



**OCTOBER  
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This Infosheet is the seventh in a series produced by the OCLA to explain the work of the Legislative Assembly of Samoa

Infosheets in the 2014 series include

6. Parliamentary Services
8. System of Government
9. Opening of a New Parliament
10. Parliamentary Publications
11. The Chamber
12. Privilege

Infosheets on a range of topics will be added to this series in the future

Available online at [www.parliament.gov.ws](http://www.parliament.gov.ws)



## 7. PARLIAMENTARY DOCUMENTS

### WHAT ARE PARLIAMENTARY DOCUMENTS?

Parliamentary documents or 'papers' are official documents which have been tabled in Parliament. These include Debates (Hansard), Parliamentary Journals, Order Papers, Cue Papers, Bills, Samoa Regulations and any other official document which has been assigned a parliamentary number. Parliamentary Numbers are assigned in the order that the Chamber and Procedure Office receives them, according to financial years. The first parliamentary paper number is always assigned to Government financial bills tabled at the beginning of each financial year in June; for example the Supplementary Estimates. This infosheet explains the various parliamentary documents that are used by Parliament in its legislative work.

### PAPERS USED FOR PARLIAMENTARY SITTINGS

#### ***Messages from Le Ao o le Malo***

Bills, when introduced, must be accompanied by a signed Message from *Le Ao o le Malo* which permits both its introduction and reading by the Assembly. A copy of any Message from *Le Ao o le Malo* is formally tabled after it is read out by the Speaker.

#### ***Order and Cue Papers***

Parliamentary sittings are 'meetings' and therefore each day must have its own agenda. The **Order Paper** is such a document as it outlines the order of business the Assembly is to tend to each day it sits. The **Cue Paper** is a paper used to guide members who are to speak on any given sitting day. For example, if a Minister's bill is to be introduced or discussed in the House, they will receive a cue paper with the formal speaking procedures set out according to the agenda in that day's Order Paper, and in accordance with the Standing Orders. Both these papers are produced by the Office of the Clerk with copies also distributed to the Speaker, Deputy Speaker, Prime Minister, Clerk and Deputy Clerk.

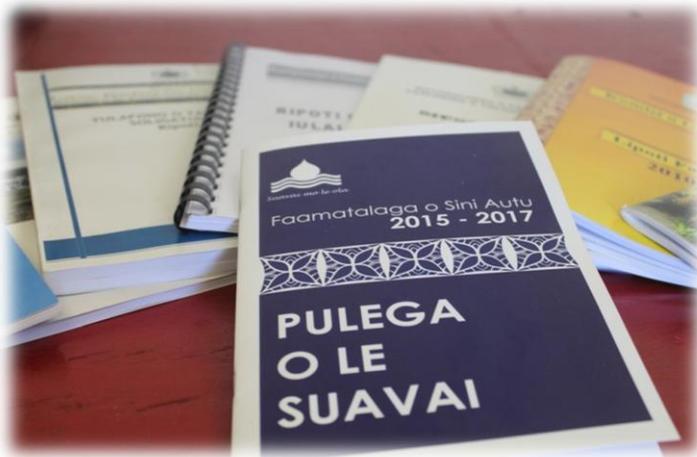
When amendments have been made to any paper tabled for a particular sitting day, a **supplementary order paper** is also produced which details the changes in comparison to the original bill or report in the main order paper.

#### ***Bills & Other Documents***

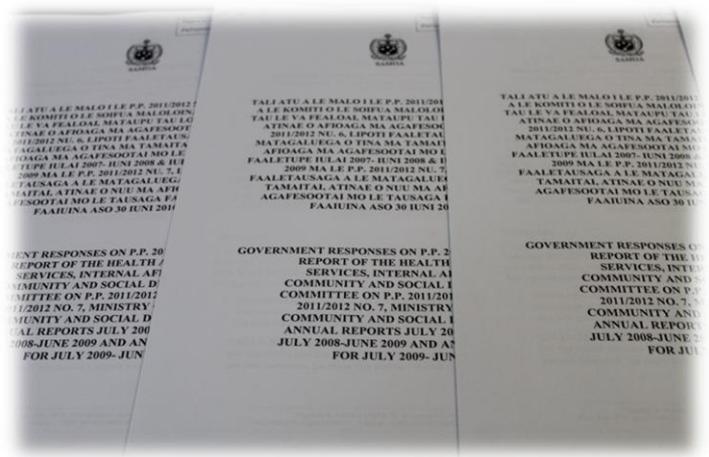
Bills are introduced in Parliament and distributed to members whenever they are to be introduced in the House. Other documents are distributed to members once they have been

received by the Chamber and Procedure Office with prior notice given to the Clerk:

- ✧ **Government Ministry Annual Reports**
- ✧ **Corporate plans and Statements of Intent**
- ✧ **Financial statements**
- ✧ **Select Committee reports**
- ✧ **Samoa Regulations**
- ✧ **Government Responses**
- ✧ **Hansard (Green Dailies)**
- ✧ **Parliamentary Journals**
- ✧ **Petitions and**
- ✧ **Delegation, Ministerial and Supreme Court reports**



*Reports from Government Ministries and Corporations*



*Government Responses are reports from the Government on Select Committee reports on parliamentary documents*

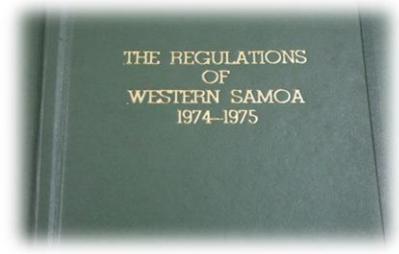
Copies of the Hansard and Parliamentary journals are distributed to members during parliamentary sittings; however, more on these documents will be discussed in Infosheet No.10 *Parliamentary Publications*.

### ACCESS TO PARLIAMENTARY DOCUMENTS?

The Office of the Clerk houses its own Parliamentary Library which archives all parliamentary documents, including those listed above. Access to these papers, once bound and published are available for member and public viewing. Currently, Acts, Hansard, Parliamentary Journals and other parliamentary documents produced by the Office of the Clerk are also available online via the parliament website. In the future, more parliamentary documents and publications will also be accessible via the website ([www.parliament.gov.ws](http://www.parliament.gov.ws)).



*Bound Volumes of bills, regulations and other parliamentary documents may be accessed in the Parliamentary Library located in the OCLA at Mulinu'u*



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**MORE INFORMATION:**

The Constitution of the Independent State of Samoa

The Standing Orders of the Legislative Assembly of Samoa, 2010

See also Infosheet No.10 'Parliamentary Publications', OCLA 2014

Legislative Assembly of Samoa website: [www.parliament.gov.ws](http://www.parliament.gov.ws)