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PARLIAMENT
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INCWADI EMALUNGA NOKUKHUTHAZWA KOKUFIKELELA KULWAZI

Ilungiselelwe ngokwecandelo 14 loMthetho wokuKhuthazwa kokuFikelela kuLwazi 2 wowama-2000 (njengoko uhlonyelwe)

UMHLA WOKUYIHLANGANISA NOKUYIPAPASHA: 01/06/2021

UMHLA WOKUYIHLAZIYA: 29/02/2024

INGABULA-ZIGCAWU

Injongo yale ncwadi kukwazisa uluntu malunga nemisebenzi yePalamente, ulwazi olunokufumaneka kunye neenkonzo ezifumaneka ePalamente. Le ncwadi yenye yezinto eziluncedo esizisebenzisayo ukuqinisekisa omnye womsebenzi obaluleke kakhulu wethu okukubandakanya uluntu kulawulo nezinye iinkqubo zePalamente. Siyathemba ukuba iya kuyiphucula kwaye iyikhuthaze intsebenziswano kunye nathi, ukuze wena ufikelele kulwazi olufunayo, uthathe inxaxheba uze ubandakanyeke kwiPalamente yaBantu.

UMgaqo-siseko wethu wamisela inkqubo yolawulo lwentando yesininzi eyenza zombini, ukumelwa nokuthatha inxaxheba. Ujolise kakhulu ekubeni uluntu luthathe inxaxheba uze ngokuphandle ugunyazise iPalamente ukuba ibandakanye uluntu kulawulo lwayo nakwezinye iinkqubo ize yenze umsebenzi wayo ngendlela evulelekileyo. Ukuphendula kwisibophelelo soMgaqo-siseko, iPalamente isebenza ngokuqhubekayo imisela amanyathelo aza kuqinisekisa ukuba abantu abangenakufikelela njee ngokuqhelekileyo kwaye bathathe inxaxheba ePalamente, banikwa amathuba okwenza njalo. Elinye lala manyathelo amiselwe yiPalamente zii-Ofisi zoLawulo lweNtando yeSininzi zePalamente.

Igosa loLwazi lePalamente nguNobhala wePalamente. Umntu owonyuliweyo, ngokoMthetho wokuKhuthazwa kokuFikelela kuLwazi wowama-2000 (uMthetho onguNombl 2 wowama-2000), ukubonelela ulwazi kunye nokuncedwa koluntu ekubeni luqinisekise injongo yalo Mthetho nguMabhalane wamaPhepha. UMabhalane wamaPhepha liSekela leGosa loLwazi lePalamente. UMabhalane wamaPhepha ufikelela aze abe nolwazi oluphangaleleyo malunga neerekhodi zePalamente. Uncedwa ngabasebenzi bale ofisi ukuze anikezele ngolwazi kwaye unoxanduva lokuwulawula lo Mthetho.

Igosa loLwazi nguNobhala wePalamente njengeGosa elinoxanduva lokuphendulela iziko. Iinkcukacha zoqhagamshelwano zezi:

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IGosa elinoXanduva lokuPhendula lincedwa ngamaSekela amaGosa oLwazi amathathu kulawulo lwePAIA nePOPIA. Ngabo abasemagunyeni kwezi zikhundla zilandelayo kweli ziko

1. UMlawuli weCandelo: Iinkonzo zoLwazi neeNkcukacha;
2. Igosa eliKhulu loLwazi; kunye
3. NesiGqeba seMicimbi yabaSebenzi.

Zonke izicelo ezimalunga nolwazi kufuneka zithunyelwe kwiSekela leGosa loLwazi. Iindlela zokuqhagamshelana neSekela leGosa loLwazi kunye nabasebenzi abanoxanduva lolawulo lwazo zombini iPAIA nePOPIA zezi:

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I. UKUFUMANEKA KWENCWADI

J. UKUHLAZIYWA KWENCWADI

A. INTSHAYELELO

Imisebenzi yePalamente inikezelwe kwiSahluko se-4 soMgaqo-siseko woMzantsi Afrika, wowe-1996 (uMthetho onguNombl 108 wowe-1996). IPalamente yoMzantsi Afrika iseKapa. IPalamente ineziNdlu ezimbini ezibizwa ngokuba yiNdlu yoWiso-mthetho yeSizwe neBhunga leSizwe lamaPhondo. Indlu nganye inendima kunye nemisebenzi yayo eyahlukileyo, njengoko kubhaliwe kuMgaqo-siseko. Nangona kunjalo, kukho iimeko ezininzi apho ezi zindlu zimbini zisebenza kunye ukwenza into ebizwa ngokuba "ngumsebenzi wobambiswano".

Indlu yoWiso-mthetho yeSizwe inamaLungu angama-400, awonyulelwe ixesha leminyaka emihlanu ngokomqulu wabavoti oqhelekileyo. USomlomo, encediswa nguSekela-Somlomo, ooSihlalo beNdlu abongamela iintlanganiso zeNdlu yoWiso-mthetho yeSizwe. Inani lezihlalo zeNdlu yoWiso-mthetho yeSizwe ezinikezelwa kwiqela lezopolitiko ngalinye lilingana nesiphumo solonyulo lwesizwe, olwenziwa rhoqo kwiminyaka emihlanu.

IBhunga leSizwe lamaPhondo linamaLungu angama-54 asisigxina. Iphondo ngalinye kwalithoba oMzantsi Afrika lithumela abameli aba-6 abasisigxina kwiBhunga leSizwe lamaPhondo. USihlalo, encediswa nguSekela-Sihlalo, ooSihlalo beNdlu bongamela iintlanganiso zeBhunga leSizwe lamaPhondo. Ukongeza, abameli borhulumente bamakhaya (oomasipala) bangathatha inxaxheba kwiBhunga leSizwe lamaPhondo, kodwa abanakuvota. IBhunga leSizwe lamaPhondo kufuneka liqinisekise ukuba izinto ezitsala umdla zamaphondo zinikwa ingqwalasela kulawulo lwesizwe.

IPalamente ikhona ukuze imele abantu kwaye iqinisekise ukuba urhulumente wenza umsebenzi ngokwezithembiso zakhe nangoko azibophelele ngako kuluntu. Kwakhona iPalamente inikezela ngeforam yesizwe yokuqwalasela imiba yoluntu, kunye nokumela izinto ezitsala umdla zoorhulumente bamaphondo nabamakhaya kwibakala lesizwe. Ngokwenza oku, iPalamente kufuneka iqinisekise ukubandakanyeka koluntu ngokukuko kwiinkqubo zayo.

Kwibakala lesizwe likarhulumente, amandla olawulo eRiphabhliki anikwe iPalamente. Ngamanye amazwi, iPalamente inoxanduva lokwenza nokupasisa imithetho. INdlu yoWiso-mthetho yeSizwe kwakhona ikhetha uMongameli kwaye yiforam yesizwe apho imiba ixoxwa khona esidlangalaleni. Le Ndlu kwakhona kufuneka ibeke iso kwaye yongamele imisebenzi yesigqeba. IBhunga leSizwe lamaPhondo, kwelinye icala, kufuneka liqinisekise ukuba izinto ezitsala umdla zamaphondo zithathelwa ingqalelo

kwibakala likarhulumente lesizwe. Likwenza oko ngokuthatha inxaxheba kwinkqubo yokwenza imithetho nangokuba yiforam apho imiba echaphazela amaphondo ixoxwa esidlangalaleni.

B. UGUNYAZISO NOMSEBENZI ONGUNDOQO WEPALAMENTE

Ugunyaziso lwePalamente lumisela izizathu zokuba khona kwayo. Yintsusa yeli ziko, kwaye isekelwe kwizibonelelo zoMgaqo-siseko weRiphabhliki yoMzantsi Afrika omisela iPalamente uze ucwangcise imisebenzi eyenzayo. IPalamente yonyulelwe ukumela abantu nokuqinisekisa ulawulo olwenziwa ngabantu phantsi koMgaqo-siseko, kunye nokumela amaphondo kwibakala lesizwe likarhulumente. IPalamente ilufezekisa ugunyaziso lwayo ngokwenza le misebenzi ilandelayo:

Umsebenzi 1: Ukupasisa ulawulo (imithetho)

Umsebenzi 2: Ukubeka iso nokongamela umsebenzi wesigqeba (ukugcina ulongamelo lwesigqeba namacandelo ombuso)

Umsebenzi 3: Ukwenza uluntu luthathe inxaxheba lubandakanyeke kulawulo nakwezinye iinkqubo

Umsebenzi 4: Ukwenza ulawulo lobambiswano

Umsebenzi 5: Ukwenza intatho-nxaxheba yamazwe ngamazwe (ukuthatha inxaxheba kwemibutho yemimandla, yelizwekazi neyamazwe ngamazwe)

IMISEBENZI ENDUNDOQO

IMisebenzi enguNdoqo yePalamente kukupasisa ulawulo (imithetho), ukubeka iso nokongamela umsebenzi wesigqeba (ukugcina ulongamelo lwesigqeba namacandelo ombuso), ukwenza uluntu luthathe inxaxheba lubandakanyeke kulawulo nakwezinye iinkqubo, ukwenza ulawulo lobambiswano nokwenza intatho-nxaxheba yamazwe ngamazwe (ukuthatha inxaxheba kwemibutho yemimandla, yelizwekazi neyamazwe ngamazwe). Iziphumo zeMisebenzi enguNdoqo zibandakanya ukupasiswa kweMithetho oYilwayo, imibuzo ebuzwa kwisigqeba, iingxelo zonyaka kunye neengxelo ezithiwa thaca zize zibekwe iso, ukwenziwa ukuba uluntu luthathe inxaxheba, ukuthatha inxaxheba kwiiforam nemibutho yamazwe ngamazwe, ukuvunywa kwezivumelwano zamazwe ngamazwe, ukonyulwa kwabaza kusebenza kwi-ofisi, nemisebenzi evezwa ngumthetho.

ImiSebenzi enguNdoqo yePalamente ichaza kanye eyona nto siyenzayo. Le misebenzi yile:

UMsebenzi onguNdoqo 1: Ukuwisa imithetho (Imithetho).

Imithetho eYilwayo ingeniswa ePalamente ngamalungu esigqeba solawulo okanye iqulunqwe yiPalamente uqobo. Imithetho eYilwayo ihlelwa ngokoMgaqo-siseko ngokuba yimiThetho eYilwayo yecandelo lama-74 (izilungiso ezenziwa kuMgaqo-siseko), yimiThetho eYilwayo yecandelo lama-75 (imiThetho eYilwayo eqhelekileyo engawachaphazeliyo amaphondo), yimiThetho eYilwayo yecandelo lama-76 (imiThetho eYilwayo eqhelekileyo ewachaphazelayo amaphondo) kunye nokuba yimiThetho eYilwayo yecandelo lama-77(imiThetho eYilwayo yezimali).

UMsebenzi onguNdoqo 2: Ukubeka iliso kunye nokuhlola izinto ezenziwa sisigqeba solawulo (Ukuhlola).

Njengenxalenye yomsebenzi wePalamente wokubeka iliso, amalungu abuza imibuzo kwisigqeba solawulo (ikhabhinethi namasekela abaphathiswa) eza kuphendulwa ngomlomo okanye ngokuthi ibhalwe phantsi. Imibuzo ingabuzwa kuMongameli, uSekela-Mongameli okanye kubaPhathiswa. Ukongeza kwimibuzo neempendulo, umsebenzi wokubeka iliso uquka ukunikwa kweengxelo ePalamente ngamaqumrhu aphendula kuyo. Iingxelo zonyaka zinikezelwa ngamasebe esizwe, amaqumrhu ombuso axhasa ulawulo lwentando yesininzi olusekelwe kumgaqo-siseko, amaqumrhu karhulumente, kunye namaqumrhu amacandelo ahlukeneyo ezemfundo noqeqesho.

Eminye imisebenzi eyenziwayo njengenxalenye yokubeka iliso iquka ukutyelela kwezi ndawo zihlolwayo, ukunika ingxelo kwiikomiti kunye nokuthatha inxaxheba kwiinkqubo zohlahlo lwabiwo-mali.

UMsebenzi onguNdoqo 3: Ukuququzelela amaphulo okuqinisekisa ukuba uluntu luthatha inxaxheba futhi luyabandakanyeka.

Umba wokuthatha inxaxheba koluntu kwiinkqubo zePalamente, owokukwazi ukufikelela kuyo nakumalungu ayo, kunye nolwazi olunikwa uluntu ubaluleke kakhulu ePalamente. Amaphulo okukhuthaza intatho-nxaxheba yoluntu aquka iintlanganiso zoluntu zokuvakalisa izimvo, iinkqubo zokufundisa, iinkqubo zikanomathotholo nezosasazo, usasazo kumabonakude, amaxwebhu anolwazi apapashwayo, oolindixesha, amaxwebhu abhengeza ulwazi, iwebhusayithi, indibano zabantu, kunye nephulo lokusa iPalamente eBantwini.

UMsebenzi onguNdoqo 4: Ukuncedisa kumaphulo okuqinisekisa ukuba urhulumente unobudlelwane nentsebenziswano.

IPalamente idlala indima emandla kumaphulo okuqinisekisa ukuba urhulumente unentsebenziswano ngokuthi ivume izivumelwano zehlabathi, ukuqeshwa kwabantu kwizikhundla zikarhulumente, kunye nokwenza imisebenzi ethile emiselwe ngumthetho.

UMsebenzi onguNdoqo 5: Ukuqinisekisa amaphulo okuthatha inxaxheba kwimiba yamazwe ngamazwe.

Umsebenzi wePalamente wezobudlelwane namazwe ngamazwe usukela kwiinkqubo zezopolitiko kunye neendibano zokubonisana phakathi kwezindlu zowiso-mthetho zehlabathi. Kwiintlanganiso ezahlukeneyo zehlabathi, amalungu ePalamente (iiMP) kunye namagosa ongameleyo afumana ithuba lokuxoxa ngemiba eyahlukeneyo edla ihlabathi kunye noogxa bawo abavela kwamanye amazwe.

IPalamente yoMzantsi Afrika ithatha inxaxheba kumaqonga nemibutho yehlabathi emininzi, equka:

IPalamente yase-Afrika
IQonga lePalamente le-SADC
UMbutho weePalamente zaMazwe Ayesakuba ngamaThanga
UMbutho weePalamente ezaHlukeneyo; kunye
neQonga le-*African, Caribbean, Pacific-European Union.*

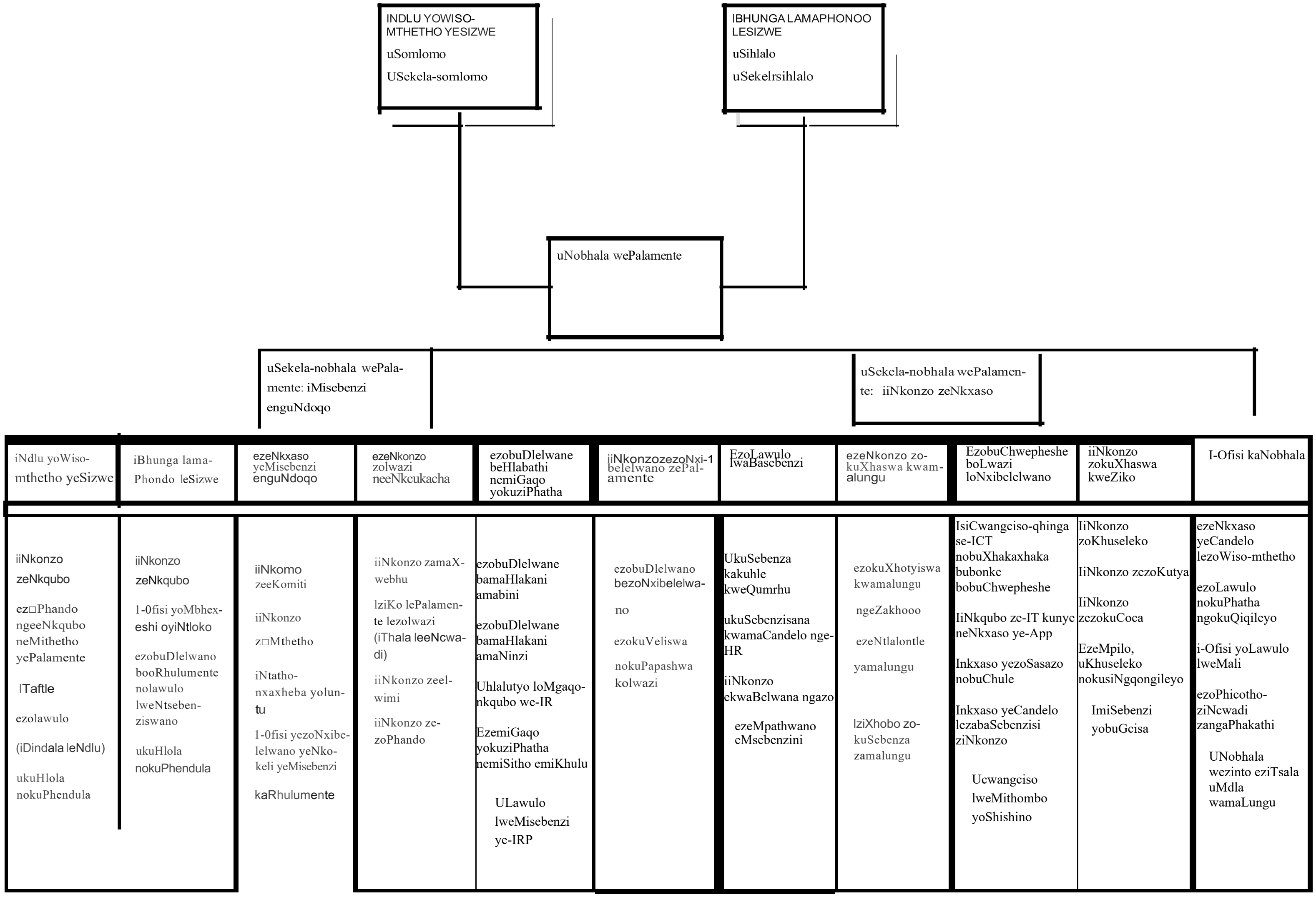
C. UBUME BENKONZO YEPALAMENTE

Injongo yeNkonzo yasePalamente kukunceda amaLungu ePalamente kwimisebenzi yawo emiselwe kuMgaqo-siseko. Imisebenzi yePalamente yenzeka ngenxa yeentlobo zoncedo ezahlukeneyo olunikezelwa ngamacandelo ahlukeneyo eNkonzo yePalamente.

Icandelo lezolawulo lepalamente linika iziNdlu zePalamente, iikomiti kunye namaLungu ePalamente inkxaso ekumgangatho ophezulu. Uhlobo lolu ncedo, amaxa amaninzi, luba kukunikezela ngolwazi neengcebiso kunye neenkonzo futhi neenkonzo zolawulo lwezixhobo zokusebenza ezithi zincede amaLungu ePalamente akwazi ukwenza imisebenzi yawo emiselwe kumgaqo-siseko.

Olu luhlu lwamacandelo lungezantsi lusisicwangciso sendlela ekusetyenzwa ngayo kunye nelakheke ngayo iCandelo lezoLawulo lePalamente.

INkonzo yePalamente ikhokelwa nguNobhala wePalamente oliGosa eliPhendulayo.


INDLU YOWISO-MTHETHO YESIZWE
uSomlomo
USekela-somlomo
IBHUNGA LAMAPHONOO LESIZWE
uSihlalo
uSekelrsihlalo
uNobhala wePalamente
uSekela-nobhala wePalamente: iMisebenzi enguNdoqo
uSekela-nobhala wePalamente: iiNkonzo zeNkxaso
iNdlu yoWiso-mthetho yeSizwe
iBhunga lamaPhondo leSizwe
ezeNkxaso yeMisebenzi enguNdoqo
ezeNkonzo zolwazi neeNkcukacha
ezobuDlelwane beHlabathi nemiGaqo yokuziPhatha
iiNkonzozezoNxi-1 belelwano zePalamente
EzoLawulo lwaBasebenzi
ezeNkonzo zokuXhaswa kwamalungu
EzobuChwepheshe boLwazi loNxibelelwano
iiNkonzo zokuXhaswa kweZiko
I-Ofisi kaNobhala
iiNkonzo zeNkqubo
ez□Phando ngeeNkqubo neMithetho yePalamente
ITaftle
ezolawulo
(iDindala leNdlu)
ukuHlola nokuPhendula
iiNkonzo zeNkqubo
1-0fisi yoMbhexeshi oyiNtloko
ezobuDlelwano booRhulumente nolawulo lweNtsebenziswano
ukuHlola nokuPhendula
iiNkomo zeeKomiti
iiNkonzo
z□Mthetho
iNtathonxaxheba yoluntu
1-0fisi yezoNxibelelwano yeNkokeli yeMisebenzi kaRhulumente
iiNkonzo zamaXwebhu
lziKo lePalamente lezolwazi (iThala leeNcwadi)
iiNkonzo zeelwimi
iiNkonzo zezoPhando
ezobuDlelwane bamaHlakani amabini
ezobuDlelwane bamaHlakani amaNinzi
Uhlalutyo loMgaqo-nkqubo we-IR
EzemiGaqo yokuziPhatha nemiSitho emiKhulu
ULawulo lweMisebenzi ye-IRP
ezobuDlelwano bezoNxibelelwano
ezokuVeliswa nokuPapashwa kolwazi
UkuSebenza kakuhle kweQumrhu
ukuSebenzisana kwamaCandelo nge-HR
iiNkonzo ekwaBelwana ngazo
ezeMpathwano eMsebenzini
ezokuXhotyiswa kwamalungu ngeZakhooo
ezeNtlalontle yamalungu
lziXhobo zokuSebenza zamalungu
IsiCwangciso-qhingase-ICT nobuXhakaxhaka bubonke bobuChwepheshe
IiNkqubo ze-IT kunye neNkxaso ye-App
Inkxaso yezoSasazo nobuChule
Inkxaso yeCandelo lezabaSebenzisi ziNkonzo
Ucwangciso lweMithombo yoShishino
IiNkonzo zoKhuseleko
IiNkonzo zezoKutya
IiNkonzo zezokuCoca
EzeMpilo, uKhuseleko nokusiNgqongileyo
ImiSebenzi yobuGcisa
ezeNkxaso yeCandelo lezoWiso-mthetho
ezoLawulo nokuPhatha ngokuQiqileyo
i-Ofisi yoLawulo lweMali
ezoPhicotho-ziNcwadi zangaPhakathi
UNobhala wezinto eziTsala uMdla wamaLungu

D. UKUFIKELELA KWIIREKHODI ZEPALAMENTE

IPalamente ixhasa futhi iwulwela umba okhuthaza ukwenziwa kwezinto elubala kunye nokuphendula ngomsebenzi owenziwayo kangangokuba ulwazi oluninzi ngayo luvumelekile ukuba lunikwe nabani na. Umsebenzi wepalamente njengequmrhu elimela Abantu uqhutyelwa elubala kwaye wonke umntu unelungelo lokuzimasa futhi amamele iindlela eziqhutywa ngayo iintlanganiso zepalamente. Yiyo loo nto ke ulwazi kunye namaxwebhu anolwazi asePalamente lufumaneka simahla kuluntu futhi lufakwa nakwiwebhusayithi yePalamente ukuze lufumaneke lula.

Kuyacetyiswa ukuba ngaphambi kokuba nabani na anqwenele amaxhwebhu asePalamente, umntu kufuneka aqale aqhagamshelane noNobhala wamaXwebhu aqonde ukuba loo maxwebhu olwazi anganikezelwa na kungakhange kufuneke ade afake isicelo sokuwafumana njengoko usitsho uMthetho oKhuthaza ukuFumaneka koLwazi. Le nto inje kuba uninzi lwamaxhwebhu asePalamente ayafumaneka ngokulula kuluntu njengoko iintlanganiso ezininzi zePalamente ziqhutyelwa esidlangalaleni naselubala.

Kwimeko apho kunyanzelekileyo ukuba umntu ade abhenele kulo Mthetho, umfaki-sicelo kufuneka agcwalise ifomu aze athobele zonke iimfuno zenkqubo yalo Mthetho. Ukuba umfaki-sicelo ucela ulwazi egameni lomnye umntu, kufuneka achaze ukuba olu lwazi ulifuna ngamagunya mani na.

Ukuba umfaki-sicelo akakwazi ukufunda okanye ukubhala, okanye ukhubazekile, unakho ukufaka isicelo ngomlomo. Igosa eliliSekela lezoLwazi liza kumgcwalisela ifomu lo mfaki-sicelo lize limnike nekopi.

Umfaki-sicelo kufuneka achaze ukuba ucela ikopi yolu xwebhu lolwazi okanye ufuna ukuza yena buqu aze kulufunda olo xwebhu. Ukuba le olu lwazi alukho kuxwebhu, lungajongwa ke ngoko kwiform eceliweyo, ukuba kuyenzeka.

Ukuba, ukongeza kwimpendulo ebhaliweyo kwisicelo soxwebhu, umfaki-sicelo ufuna ukuxelelwa malunga nesigqibo ngayo nayiphi na indlela umz., ngomnxeba, oku kufuneka akuchaze kwifomu.

Ukuba umntu ucela ukufumana ifomu ethile, umfaki-sicelo uya kufumana ulwazi ngendlela acele ngayo ngaphandle kokuba ukwenza oko kuya konakalisa olo lwazi okanye iza kwaphula imigaqo yolungelo lobunini-kopi elingelilo elePalamente.

IGosa lasePalamente eliliSekela lezoLwazi linikwe uxanduva lokunceda abantu abafake izicelo batsho benze izinto ngokwalo Mthetho xa befaka isicelo sokufumana amaxwebhu olwazi asePalamente. Xa umfaki-sicelo engalazi iziko elilawula okanye elinoxwebhu lolwazi alufunayo, iGosa lasePalamente eliliSekela lezoLwazi liza kumnceda loo mntu ufake isicelo lukhangelwe olo xwebhu lunolwazi lize lakulifumana eli ziko linolu xwebhu ligqithisele isicelo somfaki-sicelo kulo okanye lifake isicelo kwelo ziko egameni lalo mntu ufake isicelo.

UkuLawulwa koLwazi oluneeNkcukacha zaBantu

IPalamente njengequmrhu lenkonzo karhulumente ifumana ulwazi oluneenkcukacha zabantu uninzi lwabo abangabasebenzi bayo kunye namaLungu ePalamente ukwenzela iinjongo ezicacileyo zolawulo. Olu lwazi lugcinelwa iinjongo zolawulo kuphela kwaye alunikwa amanye amaqumrhu ngaphandle kwalawo inyanzelekileyo ukuba iwanike ngokomthetho, afana neQumrhu lezeRhafu loMzantsi Afrika (iSARS). Olu lwazi lusetyenziselwa injongo elinikezelelwe yona. Olu lwazi lugcinwa kumaxwebhu angamaphepha kwi-Registry Room ekungangeni nabani na kuyo futhi nekungangenwa lula kuyo. Ulwazi olugcinwe kubuxhaka-xhaka bekhompyutha lona lutshixelwa ngenombolo-mfihlo, okanye i-*password*, kunye nemiqathango emiselweyo ehamba ngokwamanqanaba axhomekeka kwisikhundla somntu. Ulwazi lulawulwa ngokwemiqathango evunyiweyo yogcino-lwazi yasePalamente equka ixesha elimiselweyo ekufuneka lugcinwe ngalo ulwazi kunye nekufuneka lutshatyalaliswe ngalo.

Izivumelwano zengqesho zabasebenzi azifakwanga ukwenzela ukuba abo bangasebenzeli ipalamente bangakwazi ukuzifunda kwaye ukuba isicelo senziwe ukuze bafikelele kwi-ofisi yezomthetho kuyaboniswana nabo ukuba kuqinisekiswe izizathu zesicelo eso aze umqeshwa ochaphazelekayo abe ebexelelwe ngeso sicelo abe namalungelo akhe abucala echaziwe.

IPalamente ikwafumana ulwazi ngabantu xa uluntu lutyelele iPalamente. Olu lwazi luyafuneka kulawulo lofikelelo kuba iPalamente lelona Ziko loLuntu eliBalulekileyo. Ulwazi olufunekayo ngamagama kunye neenkcukacha zokuchonga umntu lowo. Olu lwazi lugcinwa koovimba bethu bokugcina i-ICT kwaye ukufikelela kubo kuyalawulwa. Olu lwazi kwabelwana ngalo kuphela neeNkonzo zoMgaqo-nkqubo woMzantsi Afrika zokuphanda abantu abafaka izicelo zokuzimasa iminyhadala ekhethekileyo enje ngeNtetho kaMongameli engoBume beSizwe ngokuthatha isigqibo sokufikelela kumsitho.

IPalamente ivumelana nemithetho-siseko yokuvuleleka nokungafihli nto kungesi sizathu ke esibangela ukuba uninzi lwamaxhwebhu ePalamente enziwe afumaneke simahla kwiwebhusayithi. Njengeziko likarhulumente, sigcina ulwazi esilufumanayo ngemfihlo engummangaliso size siqinisekise ukuba siyayithobela yonke imithetho enxulumene nokulawulwa kolwazi nangokukodwa oluneenkcukacha zabuqu bomntu. Oku sikwenza ngawo onke amaxesha njengommiselo siliziko elithatha uxanduva lokupasisa imithetho ukuze thina sihlale siphendula ngalo lonke ixesha.

Abantu abacela ulwazi lwabo lugcinwe yiPalamente sele belunikezelwa olo lwazi ngaphandle kokuhlawula nayiphi na intlawulo. Nawuphi na umntu angenza isicelo sokuba iinkcukacha zolwazi lwakhe zilungiswe kuba iPalamente izama ukuqinisekisa ukuba

ulwazi olukuyo luchanekile kwaye lululo ngawo onke amaxesha. Umntu kwakhona uvumelekile ukuba acele ulwazi lwakhe lucinywe kumaxwebhu ePalamente ukuba ukholelwa ukuba ulwazi lweenkcukacha zakhe akasafuni lugcinwe yiPalamente okanye alusenzi naziphi na iinjongo.

Imirhumo ehlawulwayo

Ngokwecandelo lama-22 loMthetho oKhuthaza ukuFikelela kuLwazi kukho iindidi ezimbini zemirhumo ekufuneka ihlawulwe eyintlawulo yokucela kunye nentlawulo yokufikelela. IPalamente okwangoku ayiceli mrhumo wesicelo kodwa umenzi wesicelo unakho ukucelwa ukuba ahlawule umrhumo wokufikelela kulwazi xa eyinikiwe imvume yokwenziwa kwengxelo kwanalo naliphi na ixesha elidlulileyo kwiiyure ezimiselweyo ukukhangela nokulungisa ingxelo zokuyibhengeza.

Uncedo olukhoyo malunga nomthetho okanye ukusilela ukwenza ngokomthetho

Ukuba umenzi wesicelo unqwenela ukubhena kwisigqibo segosa lolwazi, umceli kufuneka afake isibheno kwaye siyakuqwalaselwa ngaphakathi liGunya lesiGqeba sePalamente. Oko kukuthi, uSomlomo weNdlu yoWiso-mthetho yeSizwe kunye noSihlalo weBhunga leSizwe lamaPhondo. Umenzi wesicelo unakho futhi ukufaka isikhalazo kuMlawuli woLwazi ukuba akonelisekanga sisigqibo sePalamente.

ISigqeba esiLawulayo

IPalamente yeRiphabhlikhi yoMzantsi Afrika

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8000

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UMlawuli woLwazi

P.O Box 31533

Braamfontein

Johannesburg

2017

I-imeyili: ir@justice.gov.za

E. IIREKHODI ZEPALAMENTE

1. Iindidi zeerekhodi ezifumanekayo kuluntu

Izicelo zokufikelela kwezi rekhodi zifumaneka nje kuluntu zingenziwa ngomnxeba okanye ngefeksi, nge-imeyili okanye ngeleta. Akukho ndlela ichaziweyo ekufuneka igcwaliswe ngayo nje ukuba iinkcukacha ezipheleleyo zerekhodi ekucelwa ukuba zifumaneke zinikezelwe. Ukuze umntu afikelele kwezi rekhodi isicelo akufuneki ukuba senziwe ngokoMthetho. Ezi rekhodi kwakhona ziyafumaneka kwiwebhusayithi yePalamente kwaye idilesi yile: www.parliament.gov.za (Uluhlu oluneenkcukacha ezichanekileyo zezi rekhodi luqhotyoshelwe kule ncwadi)

2. Amaphepha athiwe thaca ePalamente

Amaphepha athiwe thaca ePalamente abhekisa kwiingxelo zonyaka kunye nezinye iingxelo zokuba amasebe karhulumente, imibutho yomgaqo-siseko namaqumrhu karhulumente angeniswa ePalamente njengendlela yokuphendula kwiPalamente. Amasebe karhulumente, amaqumrhu omgaqo-siseko namaqumrhu oluntu afunwa nguMgaqo-siseko kunye nomthetho wawo owenza ukuba anike iPalamente iingxelo rhoqo ngemisebenzi yazo nolawulo lwemisebenzi yazo.

Iindidi zeerekhodi eziwela phantsi kwamaphepha athiwe thaca ePalamente zezi:

IiNgxelo zoNyaka kunye namaPhepha avela kumasebe karhulumente, kumaqumrhu omgaqo-siseko nakumaqumrhu oluntu;

Iingxelo zoMphicothi-zincwadi Jikelele;

Izicwangciso-qhinga zamasebe karhulumente, amaqumrhu omgaqo-siseko namaqumrhu karhulumente;

Izibhengezo zikarhulumente kunye nemimiselo; kunye

neZivumelwano zaMazwe ngaMazwe ekungenwe kuzo phakathi koMzantsi Afrika namanye amazwe kunye

nemibutho yamazwe ngamazwe.

3. IMithetho eYilwayo ephambi kwePalamente

IMithetho eYilwayo ephambi kwePalamente yimithetho ecetywayo (umthetho) iPalamente esaxoxa ngayo kwaye ayikamkelwa ziziNdlu zombini iNdlu yoWiso-mthetho yeSizwe neBhunga lamaPhondo leSizwe.

Iindidi zeerekhodi eziwela phantsi kweMithetho eYilwayo ephambi kwePalamente zezi:

IMithetho eYilwayo eziswe ngamasebe kaRhulumente;

IMithetho eYilwayo eziswe ngaMalungu ePalamente; kunye

neMithetho eYilwayo eziswe ziikomiti zePalamente.

4. Iziphakamiso eziphakanyiswe luluntu ezimalunga neMithetho eYilwayo

Xa uMthetho oYilwayo ungeniswa ePalamente ngoko nangoko ugqithiselwa kwikomiti ukuze iwuqwalasele. Ikomiti, ngokuxhomekeke kumxholo woMthetho lowo oYilwayo, ingacela uluntu ukuba lungenise izimvo zalo malunga nalo Mthetho uYilwayo. Ikomiti iyakuthathela ingqalelo ukungeniswa koluntu kwiingxoxo zabo kwaye inokumema abanye babantu abangenise uluvo lwabo ukuba beze bazo kuzithethela ngomlomo. Oku kubizwa ngokuba kukungeniswa kwezimvo zoluntu ezimalunga neMithetho eYilwayo ephambi kwePalamente.

5. Amaphepha eenkqubo zePalamente

Xa iPalamente ikwiseshoni kukho amaphepha aveliswayo asetyenziselwa umsebenzi weZindlu kunye nalawo avela kwiintlanganiso zawo.

Iindidi zeerekhodi eziwela phantsi kwamaphepha angenkqubo yeziNdlu zePalamente zezi:

AmaPhepha eMiba (uxwebhu lwe-ajenda);

Imizuzu yenkqubo yeZindlu;

Imizuzu yeentlanganiso zeekomiti;

Iingxelo zeekomiti kwiindibano zovakaliso-zimvo zoluntu;

Izaziso, iiNgxelo eziza kuthiwa thaca kunye neeNgxelo zeeKomiti,

IPhepha leMibuzo (Imibuzo eya kuBaphathiswa, uSekela Mongameli noMongameli);

IPhepha leMibuzo langaphakathi (irejista yemibuzo ebuzwe ngaMalungu); kunye

neeNtetho zaMalungu ePalamente, abaPhathiswa, uSekela Mongameli noMongameli

6. Ukupapashwa kwemisebenzi yePalamente

Iintlobo ngeentlobo zopapasho ziveliswa ePalamente ezinikezela ngolwazi ngemisebenzi yePalamente, imisitho kunye neendaba malunga nePalamente.

Iincwadi zeNgxoxo zeHansard

Incwadi yeMibuzo neeMpendulo

Iincwadana ngezingemisitho yasePalamente

Iincwadana ezingemiba ebalulekileyo yolwazi kuluntu

Irejista yezinto athi aMalungu abenoMdla kuzo

Uluhlu lwamaLungu ePalamente

7. Iindidi zeerekhodi ezinokucelwa kusetyenziswa lo Mthetho

Ezi nkcukacha kufuneka zicelwe ngokoMthetho kwaye umceli kulindeleke ukuba athobele zonke iimfuno zenkqubo yoMthetho. Umceli kufuneka asebenzise ifomu emiselweyo naleyo iqhotyoshelwe kule ncwadi kwaye ikwakhona nakwiwebhusayithi yethu.

a. IOfisi yoLawulo lwezeziMali

Uhlahlo lwabiwo-mali

Irejista yezinto ezikhoyo

ULawulo lokuThenga iMigaqo-nkqubo yokuThenga

Izigqibo zeKomiti yokuThenga

Umgaqo-nkqubo weNkxaso-mali yeQela lezoPolitiko

b. ULawulo lweCandelo lwezaBasebenzi

Imigaqo-nkqubo yeCandelo lwezabasebenzi; kunye

neMiqathango yenkonzo yabasebenzi.

c. Iinkonzo zoPhando

Amaphepha ophando kunye neengxelo

AmaPhepha oPhando ngeMithetho eYilwayo

Amaphepha amagqabantshintshi ngohlahlo-lwabiwo mali

Amaphepha amagqabantshintshi malunga nokhenketho lophononongo lweKomiti

Iingxelo zenkomfa

ULUHLU LWEEREKHODI ZEPALAMENTE

Udidi	Uhlobo loXwebhu	Luyafumaneka kwiWebhusayithi	Luyafumaneka xa ulicela
Uxwebhu lwesiniki-maxabiso	- Isiniki-maxabiso esipapashiweyo	X	
	- Igama lomthengi ophumeleleyo		X
Amarekhodi emali	- Uhlahlo-lwabiwo mali		X
	- Umgaqo-nkqubo wolawulo lokuthenga		X
	- Umgaqo-nkqubo malunga nokuxhasa ngemali amaQela ezoPolitiko aMelwe ePalamente		X
	- Iingxelo zeMali eziPhicothiweyo zamaQela ezoPolitiko aMelwe ePalamente		X
Amaxwebhu anobuChule (Izicwangciso neNgxelo)	- Iprofayili yeZiko (Isishwankathelo, iiNjongo, iMisebenzi, uYilo)	X	
	- Iingxelo zoNyaka	X	
	- Isicwangciso esinobuChule;	X	
	- Isicwangciso soMsebenzi woNyaka	X	

	- Izicwangciso ezinobuChule nezoMsebenzi	X	
Imicimbi yezaBasebenzi	- Umgaqo-nkqubo weMicimbi yaBasebenzi - Iimeko zeNgqesho		X X
Amaphepha athiwe thaca ePalamente nguRhulumente namanye amaCandelo oMbuso	- Iingxelo zoNyaka, iziCwangciso ezinobuChule, iziCwangciso zoMsebenzi woNyaka - Imigaqo neMimiselo ngokoMthetho - Izivumelwano zaMazwe ngamazwe	X X X	
Amaxwebhu ezikhalazo	- Imihlalaphantsi yabucala – eYodwa - Ezikawonkewonke – Ezisuka kumaqela / kubahlali	 X	X
Umthetho	- Imithetho eYilwayo phambi kwePalamente - Imithetho, iMithetho eYilwayo epasiswe yiPalamente - Iziphakamiso ezenziwa luluntu malunga neMithetho eYilwayo	X X	 X
Iirekhodi zeeNkqubo zePalamente	- Amaphepha eMiba (I-ajenda) - Imizuzu yeeNkqubo zeZindlu	X X	

	- Imizuzu yeentlanganiso zeKomiti - Amaphepha emiBuzo - IiNtetho ezenziwa ePalamente	X X X	

F. IINKONZO EZIKHOYO KULUNTU

1. Ukuzimasa iingxoxo-mpikiswano ePalamente

Iingxoxo-mpikiswano zePalamente zivulelekile kuluntu kwaye noluntu lungayimamela le ngxoxo-mpikiswano kwigalari yoluntu nangaluphi usuku xa iPalamente idibene. Ukuze ufumane itikiti lokumamela ingxoxo-mpikiswano nxibelelana ne-Ofisi yoNxibelelwano, ePalamente yeRiphabhlikhi yoMzantsi Afrika, PO Box 15. Cape Town, 8000 kwinombolo yomnxeba ethi (021) 403-2197, kwinombolo yefekisi ethi: (021) 4038219, kwidilesi ye-meyile ethi: mtsheole@parliament.gov.za.

2. Ukuzimasa iintlanganiso zeekomiti

Iintlanganiso zeekomiti zePalamente nazo zivumelekile ukuba uluntu luzimamele xa iPalamente ikwiseshoni. AmaLungu ePalamente ayafumaneka ukuze ahlangane kwaye azise iindwendwe ngemisebenzi yawo ePalamente, ukuba kwenziwe amalungiselelo kwangaphambili ne-ofisi yeLungu lePalamente.

3. Isimemo sokuhlomla okanye sokungenisa izimvo ngeMithetho eYilwayo phambi kwePalamente

Ukuququzelela ukuthatha inxaxheba koluntu kwiinkqubo zePalamente ezifana nokuphunyezwa komthetho, iPalamente iyalumema uluntu ukuba lungenise izimvo zawo ngomthetho oqwalaselwayo yikomiti. Izimemo zipapashwa kumaphepha-ndaba

esizwe, kunomathotholo nakwiwebhusayithi. Iinkcukacha zonxibelelwano zomntu ekuza kufuneka kuthunyelwe kuye iziphakamiso ziza kufumaneka xa kucelwa izimvo.

4. Ukuthatha inxaxheba ekuqesheni amagosa aseburhulumenteni

Xa kuza kuqeshwa abantu abaza kuba ngamagosa aseburhulumenteni abafana njengoMkhuseli woLuntu, iKhomishoni yokuLingana ngokweSini, iPalamente ipapasha kumaphepha-ndaba esizwe, kunomathotholo nakumanye amajelo osasazo ukwenzela ukuba uluntu lutyumbe abo bantu. Iinkcukacha zonxibelelwano zomntu ekuza kuthunyelwa kuye amagama atyunjiweyo ziza kukhutshwa xa utyumbo lwabantu luchaziwe.

5. Ukwenza uxwebhu lwezikhalazo ePalamente

Umntu angalwenza uxwebhu lwezikhalazo ePalamente nangawuphi na umba woluntu obalulekileyo. Amaxwebhu ezikhalazo asetyenziswa ukutsala ingqalelo yePalamente kumba wenkxalabo yoluntu okanye ukucela iPalamente ithathele isenzo esithile phantsi kwegunya layo. Kukho imigaqo ekufuneka uxwebhu lwezikhalazo luzilandele ukuze ikwazi ukuthiwa thaca ePalamente.

Ngokubanzi zimbini iindidi zezikhalazo, ezizezi uxwebhu lwezikhalazo olukhethekileyo kunye noluntu okanye uxwebhu lwezikhalazo jikelele. Uxwebhu lwezikhalazo olukhethekileyo kuxa umntu esenza isicelo esithile okanye ecela uncedo kuRhulumente, olungagunyaziswanga ngumthetho, njengokufumana imali yenkam-nkam. Uxwebhu lwezikhalazo zoluntu kuxa iqela labemi abanomdla ofanayo becela uncedo jikelele okanye ukulungiswa kwesikhalazo.

Ngokubhekiselele kuMgaqo-siseko, “Wonke umntu unelungelo, lokudibana ngoxolo engaphethanga zixhobo, ukwenza umngcelele wogwayimbo, ukuqhankqalaza, nokunikezela ngamaxwebhu ezikhalazo.” Nangona kunjalo, kukho imigaqo ethile ekufuneka abantu kunye/okanye amaqela ayilandele xa engenisa izikhalazo ePalamente. Ukungeniswa kwamaxwebhu ezikhalazo kulawulwa yimigaqo yePalamente. INdlu yoWiso-mthetho yeSizwe ifuna ukuba uxwebhu lwezikhalazo lungeniswe ngokusesikweni liLungu lePalamente (i-MP), ukuze liqwalaselwe. Ngoko ke, uxwebhu lwesikhalazo kufuneka luxhaswe liLungu lePalamente (yi-MP). Unelungelo lokuya nakweliphi na iLungu lePalamente ngokuthi unxibelelane naye okanye undwendwele i-Ofisi yeNgingqi ekufuphi kuwe ukuya kufuna uncedo lwabo ngokwazisa uxwebhu lwezikhalazo egameni lakho.

KwiBhunga leSizwe laMaphondo (i-NCOP) akuyomfuneko ukuba uxwebhu lwezikhalazo luxhaswe liLungu lePalamente. Nangona kunjalo, uxwebhu lwezikhalazo elingeniswe e-NCOP kufuneka lube kwimo echazwe nguSihlalo weBhunga. Imigaqo ye-NCOP ayohluli phakathi kwamaxwebhu ezikhalazo akhethekileyo naqhelekileyo.

Uxwebhu lwezikhalazo kufuneka lube kwenye yeelwimi ezisesikweni kwaye kufuneka lusayinwe ngabakhalazi ngokwabo. Nangona kunjalo, abantu abangakwaziyo ukubhala kufuneka benze amaphawu abo kuxwebhu lwezikhalazo phambi kwamangqina amabini ekufuneka nawo elusayinile uxwebhu lwezikhalazo ngokwezikhundla zawo.

6. Ii-Ofisi zePalamente zeDemokhrasi

UMgaqo-siseko omtsha useke inkqubo yedemokhrasi enabameli kwaye nabathathi-nxaxheba. Ubeka uxanduva kwiPalamente ukuququzelela ukubandakanywa koluntu kumthetho nakwezinye iinkqubo zePalamente. Ipalamente, ngenzame zayo zokwandisa ukufikelela kwiPalamente, amathuba kunye nendawo yokunxibelelana ngokuthe ngqo kunye nokuqhubeka nokuzibandakanya nabantu abangaphandle kwiingxoxo-mpikiswano zesizwe eluntwini ukuza kuthi ga ngoku iseke ii-Ofisi zePalamente zeDemokhrasi kumaphondo amathathu, angala, iLimpopo, uMntla Koloni kunye noMntla Ntshona.

Ii-Ofisi zePalamente zeDemokhrasi, phakathi kwezinye, zinoxanduva lokuqhuba imfundo yoluntu kunye nokubonelela ngolwazi malunga nePalamente nomsebenzi wayo, ukubonelela ngeqonga lokuba abantu bafikelele baze bathathe inxaxheba kwiinkqubo zepalamente kunye nokuququzelela igalelo loluntu kunye nokunika ingxelo ngemiba ephambi kwePalamente.

Iinkcukacha zonxibelelwano nee-Ofisi zePalamente yeDemokhrasi zezi:

KwiPhondo iLimpopo:

One Stop Shop Centre

Ga-Matlala

0756

P O Box 1516

Bakone

0756

Inombolo yomnxeba: 015 227 0056

UMntla Koloni:

Meul Singel No 9

Kakamas

P O Box 754

Kakamas

8870

Inombolo yomnxeba: 054 431 0508

Inombolo yefekisi: 054 431 1951

UMntla Ntshona:

Old Mutual Building/Old Governors House

Phola Section

Ganyesa

P O Box 561

Ganyesa

8613

Inombolo yomnxeba: 053 998 4262

Inombolo yefekisi: 053 998 4261

G. I-OFISI YOKUFUNDISA ULUNTU (i-PEO)

Iindima nemisebenzi ye-PEO ithathelwe kuxanduva lomgaqo-siseko olunyanzeliswa kwiPalamente ukuba "iququzelele ukubandakanyeka koluntu kwiinkqubo zowiso-mthetho nakwezinye iinkqubo" zePalamente. Umsebenzi obalulekileyo we-PEO kukufundisa uluntu nokukhuthaza ukuthatha inxaxheba koluntu kwiinkqubo nemisebenzi yePalamente. Ukubonelelwa kolwazi kunye nemfundo kubalulekile ukuze abemi bakwazi ukuthatha inxaxheba ngokufanelekileyo ePalamente ngokwembono enolwazi.

Iinjongo ezine ezingundoqo ze-PEO zezi:

- Inikezela rhoqo ngolwazi olufanelekileyo kubemi malunga noko kwenzeka ePalamente kunye nendlela yokuzibandakanya kwezi nkqubo;
- Ifundisa abemi kunye noluntu ngemisebenzi yePalamente nendlela yokuthatha inxaxheba ebonakalayo nenentsingiselelo kwiinkqubo ezifanelekileyo zepalamente.
- Yandisa ukufikelela koluntu kunye nokuthatha inxaxheba kwiinkqubo zepalamente ukomeleza idemokhrasi yokuthatha inxaxheba, kwaye
- Ikwanika ingxelo kubemi nakuluntu malunga nemicimbi ephambi kwePalamente echaphazela ubomi babo.

Ukuzalisekisa ezi njongo. i-PEO inikezela umqulu oshicilelweyo ohlanganisiweyo, iinkonzo zonxibelelwano ngevidiyo nezobuso-ngobuso eziquka:

- ukubandakanyeka kwabachaphazelekayo
- uphuhliso kunye nokumiliselwa kweenkqubo zemfundo eziququzelelweyo ukuxhasa ukongamela, ukwenziwa komthetho kunye neendima zokuthatha inxaxheba koluntu ePalamente,
- uphuhliso nokuhanjiswa komxholo wemfundo yoluntu kunye neemveliso; kunye
- nokuququzelelwa kokhenketho lwemfundo ePalamente ngenxa yenkqubo yabaTyeleli ePalamente.

Indlela yokufunda kwimfundo yoluntu

Indlela yee-PEO yokufunda kwimfundo yoluntu iquka ukumiselwa koMfuziselo wePalamente wokuThatha inxaxheba koLuntu (i-PPM) okwamkela iintsika ezine zonxibelelwano loluntu: ukwazisa, ukubonisana, ukubandakanya nokunika ingxelo. Umfuziselo sisixholo esivumayo ukomeleza umsebenzi wamaLungu ePalamente (ii-

MP) kwiingingqi zawo kunye nokuphucula ukufikelela koluntu ePalamente nakumaLungu ayo ukumela ngokupheleleyo abantu boMzantsi Afrika.

Kwakukho ukuqonda okukhulayo kokuba ukuze uluntu luthathe inxaxheba ePalamente ngendlela enentsingiselo, kwakufuneka kuqondwe ngcono indima yePalamente eluntwini; kunye nendima yoluntu ePalamente. Oku kugqithiselwa kolwazi nokuqonda kuhlala kungundoqo ekuqinisekiseni ukuba iPalamente iguquka ibe yiPalamente yokwenene emele abantu. Ngokukodwa, apho bonke abemi boMzantsi Afrika banokuthi basebenzise ilungelo labo lokuthatha inxaxheba ebonakalayo ePalamente kwaye babe nefuthe kwicala leziko ngokwembono enolwazi. Njengemizekelo imisebenzi yokuthatha inxaxheba koLuntu iquka iindibano zoluntu zovakaliso-zimvo kunye neenkqubo zokufikelela kuluntu, umz. Ukusa iPalamente eBantwini, iVeki yamaPhondo, amaCandelo eePalamente, njl njl.

Ngeenkcukacha ezithe vetshe malunga ne-Ofisi yeMfundo yoLuntu nxibelelana nonobhala we-PEO, kwiPalamente yeRiphabhlikhi yoMzantsi Afrika, P O Box 15, Cape Town, 8000. Inombolo yomnxeba: (021) 403-3341, kwinombolo yefekisi: (021) 403 8219, kule dilesi ye-imeyile: zwilliams@parliament.gov.za

QAPHELA: Zonke iimveliso zemfundo ezivelisiwe yi-Ofisi ye-PEO yezeMfundo yoLuntu ziyafumaneka kwiwebhusayithi yasePalamente.

H. UKUSETYENZISWA KWEENKCUKACHA ZOMNTU

Injongo yokusebenzisa

Iinkcukacha zomntu ePalamente zisetyenziselwa ngokukodwa iinjongo zemicimbi yabasebenzi. Iinkcukacha ezibhekiselele kwingqesho yamagosa kunye namaLungu ePalamente kunye neenzuzo zabo zengqesho. Ukusetyenziswa kwenkcukacha zomntu zisuka kubantu abangabanye kunxulumana nabo batyelela iPalamente ukuza kuzimasa iingxoxo-mpikiswano neentlanganiso zeekomiti.

Iinkcukacha zabanye abantu zifunyanwa ngokuthintelwa kokufikelela njengoko lifuna njalo icandelo lama-25 loMthetho weziSeko zoNcedo eziBalulekleyo, 2019 (uMthetho onguNombl 8 wowama-2019) kuba iPalamente sisiSeko soNcedo esiBalulekileyo. Kwimeko yokusindleka umsitho owodwa onjengeNtetho engoBume beSizwe, iinkcukacha zomntu zisetyenziselwa ukhuseleko lophando ukuze kubonwe ukuba ingaba lo mntu ufuna ukuzimasa lo msitho akanakuba sisoyikiso ekufuneka sikhuselwe kusini na kulo msitho.

Olunye udidi lweenkcukacha zomntu ezisetyenziswayo ePalamente zezabazisa iinkonzo kunye neempahla. Iinkcukacha zisetyenziselwa ukulawulwa kwezivumelwano kunye neenjongo zokuthenga.

Inkcazelo yeendidi zeMiba yeDatha kunye neenkcukacha okanye iindidi zeenkcukacha ngokunxulumene kuyo

Iindidi zeMiba yeDatha	Iinkcukacha zomntu ezinokuSetyenziswa
Abasebenzi	Isini, isimo somtshato; ubudala, ulwimi, inkcukacha zemfundo (iziqinisekiso zemfundo); iinkcukacha zemali; imbali yengqesho; inombolo yeSazisi; idilesi yendawo ohlala kuyo neyeposi; iinkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano, idilesi ye-imeyili); amalungu osapho; uhlanga, ezonyango, ubuzwe, ukhubazeko, iinkcukacha zenkangeleko yomntu
Amalungu ePalamente	Isini, isimo somtshato; ubudala, ulwimi, iinkcukacha zemfundo (iziqinisekiso zemfundo); iinkcukacha zemali; imbali yengqesho; inombolo yeSazisi; idilesi yendawo ohlala kuyo neyeposi; inkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano, idilesi ye-imeyili); amalungu osapho; uhlanga, ezonyango, ubuzwe, ukhubazeko, iinkcukacha zenkangeleko yomntu
Abatyeleli ePalamente	Amagama nefani; iinkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano, inombolo yefeksi, idilesi ye-imeyili); idilesi yendawo yokuHlala, eyeposi neyeshishini.
Ababoneleli ngeNkonzo	Amagama abantu emakuqhagamshelwane nabo; Igama lequmrhu elisemthethweni; idilesi yendawo neyeposi; iinkcukacha zoqhagamshelwano (iinombolo zoqhagamshelwano, inombolo yefeksi, idilesi ye-imeyili); inombolo yobhaliso

Abamkeli okanye iindidi zabamkeli abanokunikezelwa iinkcukacha zabantu

Udidi lweenkcukacha zomntu	Umamkeli okanye iiNdidi zaBamkeli
Inombolo yeSazisi namagama, ukujonga ulwaphulomthetho	Iinkonzo zamaPolisa oMzantsi Afrika

Iziqinisekiso zemfundo, ukuqinisekisa iziqinisekiso zemfundo	Igunyabantu leziQinisekiso zemfundo loMzantsi Afrika
Irhafu: Ukuhlawula ngokoMvuzo owurholayo	Iinkonzo zeNgeniso zoMzantsi Afrika

Inkcazelo Jikelele yaManyathelo oKhuseleko loLwazi aya kuphunyezwa liqela elinoxanduva lokuqinisekisa ubumfihlo, imfezeko nokufumaneka kolwazi

Inkcukacha zamagosa kunye namaLungu zifunyanwa ngendlela ezimbini, ngamaxwebhu nangendlela yobuxhakaxhaka beekhompyutha. Amarekhodi amaxwebhu agcinwe kwigumbi leefayili kwaye kufikelelwa kuwo kuphela ngekhadi lokuvunyelwa ungene ukuqinisekisa ukuba kukho umkhondo wophicotho kwimeko yokwaphulwa kweemfuno zokhuseleko. Amarekhodi akwikhompyutha akhuselwe ngepassword kwaye ukufikelela kunikezelwa ngokwemigangatho yokufikelela ngokubhekiselele kwigunya lalo mntu kweli ziko.

Iinkqubo zeICT zisebenzisa ii-anti-virus guards nee-firewalls ukuqinisekisa ukuba ulwazi alufunyanwa ngabantu abangagunyaziswanga kunye nokunqanda ukuba inkqubo isetyenziswe ngendlela engafanelekanga

I. UKUFUMANEKA KWENCWADI

a. Le ncwadi iyafumaneka ngezi lwimi zisemthethweni zilandelayo-

   i IsiNgesi nezinye iilwimi ezili-10 ezisemthethweni.

b. Ikopi yale Ncwadi okanye inguqulelo ehlaziyiweyo, iyafumaneka ngolu hlobo lulandelayo -

   i kwiwebhusayithi yePalamente ku-www.parliament.gov.za kwaye i-URL ngu-https://www.parliament.gov.za/manual-on-promotion-of-access-to-informationi.

   ii kwi-ofisi kaNobhala wamaPhepha, V29 Old Assembly Building, ukwenzela ukuhlolwa koluntu ngexesha leeyure eziqhelekileyo zomsebenzi;

   iii kuye nakumphi na umntu xa kuceliwe.; naku

   iv Mlawuli woLwazi xa kuceliwe.

J. UKUHLAZIYWA KWENCWADI

IPalamente yeRiphabhliki yoMzantsi Afrika, xa kukho imfuneko, iya kuyihlaziya ize iyipapashe le Ncwadi rhoqo ngonyaka.

Ikhutshwe ngu

Mnu X George

UNobhala wePalamente

(Igosa eliPhendulayo)