



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

Manual on Promotion on **Access** to
INFORMATION



IPHALAMENDE YERIPHABHLIKHI YENINGIZIMU AFRIKA
YASERIPHABHLIKHI YASENINGIZIMU AFRIKA

IMANYWALI YEKUKHUTSA KUFINYELELA LWATISO

**Ihlelwe ngekuya kwemibandzela
yesigaba se-14 yeMtsetfo Wekhutsata
Kufinyelela Lwatiso we-2 wanga-2000
(njengobe uchitjelwe)**

**LUSUKU LWEKUHLANGANISWA NEKUSHICILELA: 01/06/2021
LUSUKU LWEKUBUYEKETWA 29/02/2024**

SETFULO

Inhloso yalemanywali kwatisa emalunga emmango ngemisebenti yePhalamende, lwatiso lolungatfolwa kanye netinsita letikhona ePhalamende. Lemanywali ingulenywe yetindlela lesitisebentisako kute kutsi sifezekise munye wemisebenti yetfu lebaluleke kakhulu lokukuchuba kuPhalamende kwemango ekushayweni kwemtsetfo kanye naletinye tinchubo tePhalamende. Setsemba kutsi itawenta kancono iphindze futsi ikhutsate kutsintsana natsi, kute kutsi ukwati kufinyelela lwatiso loludzingako, ube yincenye uphindze futsi uPhalamende Yebantfu yetfu.

Inchubomgomo yetfu isungule inchubo lemelelako nalehlanganyelako. Iindzele indlela yekuhlanganyela kakhulu kwemango futsi ngako-ke yetfwesa lphalamende ngalokucacile umsebenti wekuchuba kuPhalamende kwemango ekushayeni kwayo imitsetfo naletinye tinchubo kanye nekwenta umsebenti wayo ngekungafihli. Kuphendvula mayelana nesibopho seMtsetfosisekelo, lphalamende ihlala njalo isebentela kusungula tinyatselo letitawucinisekisa kutsi bantfu labebangakhoni kufinyelela kuPhalamende banikwa ematfuba ekuhlanganyela. Sinye saletu tinyatselo lesisungulwe ngeMahhovisi Entsandvo Yelinyenti Ephalamende.

Sikhulu Setelwatiso sePhalamende nguMabhalane wePhalamende. Umuntfu lonikwe umsebenti, ngekwemibandzela yeMtsetfo Wekukhutsata Kufinyelela Lwatiso 2000 (Umtsetfo No. 2 wanga-2000), wekuniketa lwatiso nekusita ummango kutsi ufezekise umgomo waloMtsetfo kuMabhalane/Umbhalisi weMaphepha. Mabhalane Wemaphepha Lisekelasikhulu Setelwatiso wePhalamende. Mabhalane Wemaphepha ufinyelela lwatiso lolujulile kumarekhodi wePhalamende. Usitwa basebenti belihhovisi kutsi banikete lwatiso uphindze futsi abe nesibopho sekulawulwa kwaloMtsetfo.

Sikhulu Setelwatiso nguMabhalane wePhalamende losikhulu lesinesibopho sekuphendvula mayelana netindzaba talesikhungo. Imininingwane yekutsintsana ngulena:

Sikhulu Selwatiso

lphalamende yeRiphabhlikhi

yaseNingizimu Afrika P O Box 15

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8000

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Sikhulu Lesiphendvulako selekelelwa ngeMasekelasikhulu Etelwatiso lamatsafu kutelulawulo lwe-PAIA kanye ne-POPIA. Ngibo labaphetse letikhundla letilandzelako kulesikhungo

1. Umphatsi Wedivishini: Luphiko Lwetelwati Nelwatiso;
2. Sikhulu Lesikhulu Setelwati; kanye
3. Sikhulu Lesikhulu Setebasebenti

Tonkhe ticelo tekutfola lwatiso tifanele kutsi tikhelwe ticondziswe kuSekelasikhulu Setelwatiso. Tekutsintsana neLisekelasikhulu Letelwatiso kanye nebasebenti labanesibopho setelulawulo lwako kokubili i-PAIA ne-POPIA ngulena:

Likheli Lekuposa:

Iphalamende yeRiphabhlikhi

yaseNingizimu Afrika P O Box 15

Cape Town

8000

Likheli lendzawo:

Iphalamende yeRiphabhlikhi

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I. KUTFOLAKALA KWALEMANYWALI

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A. SINGENISO

Imisebenti yePhalamende yendlalwe kuSahluko se-4 seMtsetfosisekelo waseRiphabhlikhi yaseNingizimu Afrika, wanga-1996 (Umtsetfo No. 108 wanga-1996). Iphalamende yaseNingizimu Afrika imise eKapa. Iphalamende ineTindlu letimbili letibitwa ngekutsi Libandla Lavelonkhe kanye neMkhandlu Wetifundza Wavelonkhe. Indlu ngayinye inetindzima tayo letidlalako letehlukile, njengobe kubekiwe kuMtsetfosisekelo. Nanoma kunjalo, kunetehlakalo letinengi lapho khona leTindlu letimbili tisebenta kanyekanye tente loku lokubitwa ngekutsi "ngumsebenti lohlanganyelwe".

Libandla Lavelonkhe lineMalunga lange-400, lakhetfwa kutsi asebente ithemu (sikhatsi) leminyaka lesihlanu ngekwesisekelo seluhlu lwebavoti. Somlomo, asitwa Lisekelasomlomo, Bosihlalo beNdlu bengamela imihlangano yeLibandla Lavelonkhe. Linani letihlalo teLibandla Lavelonkhe telicembu letembusave ngalinye lilingana nemiphumela yelukhetfo lwavelonkhe, lolubanjwa njalo ngemuva kweminyaka lesihlanu.

Umkhandlu Wetifundza Wavelonkhe unemalunga lange-54 alomphelo. Sifundza saseNingizimu Afrika ngasinye sitfumela emalunga alomphela la-6 kuMkhandlu Wetifundza Wavelonkhe. Sihlalo, usitwa Lisekelasihlalo, Bosihlalo beNdlu bengamela imihlangano yeMkhandlu Wavelonkhe Wetifundza. Kwengeta, bameleli bahulumende wenzawo (masipala) bangahlanganyela kuMkhandlu Wetifundza Wavelonkhe kepha bete emandla ekuvota. Umkhandlu Wetifundza Wavelonkhe ufanele kutsi ucinisekise kutsi tintfo letifunwa sifundza tiyanakwa ekushayweni kwemtsetfo kwavelonkhe.

Iphalamende ikhona kute kutsi imelele bantfu nekucinisekisa kutsi hulumente uyatifeza tetsembiso takhe nalakwentela bantfu. Iphalamende iphindze futsi yente kutsi kube nenkhundla yavelonkhe yekucutjungulwa kwetindzaba temmango, kanye nekumelelwa kwetintfo letifunwa nguhulumende wesifundza newasekhaya emkhakheni wavelonkhe. Ngekwenta njalo, Iphalamende ifanele kutsi icinisekise kuhlanganyela kwemmango lokwakhako etinchubeni tayo.

Emkhakheni wavelonkhe wahulumende, emandla ekushaya umtsetfo eRiphabhlikhi anikwe Iphalamende. Ngalamanye emagama, Iphalamende inesibopho sekwakha nekuphasisa imitsetfo. Libandla Lavelonkhe liphindze futsi likhetse Mengameli futsi liyinkhundla yavelonkhe lapho kucociswana khona kuphikiswane ngetindzaba ngembi kwemmango. Libandla futsi liyaphenyisisa liphindze futsi lingamele kusebenta kwesigungu lesiphetse. Umkhandlu Wavelonkhe Wetifundza, ngakulolunye luhlangotsi, ufanele kutsi ucinisekise kutsi tintfo letifunwa tifundza tiyanakwa emkhakheni wavelonkhe wahulumende. Loko ukwenta ngekudlala indzima ekushayweni kwemtsetfo kanye

nekuba yinkhundla lapho kudzingidvwa khona ebaleni tindzaba letitsintsa tifundza.

B. LIGUNYA LEPHALAMENDE

Ligunya lePhalamende lincuma sizatfu sekuba khona kwayo. Ingumsuka wesikhungo futsi isekelwe etimeni teMtsetfosisekelo weRiphabhlikhi yaseNingizimu Afrika losungula Iphalamende futsi ubeka imisebenti leyentako. Iphalamende ikhetselwa kumela bantfu kanye nekucinisekisa kutsi hulumende ulawulwa bantfu ngaphasi kweMtsetfosisekelo, nekumela tifundza emkhakheni wahulumende wavelonkhe. Iphalamende ifeza ligunya layo ngekwenta lemisebenti lelandzelako:

Umsebenti we-1: Kuphasisa imitsetfo leshayiwe (imitsetfo)

Umsebenti we-2: Kuphenyisisa nekwengamela sinyatselo sesigungu lesiphetse (kugcina lwengamelo lwesigungu lesiphetse kanye nemitimba yembuso)

Umsebenti we-3: Kuchuba kuhlanyela nekutibandzakanya kwemango etinchubeni tekushaya umtsetfo kanye naletinye.

Umsebenti we-4: Kuchuba hulumende wekubambisana

Umsebenti we-5: Kuchuba kuhlanyela kwemave emhlaba (kuhlanyela kumitimba yesigodzi, yelivekati kanye newemave emhlaba)

IMISEBENTI LENGUMGODLA

Imisebenti lengumgodla yePhalamende kuphasisa imitsetfo leshayiwe (imitsetfo), kuphenyisisa nekwengamela sinyatselo sesigungu lesiphetse (kugcina lwengamelo lwesigungu lesiphetse kanye nemitimba yembuso), kuchuba kuhlanyela nekutibandzakanya kwemango etinchubeni tekushaya umtsetfo kanye naletinye, kuchuba hulumende welubanjiswano kanye nekuchuba kuhlanyela kwemave emhlaba (kuhlanyela emabandleni lesigodzi, lesifundza kanye neyemave emhlaba). Imiphumela yeMisebenti Lengumgodla ifaka ekhatsi Imitsetfosivivinyo lephasisiwe, imibuto lebutwa sigungu lesiphetse, imibiko yemnyaka leyetfuliwe futsi lephenyisisiswe, kuhlanyela kwemango lokwentiwe, kuhlanyela enkhundleni yavelonkhe nasetinhlanganweni, tivumelwane temave emhlaba letivunyiwe, kukhetfwa kwalabasemahhovisi, kanye nemisebenti yetemtsetfo lekhishiwe.

Imisebenti Lengumgodla yePhalamende ikhombisa umsebenti wetfu lomkhulu. Ngulena:

Umsebenti Longumgodla 1: Kuphasisa imitsetfo leshayiwe (imitsetfo).

Imitsetfosivivinyo yetfulwa ePhalamende sigungu lesiphetse noma isungulwe yiPhalamende yona ngekwayo. Imitsetfosivivinyo ihlelwa ngekwemibandzela yeMtsetfosisekelo yesigaba se-74 seMtsetfosisekelo (tichibelo teMtsetfosisekelo),

sigaba se-75 Imitsetfosivivinyo (Imitsetfosivivinyo leyetayelekile lengatsintsi tifundza), sigaba se-76 Imitsetfosivivinyo (Imitsetfosivivinyo letsintsa tifundza), kanye nesigaba se-77 Imitsetfosivivinyo (Imitsetfosivivinyo Yemali).

Umsebenzi Longumgogodla 2: Kwengamela nekuphenyisisa umsebenzi kwesigungu lesiphetse (Kwengamela).

Njengencenye yemsebenzi wePhalamende wekwengamela, emalunga etfula imibuto esigungwini lesiphetse yekutsi iphendvulwe ngemlomo noma ngekubhalwa phasi. Imibuto ingabhekiswa kuMengameli, Lisekelamengameli noma Tindvuna. Kwengeta kumibuto netimphendvulo, lomsebenzi wekwengamela ufaka ekhatsi kwetfulwa kwemibiko ePhalamende tikhungo letitilandza kuyo. Imibiko yemnyaka yetfulwa ngematiko avelonkhe, tikhungo tembuso letesekela intsandvo yelinyenti yesikhungo, tikhungo tahlumende temmango, kufundziswa kwemkhakha kanye netiphatsimandla tekucesha.

Leminye imisebenzi yekwengamela ifaka ekhatsi, imibiko kanye netinkhulumo letiya emakomidini, kanye nenchubo yelwabiwomali (sabelomali).

Umsebenzi Longumgogodla 3: Kuchuma kuhlanguyela nekutibandzakanya kwemmango.

Kuhlanguyela kwemmango etinchubeni tePhalamende, kufinyelela kwato sikhungo nemalunga aso, nelwatiso lolunikwa ummango luchubeka nekuba ngulokubalulekile lphalamende legcile kuko. Kuhlanguyela kwesive kufaka ekhatsi kulalelwa kweluvo lwemmango, tinhlelo tekusita, tinhlelo temsakato wemoya nekusakata, kusaka ngabomabomabonakudze, tishicilelwa, tincwadzitindzaba, tintfo tekukhutsata, iwebhusayithi, libandla lebantfu, kanye nePhalamende kumkhankhaso weBantfu.

Umsebenzi Longumgogodla 4: Kuchuba hulumente wekubambisana.

Iphalamende idlala indzima lenkhulu ekuchubeni hulumente welubanjiswano ngekuvuma tivumelwane temave emhlaba, kubekwa etikhundleni kwalabasemahhovisi, nekukhishwa kwemisebenzi yemtsetfo letsite njengobe kubekiwe emtsetfweni loshayiwe.

Umsebenzi Longumgogodla 5: Kuchuba kuhlanguyela kwemave emhlaba.

Budlelwane bePhalamende nalamanye emave ekuchubekeni kwenchubo yetepolitiki nekukhulumisana emkhatsini wetishayamtsetfo temhlaba. Emihlanganweni yemave emhlaba, Emalunga ePhalamende (ema-MP) nalabasemahhovisi labengamele banelitfuba lentjintjiselana imibono nalabaphikisana nabo balamanye emave emkhakheni wetinsayeya temave emhlaba.

Iphalamende yaseNingizimu Afrika ihlanganyela kumaforamu lamanengi emave emhlaba netinhlango, kufaka ekhatsi -

Iphalamende Ye-Afrika Yonkhe;

Iforamu yePhalamende ye-SADC;
Inhlangano Yephalamende
Yetenhlalakahle; Inhlangano
Yemaphalamende Emave Emhlaba (i-IPU);
kanye
neForamu yeBunye be-Afrika, iCaribbean, iPacific neYurophu.

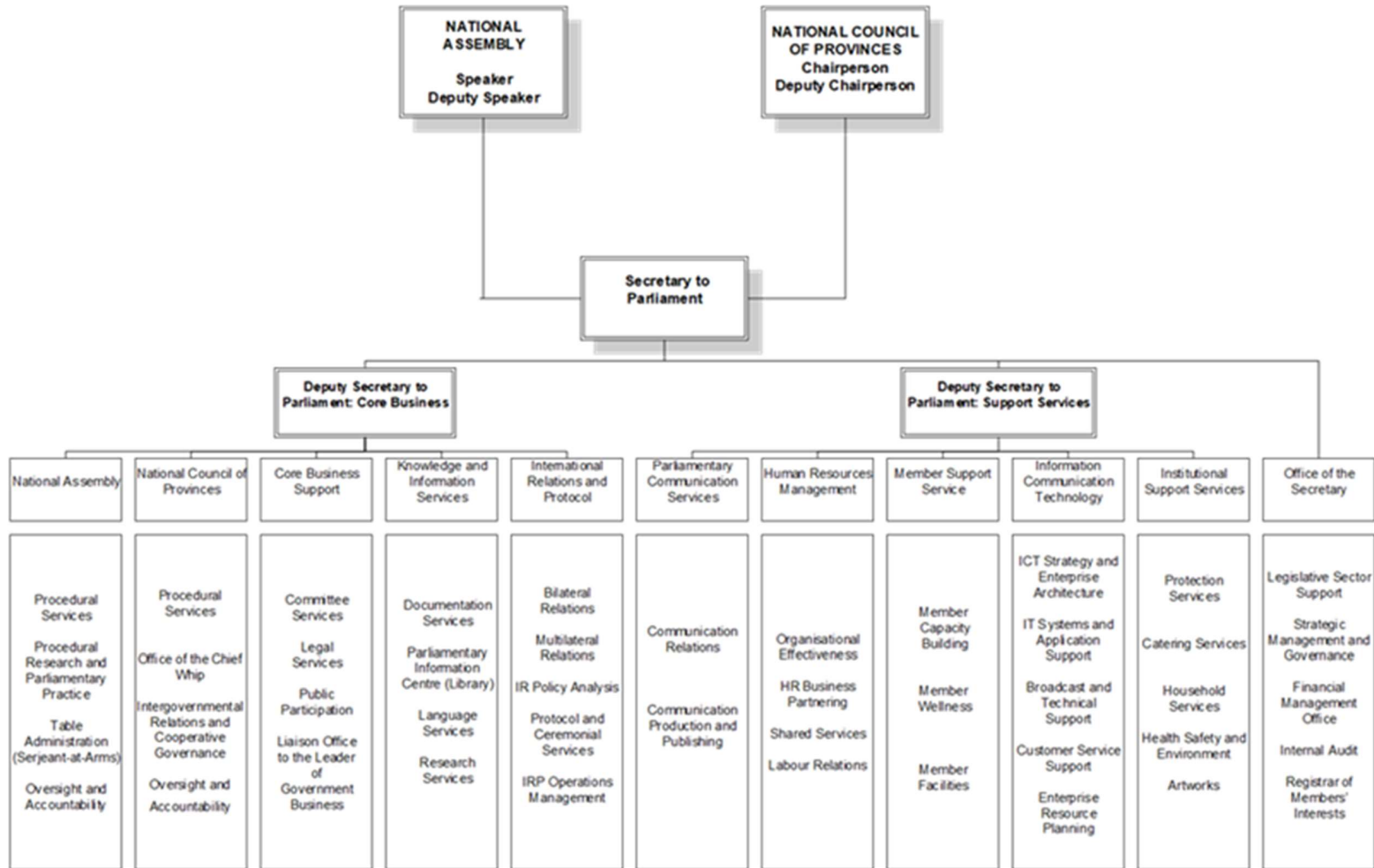
C. SAKHIWO SETETINSITA TEPHALAMENDE

Sidzingo seTinsita tePhalamende sitfolakala kusidzingo setinsita ngeMalunga ePhalamende, yenta imisebenti yawo lebekwe kuMtsetfosisekelo. Imiphumela yemisebenti yePhalamende yetfulwa ngemkhakha wetinsita letiniketwa ngemadivishini lamanengi lehlukene eTinsita tePhalamende.

Balawuli bephalamende basebentela Tindlu tePhalamende, emakomidi kanye neMalunga ePhalamende ngalinye ngebungcweti. Loku kuba ngendlela yelwatiso netinsita tekweluleka netinsita tekuphatfwa kwesitsetjentiswa, lokuhlomisa Emalunga ePhalamende kuphindze futsi kuwente akhone kufeza tibopho tawo temtsetfosisekelo.

Lemidvwebo longentasi ukhombisa indlela yekusebenta kanye nekwakheka kweLulawulo lwePhalamende.

Umsebenti wePhalamende iholwa nguMabhalane wePhalamende loSikhulu Lesiphendvulako.



NOTE TRANSLATION OF THE WORDS IN THE STRUCTURE ABOVE:

NATIONAL ASSEMBLY – LIBANDLA LAVELONKHE

Speaker – Somlomo

Deputy Speaker – Sekelasimlomo

NATIONAL COUNCIL OF PROVINCES - UMKHANDLU WAVELONKHE WETIFUNDZA

Chairperson – Sihlalo

Deputy chairperson – Sekelasihlalo

Secretary to Parliament – Mabhalane Wephalamende

Deputy Secretary to Parliament on Core Business – Sekelamabhalane wePhalamende Webhizinisi
Lengumgogodla

Deputy Secretary to Parliament: Support Services – Lisekelamabhalane Wephalamende: Temisebenti
Yekwesekela

National Assembly – Libandla Lavelonkhe

National Council of Provinces – Umkhandlu Wavelonkhe Wetifundza

Core Business Support – Lwesekelo Lwebhizinisi Lengumgogodla

Knowledge and Information Services – Luphiko Lwetelwati Nelwatiso

International and relations Prothokholi – Luhlelo Lwetebudlelwane Bemave Emhlaba

Parliamentary Communication Services – Luphiko Lwetekuchumana Lwephalamende

Human Resource Management – Lulawulo Lwetebasebenti

Institutional Support Services – Luphiko Lwetekwesekela Sikhungo

Office of the Secretary – Lihhovisi Lamabhalane

Procedural Services – Luphiko Lwetetinchubo

Procedural Research and Parliamentary Practice – Telucwaningo Lwetetinchubo Nekusebenta
Kwephalamende

Table Administration (Sergeant –at-Arms) – Lulawulo Lwelitafula (Ligosa)

Office of the Chief Whip – Lihhovisi Lasosiswebhu Lomkhulu

Intergovernmental Relations and Cooperative Governance - Tebudlelwane Babohulumende Netekubusa
Ngekubambisana

Oversight and Accountability – Tekwengamela Nekutiphendvulela

Committee Services Luphiko Lwetemakomidi

Legal Services –Luphiko Lwetemtsetfo

Public Participation – Kuhlanyela Kwemango

Liaison Office to the Leader of Government Business – Sikhulu Lesingumchumanisi seMholi Webhizinisi
Yhulumende

Documentation Services – Luphiko Lwetemadokhumentu

Parliamentary Information Centre (Library) – Sikhungo Setelwatiso Sephalamende (Umtapolwati_

Language Services – Luphiko Lwetelulwimi

Research Services – Luphiko Lwetelucwaningo

Bilateral Relations – Budlelwane Bemavemabili

Multilateral relations –Budlelwane Bemavemanengi

IR Pocky Analysis – Teluhlatiyo Iwe-IR Pocky

Protocol and Ceremonal Services – Teluhlelonchubo Netemikhosi

IRP Operations management – Lulawulo Lwetekusebenta Kwe-IRP

Communication Relations – Tebudlelwane Beteluchumano

Communication Production and Publishing – Luphiko Lwetekukhicita Nekushicilela

Organisational Effectiveness – Luphiko Lwetekusebenta Ngemphumelelo Kwenhlangano

HR Business Partnering – Lubanjiswano Kutebhizinisi Ye-HR

Shared Services – Temisebenti Leyabelwanako

Labour Relations – Tebudlelwane Bemcashu Nebasebenti

Member Support Service – Luphiko Lwetekusekela Emalunga

Member Capacity Building - Tekuhlomisa Emalunga Ngemakhono

Member Wellness – Tekuphila Kahle Kwemalunga

Member Facilities _ Tetisetjentiswa temalunga

Information Communication Technology – Ithechnoloji Yeteluchumano Lwelwatiso

ICT Strategy and Enterprice Architecture – I-ICT Strategy and Enterprice Architecture

ICT Systems and Application Surpport – Tinhlelo Te-ICT Nelwesekelo Lwetekusebentisa

Customer Services – Luphiko Lwetemakhasimende

Enterprise Resource Planning – Kuhlela Umtfombolusito Webhizinisi

Prorections Services – Luphiko Lwetekuvikeleka

Catering Services – Luphiko Lwetekupheka

Household Services – Luphiko Lwetenhlalakahle Yesikhungo

Halth Safety and Environment – Temphilo, Tekuphepha Nesimondzawo

Arworks – Tebuciko

Legislative Sector Support

Lwesekelo Lwemkhakha Wesishayamtsetfo

Strategic Management and Governance – Lisubuciko Lwekuphatsa Nkwengamela

Finantial Management Office – Lihhovisi Lekuphatsa Timali

Internal Audit – telucwaningomabhuku Lwangekhatsi

Registra of Member Interests – Mabhalane Wetimfuno Temalunga

D. KUFINYELELA EMAREKHODI EPHALAMENDE

Iphalamende ihamba iphindze futsi ikhutsate imitsetfomgomo yekungafihli lutfo kanye nekutiphendvulela futsi njengobe kunjalo lwatiso lwayo lolunyenti luvulekile kutsi lungafinyelelwa ngunome ngubani. Umsebenti wePhalamende njengemeleli webaatfu wentelwa ebaleni futsi nanoma ngubani uyakhona kutsi angahlanganyela futsi ubake umhlangano. Kungaso lesizatfu lesi kutsi emarekhodi nelwatiso lwePhalamende ummango ulutfolala mahhala futsi lufakwa kuwebhusayithi kute kutsi lutfolakale kalula.

Kwelulekwa kutsi nanome ngubani ngembi kwekutsi afise kufinyelela lirekhodi lelisePhalamende, ufanele kutsi acale ngekutsintsa Mabhalane Wemaphepha abute kutsi lawo marekhodi ayatfolakala yini ngaphandle kwekufaka sicelo ngekwemibandzela yeMtsetfo Wekukhutsata Kufinyelela Lwatiso. Loku kwentiwa kutsi linyenti lemarekhodi ePhalamende anekuvele-nje atfolwe ngemalunga emmango ngoba linyenti lemihlangano yePhalamende ibanjelwa ebaleni.

Lapho khona umuntfu asebantisa Umtsetfo, umfakisicelo ufanele kutsi asebantise lifomu lelincunyiwe aphindze futsi atfobele tonkhe tidzingo tenchubo taloMtsetfo. Nangabe umfakisicelo acela lwatiso egameni lalomunye umuntfu, sigaba sicelo lesentiwa ngaphasi kwaso kufanele kutsi sikhonjiswe.

Nangabe umfakisicelo angakwati kubhala, noma kufundza, noma unekukhubateka, angafaka sicelo selirekhodi ngemlomo. Sikhulu Lesilisekela Letelwatiso sitawugcwalisa lifomu egameni lalomfakisicelo bese simnika ikhophi.

Umfakisicelo ufanele kutsi akhombise kutsi ucela ikhophi yemarekhodi yini noma ucela kutsi ete atobuka lelirekhodi. Nangabe lelirekhodi alisiyo idokhumenti lingabukwa ngendlela lelifelwe ngayo, lapho kukhonakala khona.

Nangabe, ngetulu kwemphendvulo lebhaliwe kusicelo sabo selirekhodi, umfakisicelo ufuna kutsi atiswe mayelana nesincumo nganoma ngabe nguyiphi indlela, sib. ngelucingo, loku kufanele kukhonjiswe kulelifomu.

Nangabe umuntfu ufuna kufinyelela ngendlela letsite, umfakisicelo utawutfola kufinyelele

ngaley o ndlela leceliwe, ngaphandle nangabe kwenta njalo kutawulimosha lelirekhodi noma, noma kutawephula lilungelo lelilungelokucamba lelingesilo lePhalamende.

Lisekelamphatsilwatiso wePhalamende unemsebenti wekusita bafakiticelo kutsi bahambisane neMtsetfo nabafaka ticelo tekufinyelela emarekhodi ePhalamende. Uma ngabe umfakisisicelo akati kutsi ngusiphi sikhungo lesiphetse noma lesilawula lamarekhodi lawacelako, Lisekelamphatsilwatiso litawusita mayelana nekutfo la kanye

nekwendlulisela lesicelo esikhungweni lesiphetse lelo rekhodi noma lesicelo kuleso sikhungo egameni lemfakisisicelo.

Kuphatfwa Kwelwatiso Lwemuntfu sicu sakhe

Iphalamende njengesikhungo setinsita temmango itfolwa lwatiso lwebuwena kubasebenti bayo neMalunga ePhalamende ngekwetinhloso tekulawula kuphela. Lolwatiso lugcinelwa tinhloso tekulawula kuphela futsi akwabelwana ngalo naletinye tinhlangano ngaphandle kwaletu letidzingwa ngumtsetfo njengeLuphiko Lwekugcogcwa kweMtselo lwaseNingizimu Afrika Lolwatiso lusetjentiselwa inhloso lolufunelwa yona. Lolwatiso lugcinwa emafayeleni leyihadikhophi eGumbini Lekubhalisa lenemkhawulo wekufinyelela nalolawulwako. Emarekhodi ebuwena langedwe-elektroniki agcinwa ngekusebentisa iphasiwedi nemazinga ekufinyelela ekuvikeleka lalawulwako lamiselwe ekusebenteni. Lamarekhodi aphaatfwa ngekwemibandzela yeluhlelo lwePhalamende lwemafayela lavunyiwe lokufaka ekhatsi kutsi emarekhodi atawugcinwa sikhatsi lesingakanani nekutsi afanele kutsi alahlwe nini.

Emakontileka ekucashwa ebasebenti akafakwa emkhakheni wekutsi angafinyelelwa ngumuntfu wesitsatfu futsi uma nangabe kwentiwa sicelo sekutsi kufinyelelwe kuwo, kutsintfwa lihhovisi letemtsetfo kute kuhlolwe kufaneleka nekucinisekisa nesikhutsato saleso sicelo kantsi futsi nalowo msebenti lotsintsekako kufanele kutsi atiswe ngaleso sicelo futsi achazelwe nemalungelo akhe elingasese lakhe.

Iphalamende iphindze futsi itfole lwatiso kulowo nalowo ngesikhatsi ummango uvakashela ePhalamende. Lolwatiso ludzingeka kute kutsi kulawulwe kufinyelela kungenca ePhalamende ngobe Iphalamende iyiNdzawo Lemcoka Yelive. Lolwatiso loludzingekako ngemagama kanye neminingwane yekutatisa yalowo muntfu. Lolo lwatiso lugcinwa kumaseva etfu e-ICT kantsi kufinyelela kuwo kuyalawulwa. Lolwatiso kwabelanwa lona neLuphiko Lwetetinchubomgomo lwaseNingizimu Afrika mayelana nekucinisekisa kufaneleka kwalowo nalowo kutsi ufanelekile yini kufinyelela imiculu leyimfihlo yahulumende lohambela imicimbi lekhetsekile njengeNkhulumo yaMengameli yeBunjalo Belive kuncuma kutsi afinyelele kulowo mcimbi.

Iphalamende ikholelwa kumitsetfomgomo yekwenta tintfo ngalokuvulekile nekungafihli lutfo futsi-ke kungenca yalesizatfu kutsi emarekhodi lamanengi ePhalamende atfolakala

mahhala kuwebhusayithi. Njengesikhungo sahumende, lwatso lesilutfolako silugcina luyimfihlo futsi sicinisekisa kutsi siyitfobela yonkhe imitsetfo lephatselene nekuphatfwa kwelwatiso ikakhulukati lwatso lwebantfu sicu sabo. Loku sikwenta ngaso sonkhe sikhatsi njengemgomo njengesikhungo weligunya lekushaya imitsetfo kute kutsi sihlale sitiphendvulela ngaso sonkhe sikhatsi.

Bantfu labacela imininingwane yabo lephetfwe yiPhalamende banikwa kalula lolo lwati ngaphandle kwekutsi bakhokhe nanoma ngumalini Nanoma ngubani angacela kutsi imininingwane yakhe sicu sakhe ilungiswe ngoba lphalamende yetama kucinisekisa kutsi lwatiso lolukuyo luyanemba futsi lungilo ngaso sonkhe sikhatsi. Umuntfu uvumelekile futsi kutsi acele ukutsi imininingwane yakhe isuswe kumarekhodi ePhalamende uma akholelwa kutsi imininingwane yakhe ayisadzingi kutsi ibe sePhalamende njengoba sekute injongo leyifezako.

Timali letikhokhwako

Ngekulandzela sigaba se-22 seMtsetfo Wekukhutsata Kufinyelela Lwatiso kunetinhlobo letimbili tetimali lekufanele kutsi tikhokhwe lokuyimali yekucela kanye neyekufinyelela. lphalamende kulesigaba ayiyibiti imali yekucela kodvwa lofaka sicelo angacelwa kutsi akhokhe imali yekufinyelela nangabe asanikiwe ligunya lekufinyelela lokungaba kukhishwa kwelirekhodi futsi nome ngabe ngusiphi sikhatsi lesesengce ema-awa lancunyiwe kusesha nekulungisa emarekhodi kutsi adzalulwe.

Tisombululo letikhona macondzana nekwenta nome kwehluleka kwenta ngekulandzela Umtsetfo

Nangabe lowo lofaka sicelo afisa kufaka sicelelo sikhalo lesimayelana nesincumo sesisebenti selwatiso, lofaka sicelo kufanele kutsi afake sicelelo sikhalo futsi sitawunakwa ngekhatshi Sigungu Lesiphetsa ePhalamende. Lokusho kutsi, nguSomlomo weLibandla Lavelonkhe kanye naSihlalo weMkhandlu Wavelonkhe Wetifundza. Lofaka sicelo angafaka futsi sikhalo kuMlawuli Welwatiso nangabe angakanetiseki ngesincumo sePhalamende.

Sigungu Lesiphetsa

lphalamende yeRiphabhlikhi

yaseNingizimu Afrika P O Box 15

CAPE TOWN

8000

Incwadzigezi: speaker@parliament.gov.za / chaipersonsoffice@parliament.gov.za

Umlawulilwatiso

P.O Box 31533

Braamfontein

Johannesburg

2017

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E. EMAREKHODI EPHALAMENDE

1. Imikhakha yemarekhodi ummango langawatfola

Ticelo tekufinyelela kulamarekhodi ummango lovele-nje uwatfole tingentiwa ngekushaya lusingo nome ngefeksi, ngencwadzigezi nome ngekubhala incwadzi. Kute lifomu lekumele kutsi ligcwaliswe kuphela-nje nangabe kuniketwe imininingwane lephelele yalelo rekhodi lekucelwa kutsi kufinyeiselwe kulo. Kute kutsi umuntfu afinyelele kulamarekhodi sicelo akudzingeki kutsi sentiwe ngekulandzela Umtsetfo. Lamarekhodi ayatfolakala futsi kuwebhusayithi yePhalamende futsi likheli litsi: www.parliament.gov.za (Luhlu lolunemininingwane lebanti yalamarekhodi luphindze lwananyatsiselwa kulemanywali)

2. 2. Emaphepha latfulwa ePhalamende

Emaphepha latfulwa ePhalamende lafanana nemibiko yemnyaka kanye naleminyane imibiko ematiko ahulumende, imitimba yetemtsetfosisekelo kanye netikhungo tahulumende letiyingenisa ePhalamende njengendlela yekutiphendvulela ePhalamende. Ematiko ahulumende, imitimba yetemtsetfosisekelo kanye netikhungo tahulumende tidzingwa nguMtsetfosisekelo kanye nemitsetfo yekwenta loko kutsi anike lphalamende imibiko njalo-nje lemayelana nekusebenta kwayo kanye nekuphatfwa kwemisebenti yayo.

Tinhlobo temarekhodi langena ngaphasi kwemaphepha latfulwa ePhalamende nguleti:

Imibiko Yemnyaka kanye neMaphepha lavela ematikweni ahulumende, kumitimba yetemtsetfosisekelo kanye netikhungo tahulumende;

Imibiko yeMhlolimbhuku Jikelele;

Emasu eLisubuciko lematiko ahulumende, emitimba yetemtsetfosisekelo newetikhungo tahulumende;

Timemetelo temtsetfo taHulumende nemitsetfosimiso; kanye

NeTivumelwane Temave Emhlaba letentiwe emkhatsini weNingizimu Afrika nalamanye emave kanye netinhlango temave emhlaba.

3. Imitsetfosivivinyo lesetafuleni lePhalamende

Imitsetfosivivinyo lesetafuleni tePhalamende yimitsetfo lehlontsiwe (imitsetfo) lphalamende lesacoca ngayo futsi isengakamukelwa Libandla Lavelonkhe kanye neMkhandlu Wavelonkhe Wetifundza.

Tinhlobo temarekhodi langena ngaphasi kwemaphepha latfulwa

ePhalamende nguleti: Imitsetfosivivinyo leyetfulwa ngematiko

aHulumende;

Imitsetfosivivinyo leyetfulwa ngeMalunga

ePhalamende; kanye neMitsetfosivivinyo

leyetfulwa ngemakomidi ePhalamende.

4. Tetfulo letivela emmangweni letimayelana neMitsetfosivivinyo

Nangabe Umtsetfosivivinyo wetfulwa ePhalamende, wendluliselwa ngekushesha ekomidini kute liwucubungule. Likomidi, kuye ngeludzaba lwalowo Mtsetfosivivinyo lingacela ummango kutsi ungenise imibono yawo lemayelana neludzaba lwalowo Mtsetfosivivinyo. Likomidi litawucubungula leto tetfulo temmango nalicocisana futsi lingamema labanye balabo bantfu labangenise imibono yabo kutsi bete batewukhuluma nabo. Loku kubitwa ngekutsi tetfulo letivela emmangweni letimayelana neMitsetfosivivinyo lesetafuleni lePhalamende.

5. Emaphepha lamayelana netinchubo tePhalamende

Nangabe lphalamende ikuseshini kunemaphepha lakhicitwako emsebeni weTindlu kanye nalawo lavela emihlanganweni yato.

Letinhlobo temarekhodi letingena ngaphasi kwemaphepha lamayelana netinchubo teTindlu tePhalamende nguleti:

Emaphepha Eluhlelo (emadokhumenti e-

ajenda); Emaminitsi Etinchubo teTindlu;

Emaminitsi Emakomidi; Imibiko
yemakomidi lemayelana nekulalelwa
kweluvo lwemmango;

Timemetelo, Tetfulo kanye neMibiko Yemakomidi;
Liphephamibuto (Imibuto Lecondziswe eNdvuneni, Lisekelamengameli kanye
naMengameli); Liphephambuto Langekhatsi (kubhaliswa kwemibuto lebutwa
ngeMalunga); kanye neTinkhulumo teMalunga ePhalamende, Tindvuna,
Lisekelamengameli kanye naMengameli

6. Lushicilelo Lwebhizinisi yePhalamende

Tinshicilelo letinhlobonhlobo tiyakhicitwa ePhalamende letinika lwatiso mayelana
nekusebenta kwePhalamende, imicimbi kanye netindzaba letiphatselene
nePhalamende.

Tincwadzi
Tetinkhulumomphikiswano te-
Hansard teMibuto kanye
neNcwadzi yeTimphephakiso
Incwadzitindzaba lemayelana nemicimbi yasePhalamende
Emaphamfulethi lamayelana netindzaba letibalulekile telwatiso
loluya kuRejista yemmango yeTimfuno teMalunga
Luhlu lweMalunga ePhalamende

7. Imikhakha yemarekhodi lengacelwa ngekusebentisa Umtsetfo

Lamarekhodi acelwa ngekulandzela Umtsetfo futsi lolofaka lesi siculo kudzingeka
kutsi ahambisane nayo yonkhe inchubo yetidzingo teUmtsetfo. Lofaka siculo kufanele
kutsi asebentise lifomu lelincunyiwe lelinanyatsiselwe kulencwadzi yekuchaza futsi
liyatfolakala nakuwebhusayithi yetfu.

a. Lihhovisi Leliphetse Tetimali

Sabelomali

Irejista Yemphahla

Kuphatfwa Kwetinchubo Tekutsenga

Tinchumobomgomo Tekutsenga Tincumo

Telikomidi Letekutsenga

Inchubomgomo Yekusita Ngetimali Emacembu Etepolitiki

b. Kulawulwa Kwebasebenti

Tinchubomgomo Tetebasebenti; kanye
neTimo Tekusebenta.

c. Tinsita Telucwaningo

Emaphepha elucwaningo
nemibiko

Emaphepha eLucwaningo
mayelana neMitsetfosivivinyo

Emaphepha lachaza
ngalamafisha mayelana
neSabelomali

Emaphepha lachaza ngalamafisha mayelana
neluvakasho lwekucwaninga lweKomidi

Imibiko yetikhomfa

LUHLU LWEMAREKHODI EPHALAMENDE

Umkhakha	Luhlobo Lwedokhumenti	Luyatfolakala kuWebhusayithi	Lutfolakala ngekulucela
Emadokhumenti emathenda	<ul style="list-style-type: none"> - Ithenda lekhangisiwe - Ligama lebhida lephumelele 	X	X
Emarekhodi Etimali	<ul style="list-style-type: none"> - Sabelomali - Inchubomgomo Yetekuphatsa Inchubo Yekutsenga - Inchubomgomo lemayelana neKusita Ngetimali Emacembu Etepolitiki Lamelelwe ePhalamende - Titatimende tetimali Temacembu Etembusave 		X X X X

Umkhakha	Luhlobo Lwedokhumenti	Luyatfolakala kuWebhusayithi	Lutfolakala ngekulucela
	Emacembu Etembusave Lamelelwe ePhalamende		
Emadokhumenti Elisubuciko (Tinhlelo neMibiko)	<ul style="list-style-type: none"> - Iphrofayili Yenhlango (Sitfombe Lesibanti, Tinjongo, Imisebenti, Takhiwo) - Imibikomnyaka - Luhlelolisu - Luhlelo Lwekusebenta Lwemnyaka - Tinhlelo Telisu neKusebenta 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Tekuphatfwa Kwetisebenti	<ul style="list-style-type: none"> - Inchubomgomo Yetebasebenti - Timo Tekucashwa 		<p>X</p> <p>X</p>
Emaphepha latfulwanguHulumende ePhalamende naleminye imitimba yeMbuso	<ul style="list-style-type: none"> - Imibiko Yemnyaka, Tinhlelobuciko, Tinhlelo Tekusebenta Temnyaka - Imitsetfomgomo neMigomo ngekwemibandzela yeMtsetfo leshaywako - Tivum elwane temave emhlaba 	<p>X</p> <p>X</p> <p>X</p>	

Tetfulo	<ul style="list-style-type: none"> - Kwangasese – Timpensheni Letikhetsekile - Lokwetayelekile – Lokuvela emacenjini /emimangweni 	X	X
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Umkhakha	Luhlobo Lwedokhumenti	Luyatfolakala kuWebhusayithi	Lutfolakala ngekulucela
Umtsetfo	<ul style="list-style-type: none"> - Imitsetfosivivinyo lesetafuleni lePhalamende - Imitsetfo, Imitsetfosivivinyo lephasiswe yiPhalamende - Tetfulo letivela emmangweni letimayelana neMitsetfosivivinyo 	<p>X</p> <p>X</p>	<p>X</p>
Emarekhodi eTinchubotePhalamende	<ul style="list-style-type: none"> - Emaphepha Eluhlelo (I-ajenda) - Emaminitsi eTinchuboteNdlu - Emaminitsi emihlangano yeMakomidi - Emaphephambuto - Tinkhulumo letetfulwa ePhalamende 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

F. TINSITA LETIKHONA TEMALUNGA EMMANGO

1. Kuhambela tinkhulumomphikiswano tePhalamende

Tinkhulumomphikiswano tePhalamende tivuleleke ummango kanye nemalunga emmango kutsi atewubukela alalele tinkhulumomphikiswano ahleti endzaweni lapho kuhlala khona ummango (kugalari) nome ngabe nguliphi lilanga nangabe lphalamende ikuseshini. Kute utfole lithikithi lekuyowulalela tinkhulumiswano, tsintsa Sisebenti Lesingumchumanisi, ePhalamende yaseRiphabhliki yaseNingizimu Afrika, P O Box 15, Cape Town, 8000 Luc: (021/403- 2197 Ifeksi: (021) 403 8219, Incwadzigezi: mtsheole@parliament.gov.za

2. Kuhambela imihlangano yemakomidi

Imihlangano yemakomidi ePhalamende nayo futsi ivuleleke ummango kutsi utobuka ulalele nangabe lphalamende ikuseshini. Emalunga ePhalamende abakhona kute kutsi ahlangeane futsi atise ngalamafishane tivakashi mayelana nemisebenti yawo lapha ePhalamende, kuye ngekutsi loko kuhlelwe ngaphambilini ngekusebentisa lihhovisi leLilunga lePhalamende.

3. Simemo sekuphawula nome sekungenisa imibono lemayelana naleMitsetfosivivinyo lesetafuleni lePhalamende.

Kugcugcutela kutimbandzakanya kwemalunga emmango etinchubo tePhalamende njengekuphasiswa kwemtsetfo, lphalamende imema emalunga kutsi angenise imibono yawo lemayelana nemtsetfo lokutjungulwa likomidi. Letimemo tikhangiswa kumaphephandzaba avelonkhe, emisakatweni kanye nakuwebhusayithi. Imininingwane yekutsintsa lowo muntfu lokutfunyelwa kuye tetfulo itawunikwa nangabe sekucelwa kuphawula

4. Kutimbandzakanya ekukhetseni labo labatawubasehhovisi lemmango.

Nangabe kutawuba nekukhetfwa kwebantfu labatawuba sehhovisi lemmango kumitimba yesive njengeMvikeli Wesive, Ikhomishini Yekulingana Ngebulili, lphalamende ikukhangisa kumaphephandzaba avelonkhe, emisakatweni kanye nakuletinye tinkhundla tekuchumana kute kutsi ummango wenyule labo bantfu.

Imininingwane yekutsintsa lowo muntfu lokutfunyelwa kuye emagama lenyuliwe itawunikwa nangabe sekucelwa kutsi kwenyulwe emagama.

5. Kutfumela sicelosikhalo ePhalamende

Lilunga lemmango lingatfumela sicelosikhalo salo ePhalamende lesimayelana nanome ngabe nguluphi ludzaba lolubalulekile emmangweni. Tixelotikhalo tisetjentiselwa kudvonsa lphalamende kutsi inake indzaba lekhatasata ummango nome kucela lphalamende kutsi itsatse sinyatselo ngekweligunya layo. Kunemitsetfo lekufanele kutsi sicelosikhalo sihambisane nayo kute kutsi setfulwe ePhalamende.

Kunetinhlobo letimbili tixelosikhalo jikelele, lesibitwa ngekutsi sicelosikhalo lesikhetsekile kanye netixelosikhalo temmango nome jikelele. Sicelosikhalo lesikhetsekile kungesikhatsi umuntfu enta sicelo lesitsite nome acele kutsi Umbuso umhhamule, lokuyintfo lengagunyatwa ngumtsetfo, njengekufinyelela kumphensheni. Sicelosikhalo semmango ngulesikhatsi licembu letakhamuti letinaletikufunako lokufananako ticela kuhhanyulwa jikelele nome kutsi tilungiselwe sikhalo sato

Ngekusho kweMtsetfosisekelo, "Wonkhe umuntfu unelilungelo, ngekuthula nangekungahlomi ngalutfo, kutsi babutsane, bashuce, kuphatsa tincwembe letibhalwe tikhalo kanye nekwetfula tixelosikhalo letibhalwe phasi." Nanome kunjalo, kunetinchubo letitsite lapho lowo nalowo Kanye/nome emacembu lekumele kutsi atilandzele nakangenisa tixelosikhalo ePhalamende. Kwetfulwa kwetixelosikhalo kulandzela imitsetfo yePhalamende. Libandla Lavelonkhe lidzinga kutsi sicelosikhalo setfulwe ngekwemtsetfo

Lilunga lePhalamende, kute sicutjungulwe. Ngako-ke, sicelosikhalo kufanele kutsi sisekelwe Lilunga lePhalamende. Unelilungelo lekuya kunome ngabe ngukuliphi lilunga lePhalamende ngekulitsintsa nome uvakashele Lihhovisi Lesigodzi Lelikhetfwe Kuso lelisedvute ucele kutsi bakusite ngekukwetfulela sicelosikhalo sakho egameni lakho

Umkhandlu Wavelonkhe Wetifundza (i-NCOP) awudzingi kutsi sicelosikhalo sisekelwe Lilunga lePhalamende. Nanome kunjalo, sicelosikhalo lesingeniswa kuMkhandlu Wavelonkhe Wetifundza sibe selifomini lelincunywe nguSihlalo weMkhandlu. Imitsetfo ye-NCOP ayiwenti umehluko emkhatsini wetixelosikhalo letikhetsekile naletijikelele.

Sixelosikhalo kufanele kutsi sibhalwe ngalunye lwetilwimi letisemtsetfweni futsi sisayinwe ngulabo labasifakako. Nanome kunjalo, bantfu labangakwati kubhala kufanele kutsi babhale luphawu kuleso sicelosikhalo embikwabofakazi lababili lekufanele kutsi basayine leso sicelosikhalo ngalelo gunya.

6. Emahhovisi ePhalamende Yentsandvo Yelinyenti

LoMtsetfosisekelo lomusha usungule luhlelo lwentsandvo yelinyenti lolumelele futsi lolunekumbandzakanya. Lubeka sibopho emahlombe ePhalamende kutsi ichube inchubo yekutimbandzakanya kwemmango ekushayeni umtsetfo kanye nakuleinye tinchubo tePhalamende. Iphalamende, ngemitamo yayo yekwengeta kufinyelela kwePhalamende, litfuba kanye nekutsintsana-ngco futsi ichumane nebantfu phaca labangaphandle kwetinkhulumomphikiswano tavelonkhe esiveni ngaleyo ndlela-ke usungule Emahhovisi ePhalamende Yentsandvo Yelinyenti etifundzeni letintsatfu, letibitwa ngekutsi yiLimpopo, Inyankatfo Kapa neNyakatfo Nshonalanga

Emahhovisi ePhalamende Yentsandvo Yelinyenti, emkhatsini walokunye, umsebenzi wawo kufundzisa ummango kanye nekunika lwatiso lolumayelana nePhalamende nemsebenzi wayo, kwenta kutsi kube nenkhundla yekutsi bantfu bakhone kufinyelela nekutimbandzakanya etinchubeni tephalamende kanye nekugcugcutela imibono yemmango kanye nekuletsa umbiko ePhalamende.

Imininingwane yekutsintsana yeLihhovisi LePhalamende

Lemadokhumenti ngulena: Sifundza saseLimpopo:

One Stop Shop Centre

Ga-Matlala

0756

P O Box 1516

Bakone

0756

Luc : 015 227 0056

Inyakatfo Kapa:

Meul Singel No 9

Kakamas

P O Box 754

Kakamas

8870

Luc : 054 431 0508

Ifeksi: 054 431 1951

Inyaka fonshonalanga:

Old Mutual Building/Old Governors House

Phola Section

Ganyesa

P O Box 561

Ganyesa

8613

Luc : 053 998 4262

Ifeksi: 053 998 4261

G. LIHHOVISI LETEKUFUNDZISA UMMANGO (i-PEO)

Tindzima nemisebenti ye-PEO isuselwa kusibopho setemtsetfosisekelo lesisemahlombe ePhalamende kutsi “ichube inchubo yekutimbandzakanya kwemmango ekushayeni umtsetfo nakuletinye tinchubo” tePhalamende. Umsebenti wekucala we-PEO kufundzisa ummango nekuwugcugcutela mayelana nekutimbandzakanya etinchubeni nasemisebentini yePhalamende. Kunikwa kwelwatiso kanye nemfundvo kumcoka ekwenteni takhamuti kutsi titimbandzakanye ngekuvisisa ePhalamende tibe tinemcondvo lonelwati.

Tinjongo letine letingumgogodla we-PEO:

- Kuninga njalo lwatiso lolufanele takhamuti mayelana nekutsi kwentekani ePhalamende nekutsi tingatimbandzakanya njani kuletinchubo;
- Kufundzisa takhamuti nemimango mayelana netindlela tekusebenta kwePhalamende kanye nekutsi ungatimbandzakanya njani ngemfutfo nangekuvisisa etinchubeni letifanele tephalamende;
- Kwandzisa kufinyelela kwemmango kanye nekutimbandzakanya kutinchubo tephalamende kute kuciniswe intsandvo yelinyenti yekutimbandzakanya kanye;
- Nekunika kubuyiswa kwembiko kutakhamuti nakumimango ngetindzaba letisetifuleni lePhalamende letinemtselela etimphilweni tabo.

Kufezekisa letinjongo, i-PEO inika tinsita teticukatsilwati loluhlanganisiwe loluphrintiwe, ngevidiyo ye-inthanethi kanye nangebuso ngebuso lokufaka ekhatsi:

- kuchumana nalabatsintsekako;
- kutfutukisa nekufezekisa tinhlelo tetemfundvo letichutjwako kute kusekelwe umsebenti wekwengamela, kushaya umtsetfo kanye netindzima tePhalamende tekutimbandzakanya kummango,
- kutfutukisa nekusabalalisa ticukatsilwati lwetemfundvo kanye nemikhicito; kanye
- nekuvakasha kwetemfundvo ePhalamende ngekusebentisa luhlelo lweTivakashi lwasePhalamende.

Indlela yekubukana netekufundziswa kwemmango

Sichamkelo se-PEO kutemfundvo yemmango kufaka ekhatsi kufezekisa Indlela Yephalamende Yekutimbandzakanya Kwemmango (i-PPM) leshwambakanya tinsika letine letichumene tekuchumana: kwatisa, kubonisana, kutimbandzakanya nekuletsa umbiko. Lendlela ilithulusi lekucinisa umsebenti weMalunga ePhalamende (ema-MP)

etindzaweni tawo tebakhetsi kanye nekwenta ncono kufinyelela ePhalamende nakuMalunga ayo kute amelele ngalokuphelele bantfu baseNingizimu Afrika.

Kube nekukhula ekuboneni kutsi kute ummango utimbandzakanye ePhalamende ngendlela lenenzuzo, kuvisisa kancono indzima ledlalwa yiPhalamende esiveni; kanye nendzima ledlalwa ngummango ePhalamende kudzingekile. Lokwendluliselwa kwelwati nekuvisisa kumcoka ekucinisekiseni kutsi Iphalamende iyatfufuka ibe Iphalamende lemelele bantfu sibili. Ikakhulu, lapho tonkhe takhamuti taseNingizimu Afrika tingakhona khona kuchuba ngemfutfo emalungelo ato kutsi titimbandzakanye ngekuvisisa ePhalamende futsi tifake ligalelo lelitawuholela lesikhungo ngekususela eluhlangotsini lwekuba nelwatiso. Njengengetibonelo imisebenti yekutimbandzakanya kweMmango kufaka ekhatsi imihlangano yekulalelwa kweluvo lwemmango kanye netinhlelo tekuphuma kuyiwe kubantfu sib. Kuyisa Iphalamende kuBantfu, Liviki Lesifundza, Tincenye tePhalamende, njll.

Kute utfole lwatiso lolwengetiwe lolumayelana neLihhovisi Lemfundvo Yemmango, tsintsa mabhalane we-PEO, ePhalamende yaseRiphabhliki yaseNingizimu Afrika, P O Box 15, Cape Town, 8000 Lucingo:
(021/403- 3341 Ifeksi: (021) 403 8219, Incwadzigezi: zwilliams@parliament.gov.za

Caphela: Yonkhe imikhicito yekufundzisa lekhicitwa Lihhovisi Letekufundzisa Ummango i-PEO nayo iyatfolakala kuwebhusayithi yePhalamende.

H. KUCUTJUNGULWA KWELWATISO LWEMUNTFU SICU SAKHE

Inhloso Yekucubungula

Lwati lwemuntfu sicu sakhe ePhalamende lucutjungulwa kakhulu ngetinjongo tebasebenti. Lolwatiso luphatselene nekucashwa kwetikhulu nemaLunga ePhalamende kanye netinzuzo tabo tekucashwa. Kucutjungulwa kwelwatiso lwemuntfu sicu sakhe loluvela kubantfu besitsatfu kuphatselene nalabo labavakashela lphalamende batewutsamela tinkhulumo-mphikiswano nemihlangano yemakomiti.

Lwatiso lwemuntfu sicu sakhe lwebantfu besitsatfu lucutjungulelwa kulawula kufinyelela njengoba kudzingwa sigaba se-25 seMtsetfo weSakhiwanchanti Lobalulekile, wnga-2019 (Umtsetfo No. 8 wanga-2019) ngoba lphalamende isakhiwanchanti Lesibalulekile. Esimeni lapho sekungenisa imicimbi lekhethsekile njengeNkhulumo yaMengameli yeBunjalo Belive, lwatiso lwemuntfu sicu sakhe luyacutjungulwa kute kutsi kuhlolwe tekuphepha kute kutfolakale kutsi bantfu labadzinga kwetsamela lomkhosi angeke babe lusongo lwetekuphepha kulomkhosi.

Lomunye umkhakha wetelwatiso lwemuntfu sicu sakhe lolucutjungulwa ePhalamende lwebatfulitinsita nemikhicito. Lolwatiso lucutjungulelwa kulawula emakontileka kanye netinhloso tekutsengwa kwemaphahla yahulumende.

Inchazelo talemikhakha yeTinhloko teDatha kanye nelwatiso noma tigaba telwatiso loluhlobene nako

Tigaba teTinhloko teDatha	Luhlobo lweLwatiso lolungaba nekucutjungulwa
Basebenti	Bulili, simo setemshado; iminyaka yebudzala, lulwimi, lwatiso lwetemfundvo (ticu tetemfundvo); lwatiso lwetetimali; umlandvo wetekucashwa; inombolo ye-ID; likheli lendzawo nelekuposa; imininingwane yetekutsintsana (inombolo (tinombolo) tekutsintsana, likheli lencwadzigezi); emalunga emndeni; buhlanga, tekwelashwa, buve, kukhubateka, lwatiso lwetici tekutalwa temuntfu

Imikhakha yeTihloko teDatha	Luhlobo lweLwatiso lolungaba nekucutjungulwa
Emalunga asePhalamende	Bulili, simo setemshado; iminyaka yebudzala, lulwimi, lwatiso lwetemfundvo (ticu tetemfundvo); lwatiso lwetetimali; umlandvo wetekucashwa; inombolo ye-ID; likheli lendzawo nelekuposa; imininingwane yetekutsintsana (inombolo (tinombolo) tekutsintsana, likheli lencwadzigezi); emalunga emndeni, tekwelashwa, kukhubateka, lwatiso lwetici tekutalwa temuntfu
Tivakashi tePhalamende	Emagama nesibongo; imininingwane yekutsintsana (inombolo (tinombolo) tekutsintsana, ifeksi, likheli lencwadzigezi); Likheli lendzawo yekuhlala, leliposi noma lebhizinisi.
Batfulitinsita	Emagama ebantfu labangabatsintsa; Ligama lesikhungo setemtsetfo; emakheli endzawo noma eliposi; imininingwane yekutsintsana, inombolo yefeksi, likheli lencwadzigezi; inombolo yekubhalisa

Umemukeli noma imikhakha yebamukeli labo labanikwa lwatiso lwemuntfu sicu sakhe

Umkhakha welwatiso lwemuntfu sicu sakhe	Bemukeli noma Imikhakha yeBamukeli
Inombolo yamatise kany nemagama, kuhlola e tebugebengu	eLuphiko Lwetemisebenti Yemaphoyisa LwaseNingizimu Afrika
Ticu tetemfundvo, sa kucinisekisa tetemfundvo,	Umtimba Weticu Temfundvo WaseNingizimu Afrika
Umtselo: i-Pay-as-You-Earn	Luphiko Lwetemisebenti Lwetekugcogcwa Kwemitselo LwaseNingizimu Afrika

Inchazelo leyetyeleleke Yetinyatselo Tetekuvikeleka Kwelwati lokufanele tisetjentiswe yinhlangano lebophelelekele kute kutsi kucinisekiswe bumfihlo, bucotfo kanye nekutfolakala kwelwati.

Lwatiso lwemuntfu sicu sakhe lwetikhulu kanye neMalunga lugcinwe ngemakhophi kanye angekwe-elekthronikhi. Emarekhodi langemakhophi agcinwe egunjini lemafayela futsi afinyelelwa kuphela ngelikhadi lemvolume yekungena kute kutsi kucinisekiswe kutsi kukhona umkhondvo welucwaningomabhuku uma kwenteka kwepulwa tekuphepha. Emarekhodi e-elekthronikhi avikelwe ngemaphasiwedi futsi kufinyeleleka kwawo kuniketwa ngemazinga ekufinyelela ngalokumiselwe egunyeni laloyo muntfu enhlanganweni.

Tinhlelo te-ICT tisebentisa bologadza labalwa nemavayirasi kanye nema-firewall kute kucinisekiswe kutsi lolwatiso alufinyelelwa bantfu labangakagunyatwa kanye nekuvikela loluhlelo kutsi lungagetjengwa.

I. KUTFOLAKALA KWALEMANYWALI

a. Lemanywali itfolakala ngetilwimi letisemtsetfweni -

i. Singisi kanye naletinye leti-10 letisemtsetfweni.

b. Ikhophi yaleManywali noma luhlobo lwayo loluchitjelwe, nalo luyatfolakala ngaletindlela letilandzelako-

i. kuwebhusayithi yeParliament www.parliament.gov.za kanye naku-URL mngu-
<https://www.parliament.gov.za/manual-on-promotion-of-access-to-information>.

ii. ehhovisi laMabhalane/Umbhalisi weMaphepha, e-V29 Old Assembly Building, mayelana nekuhlolwa ngummango ngetikhatsi tekusebenta letetyelelekele;

iii. nanoma ngabe ngubani uma awacela.; kanye

iv. neMlawulilwatiso uma awacela.

J. KUCHITJELWA KWALEMANYWALI

Iphalamende yaseRiphabhliki yaseNingizimu Afrika, uma kunesidzingo, itawuchibela bese ishicilela leManywali njalo ngemnyaka.

Ikhishwe

Mnu. X George

Mabhalane

wePhalamende

(Sikhulu

Lesiphendvulako)