

***CORPORATE SERVICES DEPARTMENT: PROMOTION OF ACCESS TO INFORMATION ACT (PAIA), 2000 (ACT NO, 2 OF 2000): REVISED 2023 WRDM PAIA MANUAL***

*2/5/4*

**PURPOSE**

The purpose of this item is to present to Council the revised PAIA Manual for consideration and approval to solicit public comments.

**BACKGROUND**

The purpose of the Promotion of Access to Information Act, 2000 is to give effect to the constitutional right of access to any information held by the State, including local government and any information that is held by another person and that is required for the exercise or protection of any rights; and to provide for matters connected within this Act.

The key objectives of this Act is to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information; and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect all of their rights.

In promoting transparency, section 14 of the Act, requires public bodies to compile in three official languages a PAIA Manual containing the following information-

- (a) A description of its structures and functions;
- (b) The postal and street address, phone and fax number and, if available, electronic and mail addresses of the information officer of the body and of every deputy information officer of the body appointed in terms of section 17 (1)/
- (c) A description of the guide referred to in section 10, if available, and how to obtain access to it;
- (d) Sufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject;
- (e) The latest notice, in terms of section 15(2) if any; regarding the categories of records of the body which are available without a person having to request access in terms of this Act;

- (f) A description of the services available to members of the public from the body and how to gain access to those services;
- (g) A description of any arrangement per provision for a person by consultation, making representations, or otherwise, to participate in or influence-
  - (i) the formulation of policy
  - (h) The exercise of powers or performance of duties, by the body.

A public body must, if necessary, update and publish its manual referred to in section (1) at intervals of not more than a year.

The West Rand District Municipality Council has appointed the Municipal Manager to be the Information Officer, Subsequently as part of the sub delegations, the Municipal Manager appointed the Executive Manager Corporate Services as a Deputy Information Officer.

The PAIA Manual was gazetted on 28 June 2012, and has not being revised since then. The relevance of this manual is outdated in terms of the provisions set out in section 14(1) of the Promotion of Access to Information Act, 2000. The following Sections has been revised-

- Changes of the WRDM structures and functions
- Changes on how records management is done due to the increasing use of technology
- Changes of the services available to members of the public from the body and strategies to gain access to those services.
- Preservation of records

## **FINANCIAL IMPLICATION**

There are no financial implications as the manual was revised internally.

## **LEGAL IMPLICATIONS**

However, non-compliance with the provisions set out in the Promotion of Access to Information Act, 2000 might results in a fine by the Department of Justice and Constitutional Development.

## **RECOMMENDATION THAT:**

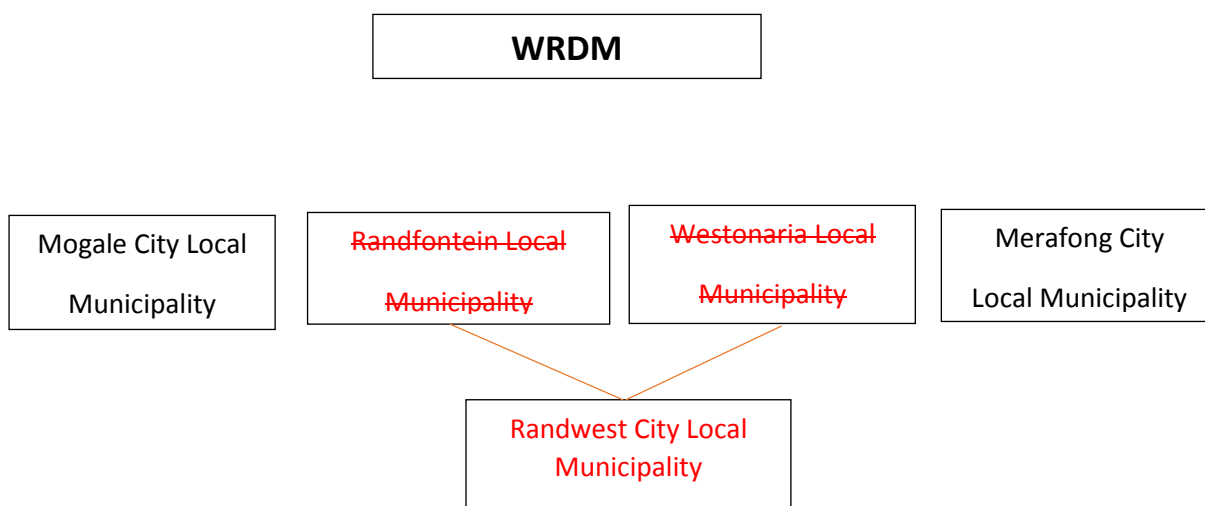
1. Council consider the revised WRDM PAIA Manual
2. Council approves that the revised PAIA manual be placed on the municipal website and public notice boards for public comments.
3. Revised manual with public comments be submitted to Council for final approval.

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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, 117 of 1998 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:

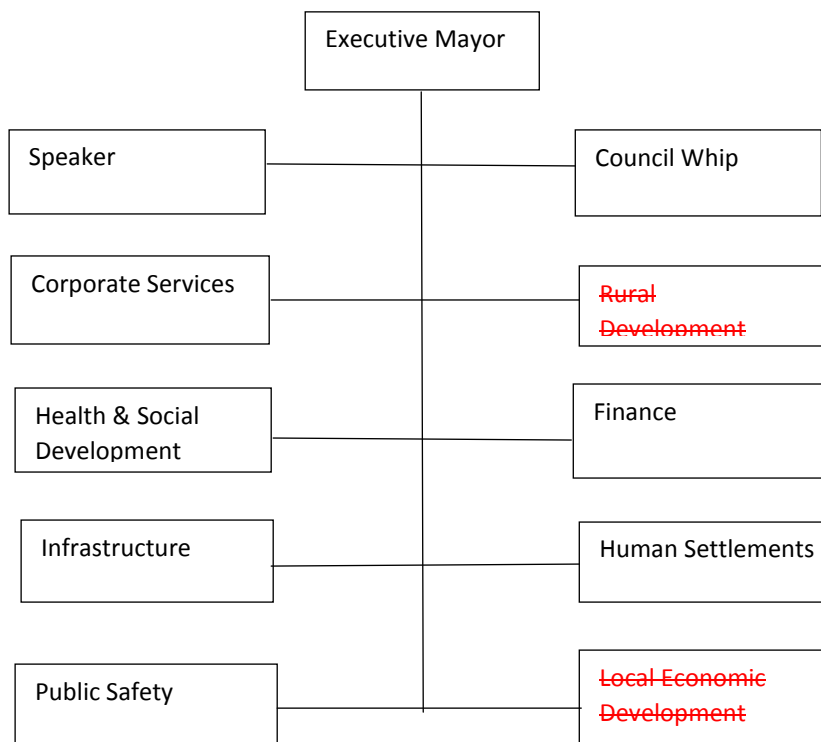
➤ Integrated development planning for the district municipality as a whole including a framework for integrated development plans of all municipalities in the area of the district municipality.
➤ Regulation of passenger transport services.
➤ Municipal airports serving the area of the district municipality as a whole.
➤ Municipal Health Services
➤ Firefighting services serving the area of the district municipality as a whole, which includes- planning, co-ordination and regulation of fire services; specialised, firefighting 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 legislations.
➤ Disaster Management.
➤ 107 National Emergency Telephone Services.
➤ Ambulance Services.

**NB: The WRDM Powers and functions were not amended as the municipality is still engaging the provincial government to restore these functions.**

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

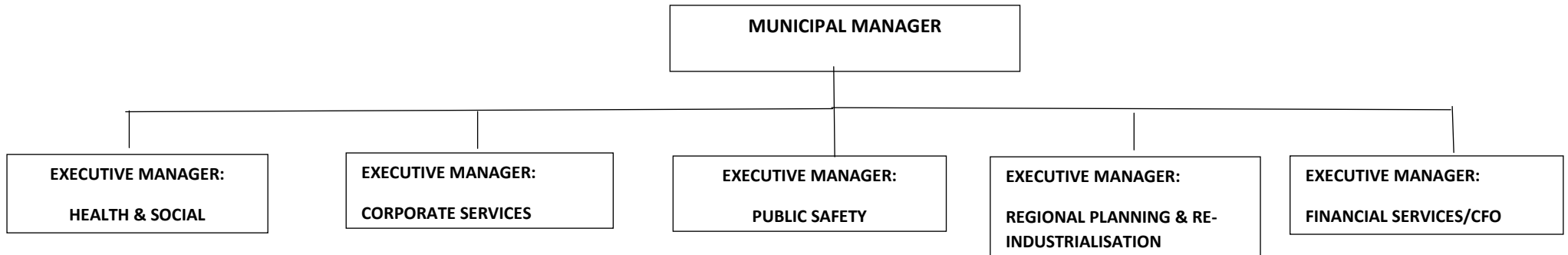
### 2.1 POLITICAL STRUCTURE





**2.2 OFFICIALS/ TOP LAYER ADMINISTRATIVE STRUCTURE**

**WEST RAND DISTRICT MUNICIPALITY**



**B. CONTACT DETAILS**

**INFORMATION OFFICER – Municipal Manager**

Tel: 011 411 5021      e-mail: [ekoloi@wrdm.gov.za](mailto:ekoloi@wrdm.gov.za)

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

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

**COMMUNICATION OFFICER – Mr Clement Mohlala**

Tel:     **011 411 5062**                      e-mail: [cmohlala@wrdm.gov.za](mailto:cmohlala@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

**Website:** [www.wrdm.gov.za](http://www.wrdm.gov.za),

**Email:** [wrdm@wrdm.gov.za](mailto:wrdm@wrdm.gov.za)

***Municipal Manager***

Mr M E Koloi

**Telephone:** +27 11 411 5021

**Fax:** +27 11 693 4306

e-mail: [asegopolo@wrdm.gov.za](mailto:asegopolo@wrdm.gov.za)

***Executive Mayor***

**ClIr TM Bovungana**

**Telephone:** +27 011 411 5202

**e-mail:** [bbovungana@wrdm.gov.za](mailto:bbovungana@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 Executive/~~ **Senior Managers**
- Annual Budget
- Auditor General's report
- Previous year's Financial Statements
- Performance Management Systems

### **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 compiles 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 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 requested form, where possible [s 29(2)]
- If a person ask 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 the requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s18(2)(f)].
- If a requester is unable to read or write, or has a disability, then they can make the request for the recording orally. The information officer must then fill in the form on behalf of such a requester and give them a copy [s18(3)].

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

WRDM

~~TRANSPORT  
AND LAND USE  
MANAGEMENT~~

HEALTH &  
SOCIAL  
DEVELOPMENT

PUBLIC SAFETY

LED

~~HOUSING AND  
DISTRICT  
MANAGEMENT  
AREA (DMA)~~

INFRASTRUCTURE &  
PROJECT MANAGEMENT  
REGIONAL PLANNING &  
RE-INDUSTRIALSATION

~~The WRDM responds  
by implementing  
transport programmes,  
processing land use  
applications and doing  
town planning~~

The WRDM responds  
by implementing  
programmes that  
enhance the  
communities' quality  
of life.

Public safety is  
achieved by  
providing  
communities with  
unhindered access  
to emergency  
services, delivering  
a prompt quality  
service

~~One of the key  
leverage areas; to  
kick start  
development in the  
region.~~

~~Building homes for  
communities  
encompasses the  
provision of essential  
services.~~

Responsible for  
providing the required  
infrastructure &  
monitoring the  
execution of all  
projects the WRDM is  
involved in.

**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 Committee – 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 (30)]**

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.

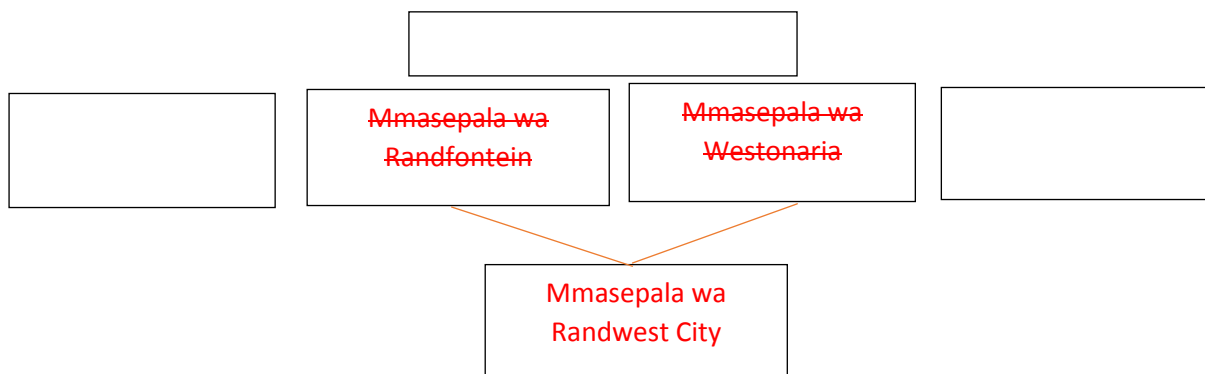
LOCAL AUTHORITY NOTICE 901

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 FITLHAHELELWA JANG**
- F DITHULAGANYO TSE DI LETLANG TIRISANO LE KGAKOLOLO KA BAAGI MO THEONG YA PHOLISI LE MATLA A TIRISO YA MOLAO [KAROLO 14(1)(G)]**
- G TOKISO FA MOLAO OO SA OBAMELWE**
- H TSHEDIMOSETSO E NNGWE E LAOLWANG 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.**

**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 Moloa 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 Moao o o umakilwng fa godimo, ke tseno di a latela:

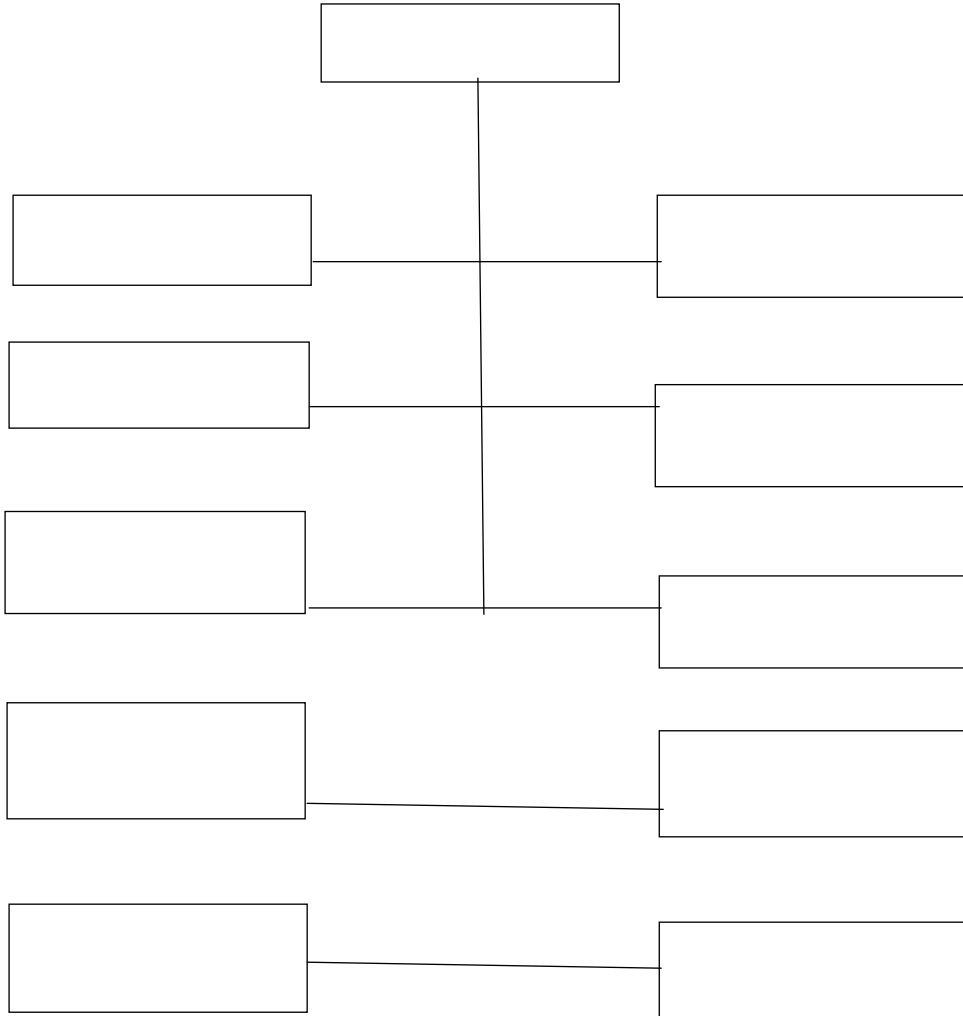
➤ Thulaganyo ya tlhabololo e e kopanetsweng ya mmasepala wa kgaolo yotlhe mmogo le thulaganyo ya tlhabololo wa bommasepala botlhe mo lefelong la kgaolo ya mmasepala
➤ Go laola ditirelo tsa dipalangwa tsa botlhe
➤ Mafelo a boema fofane a mmasepala a a didisiwang ke batho ba kgaolo yotlhe ya masepala
➤ Ditirelo Tsa Kalafi Tsa Mmasepala
<p>➤ Ditirelo tsa ditima melelo ts di dirisiwang ke batho ba kgaolo yotlhe ya mmasepala, tse di akaretsang-</p> <ul style="list-style-type: none"> <li>- Go rulaganya go dira gore maphata a a farologaneng a berekisane mmogo le go laola ditirelo tsa melelo;</li> <li>- Ditirelo tse di kgethegileng tsa go tima melelo tse di jaaka go tima molelo mo dithabeng, mo sekgweng le melelo o o bakilweng ke dikhemikale;</li> <li>- Thulaganyo ya go dira gore maemo a dilo tsa motheo, a dipalangwam a didirisiwa le a mekgwa ya go dira dilo a Tshwane gotle mo setshabeng;</li> <li>- Go thapisa batima-molelo.</li> </ul>



<p>➤ 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.</p>
<p>➤ Go etleetsa Bojanala mo lifelong la kgaolo ya mmasepala.</p>
<p>➤ Go amogela, go kgaoganya mme, fa go kgonega, go aba madi a a ntsheditsweng mmasepala wa kgaolo.</p>
<p>➤ Go duedisa batho lekgetho le go phuthwa ga lone, lekgethwana mmogo le lekgetho le le duelwang 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 tlhomilwng ke puso.</p>
<p>➤ Tiro ya Botsamaisi fa go Tlhagile Masetlapelo.</p>
<p>➤ Ditirelo Tsa Bosetshaba Tsa Founo Tsa Maemo a Tshoganyetso tsa 107.</p>
<p>➤ Ditirelo Tsa Diambulanse.</p>

## 2. LENAANETHALO LA THULAGANYO YA WRDM

### 2.1 THULAGANYO YA SEPOLOTIKI



## 2.2 THULAGANYO YA BALAODI BA PUSO

### WEST RAND DISTRICT MUNICIPALITY

Mmanejara wa Mmasepala

Mmanejara – Mogolo:  
Ditirelo tsa dipalangwa

Mmanejara – Mogolo:  
Lephata la go loala Porojeke

Mmanejara – Mogolo:  
Boitekanelo le Ditirelo

Mmanejara – Mogolo:  
Tshireletsago ya Setshaba

Mmanejara – Mogolo:  
Matlotlo

## B. DINTLHA TSA GO IKGOLAGANYA LE BONE

### **Ofisara yakitso kakaretso – Manejara wa Masepala Wago tshwara nakwana**

Dinomoro tsa mogala: 011 411 5158; Aterese ya imeill: [EKoloi@wrdm.gov.za](mailto:EKoloi@wrdm.gov.za)

### **Motlatsa ofisara ya kitso kakaretso – Manejara yo motona wa Corporate Services**

Dinomoro tsa mogale: 011 411 5012; Aterese ya imeill: [GMagole@wrdm.gov.za](mailto:GMagole@wrdm.gov.za)

### **Molaodi wa Tsa Tlhaeletsano**

Clement Mohlala

Founo. (011) 411 5062

Imeill:cmohlala@wrdm.gov.za

### **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 Imeile: [www.wrdm.gov.za](http://www.wrdm.gov.za); [wrdm@wrdm.gov.za](mailto:wrdm@wrdm.gov.za)~~

Mmanejara wa Masepala

Mr M E Koloji

Founo:+277 11 411 5021

~~Fax: +27 11 412 3663~~

~~Imeill: [asegopolo@wrdm.gov.za](mailto:asegopolo@wrdm.gov.za)~~

Ratoropo – Mogolo

Cllr TM Bovungana

Founo:+277 11 411 5202

## **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 Batho ya Afrika Borwa e seng morago ga December 2005 mme morago ga moo e tla tsenngwa 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 setshabeng ka Direkoto tsa Semmuso tsa Balaodi ba Puso
- Pego ka balaodi b aba 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 odi 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]
- Kopa eno e tshwanetse go dirwa mo Mmanejareng wa Mmasepala.
- Motho yo di kopang o tshwanetse go tlhalosa 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 tokumentse, 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 riling, o tshwanetse go e new aka go e kop aka mogkwa o o tlhalositsweng. 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 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 dirisiwa tsela e nngwe ya go bolelelwa tshwetso e e dirilweng e e amanang le go kopa direkoto gag awe, ka sekai, founo, seno le sone le sone se tshwanetse go supywa [s 18(2)(e)].
- Fa motho yo o di kopang a batla tshedimose tso mme a e batlela mongwe o sele, go tshwanetse ga supywa gore o dirile kopa 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 bongwem b aba ntseng jalo b aka nna ba di kopa ka molomo. Motho yo o ikarabelelang ka tshedimose tso eno o tshwanetse gore a tlatsetse motho yo o di kopang foromo a ba 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 nngwe yone ke ya go di tlhatlhoba s22:**

Fa motho yo o kopang go bona direkoto a batla go bona tshedimose tso e e leng kaga 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 duediswa 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 vona 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 tswelelwa 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 thswanela, kgotsa a ka nna a dira lekwalo-kopo le le yang kwa kgotlatshekelong kgatlhanong 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 itsiwe 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 tlathoba direkoto tseo, go di baakanya go dira difotokhopi tsa tsone le go duelela go di tshwara dlura tse di fetang tse a neng a di beetswe gore a tlathobe direkoto tseo ka tsone le go bona se se mo teng ga tsone.

## **E. DITIRELO TSE DI DIRELWANG BATHO**

WRDM

**DIPALANG  
WA**

**BOITEKANE LO  
LE TLHABOLO  
LO MO  
SETSHABENG**

**TSHIRELETSEGI YA  
SETSHABA**

**TLHABOLO LO YA  
MORUO WA  
SELEGAE**

**THULAGANYO  
YA KGAOLO LE  
MATLO**

**BOTSAMAISI JWA  
POROJEKE**

WRDM e arabela  
ka go thoma  
thulaganyo ya  
dipalangwa

WRDM e arabela  
ka go thoma  
dithulaganyo tse  
di tokafatsang  
botshelo jwa  
batho mo  
setshabeng

Tshireletsego ya  
setshaba e fitlhelelwa  
ka go dira gore batho  
ba kgone go direlwa  
ditirelo tsa maemo a  
tshoganyetso ka go ba  
direla tirelo tswa  
maemo a a kwa  
godimo le gone ka  
honne

Ke lengwe la maphata  
a a bothokwa a  
dirisediwang go  
simolola tiro ya go  
tlhsbolola kgaolo.

Go amogela batho  
matlo mo setshabeng  
go akaretsa go ba  
direla ditirelo tse di  
bothokwa

Bo-ikarabelo ka go ela  
thoko gore diporojeke  
tsothe tse WRDM e di  
dirang, di dirwa sentle.



## KAFA O KA DIRELWANG DITIRELO TSENO KA GONE

Gore WRDM e kgone go go direla ditirelo tseno, o tshwanetse go tsenye 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

RANDFONTEIN

1760

### Aterese ya Poso:

Private Bag X033

RANDFONTEIN

1760

Founo: +27 11 411 5000

~~Fax: +27 11 412 3663~~

~~Imeill: [wrdm@wrdm.gov.za](mailto:wrdm@wrdm.gov.za)~~

## F. DITHULAGANYO TSA GO LETLA BATHO MO SETSHABENG GO NNA LE SEABE MO GO TLHOMENG MOLAO LE GO DIRISA TAOLO [MOLAO 14(1)(g)]

Dithulaganyo tsa gore batho mo setshabeng ban ne le seabe ke:

- Dikokoano tsa go tlotla ka mathata le tsa go tlabana botlhale – batho mo setshabeng b aka nna teng mo go tsone le go emela mekgatlo e e farologaneng mo dikokoanong tseno tsa go tlotla ka mathata le ysa go tlabana botlhale.
- Dikokoano tsa Balaodi ba Puso tse Botlhe ba Amogelwang mo go Tsone – Batho mo setshabeng ba lalediwa gore ban ne teng go tla go itseela tshedimose tso 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 b aka tlhomiwa go nna maloko a dikomiti tseno.
- Ditshwetso le Dipego - Batho mo setshabeng b aka 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 tseo di ne tsa tlhlongwa mo dikgaolong di le 4 tsa DMA. Dikomiti tseno di kopana gangwe ka kgwedi mme Modulasetulo o kwala dilo tsa di sa tlhaloganngweng sentle/dipotso/dikopo tse di dirwang a bo a di romela kwa Mmanejareng wa Mmasepala yo o yla 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 ban ewe tshedimose tso ka tsela e go tlhalositsweng ka yone mo Malaong 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 kgotsefale, a kay a go lelela kwa kgotlatshekelong e e nang le bokgoni gwa rarabolola mathata ano.

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

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

**I. GO TLHABOLOWA GA BUKA – KAELO [MOLAO 14(3)]**

WRDM e tla nna e tlhabolola buka – kaelo nalo le nako mme e seng marago ga sebaka se se fetang ngwana 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)]**

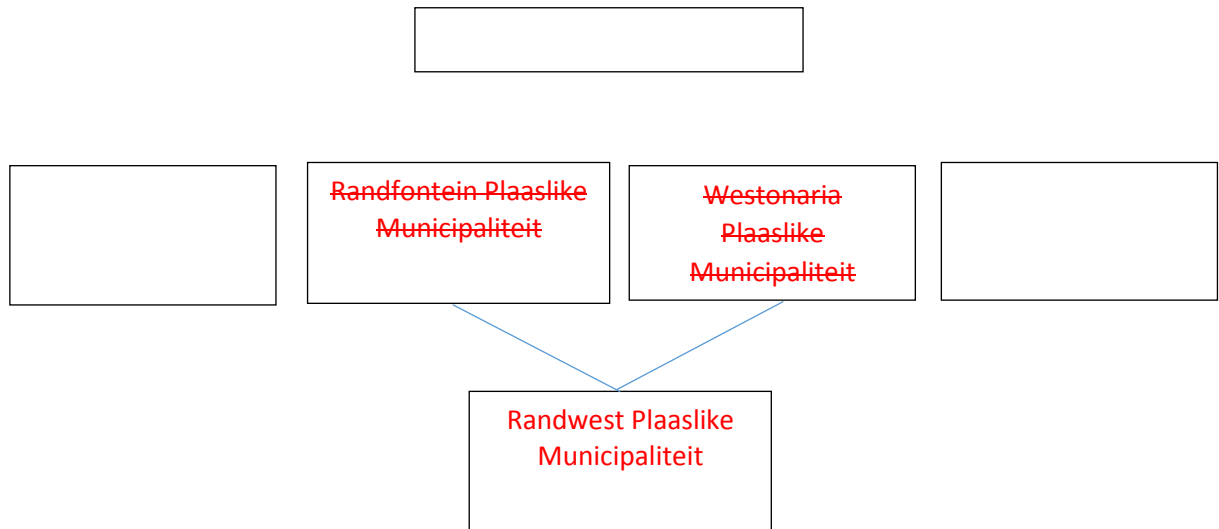
Mo Lokwalo – Pakeng Lwa Puso No. 23765 la lethal la di 21 August 2002, Tona e ile ya rebola dikhampani tsotlhe gore di se ka tsa lere dibuka-kaelo tsa tsone ka lobaka lo lo riling lwa nako, mme jaanong dikhampani di tshwanetse go lere dibuka – tsa tsone

INHOUDSPOGAWE

- A FUNKSIES EN STRUKTURE VAN DIE WRDM
  - 1. Skematiese Samestelling van di Munisipaliteit binne di WRDM
  - 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 vekry
- F REELINGS 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

## A. DIE FUNKSIES EN STRUKTUUR VAN DIE WE-RANSE 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, 117 of 1998 en aangepas deur die Minister en die LUR verantwoordelik vir plaaslike regering ingevolge onderskeidelik artikels 84

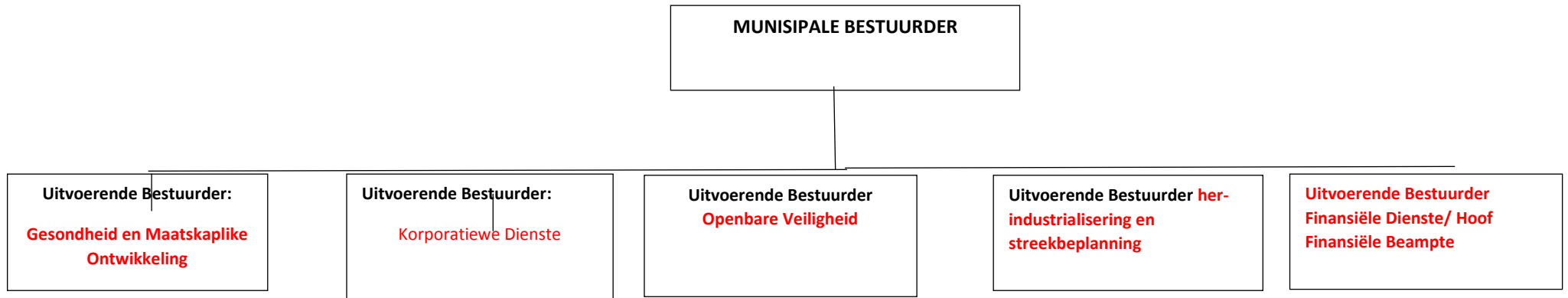
➤ Geïntegreerde ontwikkelingsbeplanning vir die distriksmunisipaliteit as geheel, insluitende 'n raamwerk vir geïntegreerde ontwikkelingsplanne vir alle munisipaliteite in die gebied van die distriksmunisipaliteit.
➤ <del>Regulering van passasiersvervoerdienste.</del>
➤ <del>Munisipale lughawens wat die gebied van die distriksmunisipaliteit as geheel bedien.</del>
➤ Munisipale gesondheidsdienste.
➤ Brandbestrydingsdienste vir die gebied van die distriksmunisipaliteit as geheel, met inbegrip van – <ul style="list-style-type: none"> <li>- Beplanning, koördinasie en regulering van brandweerdienste;</li> <li>- Gespesialiseerde brandbestrydingsdienste soos berg-, veld en chemiese branddienste;</li> <li>- Koördinering van die standaardisering van infrastruktuur, voertuie, toerusting</li> </ul>

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.
➤ Bevordering van plaaslike toerisme vir die gebied van die distriksmunisipaliteit.
➤ Die ontvangs, toewysing en, indien van toepassing, die verspreiding van toelaes 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.



## 2.2 AMPTENARESTRUKTUUR / BOONSTE LAG ADMINSTRATIEWE STRUKTUUR

### WEST RAND DISTRICT MUNICIPALITY





## B. KONTAKBESONDERHEDE

### **INLIGTINGSBEAMPIE – ~~WAARNEMENDE~~ MUNISIPALE BESTUURDER**

Mr ME Koi

Tel: 011 411 5021 e-pos: [Ekoloi@wrdm.gov.za](mailto:Ekoloi@wrdm.gov.za)

### **ADJUNK – INKIGTINGSBEAMPTE – UITVOERENDE BESTUURDER: KORPORATIEWE DIENSTE**

Mev MG Magole

Tel: 011 411 5012 e-pos: [GMagole@wrdm.gov.za](mailto:GMagole@wrdm.gov.za)

### **KOMMUNIKASIEBEAMPTE –**

Mr Clement Mohlala

Tel: 011 411 5062 e-pos: [cmohlala@wrdm.gov.za](mailto:cmohlala@wrdm.gov.za)

### ***Algemene inligting – Fisiese adres:***

Western Gauteng Council Centre

C/O 6<sup>de</sup> straat en Parkstraat - Suid

RANDFONTEIN,

1760

### ***Posadres:***

Privaat Sak X033

RANDFONTEIN

1760

Tel: +27 11 411 5000

**Faks: +27 11 412 3663**

Webwerf : [www.wrdm.gov.za](http://www.wrdm.gov.za),

**E-pos: [wrdm@wrdm.gov.za](mailto:wrdm@wrdm.gov.za)**

### ***Munisipale Bestuurder***

Mr M E Koi

Tel: +27 11 411 5021

**Faks: +27 11 693 4306**

e-pos: [asegopolo@wrdm.gov.za](mailto:asegopolo@wrdm.gov.za)

***Uitvoerende Burgemeester***

Cllr TM Bovungana

**Tel: +27 011 411 5202**

e-pos: [bbovungana@wrdm.gov.za](mailto:bbovungana@wrdm.gov.za)

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

Die betrokke gids is as, Bylae 1, aangeheg

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

**1) AUTOMATIESE OPENBAARMAKINGS [ ARTIKEL 14(1)(E) ]**

- Versiae en notules van vergaderings van die WRDM na oorweging deur die WRDM (uitgesonderd versiae en notules wat VERTROULIK gemark is)
- Geïntegreerde Ontwikkelingsplan (GOP)
- Openbare deel van register van registreerbare belange van raadsiede
- Opgawe van bywoning van raadsiede
- Besoldiging van Munisipale Bestuurder en Strategiese Uitvoerende Beampptes
- 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 leers
- Tenders

### 3) DIE VERSOEKPROSEDURES

**‘n Versoeker moet toegang tot ‘n record 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 record; en
- Toegang to daardie record word nie geweier om enige rede vir weiering in die Wet genome nie.

**Aard van die versoek:**

- ‘n Versoeker moet die vorm gebruik wat in die Staatskoerant gedruk is [Goewermementskenningsgewing R187 van 15 Februarie 2002, Vorm A], aangeheg as **Bylae 2**.
- Die versoek moet aan die Munisipale Bestuurder gerig word.
- Die versoeker moet ook aandul of die versoek vir ‘n afskrif van die record is en of die voersoker wil inkom en na die record kyk by die kantore van die openbare liggaam. Alternatiewelik, as die record nie ‘n document is nie, kan dit in die verlangde vorm besigtig word, waar moontlik [artikel 29(2)]
- Indien ‘n person 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 record 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 rekordm die versoeker op ‘n ander manier oor die besluit ingelig wil word, bv telefonsies, moet dit aangedul word [artikel 18(2)(e)]
- Indien ‘n versoeker die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig wordm aangedul word [artikel 18(2)(f)]
- Indien ‘n versoeker nie kan lees of skryf nie of gestremd is, kan hy die versoek vir die record 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 record wat persoonlike inligting oor daardie versoeker bevat, hoef nie die versoekgelde te betaal nie. Eike ander versoeker wat nie ‘n persoonlike versoeker is nie, moet die verelste versoekgelde betaal. Sien **Bylae 3** vir die schedule van foole wat deur openbare liggame gehef mag word.

- Die inligtingsbeampte moet die versoeker (wat nie ‘n persoonlike versoeker is nie) per kennisgewing in kennis stele n van hom verels om die voorgeskrewe gelde (Idien 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 appel aanteken, waar gepas, of kan by die hof aansoek doen teen die aanbleding of betalling 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 verder toegangselde betaal word vir die soek, voorbereiding, reproduksie en vir enige tyd wat meer is as die voorgeskrewe ure om die record te soek en vir openbaarmaking voor te berel.

#### **E. DIENSTE BESKIKBAAR**

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

WRDM

**STREEKSBEPLANNING & OMGEWING**

**TEGNIESE  
STEUNDIENTSE**

**GESONDHEID EN  
SOSIALE  
ONTWIKKELING**

**Public safety**

**EKONOMIESE  
ONTWIKKELING**

**FINANSIELE  
DIENSTE**

**KORPORATIEWE**

**Doel:**

Om die streeksbeplanning en omgewing ooreenkomstig wetgewing en in lyn met die GOP te bestuur

**Funksies:**

1. Koördineer die implementing van alle projekte en streeks GOP prosesse.
2. Verleen

**Doel:**

Om in ooreenstemming met wetgewing en die GOP, tegniese steundienste aan die munisipaliteit

**Funksies:**

1. Bestuur die konstruksie en instandhouding van pale en stormwater
2. Bestuur die

**Doel:**

Om gesondheids en sosiale ontwikkeling in ooreenstemming met wetgewing en die GOP is bestuur.

**Funksies:**

1. Mmaatskaplike ontwikkelingsprogramme
- 2.

**Doel:**

Om beskermingsdienste (Openbare veiligheid)  
In ooreenstemming met wetgewing en beleid te bestuur.

**Funksies:**

1. Verleen Rampbestuurdienste
2. Verleen nooddienste

**Doel:**

Om ekonomiese ontwikkeling in ooreenstemming met wetgewing en die GOP te bestuur

**Funksies:**

1. Koördineer landbou en landelike ontwikkelingsprogramme

**Doel:**

Om die finansiële dienste van die munisipaliteit in ooreenstemming met wetgewing en beleid te bestuur

**Funksies:**

1. Verleen begroting en streekssteun
2. Bestuur die besteding van die

**Doel:**

Om korporatiewe diens aan die munisipaliteit te verskaf

**Funksies:**

1. Verleen menslike hulpbrondienste
2. Verleen

**Doel:**

Om besigheidsprosessteun aan die munisipaliteit te lewer

**Funksies:**

1. Verleen regsdiens
2. Verleen intieme ouditdiens



**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.

**Fisiese adres:**

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

**Posadres:**

Privaat Sak X033  
RANDFONTEIN  
1760

Telefoon: +27 11 411 5000

Faks: +27 11 412 3663

E-pos: [admin@wrdm.gov.za](mailto:admin@wrdm.gov.za)

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

Reelings vir openbare betrokkenheid is:

- Verhore en wekwinkels – die publiek kan hierdie verhore en werkwinkels bywoon en vertoe 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 munisipaliteit 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 geblede van die DBG ingestel. Die komitees vergader maandeliks en onduidelikheede/vrae/versoeke word deur die voorsitter aangeteken en na die Munisipale Bestuurder verwys wat versker 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 voorgele. Aangeleenthede word dan oorweeg en aanbevelings word gedoen aan die artikel 80 komitee: DBG.

**G. DIE REGSMIDDELE BESKIKBAAR AS DIE BEPALINGS VAN HIEDIE 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 appel (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. BESIKBAARHEID 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 voorle.

