

# **INTERNAL GUIDELINES FOR THE IMPLEMENTATION OF THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) IN THE WEST RAND DISTRICT MUNICIPALITY**

## **Introduction**

According to the Constitution of South Africa, everybody has the right to administrative action that is lawful, reasonable and procedurally fair.

The objective of the Promotion of Access to Information Act, (Act 2 of 2000) is to give persons access to records of a public body or of a private body, in a planned and procedurally organised way, on request of the person in need of the information.

In line with PAIA, the public body must assist the requester to obtain access to the requested information within the legal limitations of the Act.

## **Requests**

Anyone requesting access to records kept by the WRDM, in line with PAIA, must do so by following the prescribed procedure; 'Form A', attached as **Annexure**, must be completed by the requester and be submitted at the WRDM. The mentioned form is available at the reception desk, at the main entrance to the Western Gauteng Council Centre or on the WRDM-web site [www.wrdm.gov.za](http://www.wrdm.gov.za)

## **Response on requests**

Requests must be responded to within 30 days from the receipt thereof. If access to records is rejected, the deputy information officer must provide the reasons for the rejection to the requester, in writing. Assistance should also be given to disabled people, to provide the information to them in the format accessible to them, i.e.; the blind, illiterate people, etc.

In terms of the Act, the Municipal Manager is the Information Officer of the WRDM and the Deputy Information Officer, appointed by the

Municipal Manager, is the Executive Manager: Corporate Services. All requests for information must be submitted to the deputy information officer; he will delegate tasks to the relevant official/s, as and when required, to assist in making specific information available, on request.

**CONTACT INFORMATION OF THE:**

• **INFORMATION OFFICER AND THE**  
• **DEPUTY INFORMATION OFFICER**  
**RESPONSIBLE FOR THE MANAGEMENT OF THE PROMOTION OF**  
**ACCESS TO INFORMATION ACT (PAIA), AT THE WRDM:**

**INFORMATION OFFICER:**

**MUNICIPAL MANAGER**

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**DEPUTY INFORMATION  
OFFICER:**

**EXECUTIVE MANAGER:**

**CORPORATE SERVICES**

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