



**PARLIAMENT**  
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ISINDEBELE



IPALAMENDE  
YERIPHABHLIKI YESEWULA AFRIKA

INCWAJANA YOKUFUNDISA  
NGOKUTHUTHUKISA UKUFIKELELA  
UKUFUMANA ILWAZI

Ihlelwe yaLungiswa ngokulandela isiGaba se-14  
soMthetho 2 womNyaka ween-2000  
wokuThuthukisa ukuFumaneka kweLwazi  
(njengombana ikhitjelelwe)

ILANGA OWAQEDWA NGALO UKUHLANGANISWA BEWAGADNGISWA: 01/06/2021  
ILANGA LOKUQEDWA UKUBUYEKEZWA NGALO: 29/02/2024

## ISENDLALELO

Umnqopho walencwajana kukwazisa nokufundisa amalunga womphakathi ngemisebenzi yePalamende, ilwazi nemisebenzi umphakathi ongayifumana ePalamende. Lencwajana ngenye yeendlela esibonisa ngayo bona sinomsebenzi oqakathekileko obandakanya umphakathi ukudlala indima kukambiso yokwenziwa kwemithetho ePalamende. Sithemba bona izokukhuphula izinga lokuthuthukisa ukusebenzisana kwabantu nathi, ukwenzela woke umuntu ukufikelela ukufumana ilwazi alifunako, ukuzibandakanya ukudlala indima ePalamende yabantu.

UMthethosisekelo wethu wahloma ihlelo lentando yenengi esebenza ngeendlela ezimbili okukujamela nokubandakanyeka kwabantu. Inebonelo phambili lendlela yokudlala indima ngokubandakanya umphakathi nekungenikela iPalamende igunya ukuhlela iindlela zokubandakanya umphakathi ukudlala indima kizozoke iinkambiso zayo nokhunye ekwenzako lokha nayenza umsebenzi wayo okuyindlela evulekileko esepeneneni. Ukuziphendulela ukulandela igunya loMthethosisekelo enikelwe lona. iPalamende iragela phambili ukusebenza ukujamisa amano azokuqinisekisa ukobana abantu abangakwazi ukufumana ukufikelela iindlela zokuzibandakanya ePalamende banikelwa amathuba ukwenza njalo. Enye indlela emamano wokwenza lokhu kujanyiswa kwama-Ofisi wePalamende weNtando yeNengi eNarheni.

USolwazi osebenza ngelwazi lePalamende nguNobhala wePalamende. Umumuntu obekwe, ngokuya koMthetho wokuThuthukisa ukuFumaneka kweLwazi, uMthetho womnyaka ween-2000 (uMthetho 2 womnyaka ween-2000), ukunikela ngelwazi nokusiza umphakathi ukuyelela umnqopho waloMthetho kukuba Mlawuli wamaPhepha. Umuntu oMlawuli wamaPhepha liSekela likaSolwazi lePalamende. Usizwa basebenzi e-ofisini ukunikela ngelwazi begodu unokuziphendulela ukulawula kokuphatha uMthetho.

USolwazi e-Ofisini nguNobhala wePalamende njengomuntu onokuziphendulela ngePalamende. Iminingwana yezokuthintana ngethi:

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USolwazi wePalamende usizwa boSekela bakhe ababoSolwazi nabo abathathu ukuphatha ilwazi lePalamende (*i-PAIA*) kunye nelwazi le-*POPIA*. Bangababekwe ePalamede eenkhundleni ezilandeleko bunje

1. UMphathi wemiKhakha yokuHlukaniswa kwePalamende: Ilwazi nemiSebenzi yeLwazi;
2. USoLwazi omKhulu; kunye
3. NoMphathi oMkhulu waBasebenzi.

Yoke imitlolo emayela nokufumana ilwazi kumele iqaliswe kuSekela Solwazi we-Ofisi. Imininingwana yokuthinta uSekelasolwazi we-Ofisi kunye neensebenzi ze-ofisi ngethi:

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## A. ISINGENISO

Imisebenzi yePalamende inikelwa kusiFundo 4 soMthethosisekelo weRiphabhliki yeSewula Afrika, womnyaka we-1996, (umThetho we-108 womnyaka we-1996). IPalamende yeSewula Afrika yakhiwe eTjhingalanga Kapa edorbheni i-Cape Town. Ibunjwa zizindlu ezimbili ezibizwa bona yiNdlu yesiBethamthetho seNarha senarha neNdlu yoMkhandlu weNarha oNgamele iimFunda. Enye neny indlu ibekelwe imisebenzi ekumele iyenze, evezwe kuMthethosisekelo. Nanyana kunjalo kuneenkhati ezinengi lapha iziNdlu zombili zisebenzisana ukwenza umsebenzi okubizwa bona “kuHlala kweHlanganyela” ukuSebenza ngokuHlanganyela.

INdlu yesiBethamthetho seNarha inamalunga ama-400, akhethelwe ukusebenza iminyaka emihlanu ngokuya kwamakhetho wokuvoda kwabantu benarha. USomlomo weNdlu yesiBethamthetho seNarha usizwa nguSekela Somlomo, aboSihlalo beNdlu yesiBethamthetho abenza ikambiso yokuhlala nokuhlangana kweNdlu yesiBethamthetho seNarha. Inani leenhlobo zeNdlu yesiBethamthetho seNarha ezinikelwa isiqhema sepolotiki kuba ngezikelwa ngokwemiphumela yamakhetho wenarha abanjwa qobe iminyaka emihlanu.

INdlu yoMkhandlu weNarha oNgamele iimFunda unamalunga ama-54 okumalunga wasafuthi. Esinye nesinye isifunda kwezilithoba zithumela amalunga asi-6 okuba ngajamela isifunda ngokupheleleko ngeNdlini yoMkhandlu weNarha oNgamele iimFunda. USihlalo, usizwa nguSekela Sihlalo, aboSihlalo beNdlu yoMkhandlu weNarha oNgamele iimFunda balawula imihlangano yokuhlala weNdlu yoMkhandlu weNarha oNgamele iimFunda. Ukungeza amalunga walendlu, abajameli babomasipala bemakhaya bangajamela iimFunda ngeNdlini yoMkhandlu weNarha oNgamele iimFunda kodwana abanamalungelo wokuvoda nakuvodwako ngendlini. INdlu yoMkhandlu weNarha oNgamele iimFunda kumele iqinisekise ukobana ijamelala iimfuneko zeendingo zesifunda ekumele zitjhejwe mithetho yenarha.

IPalamende ijanyiselwe ukujamelala abantu ukuqiniseka ukobana urhulumente wenza imisebenzi yakhe njengombana athenbise ukuyenzela umphakathi. IPalamende iyihlangano yenarha eyenzelwe ukuyelela itjheje iindaba zomphakathi ngokujamelala iimfunda naborhulumente bemakhaya eenkambisweni zayo ngokubandakanya umphakathi.

Kumkhakha kaRhulumende omkhulu, amandla womthetho weRiphabhliki enzelwe ukusisa ekusebenzeni kwePalamende. Ngamanye amagama, iPalamende inokuziphendulela ukwakha nokuphasisa imithetho. INdlu yesiBethamthetho seNarha ngiyo ekhetha uMongameli begodu iyihlangano ekulu lapha kubanjwa khona iinkulumiswano zomphakathi. INdlu yesiBethamthetho seNarha imele ihlaziye ihlolisise beyengamele imisebenzi yesiGungu esiPhezulu. INdlu yomKhandlu weNarha oNgamele iimFundo, ngakelinye ihlangothi, kumele iqiniseke ukobana iindingo neemfuneko zeemfunda zizaqalelelwa zitjhejwe mkhakha karhulumende omkhulu. Ikwenza lokho ngokudlala indima ekwenziweni kwemithetho nokuba yihlangano lapha iindaba eziyama iimfunda kukhulunywana ngazo ngokusepepeneni.

## **B. IGUNYA ELINIKELWE IPALAMENDE**

Igunya elinikelwe iPalamende ngelinikela iinzathu zokubunjwa nokuba khona kwayo. IsiKhungo esifanele ukuba khona, begodu sibekwe ngokuvumela koMthethosisekelo weRiphabhliki yeSewula Afrika bona kujanyiswe iPalamende nokubeka imisebenzi ekumele iyenze. IPalamende ikhethelwe ukujamela abantu nokuqiniseka ukobana iba ngurhulumende wabantu ongaphasi koMthethosisekelo nolandela ukujamela iimfunda kumkhakha karhulumende omkhulu. IPalamende ifezekisa igunya enikelwe lona ukwenza imisebenzi yayo ngendlela elandelako:

Umsebenzi 1: Ukuphasisa imithetho (imithetho)

Umsebenzi 2: Ukucalisisa nokuhlola yenze ilandelela, okungokwenziwa sigungu esiphezulu (ukwenza ilandelela nokuhlola isigungu esiphezulu neenkhungo zikarhulumende)

Umsebenzi 3: Ukwenza kube nokuzibandakanya nokudlala indima komphakathi lokha kwenziwa imithetho nezinye iinkambiso zePalamende.

Umsebenzi 4: Ukwenza kube noRhulumende wokusebenzisana.

Umsebenzi 5: Ukwenza kube nokusebenzisana neetjhabatjhaba (ukusebenzisana neeNyingi, iKhontinedi kunye neenhlango zeeNtjhabatjhaba).

## **IMISEBENZI EMINQOPHO EMIKHULU EMGOGODLHA EPALAMENDE**

Imisebenzi emgogodlha wePalamende kuphasisa imithetho (imithetho), ukuhlolisisa nokwenza ilandelela ngokusebenza kwesigungu esiphezulu (ukwenza ilandelela nokuhlola ukusebenza kwesigungu esiphezulu neenkhungo zombuso), ukwenza ukubandakanyeka kokudlala indima komphakathi ekambisweni yokwakhiwa imithetho,

ukwenza kube nokusebenzisana kukarhulumende kokwenza ukubandakanyeka kwenarha kwezeentjhabatjhaba (ukudlala indima eenyingini, kukhontinedi neenhlango zeentjhabatjhaba) Imiphumela yemisebenzi ifakahlangana ukuphasisa imiThethomlingwa, ukuphendula imibuzo ebuzwa isiGungu, ukwenza imibiko yaqobe mnyaka ebekwa phambi kwePalamende nokuhlaziya, ukwenza bona kube nokubandakanyeka komphakathi, ukuzibandakanya nokudlala indima eenhlanganweni zeentjhabatjhaba neenhlango ezinegunya lokusebenza nePalamende, ukwenza iimvumelano zeentjhabatjhaba, ukubeka kuqatjwe abasebenzi bama-ofisi nokwenza imisebenzi yangokomthetho yombuso.

Imisebenzi emgogodlha wePalamende izeza imisebenzi egunyazwe ukwenziwa yiPalamende, okungelandelako:

### **Umsebenzi omgogodlha, omnqopho wokuthoma 1: Ukuphasisa imithetho (imiThetho).**

ImiThethomlingwa yethulwa ePalamende, yethulwa malunga wesigungu namkha ithulwe yiPalamende ngokwayo. Imithethomlingwa iyahlelwa ngokuya koMthethosisekelo, kunemithethomlingwa engaphasi kwesiGaba 74 soMthethosisekelo (iinkhabelelo ezigunyazwa Mthethosisekelo) imiThethomlingwa engaphasi kwesigaba 75 soMthethosisekelo (Imithethomlingwa ejayelekileko engayami iimFunda) isigaba 76 soMthethosisekelo, imithethomlingwa ejayelekileko eyama iimfunda), nemithethomlingwa ewela ngaphasi kwesigaba 77 soMthethosisekelo (imithethomlingwa yezemali)

### **Umsebenzi omgogodlha, omnqopho wesibili 2: Ukuhlola nokwenza ilandelela nokuhlunga ukuhlola kokwenziwa kwelandelela okwenziwa sigungu.**

Njengencenye yokuhlola nokwenza ilandelela okumsebenzi wePalamende, amalunga abuza isigungu esiphezulu imibuzo, isigungu esiyiphendula ngomlomo namkha ngokutlola iimpendulo, Imibuzo ingabuzwa uMongameli, uSekela Mongameli namkha aboNgqongqotjhe. Ukungeza ukunikela iimpendulo zemibuzo, umsebenzi wokuhlola nokwenza ilandelela kukwethulwa kwemibiko ePalamende okwenziwa ziinkhungo zombuso ukuziphendulela ngezikwenzako. Imibiko yaqobe mnyaka yethulwa minyango karhulumende, amaziko neenkungo zikarhulumende ezisekela umbuso wentando yenengi kunye neenkulu eziphethe umkhakha wamaziko wefundo nokubandula.

Eminye imisebenzi yokuhlola nokwenza ilandelela ifakahlangana ukuvakatjhela iminyango, amaziko neenkungo zombuso, ukutjheja imibiko yamakomidi nokufumana umbiko ngokubika ngokukhulumisana namakomidi nokusebenzisa ikambiso yezabelamali.



### **Umsebenzi omgogodlha, omnqopho wesithathu 3: Ukwendlala ikambiso yokubandakanya umphakathi.**

Ukuzibandakanya nokudlala indima komphakathi kuyikambiso yePalamende, ukufikelela iPalamende namalunga wayo, ukufikelela ilwazi elinikelwa umphakathi kuhlala kuliqalo qangi eliqakathekileko lePalamende. Imisebenzi yokubandakanya umphakathi kufakahlangana ukulalelwa komphakathi, amahlelo wokukhulumisana nomphakathi, amahlelo wokukhulumisana ngokusebenzisa imirhatjho nokubika kusetjenziswa iindlela zokurhatjha ngemirhatjho, umabonwakude, imitlolo egadangisiweko, iincwajana zelwazi nobunzinzolwazi bePalamende, iNdlu yesiBethamthetho seNarha inamajima wePalamende wokuthintana nabantu.

### **Umsebenzi omgogodlha omnqopho wesine 4: Ukwenza kube norhulumende wokusebenzisana.**

IPalamende idlala indima eqakathekileko ukwenza bona kube nokusebenzisana kiborhulumende ngokuphasisa iimvumelwano zeentjhabatjhaba, ukuqatjha kubekwe abasebenzi bama-ofisi nokuphumelelisa ukwenziwa kwemisebenzi njengombana kubekwe mthetho.

### **Umsebenzi omgogodlha omnqopho wesihlanu 5: Ukwenza imisebenzi emayelana neemvumelwano zeentjhabatjhaba**

Ukusebenzisana kwePalamende neentjhabatjhaba kuyindlela eyikambiso okuragela phambili nemikhulumiswano ebanjwa hlangana neembethamthetho zephasi. emihlanganweni ehluahlukeneko, amaLunga wePalamende (ama-MPs) naboSomlomo babanethuba ukubonisana neenarha zephasi ukuqalana neentjhijlo zephasi loke.

IPalamende yeSewula Afrika idlala indima eenHlanganweni ezincani nezikulu eziimbalwa zeentjhabatjhaba, ukufaka hlangana -

i-Palamende ye-Afrika.

iHlangano yeemPalamende ze-Afrika engeSewula;

IHlangano yeBumbano loMnotho leemPalamende;

iHlangano yeBumbano leHlanganisela yleemPalamende zephasi (i-IPU); ne

iHlangano eKulu yeBumbano le-African, i-Caribbean ne-Pacific-European.

## **C. IINJAMISO EZIMANGLANGOTHI WEMISEBENZI EPALAMENDE**

Ukuqakatheka kwemisebenzi eyenziwa basebenzi bePalamende ibangelwa kufuneka kwemisebenzi ekumele yenziwe maLunga wePalamende, njengombana enza imisebenzi yawo ebekwe Mthethosisekelo. Imiphumela yemisebenzi yePalamende yenziwa ngokwenziwa kwemisebenzi eminengana eyenziwa mahlangothi ambalwa ePalamende.

Ihlangothi lokuphatha lePalamende linikela ngemisebenzi efaneleko yezinga eliphezulu iyenzela iziNdlu zePalamende, amaKomidi wePalamende kunye namaLunga wePalamende ngokuhlukana. Lokhu kuthatha iindlela ezihlukeneko ezinamazinga ayincenye yokunikela ngelwazi, ukululeka nokwenza imisebenzi yokusekela imisebenzi yokuphatha nokunikela amalunga ngebandulo elifaneleko ukwenzela bona akwazi ukwenza imisebenzi yawo ekumele ayenze njengombana kulindeleke ngokomthethosisekelo.

Ihlelo lomdwebo wokurhenyiswa kokubumbeka kwePalamende (i-oganogramu) itjengisa iindlela zokubumbeka kwePalamende namahlangothi enza imisebenzi ehlukeneko ehlangothini lokulawula lePalamende.

Imisebenzi yePalamende idoswa phambili nguNobhala wePalamende okunguye onokuziphendulela ngokwenzeka ekuphathweni kwePalamende.

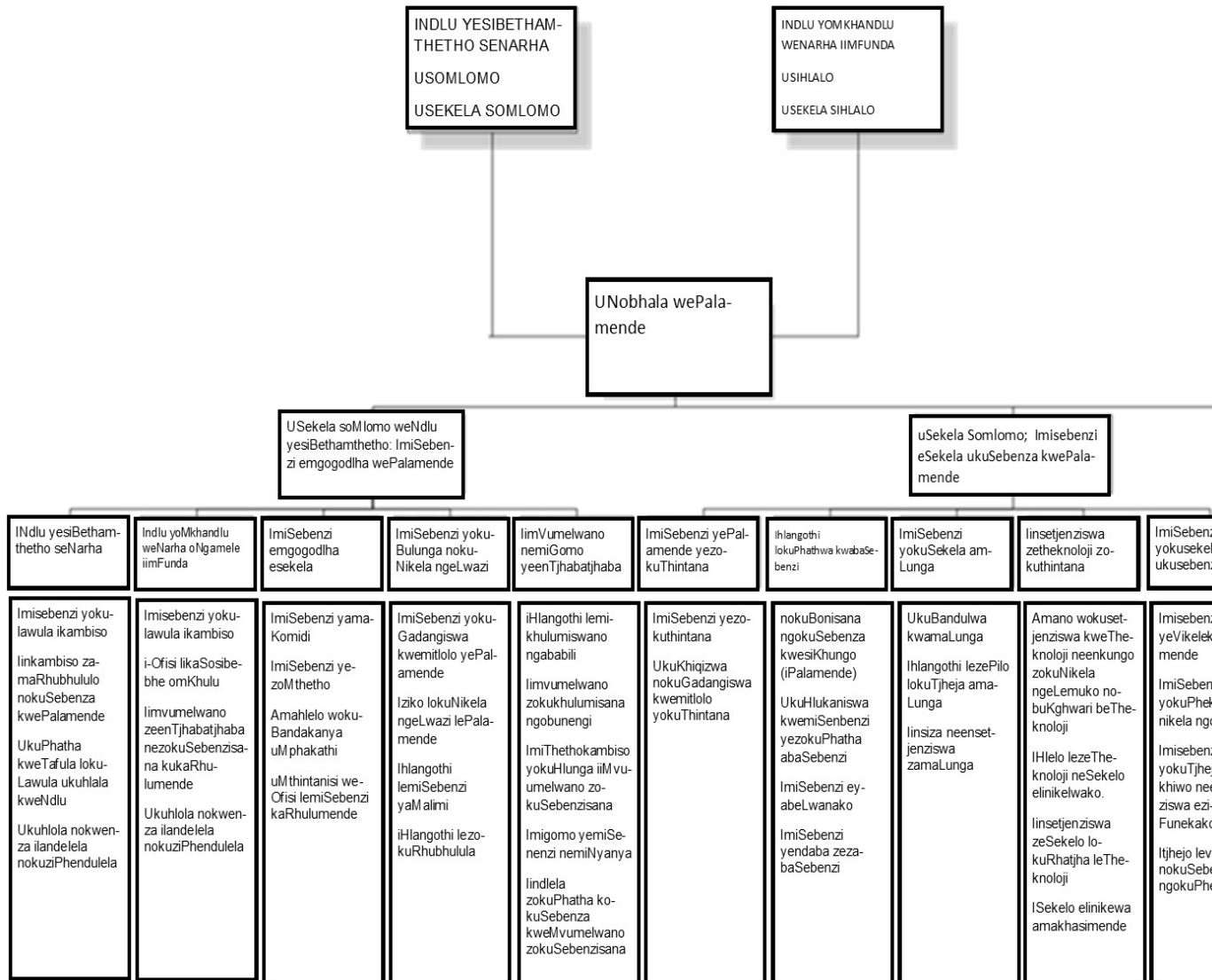


Figure 1

## UKUFIKELELA UKUFUMANA IMITLOLO YEMIBIKO YEPALAMENDE

IPalamende izibophelele ukuthuthukisa imithethokambiso evulekileko esebenza ngokusepepeneneni nokuziphendulela, nokobana inengi lelwazi elimayelana nePalamende kungelivulekileko elingafunyanwa nanyana ngubani. Umsebenzi wePalamende njengesikhungo esijamele abantu, wenziwa ngokubanjwa ngokuvulekileko begodu ungakhanjelwa nanyana ngubani ofisa ukuwukhambela akwazi ukubukela alalele iinkulumopikiswano nemihlangano yePalamende. Kungaleli ibanga imitlolo yemibiko

naleyo emumethe ilwazi ngepalamende, umphakathi ukwazi ukuyifumana simahla begodu ibekwa kubunzinzolwazi bePalamende ukwenzela ukufumaneka lula.

Abantu bayalemukiswa bona ngaphambi kobana omunye nomunye afikelele afumane ilwazi namkha umbiko ophethwe yiPalamende, loyomuntu kumela akhulumisane noMlawulilwazi wamaPhepha wePalamende ukubuza ukobana ilwazi alifunako lifumaneka bunjani ngaphandle kokwenza isibawo sokufumana ilwazi ngokuya koMthetho wokuThuthukisa ukuFikeleleka kweLwazi. Lokhu kwenzelwe ukobana imitlolo yemibiko yePalamende ifumaneka lula ukusetjenziswa malunga womphakathi njengombana imihlangano eminengi yePalamende ibanjwa ngokuvulekileko nokusepepeneni.

Lokha umuntu akhetha ukusebenzisa umthetho, owenza isibawo kumele asebenzise iforoma elifaneleko alandele yoke imigomo efaneleko emayelana nomthetho. Lokha ofake isibawo enzela omunye isibawo sokufumana ilwazi, ubujamo bakhe kumele bubekwe ngokucacileko.

Lokha owenze isibawo angakwazi ukufunda nokutlola namkha aphila nokukhubazeka, kumele enze isibawo ukufumana ilwazi ngokunikelwa ngeemumathi ezikhulumako namkha ezigadangisiweko. USekela soLwazi osebenza e-ofisini uzokuzalisa iforomo ebujameni baloyo owenza isibawo amnikele ikhophi lesibawo sakhe.

Umfakisibawo kumele aveze lokha isibawo simayelana nekhophi lombiko begodu afisa ukuzozifunela ikhophi yombiko. Lokha umbiko ungasiwo umgadangiso ungabukelwa ngokuzalisa iforomo elifaneleko lokha nakukghonakalako.

Lokha, kunefuneko yokufumana umbiko otloliweko ukungeza esibaweni, umfakisibawo kumele atjelwe ngesinqunto nganoma ngiyiphi indlela, isib. Ngomtato, okumininingwana emele ivezwe eforomeni lesibawo elizalisiweko.

Lokha umuntu abawa ukufumana iforomo elithileko, umfakisibawo uzokufumana ukulifumana ngendlela alibawe ngayo, ngaphandle kwalokha ukunikelwa lokho kuzokulimaza umbiko/ilwazi alibawileko namkha iphule amalungelo wobunikazi kunye nokuphathwa kombiko namkha ilwazi lelo elimutlolo wePalamende.

USekela Solwazi we-ofisi lelwazi lePalamende unikelwe umsebenzi wokusiza abafakiimbawo zokufumana ilwazi ukukhambisana nomThetho lokha babawa ukunikela ngelwazi nemibiko yePalamende. Lokha umfakisibawo sokufumana ilwazi angazi bona ngisiphi isikhungo namkha iziko eliphethe umbiko/ilwazi alifunako namkha elilawula ilwazi alifunako, uSekela Solwazi we-Ofisi uzomsiza ngokudlulisela isibawo sakhe sokufumana ilwazi asidlulisele kusikhungo/ iziko esiphethe ilwazi alifunako akwenza lokho esikhundleni sofake isibawo.

## **Ukuphatha nokuLawula ilwazi Lakho (Iomuntu eliqakathekileko)**

IPalamende njengesikhungo semisebenzi yomphakathi ifumana ilwazi eliqakathekileko elimayelana nabantu. Ilifumana ngabasebenzi bayo okumalunga wePalamende ukwenzela ilawulo nokuphathwa kwePalamende. Lelilwazi libekelwe ukwenzela ukuphatha nokulawula ukusebenza kwePalamende, akwenzeki bona kwabelwane ngalo nezinye iinkhungo namaziko ngaphandle kwalezo ekumele zinikelwe ezifana neziko leSewula Afrika lezokuButhelela uMthelo (Ingeniso).

Ilwazi lisetjenziselwa lisetjenziselwa lokho elifanele lisetjenziselwe khona. Lelilwazi libulungwa ngemitlolo emaphepha kumtlole oyirejista yokuTlolisa obekwa ngeNdlini yokuBulunga imiTlolo nofumaneka ngokwelawulo eliphezulu. Imibiko ilawulwa ngokukhambisana neHlelo eliphezulu lePalamende eliveza ukobana kumele ibekwe isikhathi eside kangangani nokobana kumele ilahlwe emva kwesikhathi eside kangangani.

limvumelwano zomsebenzi zabasebenzi bePalamende abakafakwa ukubana kunikelwe imininingwana yabo ngenye ihlangano lokha nayibawa imininingwana yabo, lokho kwenziwa ngokusebenzisa i-ofisi lezomthetho ukwenzela ukubahlola ukuphepha kwabo ukusebenzela umbuso nalokha isibawo sesisebenzi esiqaliweko sizabe sazisiwe ngesibawo esinjalo sokufumaneka kwemininingwana yaso yangeqadi neqakathekileko kuhlathululwe.

IPalamende ifumana godu ilwazi labantu ngamunye lokha abantu bavakatjhela iPalamende. Lelilwazi lifuneka lokha kumele kuvunyelwe abantu bona bangene ePalamende ukwenzela ilawula lokuphepha kwePalamende njengendawo eliqaloqangi eliqakathekileko lenarha. Ilwazi elifunekako libizo lomuntu nemininingwana yakhe yokuzazisa. Ilwazi libekwa ngehlelo lesiterhinigi babutheleli besiterhinigi (*i-ICT*) begodu ukufumaneka kwalo kuyalawulwa. ILwazi kwabelwana ngalo nehlangothi lemiSebenzi yezesiPholisa yeSewula Afrika ukwenzela ukwenza ukuhlola kokuphepha kwePalamende lokha labobantu bavakatjhela iPalamende ngesikhathi seKulumo kaMongameli yesiTjhaba ngobuJamo beNarha, ukwenzela ukuthatha isiqu nto ukobana ngubani ongakhambela lomnyanya.

IPalamende isebenza ngokuzibophelela ukusebenza ngokuvulekileko okusepepeneni, kungebanga lelo lelo yoke imitlolo nemibiko yepalamende ifumaneka simahla kubunzinzolwazi bePalamende. Njengombana kusiKhungo somphakathi, sisebenza ngokulandela yoke imithetho emayelana nokuphatha ilwazi khulu ngokunqophileko ilwazi elinqophene nomuntu esilifumanako siliphatha ngokufihlakeleko besiqinisekise ukusebenza silandela yoke imithetho yokupatha ilwazi. Sisebenza ngokwenza lokhu ngasosoke isikhathi okuyindlela emuthethimgomo elandelwa yiPalamende esikhungo esisebenza ukuphasisa imithetho ukwenzela bona sibe nokuziphendulela ngasosoke isikhathi.

Abantu ababawa ilwazi labo eliphethwe yiPalamende banikelwa lona ngaphandle kokubhadela. Omunye nomunye umuntu nanyana kungubani angenza isibawo

ukufumana ilwazi elinqophileko elimayelana nabo /naye ukulungiswa , ipapalamende izokwenza lokho ngombana kuyiPalamende esebenzela ukuqinisekisa ukulungisa ilwazi Labantu eliphetheko ukwenza bpoja kuba ngelilungisiweko eliqinisekisiweko ngasososke isikhathi . Omunye nomunye umuntu unalo nelungelo lokubawa bona ilwazi elinqophileko ngabo licinywe emitlolweni yepalamende lokha akholelwa bona ilwazi lelo elimayelana nabo akusese ngelifanele libulungwe yiPalamende njengombanakuzabe sele kulilwazi elinganamngqopho ukusetjenziswa

### **Imali ebhadelwako**

Ukuya ngokwesiGaba 22 soMthetho wokuThuthukisa ukuFumaneka kweLwazi, kunemihlobo emibili yokubhadelela ukufumana ilwazi okwenziwako, ukubhadelela ukwenza isibawo sokufumana ilwazi. IPalamende ayikathomi ukubhadelisa lokha kunokwenza isibawo sokufumana ilwazi kowenza isibawo kodwana umfakisibawo angabawiwa ukubhadela ukufumana ilwazi lokha ukufumana ilwazi lelo kunikelwe iimvumo begodu kumele kwenziwe ukugadangisa umbiko namkha umtlolo okungenziwa esinye nesinye isikhathi esidlula ama-iri abekiweko ukwenza irhubhululo nokwenza amalungiselelo ukwenzela ukunikela ngokumumethwe mbiko nomtlolo.

### **linlungiso ezenziweko mayelana nokuhluleka kokusebenza komthetho ukuya ngokomthetho obekiweko**

Lokha umfakisibawo afisa ukwenza ukuzibilayeza ngesiqunto mayelana nomnikeli ngelwazo (isisebenzi se-ofisi lelwazi), Umfakisibawo kumele afake isibawo sokuzibilayeza esizokutjhejwa ngokulandela ikambiso yangaphakathi, kwenziwa Sigungu esiLawulako sePalamende. Loyo nguSomlomo weNdlu yesiBethamthetho seNarha noSihlalo weNdlu yoMkhandlu weNarha oNgamele iimFunda. Umfakisibawo angafaka isibawo godu ukuzibilayeza kuMlawuli weLwazi lokha nakangakaneliswa siqunto esithethwe yiPalamende ngokubathinta asebenzisa imininingwana elandelako atlolele isiGungu esilawula ilwazi lePalamende.

The Executive Authority

Parliament of Republic of South Africa

P O Box 15

CAPE TOWN

8000

Iposomoya: [speaker@parliament.gov.za](mailto:speaker@parliament.gov.za) / [chaipersonsoffice@parliament.gov.za](mailto:chaipersonsoffice@parliament.gov.za)

Umlawuli weLwazi

The Information Regulator  
P.O Box 31533  
Braamfontein  
Johannesburg  
2017  
Iposomoya: ir@justice.gov.za

## **D. IMITLOLO YEMIBIKO YEPALAMENDE**

### **1. Iingaba zemitlolo yemibiko ekwazi ukufikelelwa malunga womphakathi**

Ukwenza isibawo ukufikelela nokufumana imitlolo yemibiko nelwazi elifumaneka lula mphakathi kungenziwa ngokubetha umrhala namkha ngokusebenzisa ifeksi, i-imeyili namkha ngokutlola incwadi. Akunaforomo ekumele lizaliswe lokha imininingwana yomtlolo ofunekako inikelwe. Ukwenzela bona umuntu afumane umtlolo wombiko nelwazi kumele kwenziwe ngokulandela umthetho. Leyomitlolo iyafumaneka kubunzinzolwazi bePalamende nangokusebenzisa isiphande sePalamende esithi: - [www.parliament.gov.za](http://www.parliament.gov.za) (Irhelo elinemininingwana yoke yaleyomibiko nemitlolo ifakiwe kilencwajana).

### **2. Imitlolo emaPhepha athulwe ePalamende**

AmaPhepha athulwa phambi kwePalamende amayelana nemibiko yaqobemnyaka neminye imitlolo yemibiko elethwa yethulwe minyango karhulumende, iinkhungo namaziko kunye nezinye iinjamiso zikarhulumende. Yethulwa njengemitlolo yokuziphendulela kwazo ePalamende. Iminyango karhulumende, iinjamiso namaziko wangokomthetho alindeleke ngokoMthethosisekelo nemithetho evumela iPalamende ukuthumela imibiko ngasosoke isikhathi ukubika ngemisebenzi nokulawula kwazo.

ImiHlobo yemibiko ewela ngaphasi kwamaphepha ePalamende ngile:

Imibiko yaqobemnyaka emaPhepha avela eminyangweni, iinkhungo namaziko kaRhulumende.

Imibiko yomHlolincwadi-Zombebele.

ImiTlolo yamaHlelo waMano weminyango kaRhulumende, iinkhungo namaziko kaRhuluemnde;

limemezelo zikaRhulumende nemiThethomgomo

ImiTlolo yeeMvumelwano zeenTjhabatjhaba ezenziwe yiSewula Afrika nezinye iinarha neenhlango zeeNtjhabatjhaba.

### **3. ImiThethomlingwa ethulwa ePalamende**

ImiThethomlingwa eyethulwa ePalamende kumithetho ephakanyisiweko (imiThetho) iPalamende esakhulumisana ngayo engakavunywa yaphasiswa beyagunyazwa zizindlu zombili, iNdlu yesiBethamthetho seNarha neNdlu yomKhandlu wenarha oNgamele iimFunda.

Imihlobo yemibiko engaphasi kwemiThethomlingwa eyethulwe phambi kwePalamende:

ImiThethomlingwa eyethulwe miNyango kaRhulumende;

ImiThethomlingwa eyethulwe maLunga wePalamende;

NemiThethomlingwa eyethulwe maKomidi wePalamende.

### **4. Iimphakamiso neemphawulo ezilethwe mphakathi ezimayelana nemiThethomlingwa**

Lokha kwethulwa umthethomlingwa ePalamende udluliswa msinyazana udluliselwe eKomidini efaneleko ukutjhejwa. Ikomidi ingabawa umphakathi ukubeka imibono mayelana nomthethomlingwa, lokho kwenziwa ngokutjheja iindaba ezimumethwe mthethomlingwa othuliweko. Ikomidi izokutjheja imibono neemphakamiso ezilethwe mphakathi bese ikhulumisana ngayo ibawe nabanye abantu abathumele imibono ukuzokukhulumisana nabo bunqopho. Lokho kubizwa bona mibono neemphawulo zomphakathi ngemiThethomlingwa ephambi kwePalamende.

### **5. Imitlolo emaPhepha emayelana neKambiso yePalamende**

Lokha iPalamende ihlezi kunamaphepha akhiqizelwa ukusetjenziselwa ukwenza imisebenzi yelanga elinye nelinye lokuhlala kweziNdlu zePalamende nalawo avela emihlanganweni yePalamende.

Imihlobo yemibiko ewela ngaphasi kwemitlolo ebizwa bona maPhepha, emayelana nekambiso yokuhlala kweziNdlu zePalamende ngile:



Amaphepha weRhelo lokuHlala kweziNdlu (iPhepha leRhelo)

Imizuzu yokuHlala kweziNdlu;

Imizuzu yemihlangano yamaKomidi;

Imibiko yamaKomidi ngokulalelwa komphakathi;

liMemezelo, iZethulo nemiBiko yamaKomidi;

Amaphepha wemibuzo (Imibuzo ebuzwa aboNgqongqotjhe, uSekela Mengameli noMengameli).

Amaphepha wemibuzo yangeNdlini (umtlolelo wemibuzo ebuzwa amaLunga).

Imitlolelo yeenkulumo ezethulwa maLunga wePalamende, aboNgqongqotjhe, uSekela Mongameli noMongameli.

## **6. Ibhizinisi lokugadangisa imitlolelo yePalamende**

Kunemitlolelo emihlobohlobo ekhiqizwa yenziwe ePalamende, emumethe ilwazi ngokusebenza kwePalamende, iminyanya ebanjwa yiPalamende kunye neendaba ezimayelana nePalamende.

ImiTlolelo egadangiswa iziNcwadi ebizwa i-*Hansard* emumethe iiNkulumopikiswano zeziNdlu

Incwadi yemitlolelo yeenkulumopikiswano zezindlu (i-*Hansard Book*)

Imibuzo neemPendulo

Iincwajana ezimumethe iindaba neminyanya eyenzeka ePalamende

Iincwajana ngeendaba eziqakathekileko ezimumethe ilwazi ekumele lifunyanwe mphakathi

IRejista emumethe amabizo wamaLunga

Irhelo lamaLunga wePalamende.

## **7. Iingaba zemitlolelo yemibiko engasetjenziswa ukuyibawa ngokulandela ukusebenzisa umthetho**

Lemitlolelo yemibiko iyafumaneka ngokwenza isibawo ngokuya komthetho nokobana umfakisibawo ulindeleke ukukhambisana nayo yoke imigomo yomThetho.

Umfakisibawo ukufumana imitlolo yePalamende kumele asebenzise iforomo elibekiweko elifakwe kilencwajana nelifumaneka kubunzinzolwazi bePalamende.

**a. I-Ofisi lokuPhathwa kweeMali**

IsAbelomali

IRejista yemininingwana yeensetjenziswa

Imitlolo yemithethokambiso yokulawula ukuthenga

Imitlolo emayelana neenqunto zamaKomidi ngokuthenga

ImiThethokambiso ngokunikelwa kwemali iinhlango zePolotiki

**b. Imitlolo emayelana nabaSebenzi ababaLawuli**

ImiThethokambiso yokuPhatha abaSebenzi

nemiThethomigomo yokuSebenza kwabasebenzi

**c. Imitlolo emayelana nemiSebenzi yezokuRhubhulula**

Imitlolo yamaphepha wamaRhubhululo nemiBiko

Amaphepha wamaRhubhululo amayelana nemiThethomlingwa

ImiTlolo yamaPhepha asiza ukwazisa ngesAbelomali

ImiTlolo yamaPhepha asiza ukwazisa ngamaKhambo wokuFunda kwamaKomidi  
ImiBiko yemiHlangano emiKhulu (amaKhofarensi)

**IRHELO LEMITLOLO YEMIBIKO YEPALAMENDE**

| isiGaba              | IHlobo lomTolo  | Ukufumaneka kubunzinzolwazi | Ukufumaneka lokha nawufaka isibawo |
|----------------------|---|-----------------------------|------------------------------------|
| ImiTlolo yamaThetnda | Amathenda akhangisiweko - Ibizo lomfakiisibawo omphalisani ophumeleleko | X                           | X                                  |

| isiGaba   | Ihlobo lomtlo   | Ukufumaneka kubunzinzolwazi | Ukufumaneka lokha nawufaka isibawo |
|---|---|-----------------------------|------------------------------------|
| ImiTlolo yemiBiko yezeMali  | IsAbeleomali<br>- UmThethomgomo wokuLawula ukuThenga<br>-Umthethomgomo wokuSekela ngemali iinHlangano zePolotiki ezinabajameli (amaLunga) ePalamende<br>- lintatimende zeMmali eziHloliweko zeenHlangano ezinabaJameli (amlunga) ePalamende |                             | X<br>X<br>X<br>X                   |
| ImiTlolo yaMano (wokuHlela nokuTlola imiBiko)                               | ImiTlolo eHlathulula ubuJamo besiKhungo (IsiKhungo Soke, ImiNqopho, imiSebenzi, Ubukgkwari nemiDwebo)<br>- ImiBiko yaQobe Mnyaka<br>- ImiTlolo yaMano wokuHlela;<br>- IHlelo lokuSebenza laqobe Mnyaka<br>- Amano wamaHlelo nokuSebenza     | X<br><br>X<br>X<br>X<br>X   |                                    |
| Imitlolo emayelana nabaSebenzi  | ImiThethomgomo emayelana nabaSebenzi<br>- ImiGomo yokuQatjhayokuSebenza   |                             | X<br>X                             |
| ImiTlolo eyethulwe epalamende nguRhulumende kunye nezinye iinkhungo zombuso | -ImiBiko yaQobe Mnyaka, Amano wamaHlelo, AmaHlelo wokuSebenza waQobe Mnyaka<br>-ImiThethomgomo nemiThethokambiso emayelana nemiThetho<br>-limVumelwao zeenTjhabatjhaba  | X<br><br>X<br>X             |                                    |

|  |  |                       |      |
|--|--|-----------------------|------|
|  |  |                       |      |
| ImiTlolo yeenLilo                      | yangeQadi – Ekhethekileko emayelana nezePentjheni<br>- EJayelekileko – Evela eenQemeni / imiPhakathi   | X                     | X    |
| ImiThetho                              | - Imithethomlingwa ePhambi kwePalamende<br>- ImiThetho, imiThethomlingwa ePhasisiswe yiPalamende<br>- ImiTlolo yezeThulo( ethulwe) miPhakathi mayelana nemiThethomlingwa   | X<br>X                | X    |
| ImiTlolo emibiko yekambiso yePalamende | ImiTlolo yeRherho (IHlelokambiso)<br>- ImiZuzu yekambiso yeenkulumiswano zeziNdlu<br>- ImiZuzu yemiHlangano yamaKomidi<br>- ImiTlolo yamaPhepha wemiBuzo<br>- ImiTlolo yeenKhulumo/ iinkulumopikiswano ezenziwe ePalamende | X<br>X<br>X<br>X<br>X | noku |

Imitlolo yamaPhepha amayelana nelwazi lamakhambo wefundo enziwa makomidi  
Imibiko yemihlangano emikhulu (amakhomfarensi )

## E. IMISEBENZI EFUMANEKA UKUSETJENZISWA MALUNGA WOMPHAKATHI

### 1. Ukukhambela iinkulumiswano zePalamende

Iinkulumiswano zePalamende kungezivulekele ukukhanjelwa malunga womphakathi ukuzokulalela bekabukele lokha kubanjwe iinkulumopikiswano ngezindlini, babukela bahlezi endaweni eyenzelwe iinthekeleli ngaphakathi ngendlini. Ukufumana ithikithi ukukhambela nokubukela iinkulumopikiswano kumele uthintane noMthintanisi we-Ofisi leemvakatjhi zePalamende ngokwenza isibawo ngokutlolela ku: Liaison Office, Parliament of the Republic of South Africa,

P O Box 15, Cape Town, 8000 umtato: (021) 403-2197 ngefeksi ku: (021) 403 8219, nge-imeyili ku: [mtsheole@parliament.gov.za](mailto:mtsheole@parliament.gov.za)

## **2. Ukukhambela imihlangano yamaKomidi.**

Imihlangano yamaKomidi wePalamende nayo ivuleleke ukukhanjelwa malunga womphakathi ukubukela nakukhulunyiswanako ngesikhathi salokha nakahleziko. AmaLunga wePalamende ayafumaneka ukuhlangabeza iinkhambeli zemihlangano bazazise ngekambiso yokukhulumisana kwamakomidi nangemzisebenzi yabo ePalamende, lokho kwenzeka lokha umuntu nakenze amalungiselelo (isibawo) salokho ngaphambi komhlangano akwenza ne-Ofisi elilawula amaLunga wePalamende.

## **3. Ukusebenzisana nePalamende mayelana nokubeka imibono yakho ngemiThethomlingwa ethulwe phambi kwePalamende.**

Ukwenzela ukubandakanyeka kwamalunga womphakathi kukambiso yePalamende enjengeyokuphasisa uMthetho, iPalamende iyaye imeme amalunga womphakathi ukuthumela nokuletha imitlolo yeemphakamiso babeke imibono ngomthetho omele utjhejwe yikomidi. Iimemo zikhangiswa kumaphephandaba wenarha, emirhatjhwani nakubunzinzolwazi bePalamende. Imininingwana yokuthintana yomuntu okumele athintwe nakuthunyelwa iimphakamiso neemphawulo kumele izokufakwa lokha kwenziwa isimemo sokuthumela iimphawulo.

## **4. Ukuba nelizwi mayelana nokubekwa kuqatjwe abasebenzi bama-ofisi weenkhungo namaziko wombuso.**

Lokha kuqatjwa namkha kubekwa abantu abazokusebenza kuma-ofisini womphakathi afana nelikaMvikeli woMphakathi, uKomitjhinara wokuLingana ngokobuLili, iPalamende yenza iinkhangiso zifakwa kumaphephandaba wenarha, imirhatjho yomphakathi ukwenzela iimbawo zokukhetha abantu abafaneleko. Imininingwana yabantu ekumele bathintwe nakuthunyelwa imitlolo yokukhetha izokufakwa nakwenziwa isibawo sokuthumela abakhethwako.

## **5. Ukutlola umtlole weenlilo neenghonyoyilo eziqaliswa ePalamende**

Ilunga lomphakathi lingatlole umtlole wokuveza isililo namkha isinghonghoyilo lizibilayeza mayelana nepalamende. Angenza isililo nesibilayelo ngokumayelana nanyana ngiyiphi indaba eqakathekileko ethinta umphakathi. Imitlole yokubeka isililo nokuzibilayeza isetjenziswa ukulemukisa ipalamende ukutjheja nokuyelela iindaba ezithinta umphakathi namkha ukubawa ipalamende ukuthatha amagadango ngokusebenzisa amandla negunya enikelwe lona. Kunemithetho elandelwako lokha kufakwa isinghonghoyilo sokubeka isililo nokuzibilayeza ukusifaka ePalamende.

Kunemihlobo emibili yemitlole yokubeka isililo, ukuyelelisa nokuzibilayeza, incwadi yokulemukisa ekhethekileko nencwadi ejayelekileko namkha yomphakathi. Umtlole wesililo, isiyeleliso okhethekileko ngiloyo ovela kumuntu oyedwa obawa namkha alemukisa ukulanyulelwa mbuso, ekungasiyo egunyazwa mthetho, isibonelo isililo/isiyeleliso sokufumana imali yesibonelelo sobudala (ipentjheni). Umtlole ovela emphakathini ngiloyo ovela esiqhemeni sabantu abazizakhamuzi abanekareko elifanako ngendaba ethileko ababawa ukulanyulelwa namkha ukutjhejwa kwesililo namkha isinghonghoyilo sabo.

Ukuya ngokoMthethosisekelo. “Omunye nomunye umuntu unelungelo, ukuhlanganela ngokuthula angakahlomi ngesikhali ukuzibilayeza nokurhanda angenele ijima lokuzibilayeza ukuyokunikela ngomtlole wesililo namkha isinghonghoyilo”. Nanyana kunjalo kunemigomo ekumele umuntu ngamunye namkha isiqhema siyilandeke lokha kwethulwa incwadi yeenlilo/iinghonghoyilo ePalamende. Ukwethulwa kwemitlole yeenlilo/ iinghonghoyilo kwenziwa ngokulandela imithetho yePalamende. INdlu yesiBethamthetho seNarha ibeka bona ukwethulwa kwemitlole yeenlilo neenghonghoyilo kwenziwe ngokusemthethweni nangehlonipho, yethulwe liLunga lePalamende (*i-MP*) ukutjhejwa yiPalamende, Njeke umtlole weenlilo neenghonghoyilo kumele usekelwe liLunga lePalamende. Umuntu omunye nomunye uvumelekile ukubawa liLunga lePalamende ngokulivakatjheja namkha ukulithinta ngokusebenzisa i-Ofisi lePalamende lentando yenengi eliseduze naye ukufuna isizo lokubathulela namkha ukunikela umtlole wesililo/ nghonghoyilo ngokubajamela.

INdlu yomKhandlu weNarha oNgamele iimFunda (*i-NCOP*) ayinamibandela yokobana umtlole weenlilo/ iinghonghoyilo usekelwe lilunga lePalamende. Nanyana kunjalo ukunikela ngomtlole wesililo/ wesinghonghoyilo othunyelwa ulethwe ngeNdlini yoMkhandlu weNarha oNgamele iimFunda (*i-NCOP*) kumele ube ngendlela ebekwe nguSihlalo woMkhandlu. Imithetho yeNdlu yoMkhandlu weNarha oNgamele iimFunda (*i-NCOP*) ayihlukanisi imitlole ukuba mtlole weenghonghoyilo/ weenlilo okhethekileko namkha ojayelekileko.

Umtlole weenlilo kumele utlolwe ngelimi elilodwa kilawo asemthethweni bewutlilitwe babantu abawuthumela ePalamende ngokwabo. Nanyana, kunjalo abantu abangakwazi ukutlole kumele balethe iinlilo zabo ngokujanyelwa bajameli

ababili ekumele batlikittle umtlo othunyelwako ngokweenkhundla zabo zokujamela labobantu.

## **6. Ama-Ofisi wePalamende yeNtando yeNengi**

UMthethosisekelo omutjha wajamisa ihlelo elitjha lentando yenengi ekungelisebenza ngokujamela nokubandakanya abantu bunqophu. Ubeka imibandela phezu kwePalamende ukwenza kube nokubandakanyeka kwamalunga womphakathi kukambiso yokwenziwa kwemithetho ePalamende. IPalamende, ngemizamo yayo ukwenza kube nokunabisa ukufikeleleka kwePalamende, amathuba neendawo ezibekelwe ukuthintana bunqophu ukusebenzisana ngasosoke isikhathi kwePalamende nabantu abangasibo abahlala emihlanganweni yemikhulumiswano emphakathini bajanyiselelwa ma-Ofisi wePalamende weNtando yeNengi akhona eemfundeni ezintathu okuyi-Limpopo, i-Tlhagwini Kapa neTlhagwini Tjhingalanga.

Ama-ofisi wePalamende yeNtando yeNengi kungezinye iinsetjenziswa ezisetjenziswa yiPalamende ukufundisa nokunikela umphakathi ilwazi ngePalamende nokobana isebenza kunjani. Ukunikela abantu iinkundla zokufikelela ukudlala indima eenkambisweni ezikhona zePalamende nokwenza bona bakwazi ukuveza imibono nokufumana imibiko ebuyako ngeendaba eziphambi kwePalamende.

Iminingwana yokuthinta ama-ofisi wePalamende yeNtando yeNengi athi:

IsiFunda seLimpopo:

One Stop Shop Centre

Ga-Matlala

0756

P O Box 1516

Bakone

0756

Umtato: 015 227 0056

ETlhagwini Kapa:

Meul Singel No 9

Kakamas

P O Box 754

Kakamas

8870

Umtato: 054 431 0508

iFeksi: 054 431 1951

eTlhagwini Tjhingalanga:

Old Mutual Building/Old Governors House

Phola Section

Ganyesa

P O Box 561

Ganyesa

8613

Umtato: 053 998 4262

iFeksi: 053 998 4261

## **F. I-OFISI LEPALAMENDE LOKUFUNDISA UMPHAKATHI**

Indima nemisebenzi ekumele yenziwe li-Ofisi lePalamende lokuFundisa umphakathi (*i-PEO*) kumisebenzi evezwa Mthethosisekelo ebekwe emahlambe wePalamende bona iyenze “ukwenza kube nokubandakanya umphakathi ukudlala indima kukambiso yokwenziwa kwemithetho” ePalamende. Umsebenzi omnqopho omkhulu we-*PEO* kufundisa umphakathi nokuthuthukisa ukudlala indima kokuzibandakanya ukuba yincenye yekambiso yokwenza imithetho ePalamende. Amathuba anikelwa ngokunikelwa kwelwazi nokufundisa okuyindlela eqakathekileko ukunikela izakhamuzi ukudlala indima ngokulisizo ePalamende ngokwenza ngendlela enelwazi elifaneleko nelizokuba lisizo.

**Iminqopho emine emigogodlha yokujanyiswa kwama-Ofisi wePalamende yeNtando yenengi (*i-PEO*):**



- kunikela ngasosoke isikhathi nangesikhathi esifaneleko ilwazi izakhamuzi ngokwenzeka ePalamende nokobana ilwazi lingafumaneka bunjani ukwenzela ukubandakanyeka kileziinkambiso.
- kufundisa izakhamuzi nemiphakathi ngemisebenzi nokusebenza kwePalamende nokobana bangadlala yiphi indima nokobana bangazibandakanya bunjani eenkambisweni zePalamende;
- kukhuphula izinga lokuthuthukisa ukuzibandakanya komphakathi eenkambisweni zePalamende ukuqinisa ukuzibandakanya kwamalunga womphakathi ukwenzela ukufumana intando yenengi.
- Nokunikela imibiko ebuyako kuzakhamuzi nemiphakathi ngeendaba eziphambi kwePalamende ezithinta ipilo yomphakathi

Ukufezekisa leminqopho, Ama-ofisi we-*PEO* anikela ngemisebenzi nangemitlolo ehlanganisiweko, imitlolo egadangisiweko nokukhulumisana ubuso nobuso namalunga womphakathi

- Ukukhulumisana neenhlango ezibasebenzisani.
- Ukuthuthukisa nokwenza kube nokusebenza kwamahlelo wokufundisa umphakathi ukusekela ukuhlola nokwenza ilandelela, ukwenziwa kwemithetho nokubandakanyeka nendima eyenziwa mphakathi emisebenzini yePalamende.
- Ukuthuthukisa nokusabalalisa imitlolo yelwazi neensetjenziswa zokufundisa umphakathi; kunye
- Nokwenza amakhambo wokufundisa umphakathi ngePalamende ngokusebenzisa amaHlelo wokuVakatjhela iPalamende.

### **Iindlela nokuqalana nokufundisa umphakathi**

Iindlela zokusebenza kwama-*PEO* zokufundisa umphakathi zifakahlanga iindlela zePalamende zokufundisa umphakathi ekuziindlela ezibuthelelweko ezibizwa bona lihlelo lePalamende lokuBandakanya umPhakathi, (elibizwa *i- PPM*) ekungeliqalelela ukulumathana okudzimeleleko kumapilara abumbeneko wokubandakanya umphakathi: wokunikela ilwazi, ukubandakanya umphakathi, ukuthintana nomphakathi nokuwunikela imibiko ebuyako. Leendlela ezisetjenziswa zimathulusi asetjenziswa ukuqinisa umsebenzi wamalunga wePalamende ukusebenzisana nabalandeli bawo ukuthuthukisa ukufikeleleka kwePalamende nokwenza bona kube nokujameleka okuqinileko kwabantu beSewula Afrika.

Kube nokukhula kokuyelela ukobana ukuze umphakathi ukwazi ukuzibandakanya ePalamende ngendlela ezwakalako nelisizo, kumele kube nokwazi okuncono ngePalamende nendima eyidlalako emphakathini; Kunendima esidingo ekumele umphakathi uyidlale ePalamende. Ukudluliselwa kwelwazi nokuzwisisa kuyifuneko eqakathekileko eqinisekisa bona iPalamende ibandakanyeka ngokuqinisekileko ukujamela abantu. Ngokunqophileko zoke izakhamuzi zeSewula Afrika zingadlala indima ukujamela amalungelo wazo ngokuba nomthelela ePalamende nokunikela indlela ngokusebenzisa ilwazi elingeneleleko nekungelifaneleko. Isibonelo, Ukubandakanywa komphakathi okufakahlanguka, ukulalelwa komphakathi namahlelo wokufikelela umphakathi anjengo: kuletha iPalamende eBantwini, IVeke yesiFunda, iiMpalamende eziziKghedlwana ezibanjwa ngokweenqema njll.

Ukufumana ilwazi mayelana ne-Ofisi lePalamende lokuFundisa uMphakathi (*i-PEO*) ungathinta uNobhala we-Ofisi ngokusebenzisa isiphande esithi: Parliament of the Republic of South Africa, P O Box 15, Cape Town, 8000 umtato: (021) 403-3341 iFeksi: (021) 403 8219, i-meyili: [zwilliams@parliament.gov.za](mailto:zwilliams@parliament.gov.za)

Tjheja uyelele: Yoke imitlolo neensetjenziswa zokufundisa ekhutjwa igadangiswe li-Ofisi lePalamende lokuFundisa uMphakathi iyafumaneka kubunzinzolwazi bePalamende.

#### **H. UKUSEBENZA NOKUDLULISELELA NGELWAZI ELINQOPHILEKO LOMUNTU uMnqopho wokuSebenza nokuDluliselana ngelwazi elimininingwana yomuntu.**

Ilwazi elinqophileko lomuntu ePalamende lidluliselwana ukusetjenziselwa ukusetjenzisela imininingwana yemisebenzi emayelana nabasebenzi. Imininingwana isetjenziselwa khulu ukuqatjha abasebenzi kunye nokubuthelele imininingwana yamaLunga wePalamende kunye nemininingwana yeemfaneleo zeembonolelo zabo. Ukudlulisa nokudluliselana ngelwazi kuhlanguka engeyesithathu limeyelana nokuvakatjhela iPalamende ukukhambela iinkulumopikiswano nemihlanguka yamaKomidi.

Imininingwana elilwazi elinqophileko lomuntu efunyanwa yihlanguka yangeqadi inikelwa ngehloso yokufumana ukufumaneka nokufikelela isiKhungo ngokuya kwesigaba 25 somThetho womThangalasiseko oQakathekileko, womNyaka ween- 2019 (umThetho 8 womNyaka ween-2019) ngombana iPalamende kusiKhungo esimuThangalasiseko oQakatheke khulu. Lokha kunokubanjwa kweminyanya emikhulu eKhethekileko njengeKulamo kamengameli ngobuJamo beNarha , ilwazi elinqophileko Labantu kudluliselwana ngalo ukwenzela ukuqala nokwenza ivikeleko lokobana abantu abakhambela umnyanya abazukukhinyabeka nokubeka ukuthusela kwevikeleko lomnyanya

Elinye izinga lelwazi elinqophileko leminingwana yomuntu kudluliselwana ngalo epalamende ngelabanikelei ngemisebenzi ebayenzela iPalamende abaletha iinsetjenziswa ezifuneka ePalamende. Ilwazi leminingwana yabo kudluliselwana ngalo ukwenzelaukuphatha nokulawula imisebenzi yokuthenga

**Ihlathululo yemikhakha yemiNiningwana yeLwazi ngokwenziwako namkha okusetjenzwa ngakho namkha imikhakha yeLwazi okukhulunywa ngalo lapha**

| <b>Imikhakha yokunikelwa kweminingwana yelwazi ngoKwenziwako /okusetjenzwa ngakho</b> | <b>Ilwazi elinqophileko lomuntu elinganikelwa belisetjenziswe ukudluliselwana</b>  |
|---|--|
| Abasebenzi  | Ubulili, ubujamo bezomtjhado, ubudala, ilimi, izinga lefundo (iziqu) umlando wokusebenza .Inomboro kamazisi, isiphande sokuhlala neseposo, imininingwana yokuthintana (iinomboro zokuthintwa), isiphande seposomoya, amalunga womndeni, ubutjhaba, ilwazi /umlando wepilo, ubujamo bokukhubazeka, ubujamo obukhethekileko onabo. |
| AmaLunga wezindlu sePalamende   | Ubulili, ubujamo bezomtjhado, ubudala, ilimi, izinga lefundo (iziqu) umlando wokusebenza .Inomboro kamazisi, isiphande sokuhlala neseposo, imininingwana yokuthintana (iinomboro zokuthintwa ),isiphande seposomoya, amalunga womndeni, ubutjhaba, ilwazi /umlando wepilo, ubujamo bokukhubazeka, ubujamo obukhethekileko onabo. |
| Iimvakatjhi zePalamende / abavakatjhela iPalamende                                    | Amabizo nesibono; imininingwana yokuthintwa (inomboro/ iinomboro zokuthintana , inomboro yokufeksa, isiphande seposomoya); Isiphande seNdawo nesePoso namkha sebhizinisi.  |
| Abanikeli ngemisebenzi  | Amabizo wabantu okumele bathintwe; Ibiziso lesikhungo/ iziko/ ihlangano elisemthethweni; Isiphande seNdawo nesePoso; Imininingwana yokuThintana (inomboro/   |

|  |   |
|--|---|
|  | iinomboro zokuthintana , inomboro yokufeksa, isiphande seposomoya); Inomboro yokuTlolisa ekuregista |
|--|---|

**Abamukeli lwazi namkha imikhakaha eyalamukela ilwazi elinqophileko lomuntu namkha lapha ilwazi linikelwa khona**

| <b>Imikhakha yeLwazi elinqophileko lomuntu</b>                                    | <b>Abalamukela namkha imikhakaha eyalamukelako</b>                          |
|---|---|
| Inomboro kamazisi namabizo wmntu ukwenzela ukuhlola kutjhejwe umtlhala wobulelesi | IsiPholisa seSewula Afrika  |
| IziQu zeFundo, ukuqinisekisa iziQu zefundo  | AbaLawuli abaHlola iziQu zeFundo (i-South African Qualifications Authority) |
| umThelo: Owufumana ngokwenani lomrhola wakho                                      | IZiko leSewula Afrika lemiSebenzi yokuButhelele                             |

**IHlathululo eJayekekileko yeLwazi naMano weVikeleko ekumele asetjenziswe ukuqinisekisa ukufihleka, ukusebenza ngokunesithunzi nokufumaneka kwelwazi**

ILwazi elimininingwana eqakathekileko emayelana nabasebenzi nama:Lunga yoke ibuthelelwa ibekwe ngokwemiTlolo emaPhepha kunye nedijithali yetheknoloji. Imininingwana emaphepha ibekwa ngegumbeni lokubulunga imitlolo isetjenziswe namkha ikhutjhwe babantu abanikelwe imvume kwaphela ukuqiniseka bona ukuyihlunga lokha kube nokuphula imigomo yevikeleko. Imininingwana yemibiko yesi-eletronigi ivikelwa ngokusebenza ngokusebenzisa isilodlhelo sesi-eletronigi okuligama lokukudlulisa elinikelwa ngokwamazinga wokuphatha nokusebenza ngemininingwana kwababekelwe ukusebenza ngalemininingwana kulesisikhungo. IHlelo eliphethwe bosolwazi besi-eletronigi lisebenzisa ihlelo elinevikeleko lokusulelwa mingenelwa yokusulela imininingwana ukuqinisekisa bona ilwazi lemininingwana lifumaneka ngokunikelwa imvume ebantwini abathileko ukuvikela bona ihlelo aliphambulwa licajelwe ngabalelesako.

**I. UKUFUMANEKA KWENCWADI EMUTLOLO WELWAZI**

- a. LeNcwadi imutlolo ofumaneka namagalimi nendlela ezilandeleko ngalindlela.

i. isiNgisi namanye amaLimi asemThethweni ali-10.

b. IKhophi yalencwadi namkha umtlole wayo oyincwadi esele ikhitjehlwe, uyafumaneka ngeendlela ezilandeleko.

i. Kubunzinzolwazi bePalamende obuthi - [www.parliament.gov.za](http://www.parliament.gov.za) kunye nethungelelwano le-URL ngesiphande esithi

<https://www.parliament.gov.za/manual-on-promotion-of-access-toinformation>.

ii. kuNobhala osebenza e-Ofisini lamaPhepha bunje: office of Clerk of the Papers, V29 Old Assembly Building, ukufunyanwa mphakathi ukuhlolwa ngesikhathi sokusebenza esijayelekileko;

iii. komunye nomunye umuntu ngokufaka isibawo.; kunye

iv. nakuMthjeji olawula iLawzi lokha namufake isibawo.

## **J. UPDATING OF THE MANUAL**

iPalalamende yeRiphabhliki yeSewula Afrika, lokha kunefuneko, izokukhibelele beyigadangise lomtlole oyincwadi yelwazi.

UmTlole ukhutjhwe ngu:

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Nom. X George  
uNobhala wePalamende  
(UMphathi wemiSebenzi yePalamende)