



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

Manual on Promotion on **Access** to
INFORMATION

ISIZULU



IPHALAMEMDE
LERIPHABHULIKI
YASENINGIZIMU AFRIKA

IMANUWALI YOKUKHUTHAZA KOKUTHOLAKALA KOLWAZI

Ihlelwe ngokulandela isigaba 14
Somthetho Wokuthuthukiswa
Kokutholakala Kolwazi 2 wezi-2000
(njengoba usuchitshiyelwe)

Usuku ohlelwe ngalo kanye
nokushicilelwa: 01/06/2021

USUKU LOKUBUYEKEZWA: 29/02/2024

ISANDULELA

Inhloso yemanuwali ukwazisa amalungu omphakathi mayelana nemisebenzi yePhalamende, imininingwane engatholakala nezinsizakalo ezitholakala ePhalamende. Le manuwali ingenye yezindlela esizisebenzisayo ukwenza omunye wemisebenzi yethu ebaluleke kakhulu okuwukugquguzela ukubamba iqhaza komphakathi ezinhlelweni zomthetho nakwezinye izinqubo zePhalamende. Siyethemba ukuthi izothuthukisa futhi ikhuthaze ukuxhumana nathi, ukuze ukwazi ukuthola ulwazi oludingayo, ubambe iqhaza futhi uzibandakanye ePhalamende lethu Labantu.

UMthethosisekelo wethu wasungula uhlelo lwentando yeningi olumelanayo futhi olubandakanya ukubamba iqhaza. Ubheka indlela yokubamba iqhaza komphakathi kakhulu ngakho-ke igunyaza ngokusobala iPhalamende ukuthi lenze lula ukuzibandakanya komphakathi ezinhlelweni zalo zomthetho nakwezinye izinqubo futhi lenze umsebenzi walo ngendlela evulelekile. Ukuphendula isibopho soMthethosisekelo, iPhalamende liqhubeka nokusebenzela ukusungula izinyathelo ezizoqinisekisa ukuthi abantu abangeke bakwazi ukufinyelela futhi babambe iqhaza ePhalamende banikezwa amathuba okwenza lokho. Esinye sezinyathelo esasungulwa yiPhalamende amaHhovisi eNtando Yeningi.

Isikhulu esiBhekele ezoLwazi ePhalamende nguNobhala wePhalamende. Umuntu obekiwe, ngokoMthetho wokuKhuthaza ukuTholakala koLwazi 2000 (uMthetho we-2 wezi-2000), wokuhlinzeka ngolwazi nokusiza umphakathi ekufezeni inhloso yalo Mthetho nguMabhalane Wamaphepha (Clerk of the Papers). UMabhalane Wamaphepha yiPhini lesiKhulu esiBhekele uLwazi ePhalamende. UMabhalane Wamaphepha uyakwazi ukufinyelela kanti futhi unolwazi olunzulu ngamarekhodi ePhalamende. Usizwa ngabasebenzi basehhovisi ukuhlinzeka ngolwazi futhi ubhekele ukuphathwa koMthetho.

Isikhulu esiBhekele uLwazi nguNobhala wePhalamende njengesiphathimandla esinesibopho sokuphendulela ngesikhungo. Imininingwane yokuxhumana yilena:

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IsiKhulu EsiyiNhloko silekelelwa amaPhini amathathu Abhekele Ulwazi ekuphatheni izindaba eziphathelene nalemithetho ebizwa nge-PAIA ne- POPIA. Baphethe lezi zikhundla ePhalamende.

1. Division Manager: Knowledge and Information Services;
2. Chief Information Officer; kanye
3. Human Resources Executive.

Izicelo zonke ngokuthola ulwazi kufanele ziqondiswe ku- Deputy Information Officer. Imininingwane yokuxhumana no-Deputy Information Officer nabasebenzi ababhekene nokuphathwa kwemithetho ebizwa nge- PAIA ne- POPIA yilaba:

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OKUQUKETHWE

A. ISINGENISO

B. IMISEBENZI NENJONGO YEPHALAMENDE

C. UHLAKA LWAMASEVISI EPHALAMENDE

D. UKUFINYELELA KUMAREKHODI EPHALAMENDE

E. AMAREKHODI EPHALAMENDE

F. AMASEVISI ANGATHOLWA UMPHAKATHI

G. IHHOVISI LOKUFUNDISA UMPHAKATHI

H. UKUCUBUNGULWA KWEMINININGWANE YOMUNTU

I. UKUTHOLAKALA KWEMANUWALI

J. UKUBUYEKEZWA KWEMANUWALI

A. ISINGENISO

Imisebenzi yePhalamende ihlinzekwe eSahlukweni se-4 soMthethosisekelo weRiphabhuliki yaseNingizimu Afrika, 1996 (uMthetho uNo 108 we-1996). IPhalamende laseNingizimu Afrika liseKapa. IPhalamende lineZindlu ezimbili ezibizwa ngeSishayamthetho sikaZwelonke noMkhandlu kaZwelonke WeziFundazwe. Indlu ngayinye ineqhaza nemisebenzi yayo ehlukile, njengoba kubekiwe kuMthethosisekelo. Kodwa-ke, kunezimo eziningi lapho lezi Zindlu ezimbili zisebenza ndawonye ukwenza lokho okubizwa ngokuthi "ukusebenza ngokuhlanganyela".

IsiShayamthetho sikaZwelonke sinamalungu angama-400, akhethelwe isikhathi esiyiminyaka emihlanu ngokwesisekelo sohlu lwabavoti olufanayo. USomlomo, esizwa yiPhini likaSomlomo, oSihlalo beziNdlu bangamela imihlangano yesiShayamthetho sikaZwelonke. Isibalo sezihlalo zesiShayamthetho sikaZwelonke esinikezwe iqembu ngalinye lezopolitiki silingana nomphumela wokhetho lukazwelonke, oluba njalo eminyakeni emihlanu.

UMkhandlu kaZwelonke weziFundazwe unamalungu angama-54 asebenza ngokugcwele. Isifundazwe ngasinye kwezizisishiyagalolunye zaseNingizimu Afrika sithumela abazosimela abayi-6 abasebenza ngokugcwele eMkhandlwini kaZwelonke weZifundazwe. USihlalo, esizwa yiPhini likaSihlalo, oSihlalo beNdlu bangamela imihlangano yoMkhandlu kaZwelonke weziFundazwe. Ngaphezu kwalokho, abamele uhulumeni wasekhaya (omasipala) bangabamba iqhaza eMkhandlwini kaZwelonke weziFundazwe, kodwa abakwazi ukuvota. UMkhandlu kaZwelonke weziFundazwe kufanele uqinisekise ukuthi izintshisekelo nezidingo ezifundazwe ziyabhekwa emthethweni kazwelonke

IPhalamende likhona ukumela abantu nokuqinisekisa ukuthi uhulumeni ufeza izethembiso zakhe kanye nezinto okumele azenze emphakathini. IPhalamende futhi lihlinzeka ngesithangami sikazwelonke sokubhekela izindaba zomphakathi, kanye nokumelwa kwezintshisekelo zohulumeni bezifundazwe kanye nohulumeni basekhaya emkhakheni kazwelonke. Ekwenzeni lokho, iPhalamende kumele liqinisekise ukuthi umphakathi uubamba iqhaza elibonakalayo ezinhlelweni zalo.

Emkhakheni kahulumeni kazwelonke, amandla okushaya imithetho eRiphabhuliki anikezwe iPhalamende. Ngamanye amagama, iPhalamende linesibopho sokwenza nokuphasisa imithetho. IsiShayamthetho sikaZwelonke siphinde sikhethe uMongameli futhi siyisithangami sikazwelonke lapho khona kwenziwa izinkulumompikiswano ngezindaba zezwe obala. IsiShayamthetho siphinde sicubungule futhi siqaphe okwenziwa yisigungu songqongqoshe. Ngakolunye uhlangothi, uMkhandlu kaZwelonke weziFundazwe, kufanele uqinisekise ukuthi izintshisekelo zezifundazwe ziyabhekelelwa emkhakheni kahulumeni kazwelonke. Lokho ukwenza ngokubamba iqhaza ekwenziweni komthetho nokuba yisithangami lapho izindaba ezithinta izifundazwe kuphikiswana ngazo esidlangalaleni.

B. UMSEBENZI WEPHALAMENDE

Umsebenzi wePhalamende unquma isizathu sokuba khona kwalo. Kungumsuka walesi sikhungo, futhi kusekelwe ezinhlelweni zoMthethosisekelo weRiphabhuliki yaseNingizimu Afrika ezisungula iPhalamende nokubeka imisebenzi eliyenzayo. IPhalamende liqokelwe ukumela abantu futhi liqinisekise ubuhulumeni obubandakanya abantu ngaphansi koMthethosisekelo, futhi limele izifundazwe emkhakheni kahulumeni kazwelonke. IPhalamende lifeza imisebenzi yalo ngokwenza le misebenzi elandelayo:

Umsebenzi 1: Ukuphasisa umthetho (imithetho)

Umsebenzi wesi-2: Ukuhlolisisa liphinde lengamele izenzo zesigungu songqongqoshe (ukugada ukwengamela isigungu songqongqoshe nezinhlaka zombuso)

Umsebenzi 3: Ukwenza lula ukubamba iqhaza kanye nokuzibandakanya komphakathi ezinhlelweni zomthetho nakwezinye izinqubo

Umsebenzi 4: Ukusiza uhulumeni osebenza ngokubambisana

Umsebenzi 5: Ukwenza lula ukubamba iqhaza kwamazwe omhlaba (ukubamba iqhaza ezinhlangothini zesifunda, ezezwekazi kanye nezamazwe omhlaba)

IMISEBENZI NGQANGI

Imisebenzi Ngqangi yePhalamende ukuphasisa imithetho (imithetho), ukuhlolisisa liphinde lengamele izenzo zesigungu songqongqoshe (ukugada ukwengamela isigungu songqongqoshe nezinhlaka zombuso), Ukwenza lula ukubamba iqhaza kanye nokuzibandakanya komphakathi ezinhlelweni zomthetho nakwezinye izinqubo, Ukusiza uhulumeni osebenza ngokubambisana kanye nokwenza lula ukubamba iqhaza kwamazwe omhlaba (ukubamba iqhaza ezinhlangothini zesifunda, ezezwekazi kanye nezamazwe omhlaba). Imiphumela yeMisebenzi eseMqoka ifaka phakathi iMithethosivivinywa ephasisiwe, imibuzo ebuzwe ongqongqoshe, imibiko yonyaka eyethulwe yacutshungulwa, ukubamba iqhaza komphakathi kwenziwe lula, kwabamba iqhaza kwizithangami nezinhlangano zamazwe omhlaba, kwagunyazwa izivumelwano zamazwe omhlaba, kwaqokwa abaphethe amahhovisi omphakathi, nokwenza imisebenzi ephathelene nomthetho.

Imisebenzi Ngqangi yePhalamende ikhombisa umsebenzi wethu omkhulu:

UMsebenzi Ngqangi 1: Ukuphasisa umthetho (imithetho).

IMithethosivivinywa yethulwa ePhalamende ngongqongqoshe noma iqalwe yiPhalamende uqobo. IMithethosivivinywa ihlukaniswa ngokoMthethosisekelo njengeMithethosivivinywa yesigaba sama-74 (Izichibiyelo Zomthethosisekelo), iMithethosivivinywa yesigaba sama-75 (IMithethosivivinywa ejwayelekile engathinti

izifundazwe), isigaba soMthethosivivinywa sama-76 (Imithethosivivinywa ejwayelekile ethinta izifundazwe), kanye nesigaba sama-77 (iMithethosivivinywa yemali).

UMsebenzi Ngqangi 2: Ukuhlolisisa liphinde lengamele izenzo zongqongqoshe (ukuqapha ukwenziwa komsebenzi)

Njengengxenye yokuqapha ukwenziwa komsebenzi yiPhalamende, amalungu abuza imibuzo ongqongqoshe ukuze baphendule ngomlomo noma ngokubhala phansi. Imibuzo ingabuzwa kuMongameli, iSekela likaMongameli noma oNgqongqoshe. Ngaphezu kwemibuzo nezimpendulo, umsebenzi wokuqapha ukwenziwa komsebenzi uhlanganisa ukwethulwa kwemibiko ePhalamende yizikhungo eziphendula kulo. Imibiko yaminyaka yonke yethulwa yiminyango kazwelonke, izikhungo zombuso ezisekela intando yeningi yomthethosisekelo, izinhlaka zikahulumeni, neziphathimandla zezemfundo nezokuqeqesha.

Eminye imisebenzi yokuqapha ukwenziwa komsebenzi ifaka ukuvakashelwa kwezindawo nqo, imibiko kanye nokwaziswa kumakomidi, kanye nenqubo yesabelomali.

UMsebenzi Ngqangi 3: Ukwenza lula ukubamba iqhaza kanye nokuzibandakanya komphakathi ezinhlelweni zomthetho nakwezinye izinqubo.

Ukubamba iqhaza komphakathi ezinqubweni zePhalamende, ukufinyelela komphakathi esikhungweni nasemalungwini ePhalamende, kanye neminingwane enikezwa umphakathi ihlala iyinto ebalulekile ePhalamende. Imisebenzi yokubamba iqhaza komphakathi ifaka ukulalelwa komphakathi, izinhlelo zokufinyelela kubantu, izinhlelo zomsakazo nokusakazwa, ukusakazwa kwethelevishini, ukushicilelwa, izincwadi zezindaba, izinto zokukhangisa, iwebhusayithi, umhlangano wabantu, kanye nomkhankaso wePhalamende wokuya ebantwini.

UMsebenzi Ngqangi 4: Ukusiza uhulumeni osebenza ngokubambisana

IPhalamende lidlala indima enkulu ekwenzeni lula uhulumeni wobambiswano ngokuvuma izivumelwano zamazwe omhlaba, ukuqokwa kwabaphethe amahhovisi kahulumeni, kanye nokwenza imisebenzi ethile yomthetho njengoba kubekiwe emthethweni.

UMsebenzi Ngqangi 5: Ukwenza lula ukubamba iqhaza emazweni omhlaba

Ubudlelwano bamazwe ngamazwe ePhalamende wukuqhubeka kwenqubo yezepolitiki kanye nezingxoxo phakathi kwezishayamthetho zomhlaba. Emihlanganweni eyahlukene yamazwe omhlaba, amalungu ePhalamende (MPs) kanye neziphathimandla eziphethe banethuba lokushintshana ngemibono nozakwabo abavela kwamanye amazwe ngezinsalelo eziningi zomhlaba.

IPhalamende laseNingizimu Afrika libamba iqhaza kwizithangami nezinhlangano zamazwe omhlaba eziningi, kubandakanya ne-

Pan-African Parliament;

SADC Parliamentary Forum;

Commonwealth Parliamentary Association;

Inter-Parliamentary Union (IPU); naku

African, Caribbean, Pacific-European Union Forum.

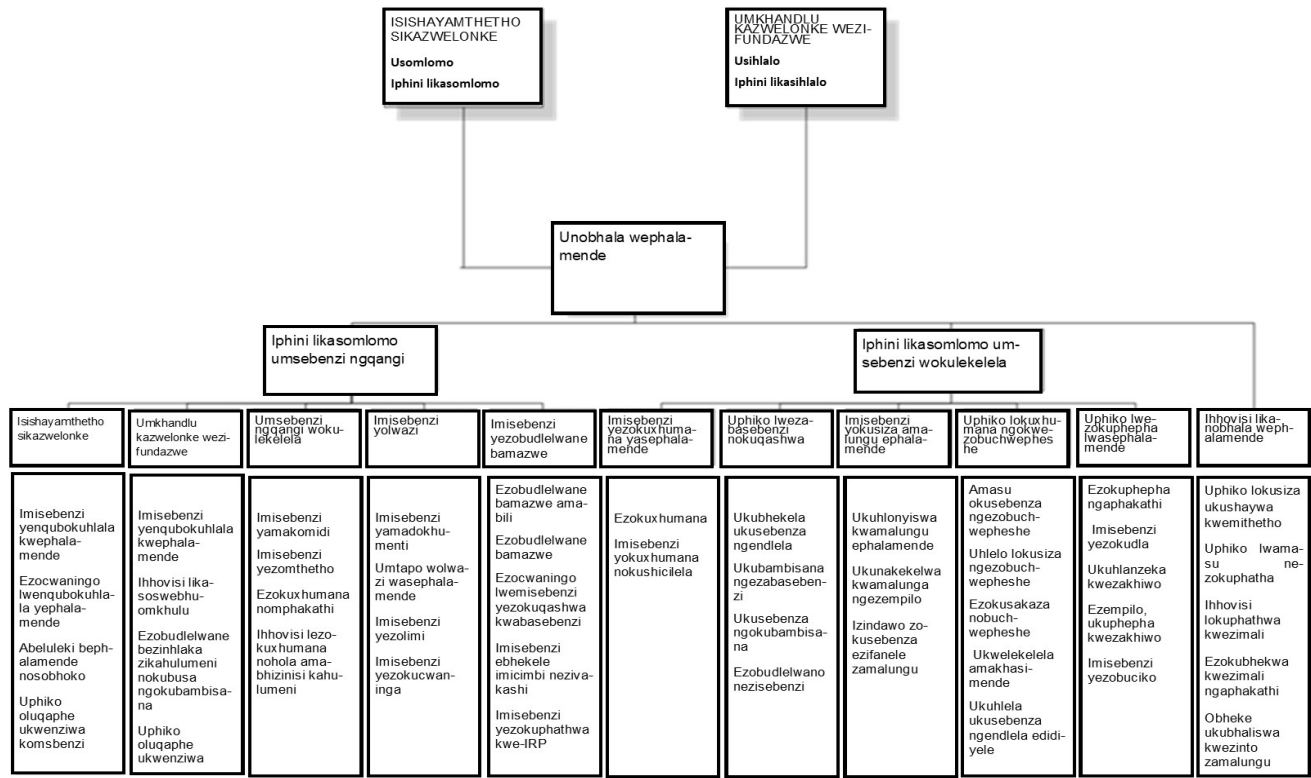
C. UKWAKHEKA KWAMASEVISI EPHALAMENDE

Isidingo soMsebenzi WePhalamende sisuselwa ekudingeni usizo kwamaLungu ePhalamende, njengoba enza imisebenzi yawo ebekwe kuMthethosisekelo. Imiphumela yemisebenzi yePhalamende yenziwa ngezinsizakalo ezahlukahlukene ezinikezwa yizigaba ezahlukahlukene zoPhiko LwezePhalamende.

Ezokuphatha ephalamende zihlinzeka ngezinsizakalo zokwesekwa ngobungcweti eziNdlini zePhalamende, emakomidini kanye namaLungu ngalinye ePhalamende. Lokhu kwenzeka ngendlela yokunikeza ngemininingwane, nokweluleka kanye nezinsizakalo zokuphathwa kwezikhungo ezinikeza amandla futhi zihlomise ngolwazi amaLungu ePhalamende ukufeza izibopho zawo zomthethosisekelo.

Isithombe sohlaka Lokuphatha (i-organogram) engezansi ibonisa imodeli yokusebenza kanye nokwakheka nokuPhathwa kwezindaba zePhalamende.

UMsebenzi wePhalamende uphethwe nguNobhala wePhalamende oyiSikhulu Esiphezulu (Accounting Officer)



D. UKUFINYELELA KUMAREKHODI ASEZANDLENI ZEPHALAMENDE

IPhalamende lisekela futhi likhuthaza imigomo yokusebenzela obala kanye nokuphendula ngokwenziwe futhi ngenxa yalokho imininingwane yalo yonke ivulelekile ukuthi ingatholwa yinoma ngubani. Umsebenzi wePhalamende njengommeleli waBantu ubanjelwe obala futhi noma ngubani uyakwazi ukuhambela nokulalela imihlangano. Kungalesi sizathu ukuthi amarekhodi nolwazi lwePhalamende lutholakala mahhala emphakathini futhi ebekwa kwiwebhusayithi ukuze afinyeleleke kalula.

Kungakuhle ukuthi ngaphambi kokuba noma ngubani afise ukuthola irekhodi elisePhalamende, umuntu kufanele aqale axhumane noMabhalane wamaPhepha ukuze abuze kuqala ukuthi lelo rekhodi linganikezwa yini ngaphandle kokufakwa kwesicelo ngokuya koMthetho WokuKhuthaza Ukufinyelela Olwazini. Lokhu kungenxa yokuthi amarekhodi amaningi ePhalamende asezithebeni zomphakathi njengoba imihlangano eminingi yePhalamende ibanjelwa obala.

Lapho umuntu kufanele asebenzise uMthetho, umfakisicelo kumele asebenzise ifomu elibekiwe futhi ahambisane nayo yonke imigomo edingwa uMthetho. Uma umfakisicelo ecela imininingwane egameni lomunye umuntu, kumele kuvezwe isikhundla salowo ocelayo,

Uma umfakisicelo engakwazi ukufunda noma ukubhala, noma enokukhubazeka, isicelo serekhodi singenziwa ngomlomo. ISekela LesiKhulu Esibhekele ulwazi lizogcwalisela lowo mfakisicelo ifomu bese limnika ikhophi.

Umfakisicelo kufanele akhombise ukuthi ngabe isicelo ngesekhophi lerekhodi yini noma ufuna ukufika azozibhekela yena lelo rekhodi. Uma irekhodi lingewona umbhalo osephepheni lingabonwa ngendlela elicelwe ngayo, uma kungenzeka.

Uma, ngaphezu kwempedulo ebhaliwe yokucela irekhodi, umfakisicelo efuna ukwaziswa maqondana nesinqumo ngenye indlela, isib. ngocingo, lokhu kufanele kubalulwe kwifomu.

Uma umuntu ecela ukufinyelela ngohlobo oluthile, umfakisicelo uzoluthola ngendlela eceliwe ngaphandle uma ukwenza kanjalo kungalimaza irekhodi noma kwephule ilungelo lobunikazi elingelona elePhalamende.

ISekela Lesikhulu Esibhekele Ulwazi ePhalamende libhekene nokusiza abafakizicelo ukuthi bahambisane noMthetho lapho becela ukufinyelela kumarekhodi ePhalamende. Uma umfakisicelo engazi ukuthi yisiphi isikhungo esinalo noma esilawula lelo rekhodi alicelayo, iSekela Lesikhulu Esibhekel Ulwazi lizosiza ekuhlonzeni nasekudluliseni isicelo esikhungweni esinerekhodi noma lisicele kuleso sikhungo egameni lomfakisicelo.

Ukuphathwa Kwemininingwane Eqondene Nomuntu

IPhalamende njengenhlangano yezisebenzi zikahulumeni ithola imininingwane yomuntu uqobo evela kubasebenzi bayo kanye namaLungu ePhalamende ngezinjongo zokuphatha kuphela. Lolu lwazi lugcinelwa izinhloso zokuphatha kuphela futhi alwabelwa nezinye izinhlangano ngaphandle kwalezo ezidingwa ngumthetho njengeSikhungo Sokuqoqwa Kwentela yaseNingizimu Afrika (SARS). Imininingwane isetshenziselwa inhloso ehlinzekelwe yona. Lolu lwazi lugcinwa kumafayela ayiphepha eGunjini Lokubhalisa okufinyelela abathile kuphela nelilawulwayo. Amarekhodi abasebenzi e-elethronikhi avikelwe ngenombolo eyimfihlo kanye namazinga okuphepha okufinyelela ngokuya ngokomsebenzi. Amarekhodi alawulwa ngokohlelo lokufayela okugunyaziwe lwePhalamende olubandakanya ukuthi amarekhodi agcinwa isikhathi esingakanani nokuthi azoshabalaliswa nini.

Izinkontileka zokuqashwa zabasebenzi azifakwa ukuthi zifinyelele kubantu besithathu futhi uma kwenziwe isicelo sokufinyelela kuzo ihhovisi lezomthetho liyathintwa ukuze lihlole isisusa sesicelo kanti nomsebenzi othintekayo uzobe azisiwe ngaleso sicelo namalungelo akhe obumfihlo echaziwe.

IPhalamende nalo lithola imininingwane yabantu lapho umphakathi uvakashele ePhalamende. Lolu lwazi luyadingeka ukuze kulawulwe ukungena ngoba iPhalamende liyiNdawo eBalulekile (Key Point Area). Imininingwane edingekayo ngamagama nemininingwane kamazisi yomuntu. Lolu lwazi lugcinwa kumaseva ethu okugcina imininingwane ku-ICT kanti ukufinyelela kuyalawulwa. Imininingwane yabelwa kuphela aMaPhoyisa aseNingizimu Afrika (South African Police Services) yokuhlola abantu abafaka izicelo zokuhambela imicimbi ekhethekile enjengeNkulumo Ebhekiswe Esizweni yokuthatha isinqumo sokumnika imvume yokuba yingxenye yomcimbi.

IPhalamende lizibophezele kwimigomo yokusebenza obala kungafihlwa lutho, kungaleso sizathu ke ukuthi amarekhodi amaningi esePhalamende atholakala kalula kwiwebhusayithi. Njengesikhungo somphakathi yonke imininingwane esiyitholayo siyiphatha ngokukhulu ukucophelela ngobumfihlo siqinisekisa futhi ukuthi siyahambisana nayo yonke imithetho emayelana nokuphathwa kolwazi ikakhulukazi ulwazi ngomuntu siqu. Sikwenza lokhu sikhathi sonke njengomgomo wethu ngoba siyisikhungo esishaya imithetho kufanele nathi sikhathi sonke sikwazi ukuphendula.

Abantu abdinga imininingwane yabo esezandleni zePhalamende bayayinikwa ngaphandle kokukhokha imali. Yinoma ngubani angacela ukuthi imininingwane yakhe siqu ilungiswe ngoba iPhalamende lenza konke okusemandleni ukuthi imininingwane ekhona iliqiniso injalo sikhathi sonke. Yinoma ubani angakwazi ukuthi ukucela ukuthi imininingwane ngaye icishwe kumarekhodi ePhalamende uma enombono wokuthi lemininingwane egciniwe

ayisazifezi izinjongo futhi nePhalamende alizuzi lutho ngalokho.

Izimali Ezikhokhwayo

Ngokwesigaba 22 soMthetho Wokukhuthaza Ukutholakala Kolwazi kunezinhlalo ezimbili zezimali okufanele zikhokhwe, okuyimali yesicelo nemali yokufinyelela kwirekhodi. Okwamanje iPhalamende alifuni mali yesicelo kodwa umfakisisicelo angacelwa ukuthi akhokhe imali yokufinyelela uma ukufinyelela lapho esenikeziwe, ukufinyelela okungenzeka kube ngokokukhiqizwa kabusha kwirekhodi kanye nanoma yisiphi isikhathi eseqile kumahora abekiwe okulibheka kanye nokuhlela ukuthi irekhodi lidalulwe.

Izindlela Zokulungisa Ezikhona Maqondana Nezenzo Noma Ukuhluleka ukwenza ngokoMthetho.

Uma umfakisisicelo efuna udlulisa isinqumo sesiphathimandla solwazi, umfakisisicelo kufanele afake isicelo sokubuyekeza futhi sizobhekwa ngaphakathi yisiPhathimandla sePhalamende. Okusho ukuthi, uSomlomo wesiShayamthetho sikaZwelonke kanye noSihlalo woMkhandlu kaZwelonke WeziFundazwe. Umfakisisicelo angafaka futhi isikhalazo kuMlawuli Wezolwazi (Information Regulator) uma engagculisekile ngesinqumo sePhalamende.

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Johannesburg

2017

E. AMAREKHODI EPHALAMENDE

1. Izigaba zamarekhodi angatholwa umphakathi

Izicelo zokuthola lawa marekhodi avele etholwa umphakathi zingenziwa ngocingo noma ngefekisi, nge-imeyili noma ngencwadi. Alikho ifomu okufanele ligcwaliswe inqobo nje uma imininingwane egcwele okucelwa ukuba kufinyelelwe kuyo ihlinzekiwe. Ukuze umuntu athole lawa marekhodi isicelo asidingi ukuthi senziwe ngokoMthetho. Lawa marekhodi ayatholakala nakuwebhusayithi yePhalamende kanti ikheli yileli: www.parliament.gov.za (Uhlu oluphelele lwalawa marekhodi lunanyathiselwe kulencwajana)

2. Amaphepha ethulwe ePhalamende

Amaphepha athulwe ePhalamende abhekise emibikweni yonyaka neminye imibiko okuthi iminyango kahulumeni, nezinhlaka zomthethosisekelo kanye nezinkampani zikahulumeni ziwaletha ePhalamende ngezindlela zokuziphendulela ePhalamende. Iminyango kahulumeni, nezinhlaka zomthethosisekelo nezinkampani zikahulumeni ziphoqwa uMthethosisekelo kanye nemithetho yawo evumela ukuhlinzeka iPhalamende ngemibiko ejwayelekile ngemisebenzi yabo kanye nokuphathwa kwemisebenzi yazo.

Izinhlobo zamarekhodi eziwela ngaphansi kwamaphepha ethulwe ePhalamende yilezi:

Imibiko Yonyaka Namaphepha avela eminyangweni kahulumeni, izinhlaka zomthethosisekelo nezinkampani zomphakathi;

Imibiko yoMcowaningi Mabhuku-Jikelele;

Amaqinga Amasu eminyango kahulumeni, izinhlaka zomthethosisekelo nezinkampani zomphakathi;

Izimemezelo nemithethonqubo kahulumeni; kanye

Nezivumelwano Zamazwe Omhlaba ezenziwe phakathi kweNingizimu Afrika namanye amazwe kanye nezinhlango zamazwe omhlaba.

3. Imithethosivivinywa ephambi kwePhalamende

Imithetho ephambi kwePhalamende yimithetho ehlongozwayo (umthetho) iPhalamende elisaxoxa ngayo futhi engakemukelwa yisiShayamthetho sikaZwelonke kanye noMkhandlu Kazwelonke WeziFundazwe.

Izinhlobo zamarekhodi angaphansi kweMithethosivivinywa ephambi kwePhalamende yilezi:

Imithethosivivinywa eyethulwe yiminyango kaHulumeni;

Imithethosivivinywa eyethulwe ngamaLungu ePhalamende; kanye

NeMithethosivivinywa eyethulwe ngamakomidi ePhalamende.

4. Izethulo ezivela emphakathini mayelana neMithethosivivinywa

Uma uMithethosivivinywa wethulwa ePhalamende usheshe wedluliselwe ekomidini ukuze ucutshungulwe. Ikomidi, ngokuya kokuqokethwe uMithethosivivinywa, lingacela umphakathi ukuthi ulethe imibono yawo mayelana nesihloko soMithethosivivinywa. Ikomidi lizocubungula izethulo zomphakathi ezingxoxweni zalo futhi lingamema abanye babantu balethe imibono yabo ukuthi beze bazokhuluma nabo. Lokhu kubizwa ngokuthi yizethulo ezivela emphakathini mayelana neMithethosivivinywa ephambi kwePhalamende.

5. Amaphepha amayelana nenqubo yePhalamende

Uma iPhalamende lihlala imihlangano kunamaphepha akhiqizelwa umsebenzi weziNdlu nalezo ezivela emihlanganweni yalo.

Izinhlobo zamarekhodi eziwela ngaphansi kwamaphepha okuhlala kweziNdlu zePhalamende yilawa:

Amaphepha Okuzodingidwa (idokhumenti ye-ajenda).

Amaminithi eziNqubo zeziNdlu;

Amaminithi emihlangano yamakomidi;

Imibiko yamakomidi ekulalelweni kwezimvo zomphakathi;

Izimemezelo, izethulo kanye nemiBiko yeKomidi;

IPhepha LemiBuzo (ImiBuzo ebhekiswe koNgqongqoshe, Isekela likaMongameli kanye noMongameli);

IPhepha lemiBuzo LangaPhakathi (irejista yemibuzo ebuzwe ngamaLungu); kanye

NeziNkulumo zamaLungu ePhalamende, oNgqongqoshe, iSekela likaMongameli kanye noMongameli

6. Umsebenzi WokuShicilela WePhalamende

Kukhiqizwa izinhlobo ezahlukahlukene zokushicilelwa ePhalamende ezinikezela ngolwazi mayelana nokusebenza kwePhalamende, imicimbi kanye nezindaba eziphathelene nePhalamende.

IziNcwadi Zenkulumompikiswano ze-Hansard (Hansard Debate Books)

INcwadi YemiBuzo NeziMpendulo

Izincwadi zezindaba ezenzeka ePhalamende

Izincwajana mayelana nezihloko ezibalulekile zokwazisa umphakathi

Irejista lobunikazi bezinto ZamaLungu

Izinhla zamaLungu ePhalamende

7. Izinhlobo zamarekhodi ezingacelwa kusetshenziswa uMthetho

La marekhodi kufanele acelwe ngokoMthetho futhi umfakisiselo kudingeka ukuthi ahambisane nazo zonke izidingo zenqubo yoMthetho. Umfakisiselo kufanele asebenzise ifomu elinanyathiselwe kule ncwajana futhi elikuwebhusayithi yethu.

a. IHhovisi Lokuphathwa Kwezimali

Isabiwomali

Irejista Yempahla

Izinqubomgomo ZokuLawula Ukuthengwa Kwempahla

Izinqumo ZeKomidi Lokuthengwa kwempahla

Inqubomgomo Yokuxhaswa Ngezimali KweQembu LezePolitiki

b. Ukuphathwa Kwezabasebenzi

Izinqubomgomo Zezabasebenzi; kanye

Nemibandela Yokusebenza.

c. Imisebenzi Yocwaningo

Amaphepha ocwaningo nemibiko

Amaphepha Ocwaningo mayelana noMthethosivivinywa

Amaphepha Azisa mayelana neSabiwomali

Amaphepha Azisa mayelana nohambo lokufunda lweKomidi

Imibiko Yenkomfa

UHLU LWAMAREKHODI ASEPHLAMENDE

Isigaba	Uhlobo lwedokhumenti/umbhalo	Lukhona kwi-webhusayithi	Uyalutho la uma ucela
Amathenda	<ul style="list-style-type: none">- Ithenda ekhangisiwe- Igama lo bhide waqokwa	X	X
Amarekhodi ezimali	<ul style="list-style-type: none">- sabiwomali- Inqubomgomo Yokuthengwa kwempahla		X X

	<ul style="list-style-type: none"> - Inqubomgomo yokuxhaswa kwamaqembu epolitiki Amelwe ePhalamende - Izitatimende zezimali ezi-odithiwe/hloliwe zamaqembu epolitiki Amelwe ePhalamende 		<p>X</p> <p>X</p>
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Isigaba	Uhlobo lwedokhumenti/umbhalo	Lukhona kwi-webhusayithi	Uyalutho la uma ucela
Amadokhumenti amasu (Amasu Nemibiko)	<ul style="list-style-type: none"> - Umumo wenhlangano (Imele ukwenzani, izinhloso, yenzani, Izakhiwo) - Imibiko Yonyaka - Uhlelo Lwamasu; - Uhlelo Lonyaka Lokusebenza - Amasu nohlelo lokusebenza 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Ezabasebenzi	<ul style="list-style-type: none"> - Inqubomgomo ngezabasebenzi - Imibandela Yokuqashwa 		<p>X</p> <p>X</p>
Amadokhumenti athulwe ePhalamende iminyango nezinhlaka zikahulumeni	<ul style="list-style-type: none"> - Imibiko yonyaka, amasu okusebenza, Amasu nohlelo lonyaka lokusebenza - Imithetho nemithethonqubo ngokulandela umthetho - Izivumelwan o zamazwe omhlaba 	<p>X</p> <p>X</p> <p>X</p>	

Izicelo/ama-phethishini	<ul style="list-style-type: none"> - zangasese – ezisipesheli - ezejwayelekile – zivela kwizinhlangano/emphakathini 	X	X
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Isigaba	Uhlobo lwedokumenti/umbhalo	Lukhona kwi webhusayithi	Uyalutho la uma ucela
Umthetho	<ul style="list-style-type: none"> - Imithethosivivinywa esezithebeni zePhalamende - Imithetho, imithethosi vivinywa ephasiswe iPhalamende - Izethulo zemiphakathi ngemithethosivivinywa 	<p>X</p> <p>X</p>	<p>X</p>
Amarekhodi obekudingidwa ePhalamende	<ul style="list-style-type: none"> - Amaphepha Obekudingidwa (Ajenda) - Amaminithi okuhlala kweziNdlu Zombili zePhalamende - Amaminithi emihlangano yamakomidi - Amaphepha emibuzo - Izinkulumo ezikhulunywe ePhalamende 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

F. IZINSIZA EZINGATHOLWA UMPHAKATHI

1. Ukuzothamela izinkulumompikiswano ePhalamende

Izinkulumompikiswano ePhalamende zivulelekile ukuthi zethanyelwe umuntu wonke ahlale endaweni eyenzelwe umphakathi khona ngaphakathi ephalamende uma iPhalamende lihleli. Uma ufuna ukuthola ithikithi lokuzothamela izingxoxo ePhalamende, xhumana nehhovisi kuleli kheli elithi: Liaison Office, Parliament of the Republic of South Africa, P O Box 15, Cape Town, 8000 Ucingo: (021) 403-2197 Fekisi: (021) 403 8219, Nge-lmeyili: mtsheole@parliament.gov.za

2. Ukuzothamela imihlangano yamakomidi

Imihlangano yamaKomidi ePhalamende avulelekile ukuthi athanyelwe amalunga omphakathi uma iPhalamende lihleli. AmaLunga ePhalamende akhona kulabo abafisa ukuhlungana nawo abachazele ngemisebenzi ayenzayo ePhalamende inqobo nje uma kuhleliwe ngaphambili nehhovisi lamaLunga ePhalamende.

3. Isimemo sokuphawula noma ukwenza isethulo ngeMithethosivivinywa edingidwa iPhalamende

Ukuqinisekisa ukuthi amalunga omphakathi abamba iqhaza ezinhlelweni zePhalamende njengokuphasiswa kwemithetho, iPhalamende liyaye licele ukuthi amalunga omphakathi enze izethulo zawo ngomthetho osuke udingidwa ikomidi. Izicelo zokwenza izethulo zikhangiswa emaphepheni kazwelonke, emisakazweni kanye nakwi webhusayithi yephalamende. Imininingwane yomuntu okufanele kuxhunyanwe naye uma uthumela izethulo iyahlinzekwa uma kucelwa izethulo.

4. Ukubamba iqhaza uma kuqokwa abazoba sezikhundleni

Uma kuzoqokwa abantu abazoba sezikhundleni zamahhovisi omphakathi nezikhungo zikahulumeni njengoMvikeli Womphakathi, iKhomishana Yezokulingana KwezoBulili, iPhalamende likhipha izikhangiso emaphepheni kazwelonke, emisakazweni nakweminye imithombo yabezindaba ukuze umphakathi ukwazi ukuqoka nokuphakamisa amagama abantu. Imininingwane yomuntu okufanele kuxhunyanwe naye uma uthumela izethulo iyahlinzekwa uma kucelwa ukuthi kuphakanyiswe amagama abazoqokwa.

5. Isicelo sokuthi iPhalamende lingenelele

Ilunga lomphakathi lingafaka isecelo sokuthi iPhalamende lingenelele odabeni olumqoka. Izikhalazo zisiza iPhalamende ukuthi linake udaba olukhathaza umphakathi noma licele iPhalamende ukuthi lithathe izinyathelo lisebenzisa amandla alo. Kunemithetho nemibandela okufanele isikhalazo sakho sihlangabezane nayo ukuze sethulwe ePhalamende.

Kunezinhlalo ezimbili zezikhalazo, izikhalazo ezikhethekile zomphakathi noma ezijwayelekile. Isikhalazo esikhethekile yileso lapho umuntu ngokwakhe enza isicelo esithile noma ecela ukusizwa noma elekelelwe uMbuso, lokho okusuke kungahlinzekiwe umthetho, njengokuthola impesheni. Isikhalazo somphakathi yileso lapho amalunga, izakhamuzi ezinovo ngento ethile ezikhathazayo noma ezifuna isizo ngayo zicela ukusizwa noma ukwelekelelwa ngaleso sikhalo.

NgokoMthethosisekelo, “Umuntu wonke unelungelo, ngokuthula, engahlomile, abuthane, abhikishe, akhombise futhi alethe noma athule izikhalo.” Yize kunjalo, kunemibandela nezinqubo okufanele zilandelwe umuntu ngamunye noma behlangene/beyiqulu uma beletha izikhalo zabo ePhalamende. Izikhalazo zilawulwa imithetho yasePhalamende. ISishayamthetho SikaZwelonke sithi isikhalo kufanele sethulwe

ILungu LePhalamende (MP), ukuze sicutshungulwe. Ngakho, ke isikhalo kufanele sixhaswe iLungu lePhalamende. Uvumelekile ukuthi uxhumane nanoma iliphi iLungu lePhalamende noma uye eHhovisi LePhalamende (Constituency Office) eliseduze nawe ucele usizo ngokuthi akwethulele isikhalo egameni lakho.

UMkhandlu Kazwelonke WeziFundazwe (NCOP) awudingi ukuthi isikhalo sakho sesekelwe iLungu lePhalamende (MP). Yize kunjalo, isikhalo esithunyelwe kwi- NCOP kufanele sibhalwe ngendlela ebekwe uSihlalo woMkhandlu Kazwelonke. Imithetho yoMkhandlu Kazwelonke WeziFundazwe ayihlukanisi phakathi kwesikhalazo esikhethekile nesomphakathi.

Isikhalo kufanele sibhalwe ngolimi olusemthethweni sisayinwe abafaki besikhalo qobolwabo. Yize kunjalo, abantu abangakwazi ukubhala kufanele benze uphawu kusikhalo kube kukhona ofakazi ababili okuyofanele nabo basayine isikhalo.

6. AmaHhovisi Entando Yeningi Ephalamende (Parliamentary Democracy Offices)

UMthethosisekelo omusha usungule intando yeningi enokumeleleka kanye nokubamba iqhaza. Ibophezela iPhalamende ukuthi liqinisekise ukubandakanyeka komphakathi ekushayweni kwemithetho nakwezinye izinhlelo zePhalamende. IPhalamende emizameni yalo ukuthi kufinyeleleke kalula kulo, amathuba, nokuvala igebe ukuze lihlale lixhumene nabantu abakude nalo abangakwazi ukubamba iqhaza kwizinkulumompikiswano selisungule AmaHhovisi Entando Yeningi Ephalamende ezifundazweni ezintathu okuyi, Limpopo, Northern Cape kanye North West.

AmaHhovisi Entando Yeningi Ephalamende kokunye azokwenza azofundisa imiphakathi ahlinzeke ngolwazi ngePhalamende nemisebenzi eliyenzayo, lihlinzeke abantu ngendlela abangafinyelela ngayo kwiPhalamende, babambe iqhaza kwizinhlelo zephalamende ukuze babe negalelo baphinde baphendulwe ngezinto ezisizithebeni zePhalamende.

Iminingwane yokuxhumana namaHhovisi Entando Yeningi Ephalamende yilena:

Isifundazwe Limpopo:

One Stop Shop Centre

Ga-Matlala

0756

P O Box 1516

Bakone

0756

Ucingo: 015 227 0056

Northern Cape:

Meul Singel No 9

Kakamas

P O Box 754

Kakamas

8870

Ucingo: 054 431 0508

Fekisi: 054 431 1951

North West:

Old Mutual Building/Old Governors House

Phola Section

Ganyesa

P O Box 561

Ganyesa

8613

Ucingo: 053 998 4262

Fekisi: 053 998 4261

G. IHHOVISI LOKUFUNDISA UMPHAKATHI (PEO)

Iqhaza nemisebenzi yehhovisi lokufundisa umphakathi (PEO) asuselwa kwisibopho esishiwo umthethesisekelo obophezela iPhalamende ukuthi “liqinisekise ukubandakanyeka komphakathi ekushayweni kwemithetho nakwizinhlelo zephalamende”. Umsebenzi obalulekile weHhovisi Lokufundisa Umphakathi (PEO) ukufundisa

umphakathi futhi ukhuthaze ukubamba iqhaza komphakathi kwimisebenzi nezinhlelo zePhalamende. Ukuhlinzekwa ngolwazi nokufundiswa kumqoka ukuze umphakathi ubambe iqhaza elibonakalayo kwimisebenzi yePhalamende ube unolwazi.

Izinhlosongqangi ezine zeHhovisi (PEO) ukuthi:

- Ukuhlala njalo lihlinzeka izakhamuzi ngolwazi olufanele ngokwenzeka ePhalamende nokuthi yiliphi iqhaza elingabanjwa umphakathi;
- Ukufundisa izakhamuzi nemiphakathi ngokusebenza kwePhalamende nokuthi umphakathi ungalibamba kanjani iqhaza elifanele emisebenzini eyenziwayo;
- Ukwenza umphakathi ufinyelele kalula futhi ubambe iqhaza kwizinhlelo zephalamende ukuqinisa intando yeningi nokubamba iqhaza; kanye
- Ukuhlinzeka imiphakathi nezakhamuzi ngezimpendulo ngezinto ezisezithebeni zePhalamende ezizoba nomthelela kwimpilo yezakhamuzi.

Ukufeza lezi zinhlosongqangi, iHhovisi (PEO) linikeza ulwazi oludidiyele olubhalwe phansi, ngezinkundla ze-intanethi bukhoma okubandakanya:

- Ukuxhumana nezinhlaka ezibambe iqhaza;
- Ukusungulwa nokuqaliswa kwezinhlelo zokufundisa ukwelekelela ukuqapha kokwenziwa komsebenzi, ukushaywa kwemithetho, nokubamba iqhaza komphakathi ePhalamende,
- Ukwenza nokusabalalisa imikhiqizo nezinsizakufundisa; kanye
- Nokuhlela ukuvakasha ePhalamende ngoHlelo lwePhalamende olubizwa ngokuthi- Izivakashi- ziza ePhalamende (Visitors-to-Parliament).

Indlela ezolandelwa okuzofundiswa ngayo umphakathi

Indlela ye-(PEOs) ezofundisa ngayo umphakathi ibandakanya uhlelo lwePhalamende Lokubamba Kweqhaza Umphakathi olubizwa nge -Parliament's Public Participation Model (PPM) olubandakanya izinsika ezine ezididiyele zokubamba iqhaza okungenziwa umphakathi: ukwazisa, ukuxhumana, bandakanya, nikeza izimpendulo. Lolu hlelo (Model) uhlelo lokulekelela okuqinisa imisebenzi yamaLunga ePhalamende (MPs) ezinhlakeni zawo elenza kube lula ukufinyelela kwiPhalamende ngamalunga omphakathi nokwenza amaLunga ePhalamende amele ngokugcwele abantu baseNingizimu Afrika.

Sekucace bha ukuthi ukuze umphakathi ubambe iqhaza elifanele ezinhlelweni zePhalamende, mayicace indima edlalwa iPhalamende emphakathini; neqhaza lomphakathi kwiPhalamende liyadingeka. Lokhu kucobelelana ngolwazi kubalulekile ukuze iPhalamende likhule libe ngelimele abantu ngokugcwele. Lapho, zonke izakhamuzi

zaseNingizimu Afrika zingabamba iqhaza elifanele zibe nethonya nefuzela emisebenzini yePhalamende ukuze likhule ngoba abantu benolwazi olufanele. Ukwenza nje isibonelo, imisebenzi yokubamba iqhaza komphakathi kufaka phakathi ukulalelwa kwezimvo, ukuxhumana nemiphakathi isb, Ukusa iPhalamende Kubantu (Taking Parliament to the People), Ukuyosebenza Kwisifundazwe iViki Lonke (Provincial Week), amaPhalamende Emikhakha Ethile (Sectoral Parliaments), nokunye okunjalo.

Ngeminye imininingwane nge-Hhovisi Lokufundisa Umphakathi, xhumana ne-PEO secretary, Parliament of the Republic of South Africa, P O Box 15, Cape Town, 8000 Ucingo: (021) 403-3341 Fekisi: (021) 403 8219, Imeyili: zwilliams@parliament.gov.za

QAPHELA LOKHU: Yonke imininingwane eqondene nokufundisa yenziwa isikhungo sezokufundisa esaziwa nge-Public Education Office, futhi iphinde itholakale kwiwebhusayithi yePhalamende.

H. UKUCUBUNGULWA KWEMINININGWANE YOMUNTU

Injongo Yokucubungula

Imininingwane yomuntu siqu sakhe ekhona ePhalamende icubungulwa kuphela uphiko lwezabasebenzi. Le mininingwane iphathelene kuphela ngokuqashwa kwabasebenzi amaLunga ePhalamende kanye nemihlomulo yomsebenzi. Eminye ke imininingwane ecubungulwa ePhalamende iqondene kuphela nalabo abasuke bevakashile ePhalamende bezolalela izinkulamo kanye nemihlangano yamakomidi.

Imininingwane yomuntu siqu icubungulwa ukuze kuvunyelwe abathile ukuba bangene ngaphakathi ePhalamende njengoba kusuke kulandelwa isigaba sama 25 Somthetho WezaKhiwo obizwa nge- (Critical Infrastructure) wezi-2019 (UMthetho Uno. 8 wezi-2019) ngoba iPhalamende liyindawo emqoka. Uma kuzobakhona imicimbi emikhulu nebalulekile njenge Nkulumo kaMongameli Ebhekiswe Esizweni, imininingwane yabantu iyacutshungulwa ukuze kutholakale ukuthi lowo muntu ofisa ukuza ngaphakathi ePhalamende akazukudala ingozi uma sekuza kwezokuphepha kumcimbi.

Olunye uhlobo lwemininingwane yomuntu siqu sakhe ecutshungulwa iPhalamende yileyo mininingwane yabantu nezinkampani ezenza neziletha umsebenzi nezinsiza. Imininingwane ke icubungulwa ukuze kulawulwe ukuphathwa kwezinkontilaki nokuthengwa kwezinsiza.

Ukuchazwa kwezinhlobo zemininingwane nezigaba ezigcinwa ngaphansi kwazo

Izinhlolo zeminingwane nokuthi zithathwa kobani	Ulwazi lomuntu siqu olubhekwayo
Abasebenzi	Ubulili, ushadile; iminyaka, ulimi, ulwazi ngezemfundo (iziqu); ulwazi, isimo sezimali; umlando ngokusebenza; inombolo ye-ID; ikheli lapho uhlala khona nelokuposa; kuxhunyanwa nawe kanjani (izinamba othintwa kuzo (s), ikheli le-imeyili); amalungu omndeni; uhlanga luni, ezempilo, ubuzwe, ukukhubazeka, ukuthathwa kwezithupha zomuntu

Izinhlobo zeminingwane nokuthi zithathwa kobani	Ulwazi lomuntu siqu olubhekwayo
AmaLunga ePhalamende	Ubulili, ushadile; iminyaka, ulimi, ulwazi ngezemfundo (iziqu); ulwazi, isimo ezimali; umlando ngokusebenza; inombolo ye-ID; ikheli lapho uhlala khona nelokuposa; kuxhunyanwa nawe kanjani (izinamba othintwa kuzo (s), ikheli le-imeyili); amalungu omndeni; uhlanga luni, ezempilo, ubuzwe, ukukhubazeka, ukuthathwa kwezithupha zomuntu
Abavakashela ePhalamende	Amagama nezibongo; izinamba othintwa kuzo (izinamba zokuxhumana, inamba ye-feksi, ikheli le-imeyili); Ikheli lapho uhlala khona, ikheli leposi noma lebhizinisi.
Abahlinzeka ngezinsiza/ umsebenzi	Amagama abantu abathintwayo; Igama lenkampani; ikheli lendawo neleposi; iminingwane yokuxhumana (izinamba, inamba ye-feksi, ikheli le-imeyili); inamba yokuregistwa yenkampani

Izinhlobo zabangemukela noma banikezwe iminingwane yomuntu

Izinhlobo zeminingwane yomuntu enganikezwa	Abemukeli noma izinhlobo zabemukeli
Inombolo yepasi namagama ukuze kuyobhekwa ubuqiniso	South African Police Services
Iziqu, ukuze kuhlolwe iziqu	South African Qualifications Authority
Intela: Pay-as-You-Earn	South African Revenue Services

Ukuchazwa ngezinyathelo ezizokwenziwa abaphethe ukuqinisekisa ukuthi ulwazi lutholakala ngendlela eyimfihlo, ephephile nangobuqotho.

Ulwazi ngabasebenzi namaLunga ephalamende bubhalwe phansi nange-elethronikhi. Amarekhodi abhalwe phansi agcinwe kumafayela kwindawo lapho ongenayo esebenzisa ikhadi lokungena ukuze kwaziwe kungene ubani uma kwenzeka kuphazamiseka ezokuphepha. Amarekhodi agcinwe ngohlobo lwe-elethronikhi avikelwe ngenombolo eyimfihlo nokufinyelela kuwo kugunyazwa ngokwesikhundla umuntu akusona emsebenzini.

Izinhlaka zophiko lwe-ICT zisebenzisa izindlela zokubiyela zivimbele ukuhlaselwa kwamakhompiyutha ukuqinisekisa ukuthi ulwazi alutholwa futhi akufinyelelwa kulo ngabantu abangagunyaziwe kuphinde kuvikelwe uhlaka ukuze lungahlaselwa ludunwe zigebengu.

I. UKUTHOLAKALA KWEMANUWALI

a. Le manuwali izotholakala ngezilimi ezisemthethweni-

i. IsiNgisi ngangezinye izilimi ezisemthethweni ezi-10.

b. Ikhophi yale Manuwali noma ebuyekeziwe, iyatholakala ngale ndlela-

i. kwi-webhusayithi yePhalamende:www.parliament.gov.za nakwi-URL:

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

ii. nase hhovisi: the office of Clerk of the Papers, V29 Old Assembly Building, ungeza ngamahora okusebenza uzozibhekela mathupha;

iii. kunoma ngubani uma ucela; kanye

iv. naku Mlawuli wolwazi uma ufake isicelo.

J. UKUBUYEKEZWA KWEMANUWALI

IPhalamende LeRiphabhuliki YeNingizimu Afrika uma kunesidingo izoyibuyekeza le manuwali iyishicilele njalo ngonyaka.

Sikhishwe ngu:

Mnu X George

UNobhala

WePhalamende

(IsiKhulu EsiPhezulu)

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