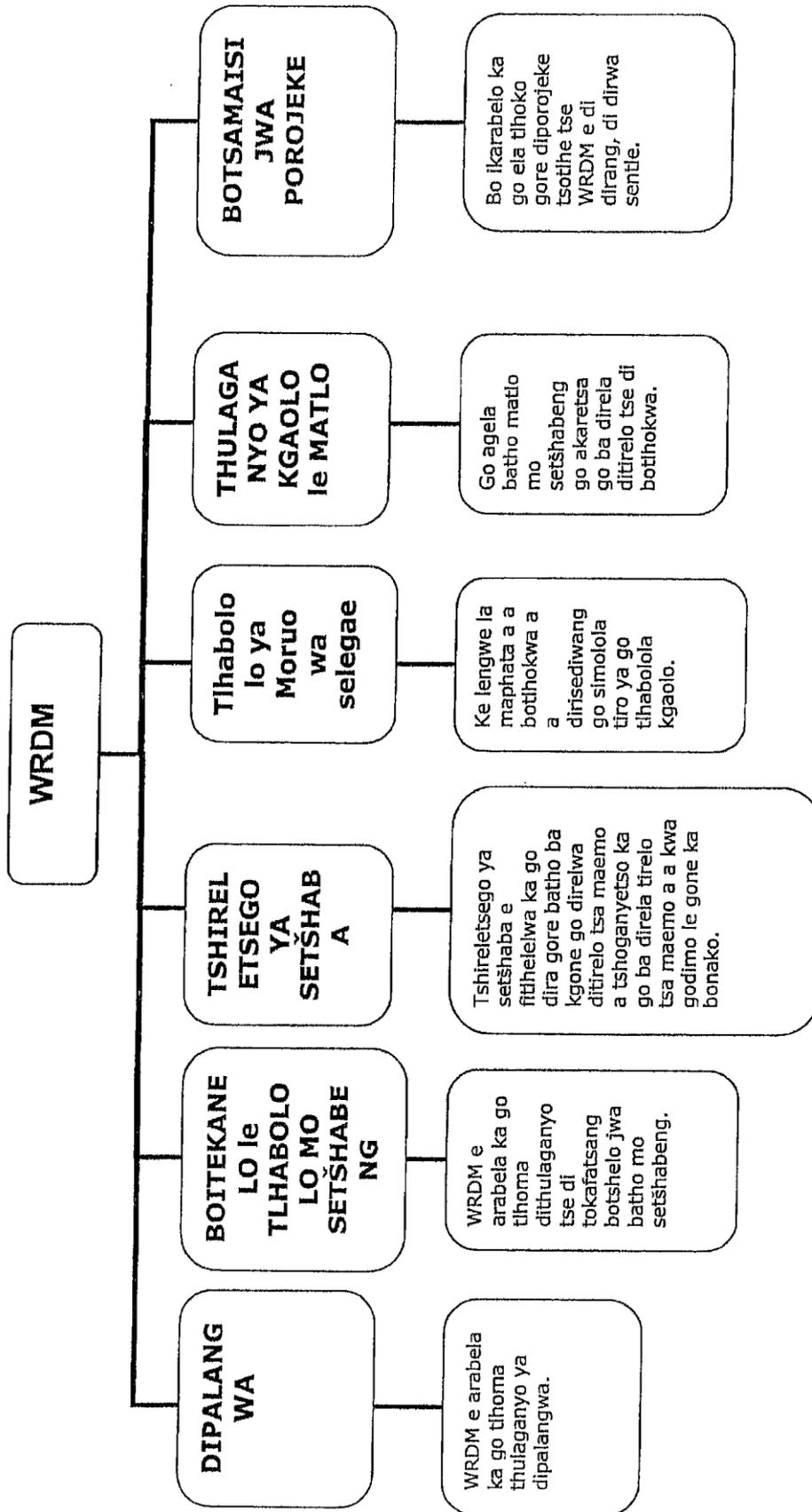
**Go na le mefuta e mebedi ya dituelo tse motho a tshwanetseng go di duela go ya ka Molao wa teng, e nngwe ke ya go kopa direkoto mme e ngwe yone ke ya go di tlhatlhoba s22:**

Fa motho yo o kopang go bona direkoto a batla go bona tshedimosetso e e leng kaga ga gagwe, ga a kitla a duedisiwa madi a go di kopa. Mme motho mongwe le mongwe yo o sa tleng go bona tshedimosetso e e leng kaga gagwe o tshwanetse go duedisiwa madi a go kopa go di bona:

- Motho yo o ikarabelelang ka tshedimosetso eno o tshwanetse gore a itsise motho yo o di kopang (fa e le gore tshedimosetso e a batlang go e bona ga e amane le ene) ka go mo kwalela, a mo kope gore a duele madi a a tshwanetseng go duelwa (fa e le gore a teng) pele ga go tswelwa pele ka kopo ya gagwe.
- Madi a a duelwang dikhampani tsa teng ke R35. Motho yo o di kopang a ka nna a tlhatlhela kgetsi ya boikuelo mo teng ga lefapha, fa go tshwanela, kgotsa a ka nna a dira lekwalo-kopo le le yang kwa kgotlatshekelong kgatlanong le thennere kgotsa kaga go duelwa madi a a tlhokegang.
- Fa motho yo o ikarabelelang ka tshedimosetso eno a sena go dira tshwetso ka kopo ya motho yo o di kopileng, motho yo o di kopileng o tshwanetse go itsisiwe ka tshwetso eo ka tsela e mokopi wa tsone a neng a batla gore a itsisiwe ka yone.
- Fa motho yo o di kopileng a sena go di newa, o tshwanetse go duela madi a mangwe gape a go tlhatlhoba direkoto tseo, go di baakanya, go dira difotokhopi tsa tsone le go duelela go di tshwara diura tse di fetang tse a neng a di beetswe gore a tlhatlhobe direkoto tseo ka tsone le go bona se se mo teng ga tsone.

**E. DITIRELO TSE DI DIRELWANG BATHO**

Ditirelo tse di latelang ke tse di direlwang batho mo setšhabeng jaaka go tthalositswe mo lenaanethalong 1.



**2) KAFA O KA DIRELWANG DITIRELO TSENO KA GONE**

Gore WRDM e kgone go go direla ditirelo tseno, o tshwanetse go tsenya kopo e e yang kwa Mmanejareng wa Mmasepala wa WRDM.

**Aterese ya Lefelo la Tiro:**

Western Gauteng Council Centre  
c/o 6<sup>th</sup> & Park Streets, South  
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**F. DITHULAGANYO TSA GO LETLA BATHO MO SETŠHABENG GO NNA LE SEABE MO GO TLHOMENG MOLAO LE GO DIRISA TAOLO [MOLAO 14(1)(g)]**

Dithulaganyo tsa gore batho mo setšhabeng ba nne le seabe ke:

- Dikokoano tsa go tlotla ka mathata le tsa go tlihabana botlhale – batho mo setšhabeng ba ka nna teng mo go tsone le go emela mekgatlho e e farologaneng mo dikokoanong tseno tsa go tlotla ka mathata le tsa go tlihabana botlhale.
- Dikokoano tsa Balaodi ba Puso tse Botlhe ba Amogelwang mo go Tsone – batho mo setšhabeng ba lalediwa gore ba nne teng go tla go itseela tshedimosetso ka dikitsiso tsa dikokoano tseno, e leng dikitsiso tse di manegilweng mo dimating tsa dikitsiso tsa Bommasepala ba mafelo a bone.
- Dikomiti tsa Molao 79 – go ya ka Molao wa Dithulaganyo wa 1998, batho ba ka tlhomiwa go nna maloko a dikomiti tseno.

- Ditshwetso le Dipego – Batho mo setšhabeng ba ka ntsha dikakgelo tsa bone ka dipego tse di farologaneng tse di jaaka tsa IDP, Tekanyetso-Madi le tsa Pego-Kakaretso ya Motlhatlhoba-direkoto tsa madi pele go dirwa tshwetso ya bofelo ya semmuso.
- Dikomiti tsa DMA Ad-Hoc: Dikomiti tseno di ne tsa tlhlongwa mo dikgaolong di le 4 tsa DMA. Dikomiti tseno di kopana gangwe ka kgwedi mme Modulasetulo o kwala dilo tse di sa tlhalogangngweng sentle/dipotso/dikopo tse di dirwang a bo a di romela kwa Mmanejareng wa Mmasepala yo o tla elang tlhoko gore go dirwa sengwe ka tsone fa a sena go di amogela.
- Komiti ya Bogakolodi ya DMA: Dilo tse di botlhokwa tse Dikomiti tsa DMA Ad-Hoc di tshwaelang ka tsone di newa komiti eno. Di a sekasekwa go bo go dirwa dikakantsho tse di romelwang kwa Komiting ya Molao 80: DMA.

**G. DITSELA TSA GO RARABOLOLA BOTHATA JWA FA DITAELO TSA MOLAO ONO DI SA LATELWE [MOLAO 14(1)(h)]**

Fa go direga gore Mmanejara wa Mmasepala a gane go dira gore batho ba newe tshedimose tso ka tsela e go tlhalositsweng ka yone mo Molaong ono, go ka kwalwa lekwalo la boikuelo le bo le romelwa kwa go Ratoropo-Mogolo wa WRDM mo malatsing a le 30 (masome a mararo).

Fa motho yo o le kwadileng a ise sa kgotsofale, a ka ya go lelela kwa kgotlatshekelong e e nang le bokgoni jwa go rarabolola mathata ano.

**H. TSHEDIMOSETSO E NNGWE E E TLHALOSITSWENG MO MOLAONG [MOLAO 14(1)(i)]**

Ga jaana, ga go na tshedimose tso epe go tswa kwa go Tona e e amanang le Molao 92 mo kgannyeng eno.

**I. GO TLHABOLOLWA GA BUKA-KAELO [MOLAO 14(3)]**

WRDM e tla nna e tlhabolola buka-kaelo nako le nako mme e seng morago ga sebaka se se fetang ngwaga go tswa kwa letlheng le e gatisitsweng ka lone.

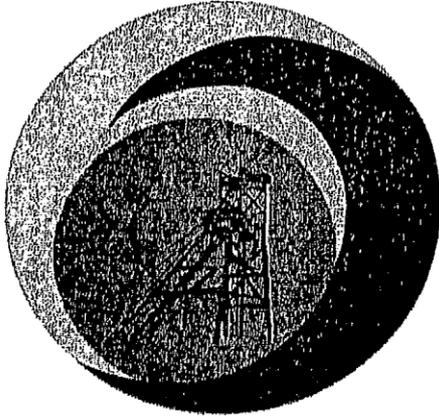
**J. BATHO BA KA KGONA GO NNA LE BUKA-KAELO ENO [MOLAO 14(3)]**

Khopi ya buka-kaelo eno ka dipuo di le 3 (tharo) tsa semmuso e tla bo e le teng kwa ofising ya Mmanejara wa Mmasepala.

**K. GO REBOLWA KE TONA MO DITAELONG DIPE FELA TSA MOLAO ONO KA LOBAKA LO LO RILENG LWA NAKO [MOLAO 14(5)]**

Mo Lokwalo-Pakeng Lwa Puso No. 23765 la letlha la di 21 August 2002, Tona e ile ya rebola dikhampani tsotlhe gore di se ka tsa lere dibuka-kaelo tsa tsone ka lobaka lo lo rileng lwa nako, mme jaanong dikhampani di tshwanetse go lere dibuka-kaelo tsa tsone.

**PLAASLIKE BESTUURSKENNISGEWING 901**



**WES-RAND DISTRIKSMUNISIPALITEIT**

**ARTIKEL 14 HANDLEIDING VAN DIE  
WES-RAND DISTRIKS-  
MUNISIPALITEIT**

VOORBEREID VOLGENS DIE VEREISTES  
VAN DIE BEVORDERING VAN  
TOEGANG TOT INLIGTING-  
WET (PAIA) VAN 2000 -

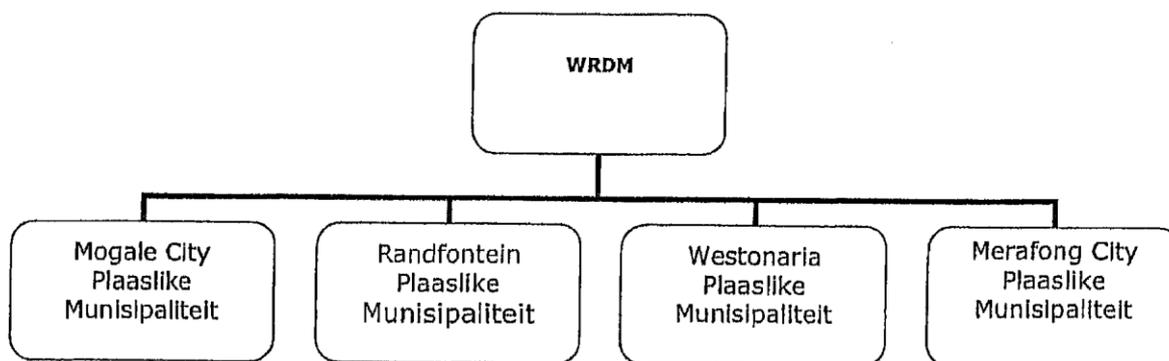
**ANNEXURE****INHOUDSOPGAWE**

- A. FUNKSIES EN STRUKTURE VAN DIE WRDM**
  - 1. Skematiese Samestelling van die Munisipaliteit binne die WRDM streek.**
  - 2. Die Funksies en Strukture van die WRDM**
    - 2.1 Politieke Strukture**
    - 2.2 Amptenare Strukture**
- B. KONTAKBESONDERHEDE**
- C. RIGLYNE HOE OM DIE WET TOE TE PAS**
- D. TOEGAND TOT INLIGTING DEUR DIE WRDM GEHOU**
  - 1. Outomatiese blootlegging**
  - 2. Dokumente wat versoek mag word**
  - 3. Aansoek procedure**
- E. Beskikbare dienste – hoe om toegang tot hierdie dienste te verkry**
- F. REËLINGS WAT PUBLIEKE BETROKKENHEID IN DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN MAGTE, TOELAAT [Artikel 14(1)(g)]**
- G. DIE REMEDIES BESKIKBAAR INDIEN DIE BEPALINGS VAN DIE WET NIE NAGEKOM WORD NIE**
- H. ANDER INLIGTING SOOS DEUR DIE WET VOORGESKRYF**
- I. OPDATERING VAN DIE HANDLEIDING**
- J. BESKIKBAARHEID VAN DIE HANDLEIDING**
- K. VRYSTELLING DEUR DIE MINISTER VAN ENIGE BEPALINGS VAN HIERDIE ARTIKEL VIR 'N BEPAALDE PERIODE**

**ANNEXURE**

**A. DIE FUNKSIES EN STRUKTUUR VAN DIE WES-RANDSE DISTRIKSMUNISIPALITEIT (WRDM)**

**1. SKEMATIESE SAMESTELLING VAN DIE MUNISIPALITEITE IN DIE WRDM-STREEK**



**2. DIE FUNKSIES EN STRUKTUUR VAN DIE WRDM**

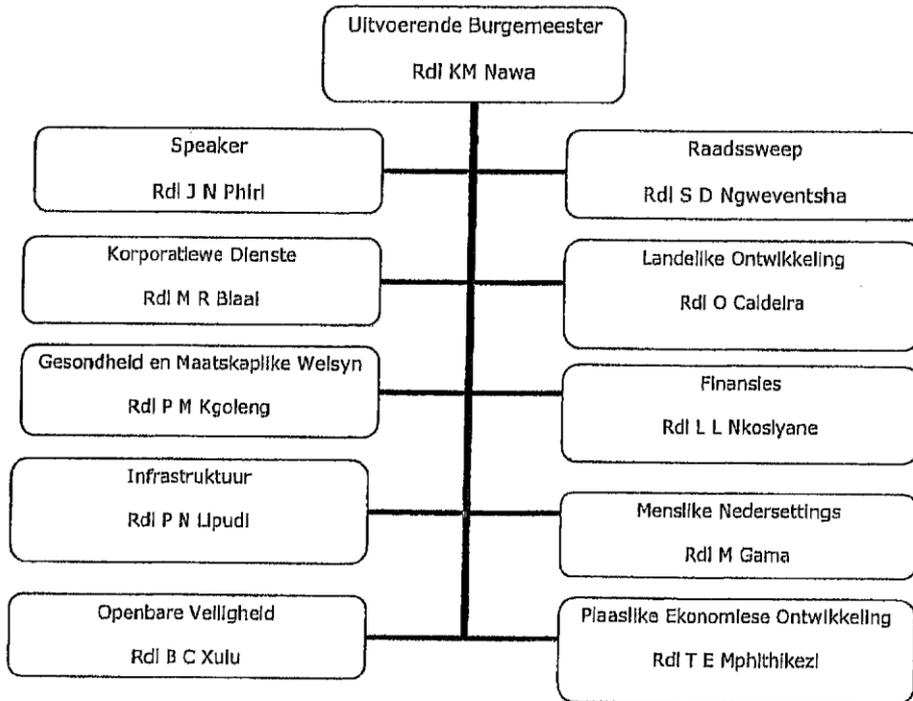
Die funksies van die WRDM soos voorgeskryf by artikel 84(1) van die Wet op Plaaslike Regering: Munisipale Strukture en aangepas deur die Minister en die LUR verantwoordelik vir plaaslike regering ingevolge onderskeidelik artikels 84(3) en 85 van genoemde Wet, is soos volg:

➤	Geïntegreerde ontwikkelingsbeplanning vir die distriksmunisipaliteit as geheel, insluitende 'n raamwerk vir geïntegreerde ontwikkelingsplanne vir alle munisipaliteite in die gebied van die distriksmunisipaliteit.
➤	Regulering van passasiersvervoerdienste
➤	Munisipale lughawens wat die gebied van die distriksmunisipaliteit as geheel bedien.
➤	Munisipale gesondheidsdienste
➤	Brandbestrydingsdienste vir die gebied van die distriksmunisipaliteit as geheel, met inbegrip van –
–	beplanning, koördinasie en regulering van brandweerdienste;
–	gespesialiseerde brandbestrydingsdienste soos berg-, veld- en chemiese branddienste;
–	koördinering van die standaardisering van infrastruktuur, voertuie, toerusting en prosedures;
–	opleiding van brandweerbeamptes.

➤	Die oprigting, bedryf en beheer van varsproduktemarkte en abattoirs wat die gebied van 'n groot persentasie van die munisipaliteite in die distrik bedien.
➤	Die bevordering van plaaslike toerisme vir die gebied van die distriksmunisipaliteit.
➤	Die ontvangs, toewysing en, indien van toepassing, die verspreiding van toekennings aan die distriksmunisipaliteit.
➤	Die heffing en invordering van belastings en heffings wat verband hou met bogenoemde funksies of wat ingevolge nasionale wetgewing aan die distriksmunisipaliteit toegewys word.
➤	Rampbestuur.
➤	107 Nasionale Noodtelefoondienste.
➤	Ambulansdienste.

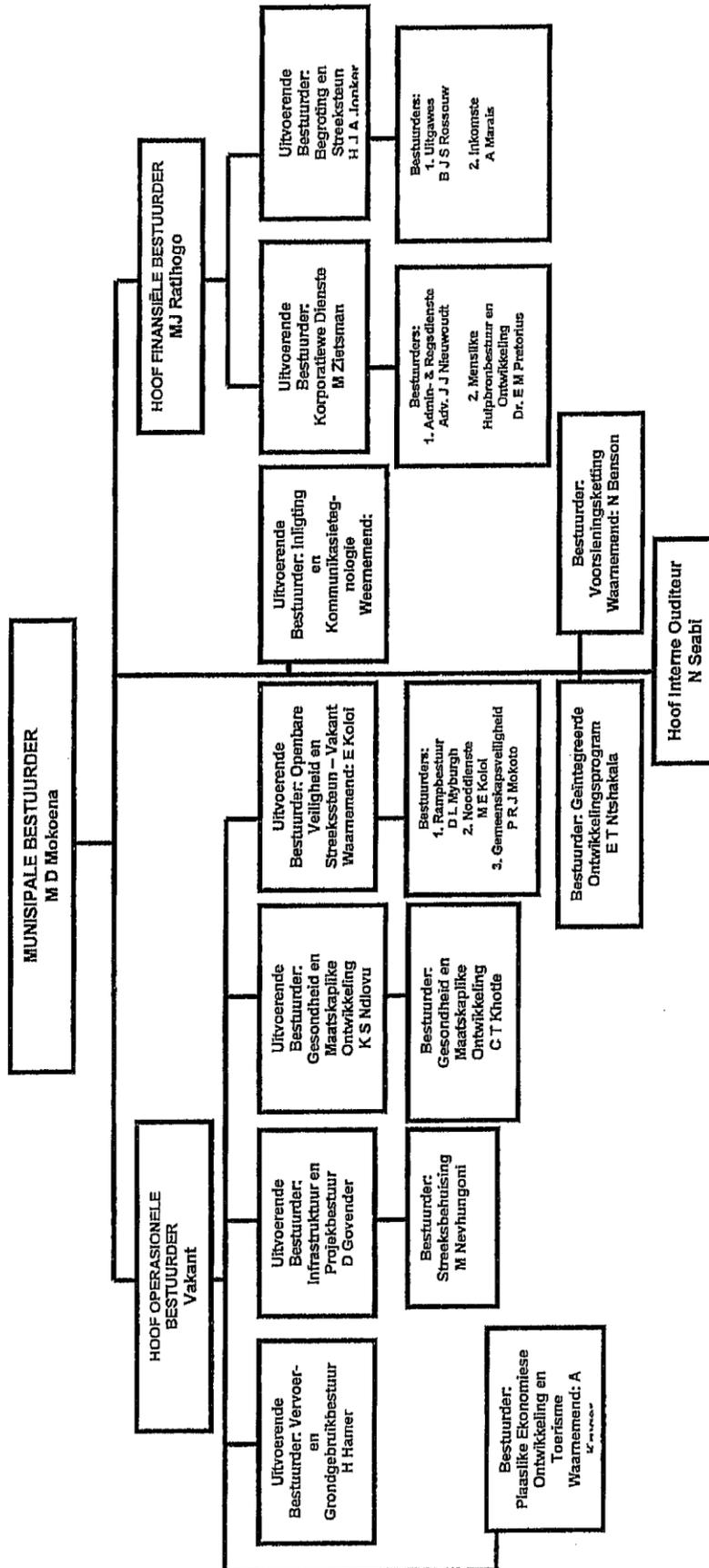
## 2. SKEMATIESE DIAGRAM VAN DIE STRUKTUUR VAN DIE WRDM

### 2.1 POLITIEKE STRUKTUUR



2.2 AMPTENARESTRUKTUUR

WEST RAND DISTRICT MUNICIPALITY



## B. KONTAKBESONDERHEDE

### **INLIGTINGSBEAMPTTE – WAARNEMENDE MUNISIPALE BESTUURDER**

**Tel:** 011 411 5158      **e-pos:** [mmokoena@wrdm.gov.za](mailto:mmokoena@wrdm.gov.za)

### **ADJUNK-INKIGTINGSBEAMPTTE – UITVOERENDE BESTUURDER: KORPORATIEWE DIENSTE**

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### **KOMMUNIKASIEBEAMPTTE**

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Faks: (011) 412 3663  
E-pos: [bmkhontwana@wrdm.gov.za](mailto:bmkhontwana@wrdm.gov.za)

### **Algemene inligting - Fisiese adres:**

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h.v. 6de straat en Parkstraat-Suid  
RANDFONTEIN  
1760

### **Posadres:**

Privaatsak X033      **Tel:** +27 11 411 5000  
RANDFONTEIN  
1760      **Faks:** +27 11 412 3663

**Webwerf en e-pos:** [www.wrdm.gov.za](http://www.wrdm.gov.za) en [wrdm@wrdm.gov.za](mailto:wrdm@wrdm.gov.za)

### **Munisipale Bestuurder**

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Faks: +27 11 693 4306  
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E-pos: [mduplessis@wrdm.gov.za](mailto:mduplessis@wrdm.gov.za)

## **C. DIE ARTIKEL 10-GIDS OOR HOE OM DIE WET TE GEBRUIK [ARTIKEL 14(1)(C)]**

Die betrokke gids is as, **Bylae 1**, aangeheg.

## **D. TOEGANG TOT DIE REKORDS WAT DIE WRDM HOU**

### **1) OUTOMATIESE OPENBAARMAKINGS [ARTIKEL 14(1)(e)]**

- Verslae en notules van vergaderings van die WRDM na oorweging deur die WRDM (uitgesonderd verslae en notules wat **VERTROULIK** gemerk is)
- Geïntegreerde Ontwikkelingsplan (GOP)
- Openbare deel van register van registreerbare belange van raadslede
- Opgawe van bywoning van raadslede
- Besoldiging van Munisipale Bestuurder en Strategiese Uitvoerende Beamptes
- Jaarlikse begroting
- Ouditeur-generaal se verslag
- Vorige jaar se finansiële state
- Prestasiebestuurstelsel

### **2) REKORDS WAT AANGEVRA KAN WORD [ARTIKEL 14(1)(d)]**

- Korrespondensie op algemene lêers
- Tenders

### 3) DIE VERSOEKPROSEDURES

**'n Versoeker moet toegang tot 'n rekord van 'n openbare liggaam verleen word indien die versoeker aan die volgende voldoen:**

- Die versoeker voldoen aan al die prosedurevereistes in die Wet betreffende die versoek vir toegang tot daardie rekord; en
- Toegang tot daardie rekord word nie geweier om enige rede vir weiering in die Wet genoem nie.

#### **Aard van die versoek**

- 'n Versoeker moet die vorm gebruik wat in die Staatskoerant gedruk is [Goewermentskennisgewing R187 van 15 Februarie 2002, Vorm A], aangeheg as **Bylae 2**.
- Die versoek moet aan die Munisipale Bestuurder gerig word.
- Die versoeker moet ook aandui of die versoek vir 'n afskrif van die rekord is en of die versoeker wil inkom en na die rekord kyk by die kantore van die openbare liggaam. Alternatiewelik, as die rekord nie 'n dokument is nie, kan dit in die verlangde vorm besigtig word, waar moontlik [artikel 29(2)].
- Indien 'n persoon vra vir toegang in 'n bepaalde vorm, moet die versoeker toegang kry op die wyse waarvoor hy gevra het, tensy die verlening van sodanige toegang onredelik sal inmeng met die funksionering van die WRDM, of die rekord sal beskadig, of inbreuk sal maak op 'n koplereg wat nie in besit van die staat is nie. Indien toegang om praktiese redes nie in die verlangde vorm gegee kan word nie maar op 'n alternatiewe manier, moet die gelde bereken word volgens die manier wat die versoeker eerste gevra het [artikel 29(3) en (4)].
- Indien, benewens 'n skriftelike antwoord op sy versoek vir die rekord, die versoeker op 'n ander manier oor die besluit ingelig wil word, bv telefonies, moet dit aangedui word [artikel 18(2)(e)].
- Indien 'n versoeker die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word [artikel 18(2)(f)].
- Indien 'n versoeker nie kan lees of skryf nie of gestremd is, kan hy die versoek vir die rekord mondeling rig. Die inligtingsbeampte moet

dan die vorm namens sodanige versoeker invul en 'n afskrif aan hom besorg [artikel 18(3)].

**Daar is twee tipes gelde wat ingevolge die Wet betaal moet word, naamlik die versoekgeld en die toegangsgeld [artikel 22].**

'n Versoeker wat toegang verlang tot 'n rekord wat persoonlike inligting oor daardie versoeker bevat, hoef nie die versoekgelde te betaal nie. Elke ander versoeker wat nie 'n persoonlike versoeker is nie, moet die vereiste versoekgelde betaal. Sien **Bylae 3** vir die skedule van fooie wat deur openbare liggame gehef mag word.

- Die inligtingsbeampte moet die versoeker (wat nie 'n persoonlike versoeker is nie) per kennisgewing in kennis stel en van hom vereis om die voorgeskrewe gelde (indien wel) te betaal voordat die versoek verder geprosesseer sal word.
- Die versoekgelde wat aan openbare liggame betaal moet word, is R35. Die versoeker kan 'n interne appèl aanteken, waar gepas, of kan by die hof aansoek doen teen die aanbieding of betaling van die vereiste gelde.
- Nadat die inligtingsbeampte 'n besluit geneem het oor die versoek, moet die versoeker van sodanige besluit in kennis gestel word op die wyse wat die versoeker verlang.
- Indien die versoek toegestaan word, moet verdere toegangsgelde betaal word vir die soek, voorbereiding, reproduksie en vir enige tyd wat meer is as die voorgeskrewe ure om die rekord te soek en vir openbaarmaking voor te berei.

## **E. DIENSTE BESKIKBAAR**

Die volgende dienste is tot die publiek se beskikking soos in Tabel 1 beskryf.

## KONSEP WRDM-FUNKSIONELE STRUKTUUR – DEPARTEMENTE ADMINISTRATIEWE STRUKTUUR

**DOEL:** Om die geïntegreerde, volhoubare en sosial regverdige en ekonomiese ontwikkeling van die Distriksmunisipaliteit se hele gebied te bevorder.

**Funksies:**

1. Bestuur die Kantoor van die Munisipale Bestuurder
2. Bestuur die streeksbeplanning en die omgewingsbestuur in ooreenstemming met wetgewing en die GOP (IDP)
3. Verleen tegniese steundienste van die munisipaliteit ooreenkomstig met wetgewing en die GOP
4. Bestuur gesondheid en sosiale ontwikkeling in ooreenstemming met wetgewing en die GOP
5. Bestuur beskermingsdienste (Openbare Veiligheid) in ooreenstemming met wetgewing en beleid
6. Bestuur ekonomiese ontwikkeling in ooreenstemming met wetgewing en die GOP
7. Bestuur die finansiële dienste van die munisipaliteit in terme van wetgewing en beleid
8. Voorsien korporatiewe dienste aan die munisipaliteit
9. Verskaf besighheidsprosessteun aan die munisipaliteit

STREEKSBEPLANNING & OMGEWING	TEGNISE STEUNDIENSTE	GESONDHEID- EN SOSIALE ONTWIKKELING	PUBLIC SAFETY	EKONOMIESE ONTWIKKELING	FINANSIËLE DIENSTE	KORPORATIEWE	BESIGHEIDSPROSESSTEUN
<p><b>DOEL:</b> Om die streeksbeplanning en omgewing ooreenkomstig wetgewing en in lyn met die GOP te bestuur.</p> <p><b>FUNKSIES:</b></p> <ol style="list-style-type: none"> <li>1. Koördineer die implementering van alle projekte en streeks GOP-prosesse.</li> <li>2. Verleen beplanningdienste in die streek</li> </ol>	<p><b>DOEL:</b> Om in ooreenstemming met wetgewing en die GOP, tegniese steundienste aan die munisipaliteit te lewer.</p> <p><b>FUNKSIES:</b></p> <ol style="list-style-type: none"> <li>1. Bestuur die konstruksie en instandhouding van paaie en stormwater.</li> <li>2. Bestuur die konstruksie en instandhouding van water- en rioolstelsels.</li> </ol>	<p><b>DOEL:</b> Om gesondheids- en sosiale ontwikkeling in ooreenstemming met wetgewing en die GOP te bestuur.</p> <p><b>FUNKSIES:</b></p> <p>Koördineer:</p> <ol style="list-style-type: none"> <li>1. Mmasiekaplike ontwikkelingsprogramme</li> <li>2. Gesondheidsprogramme</li> <li>3. HIV/AIDS programme</li> <li>4. Sport, kuns en Kulturprogramme</li> </ol>	<p><b>DOEL:</b> Om beskermingsdienste (Openbare veiligheid) in ooreenstemming met wetgewing en beleid te bestuur.</p> <p><b>FUNKSIES:</b></p> <ol style="list-style-type: none"> <li>1. Verleen Rampbestuurdienste</li> <li>2. Verleen nooddienste</li> </ol>	<p><b>DOEL:</b> Om ekonomiese ontwikkeling in ooreenstemming met wetgewing en die GOP te bestuur.</p> <p><b>FUNKSIES:</b></p> <ol style="list-style-type: none"> <li>1. Koördineer landbou- en landelike ontwikkelingsprogramme</li> <li>2. Koördineer ondernemings-ontwikkelingsprogramme</li> <li>3. Koördineer toerisme</li> </ol>	<p><b>DOEL:</b> Om die finansiële dienste van die munisipaliteit in ooreenstemming met wetgewing en beleid te bestuur.</p> <p><b>FUNKSIES:</b></p> <ol style="list-style-type: none"> <li>1. Verleen begroting- en Streekssteun</li> <li>2. Bestuur die besteding van die munisipaliteit</li> <li>3. Verleen verkrygingsbestuurstun</li> </ol>	<p><b>DOEL:</b> Om korporatiewe dienste aan die munisipaliteit te verskaf.</p> <p><b>FUNKSIES:</b></p> <ol style="list-style-type: none"> <li>1. Verleen menslike Hulpbrondienste</li> <li>2. Verleen logistieksteun</li> <li>3. Verleen inligtings- en kommunikasiedienste</li> </ol>	<p><b>DOEL:</b> Om besighheidsprosessteun aan die munisipaliteit te lewer.</p> <p><b>FUNKSIES:</b></p> <ol style="list-style-type: none"> <li>1. Verleen regsdiens</li> <li>2. Verleen interne Oudliddienste</li> <li>3. Verleen Ondernemings-rikkobestuur</li> <li>4. Bestuur die GOP en prestasiebestuurstelsel</li> <li>5. Bestuur korporatiewe kommunikasie</li> </ol>

**2) HOE OM TOEGANG TOT HIERDIE DIENSTE TE VERKRY**

Om toegang tot die dienste van die WRDM te kry, moet versoeke aan die Munisipale Bestuurder van die WRDM gerig word.

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**F. REËLINGS VIR OPENBARE BETROKKENHEID BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN BEVOEGDHEDE [ARTIKEL 14(1)(g)]**

Reëlins vir openbare betrokkenheid is:

- Verhore en werkwinkels – die publiek kan hierdie verhore en werkwinkels bywoon en vertoë daar rig.
- Ope Raadsvergaderings – die publiek word genooi om hierdie vergaderings by te woon en eerstehandse inligting te verkry deur kennisgewings van die vergaderings wat op kennisgewingsborde van die deelnemende plaaslike munisipaliteite vertoon word.
- Artikel 79-komitees – ingevolge die Wet op Plaaslike Regering: Munisipale Strukture, 1998, kan persone aangestel word om in sulke komitees te dien.

- Voorleggings en verslae – verskeie verslae, soos die GOP, die begroting en die Ouditeur-generaal se verslag, is oop vir die publiek vir kommentaar voor amptelike voorlegging.
- DBG Ad Hoc-komitees: Sulke komitees is in die vier geografiese gebiede van die DBG ingestel. Die komitees vergader maandeliks en onduidelikhede/vrae/versoeke word deur die voorsitter aangeteken en na die Munisipale Bestuurder verwys, wat verseker dat die aangeleenthede die nodige aandag kry.
- DBG Advieskomitee: Belangrike aangeleenthede wat deur die DBG se Ad Hoc-komitees geïdentifiseer word, word aan hierdie komitee voorgelê. Aangeleenthede word dan oorweeg en aanbevelings word gedoen aan die artikel 80-komitee: DBG.

**G. DIE REGSMIDDELE BESKIKBAAR AS DIE BEPALINGS VAN HIERDIE WET NIE NAGEKOM WORD NIE [ARTIKEL 14(1)(h)]**

Indien die Munisipale Bestuurder weier om toegang tot inligting te gee soos in die Wet bepaal, kan 'n skriftelike appèl (vorm aangeheg as **Bylae 4**) binne 30 (dertig) dae aan die Uitvoerende Burgemeester gerig word.

Indien die versoeker nog nie tevrede is nie, kan 'n bevoegde geregshof genader word.

**H. ANDER INLIGTING SOOS VOORGESKRYF INGEVOLGE DIE WET [ARTIKEL 14(1)(i)]**

Daar is tans geen inligting in hierdie verband ingevolge artikel 92 van die Minister beskikbaar nie.

**I. BYWERKING VAN DIE HANDLEIDING [ARTIKEL 14(3)]**

Die WRDM sal die handleiding met tussenpose van hoogstens 'n jaar na die datum van publikasie bywerk.

**J. BESKIKBAARHEID VAN DIE HANDLEIDING [ARTIKEL 14(3)]**

'n Eksemplaar van die handleiding in 3 (drie) amptelike tale sal by die kantoor van die Munisipale Bestuurder beskikbaar wees.

**K. VRYSTELLING DEUR DIE MINISTER VAN  
ENIGE BEPALING VAN HIERDIE ARTIKEL  
VIR 'N BEPAALDE TYDPERK [ARTIKEL  
14(5)]**

In Staatskoerant No. 23765 van 21 Augustus 2002 het die Minister alle openbare liggame vir 'n tydperk vrygestel van die voorlegging van handleidings, maar openbare liggame moet nou hulle handleidings voorlê.

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