



## OCTOBER 2014

This Infosheet is the tenth 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
7. Parliamentary Documents
8. System of Government
9. Opening of a New Parliament
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)



# 10. PARLIAMENTARY PUBLICATIONS

## WHAT ARE PARLIAMENTARY PUBLICATIONS?

Parliamentary publications include published records of all documents tabled in parliament in addition to documents produced for public information by the Office of the Clerk. This Infosheet details the main publications available for public access via the Parliament library and website.



*Printed copies of the Hansard (Green Dailies). These individual copies are distributed in Parliament and then compiled for publication as Bound Volumes*

## PUBLICATION OF PARLIAMENTARY DOCUMENTS

Bound volumes of various parliamentary documents are compiled by the Parliamentary library and are chronicled according to parliamentary sessions (a session is one financial year). These are in addition to the individual documents produced by the OCLA for tabling in Parliament as well as member biographies and maiden speeches. They are compiled by the Library and printed by the Printing Division and include the following:

- ✦ **bills, acts and regulations**
- ✦ **Hansard**
- ✦ **Parliamentary Journals (and Appendices)**
- ✦ **Select Committee Reports**
- ✦ **Government Responses**
- ✦ **Order and supplementary order papers**
- ✦ **Cue papers**
- ✦ **Government Ministry and Corporation documents**



*Bound Volumes of parliamentary Journals shelved numerically by year  
in the Parliamentary Library*

## OTHER PUBLICATIONS

The Office of the Clerk has continued to add to its publications in recent years; these are mainly informative publications for the public as to the work of the OCLA and parliament.

### ***Palemene Newspaper***

The *Palemene* newspaper provides readers across Savaii and Upolu with up to date information as to the work of parliament and its secretariat on a bi-monthly basis. Content includes Assembly agendas, Select Committee reports, bills introduced and passed as well as programmes and activities completed for that time period. Copies are distributed to Pulenu'u across Samoa with electronic copies available free of charge on the Parliament website.

### ***OCLA Corporate Plan***

The OCLA's first Corporate Plan was tabled in March 2012 and provides a detailed outline of the offices' functions, objectives and organisational structure. This is a further source of information for both members and the public as to the internal workings of the OCLA. An electronic copy is available on the Parliament website and paper copies may be viewed in the Parliamentary library.

### ***The Parliamentary Practice and Procedure Manual***

The Manual was produced as a means of providing summarized information as to parliamentary etiquette and procedures for members, secretariat staff and the public. Contents of this publication include the roles of the Assembly, Government and Opposition as well as information as to the Offices of Parliament. It is a useful supplementary guide to the Standing Orders and is available via the OCLA at Mulinu'u.

**Maota Daily Progress Reports** are a short summary of business carried out on each sitting day. It also indicates when the Assembly is in session and its next scheduled sitting day.

### ***Procedural and Statistical Digest***

Parliamentary sittings are guided by the rules of procedure as set out in the Standing Orders. The Procedural and Statistical Digest provide records of ‘peculiar’ procedural occurrences inside the Chamber such as a motion not being seconded, or the Council of Deputies providing an accompanying Message for the introduction of a bill in place of *Le Ao o le Malo*. They are intended to provide a record of such occurrences for future reference and archival purposes. At the end of each digest current statistics as to business transacted can be found. Both the Maota Daily Progress Reports and Procedural and Statistical Digest reports are published on the Parliament website.

### ***Infosheets***

Infosheets such as the one you are reading, provide general summarised information on various aspects of Parliament, its work and the work of its secretariat. The target audience is members of the public who have little to no institutional knowledge as to the above and are published on the Parliament website and distributed in Information Packs during Parliamentary programmes such as the Youth programme and the Women’s Forum.

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#### **MORE INFORMATION:**

The Constitution of the Independent State of Samoa  
The Standing Orders of the Legislative Assembly of Samoa, 2010  
Infosheet No.7 ‘Parliamentary Documents’, OCLA 2014  
Legislative Assembly of Samoa website: [www.parliament.gov.ws](http://www.parliament.gov.ws)