



***Information seminars***  
***for***  
***Members of Parliament***  
**1994**



**CONTENTS****PAGE****PROCEDURAL AND RELATED MATTERS: -**

STANDING RULES: ..... 2

**PARLIAMENT AT WORK:**

Proceedings on a sitting day..... 3

Decision of Questions..... 4

Motions and Matters of Public Importance ..... 5

COMMITTEE PROCEDURE:..... 6

HOUSE COMMITTEES:..... 8

HANSARD REPORTING:..... 9

TRANSLATIONS:..... 10

QUESTIONS AND INTERPELLATIONS:..... 11

LEGISLATION AND PROCEEDINGS: ..... 14

PAPERS OFFICE..... 16

CONSTITUTIONAL ASSEMBLY..... 17

**THE BUILDING COMPLEX, ADMINISTRATION AND SERVICES -**

LAYOUT OF PARLIAMENTARY BUILDING COMPLEX (Separate hand-out)

LIBRARY..... 18

CATERING FACILITIES ..... 20

RECREATION FACILITIES ..... 22

HOUSEHOLD SERVICES ..... 23

TELEPHONE FACILITIES..... 24

SEATING ARRANGEMENTS IN CHAMBERS..... 25

TECHNICAL SERVICES..... 26

DATA PROCESSING ..... 27

FERNWOOD / PARLIAMENTARY ASSOCIATION ..... 28

PARLIAMENTARY STAFF ESTABLISHMENT..... 29

PARLIAMENT AND THE PUBLIC (PUBLIC RELATIONS) ..... 30

LIAISON WITH OTHER PARLIAMENTS / INTERNATIONAL BODIES ..... 32

FINANCE..... 33

PARMED MEDICAL AID SCHEME ..... 34



## **STANDING RULES**

In terms of section 55(1) of the Constitution Parliament has full power to regulate its internal affairs.

Section 58(1) of the Constitution authorises the National Assembly or the Senate to make rules and orders in connection with the conduct of its business and proceedings.

Section 234(6) of the Constitution provides that the rules and orders of the previous Parliament shall apply *mutatis mutandis* to the present Parliament, until amended or replaced.

The Standing Rules of the previous Parliament were redrafted for application in terms of section 234(6).

The redrafted Standing Rules for the National Assembly, with amendments to Rules 13, 44 and 45, were adopted by that House as interim rules on 25 May 1994. These rules are now under consideration by the Rules Committee with a view to amendments or replacement.

The redrafted Standing Rules for the Senate were accepted provisionally by the Rules Committee of that House on 25 May, 1994, with an amendment to Rule 13. The Rules are being further considered by the Rules Committee.

A set of draft Standing Rules was drawn up for the Constituent Assembly. There are no previous rules which could be applied under section 234(6). The draft Standing Rules were provisionally adopted on 27 May 1994 by the Rules Committee of the Constitutional Assembly. These Rules are being further considered by the Rules Committee.



**PARLIAMENT AT WORK –  
PROCEEDINGS ON A SITTING DAY**

**A. SEQUENCE OF EVENTS**

1. Moment of silence.
2. Announcements from Chair.
3. Call for notices of motion.
4. Call for formal motions.
5. Opportunity for ministerial statements and personal explanations.
6. Proceed to Order Paper.

(1) Precedence given to questions and interpellations on Question Days.

(2) Orders of the Day on Order Paper, in sequence.

[A notice of motion does not become an Order of the Day until moved by the member in charge.]

**B. ORDER IN MEETINGS & RULES OF DEBATE - PRINCIPLES:**

1. Respect for authority of Chair.
2. Members' freedom of speech [section 55 (2) of Constitution]  
- subject to certain restrictions imposed by members themselves:
  - (1) Member may not be interrupted (Rule 80).
  - (2) Member should avoid irrelevance or repetition (Rule 83).
  - (3) Unbecoming language (Rule 96).
  - (4) Members may not reflect on -
    - (a) decisions of same (annual) session (Rule 97).
    - (b) statutes of same (annual) session (Rule 98).
    - (c) competence or honour of judge of superior court and certain others (Rule 99).
  - (5) *Sub judice* rule (Rule 100).
  - (6) Member may not anticipate discussion of matter on Order Paper (Rule 101).
3. Contravention of Rules and disregard for authority of Chair.
  - (1) Member ordered to discontinue speech (Rule 83).
  - (2) Member ordered to withdraw from Chamber (Rules 84 and 86).
  - (3) Naming or suspension of member (Rules 85 and 86).
  - (4) Disciplinary action by House by way of motion.
4. Members must address the Chair (Rule 91).
5. Members may only speak when called by Chair (Rule 92).
6. Speeches -
  - (1) according to list of speakers (Rules 92 and 93).
  - (2) time limits for speeches to be strictly adhered to (Rule 93).
  - (3) when list of speakers exhausted, debate concluded.
7. Points of order - must relate to proceedings before House and the Rules. (Examples of matters that do not constitute points of order).
8. Questions to member speaking -
  - (1) Member may ask permission of Chair to put a question.
  - (2) Member speaking asked by Chair whether he will take a question.
  - (3) Member speaking not obliged to reply.



## DECISION OF QUESTIONS

Because so much depends on decisions taken by Parliament, it is important that the process by which decisions are taken, is clear and unambiguous.

In terms of the Constitution, a quorum of at least half of the members of a House must be present when a decision is taken.

Except in the case of entrenched provisions, questions are determined by a simple majority of votes cast.

When a decision is to be taken on a Question - for example, the Second Reading of a Bill - the procedure is as follows:

The Presiding Officer (seated): *Order! I now put the Question.*

*The Question before the House is: That the [---] Bill be now read a Second time.*

*Those in favour will say "AYE" ... (members in favour call "Aye")*

*Those against, "NO" ... (members against call "No")*

Usually, of course, the presiding officer can presume that the members of the majority party are in the majority. If the majority party is in favour of the Question, he therefore states:

*I think the "AYES" have it .... (pause)*

At this point, if no party objects to his presumption, the presiding officer continues ... *and so they have.*

*The Question is accordingly agreed to.*

Once this point is reached, the House has taken its decision.

However, a party is free to object to the presiding officer's presumption when he states: *"I think the Ayes have it"*. Two forms of response are possible. If a party objects, but not strongly, to the Question, a member of such a party, usually a Whip, will rise and say:

*"Please record the objection by the XX Party"*, to which the Presiding Officer responds:

*The objection by the XX Party will be noted in the Minutes.*

If the party in question feels strongly about the matter, the Whip will say: *"The XX Party calls for a division"*.

If a division is called for, and the call is supported by four or more members, the votes of each member for and against the Question must be counted.

Before counting proceeds, a member of each party may, at the discretion of the presiding officer, be afforded an opportunity to make a statement of not more than 3 minutes detailing his/her party's reasons for supporting/opposing the Question before the House. This is called a "declaration of vote".

After declarations of vote, if any, the bells are rung for at least three minutes to enable all members to get to the Chamber.

In the National Assembly Chamber, voting is usually by means of the electronic system, and is conducted in a manner determined by the Speaker. Electronic voting is explained elsewhere. In the Senate Chamber the traditional procedure is followed:

After the bells have rung for three minutes the presiding officer rises and states:

*Order! The Question on which the House will divide, is: [That the Bill be now read a second time.]*

*Those in favour take their seats to my right, and those against, to my left.*

*(Seated) As tellers to my right I appoint:* [usually the Majority Party whips]

*As tellers to my left I appoint:* [usually the Opposition Party whips]

The Whips (tellers) then come forward to the Table and count the members on their side by crossing off their names on the lists of members supplied.

As soon as the tellers have handed all the lists to the Secretary, the latter informs the presiding officer of the result and he/she rises and announces:

*Order! The result of the division is as follows:*

*AYES - [number of members in favour]*

*NOES - [number of members against]*

*The Question is accordingly agreed to/negated.*

At this point the Question has been decided and the House proceeds to other business.



## **MOTIONS AND MATTERS OF PUBLIC IMPORTANCE**

### **MOTIONS (Standing Rules 131-139)**

To quote Erskine May: "A motion is a proposal made for the purpose of eliciting a decision of the House". In this Parliament, however, a practice has developed whereby motions may also be drafted in such a form as merely to elicit a discussion of a particular subject, without requiring a decision of the House (this is known as a "subject for discussion").

Formal motions, which concern the business of the House, are not discussed here.

#### **Private members' motions**

These motions form a major part of private members' (as opposed to Government) business. It has been customary for time to be set aside, particularly early in a session, for discussion of such motions. However, owing to limited time, usually only a small proportion of motions of which notice is given, are debated. The choice of motions actually debated is a matter for the House, and is normally made at a Whips' meeting. In the past it has been customary to set aside time for the discussion of two private members' motions a week during the earlier part of the session.

#### *Notices of motion (Standing Rule 135)*

Notice must be given of all motions except those specified in Rule 134. Notice may be given in two ways: A member may rise in the House when notices of motion are called for at the start of the day's proceedings, and state: "Madam Speaker (or other presiding officer), I give notice that I shall move on (date): That [eg - capital punishment be abolished]." A signed copy of the motion should thereupon be handed to the Table. Alternatively, notice may be handed in in writing to the Secretariat or the Legislation and Proceedings Section. Members are advised to consult the above staff concerning the wording of motions, since certain rules and conventions apply and in terms of Rule 137, the Speaker or President of the Senate has discretion to amend or disallow a notice of motion. A notice of a motion which offends against the practice or a Standing Rule may be corrected by the Secretaries at the Table under the Speaker's/President's authority.

#### *Amendments to motions (Standing Rule 133)*

An amendment to a motion (but not a subject for discussion) may be moved by a member speaking in the debate on the motion. He may for example state: "Madam Speaker (or other presiding officer), I move as an amendment: [eg] To omit all the words after 'That' and to substitute 'this House views capital punishment as a necessary part of the legal system'." The member in question must thereupon hand to the Table a signed copy of the amendment. Here again it is advisable to obtain the advice of the Secretariat on the wording and admissibility of the amendment. For example, the amendment should not introduce new issues on which the House has not had time to prepare itself, and should comply with the other rules and conventions relating to motions.

#### *Rules applicable to motions*

Same question rule: See Standing Rule 132.

Rule of anticipation: A motion which anticipates a matter on the Order Paper for later discussion can only be proceeded with on the authority of the Speaker/President of the Senate.

General: A notice of motion should be brief, may not contain unbecoming expressions, infringe the Rules of Parliament, be tendered in a spirit of mockery, be designed merely to give annoyance, or otherwise offend against the practice of Parliament.

An example of the latter is a motion, not moved by a Minister or recommended by the President, that would, if adopted, involve state expenditure.

The above list is not comprehensive.

### **MATTERS OF PUBLIC IMPORTANCE (Rules 129-130)**

The provisions of the Standing Rules in this regard are clear. The Speaker/President of the Senate exercises his/her discretion in acceding to a request in this regard, having regard also to the time available.



## **COMMITTEE SECTION**

(Fifth and sixth floors, Barclays Bank Building)

**Head: Mr Willem Fourie (tel: 403-2804, Room 607, Barclays Bank Building)**

**Deputy Head: Mr Neil Bell (tel: 403-2830, Room 511, Barclays Bank Building)**

The committee section provides all the administrative, procedural and secretarial support services for parliamentary committees, excluding the so-called house committees such as the Rules Committee and the Internal Arrangements Committee, extended public committees and appropriation committees, for which the Table secretaries are responsible.

A major part of the committee section's work relates to the standing select committees dealing with legislation, namely the portfolio committees. The name of a portfolio committee usually corresponds with that of the ministerial portfolio which would generate legislation for it to consider and report on. After a bill has been Tabled and read a first time, it stands referred to the relevant portfolio committee. The committee clerk responsible for that committee would contact the chairperson in order to determine a date and time for a meeting. The clerk notifies all members of the committee of the meeting, and also supplies them with copies of the legislation in question, as well as copies of written submissions received. The clerk liaises with the officials of the relevant department and the state law advisers to ensure their presence at meetings.

Members of Parliament who do not serve on a specific committee may attend the meetings of such a committee, but may not take part in its proceedings and may not vote. Members of the public and the media may also attend committee meetings, unless the committee decides otherwise.

A committee initially goes through a bill informally. At a committee's first meeting on a particular bill, the departmental delegation is usually afforded the opportunity to explain the necessity of the bill and its objectives. The committee then normally considers the contents of the bill clause by clause. When a bill, other than a money bill, is referred to a committee, the committee has leave to bring up an amended bill. Any member of the committee may propose amendments to the bill concerned. The state law adviser has to ensure that the amendments are not in conflict with other statutory provisions and that they are in order from a legal point of view. During the informal stage the committee also decides whether or not to invite interested persons and organisations to submit written representations to or to give oral evidence before the committee. If such persons or organisations have already requested to appear before the committee, the committee decides whether or not to accede to such requests.

Once the informal stage has been completed, a committee normally adopts a motion that legislation on the subject referred to it is desirable and that the bill referred to it be taken as a basis. After this motion has been adopted, the committee proceeds to the formal consideration of the bill. Amendments, and the entire bill, are put formally and, if necessary, voted upon.

Once a committee has disposed of a bill, it reports to the House accordingly. The clerk is responsible for the drafting of the report and its publication in the Tablings document. If a bill has been amended, the clerk is also responsible for the drafting and publication of a list of amendments, as well as an amended version of the bill, which forms part of the committee's report. The number of the amendment list differs from that of the original bill in that an "A" is added to the end thereof, while a "B" is added to the end of the number of the amended version. For example, bill number 10 of 1994 will be numbered [B10-94]. The list of amendments will be numbered [B10A-94], and the amended version will be [B10B-94].

After the committee has reported to the House, the bill is placed on the Order Paper for Second Reading. When a bill has been placed on the Order Paper for this purpose but before the House has taken a decision thereon, any member may, subject to the Rules, place amendments to the clauses of the bill on the Order Paper. The bill is then recommitted to the committee, which considers only those clauses in respect of which amendments have been placed on the Order Paper and consequential amendments that have to be effected. The committee clerk provides copies of the



amendments to all members of the committee and is again responsible for the publication of the committee's report and, if necessary, a list of the amendments and the amended bill.

Oral evidence given before a portfolio committee is transcribed rarely, due to time constraints. In cases where this is done, it is also the responsibility of the committee section. Deliberations of a committee, especially when the public have been excluded, are not recorded.

The Standing Rules dealing with the establishment of and procedure in select and joint committees are Rules 50 to 77, and those dealing with the legislative process in committees, the placing of amendments on the Order Paper and the recommittal of bills, Rules 146 to 153.

During a session of Parliament, a list of committee meetings is published in the Order Paper of both Houses as well as on notice boards around the complex. Members of committees are sent notices of meetings.

Any additional information regarding the workings of committees can be obtained from the above-mentioned officials.



## ***HOUSE COMMITTEES (National Assembly and Senate)***

House Committees are appointed by each House in order to supervise certain branches of business and to ensure that the business of Parliament is run smoothly.

### **RULES COMMITTEE**

In terms of the Standing Rules, a Rules Committee shall be appointed with the Speaker/President of the Senate as Chairperson, and if the Speaker/President of the Senate is unable to be present at a meeting, the Deputy Speaker/Deputy President of the Senate shall act as chairperson at that meeting.

The committee initially considers and draws up draft Standing Rules for the House concerned, after which it has to report back to the House. Members then have the opportunity of discussing and formally adopting these rules. Subsequent changes to the rules are also dealt with by the committee.

The committee traditionally considers questions relating to the Standing Rules, practice and procedures, powers and privileges of Parliament and matters relating to the staff which are submitted by the Speaker. It is the "senior" committee of each House.

### **INTERNAL ARRANGEMENTS**

The Select Committee on Internal Arrangements deals with a variety of matters relating to the Parliamentary buildings and grounds, as well as the provision of services to members.

### **PARLIAMENTARY CATERING**

The Select Committee on Parliamentary Catering considers matters referred to it by the Speaker/President of the Senate or by resolution of the House concerned. It establishes overall policy in relation to the catering facilities of Parliament.

### **LIBRARY OF PARLIAMENT**

The Standing Select Committee on the Library of Parliament is the official controlling body and considers matters referred to it by the Speaker/President of the Senate or by resolution of the House concerned. It is mainly responsible for library policy and matters related to the library service.

The Chief Librarian is responsible to the committee and reports annually on the Library's activities and finances. Recommendations concerning staff appointments and the annual budget for publications and sundry expenses are made in consultation with the Secretary and are submitted to the Speaker for approval.



## HANSARD REPORTING

The Editor and staff of the Hansard reporting section would like to welcome all new members to Parliament.

*Hansard* is the official parliamentary record of speeches, oral and written questions and interpellations.

"It is a full report, in the first person, of all speakers alike, a full report being defined as one 'which though not strictly verbatim, is substantially the verbatim report, with repetitions and redundancies omitted and with obvious mistakes corrected, but which on the other hand leaves out nothing that adds to the meaning of the speech or illustrates the argument'." [Erskine May]

EDITOR:	Charl Cilliers	Office	Tel
		E224	2777/8
DEPUTY EDITOR:	Paul Wise	E213	2765/6
ASSISTANT EDITORS:	Christelle Marais	S23	2409
	Christine Viljoen	E111	2582
GENERAL OFFICE:	National Assembly	E222	2806
	Senate	S42	2419

Hansard's efficient service in reporting parliamentary debates would not be possible without the co-operation of members. If members adhere to the following basic procedures it would greatly assist Hansard in maintaining the quality of its service:

1. By noon on the day after a speech is delivered, each member receives a copy of his/her speech. This is for the purpose of revision. A member is also entitled to a further two copies of his/her speech and may, at the discretion of the Editor, be supplied with one copy of a speech made by another member during the same debate or of a speech made in another House. These copies can be obtained from the Hansard general office.
2. A strictly limited number of corrections may be made if, in the Editor's opinion, they do not substantially alter the meaning of anything said in the House. Any uncertainties about alterations may be referred to the Editor. Members should please not make alterations in red ink.
3. Please initial and return a copy of the speech with the necessary corrections/changes to the Hansard general office by the deadline indicated on the first page of the speech, eg

MONDAY'S DEBATE
DUE WEDNESDAY
BACK ON
By 16h00

4. It helps greatly if queries from reporters regarding figures, quotations or the spelling of names are answered speedily.
5. Only interjections which are reacted to by the member speaking or the presiding officer are recorded in Hansard.
6. In the case of a dispute a member may check his/her reported speech against the Hansard tape recording.
7. Please ensure that the Hansard general office has your correct address to which copies of Hansard can be dispatched, especially at the end of a session.
8. For purposes of interpretation, members are kindly requested to give Hansard 24 hours' notice if they intend addressing the House in a language other than English or Afrikaans.



## **TRANSLATION SECTION**

**HEAD OF SECTION:** MR A R G HENDRY

**LOCATION:** OLD BARCLAYS BANK BUILDING  
100 Plein Street

**TELEPHONE:** (403) 2743

The primary responsibility of this Section is the translation of all speeches made in Parliament in any of the eleven official languages into the two "languages of record" - English and Afrikaans.

These Debates of Parliament will be published in the form of soft-cover editions appearing weekly during the session, usually starting from the end of the third sitting week.

Separate books will be published for Joint Sittings, the National Assembly, the Senate and the Constitutional Assembly.

Members of Parliament will receive a copy of the English and/or Afrikaans Hansards pertaining to their Houses, free of charge and as specified by them, plus 15 additional copies, also supplied free of charge, for distribution to persons of their choice.

At the end of a session the soft-cover editions are collated and published in hard-cover volumes and made available to members of the respective Houses and forums.

Speeches made in official South African languages other than English and Afrikaans will be published in both Hansard books, followed by a translation in the relevant language in square brackets (the intrusive, "tag-on" method) or in adjoining columns with a translation next to them (the inclusive, "parallel text" method).

Speeches made entirely in a specific official language are relatively easy to deal with; speeches consisting of alternating paragraphs in, say, English and Xhosa, are more difficult and time-consuming to deal with and sentences spoken in two or more languages are impossible to deal with in print.



## **QUESTIONS AND INTERPELLATIONS**

This article deals with formal questions put by members of Parliament to members of the National Executive (i.e. the Cabinet, as defined in section 88(1) of the Constitution of 1993) at question time in a House, as distinct from questions put by members to a member engaged in making a speech during the course of a debate.

### **Origins**

The earliest reference to questions being put in the British Parliament dates back to the year 1721, when a question was put to the administration in the House of Lords, but it was not until 1835 that a notice of a question was first printed in the House of Commons and not until 1849 that a special place was assigned to questions on the notice paper of that House.

In the Cape House of Assembly the practice was established in 1854, but it was only after 1910, when the Union House of Assembly took over the Cape rules and practices, that members really started to make use of the facility of putting questions to the Executive.

### **Types of questions**

The various types of questions can be categorised as follows:

- (a) Questions without notice to the President;
- (b) questions for oral reply to Ministers;
- (c) questions for written reply to Ministers; and
- (d) interpellations.

I shall deal with each of these categories separately.

### **Questions without notice to the President**

In terms of Rule 200 questions may be put to the President without prior notice on the second Wednesday of a session and on every second Wednesday thereafter in the case of the National Assembly, and in the case of the Senate on the third Tuesday of a session and every third Tuesday thereafter.

The practice of putting questions directly to the President for immediate reply at a nationally televised question session was started on 10 March 1993.

Such questions are put to the President without prior notice, but have to deal with policy and matters falling within the direct field of his or her responsibility. The purpose of such questions is to elicit information and stimulate action.

Any member wishing to put a question to the President has to submit his or her name not earlier than five working days and not later than two such days preceding the question day to the Secretariat of Parliament for a random selection procedure to determine which 10 members' names will be placed on the Order Paper to be published on the day before that question day.

In the National Assembly thirty minutes are allocated for such questions and in the Senate fifteen minutes.



Questions are called by the presiding officer in the order in which their names appear on the Order Papers. Each member so called may put one question in a concise form, and, immediately after a reply thereto, one supplementary question, which must relate to his or her original question or the reply thereto.

If the first name selected is that of a member of the President's party, that name is to be interchanged with the first succeeding name of a member of an opposition party. If more than two names of members belonging to the same political party in Parliament are selected, only the first two selected are included in the list of names published in the Order Papers.

#### Questions for oral reply to Ministers

The purpose of a question to a Minister is simply to obtain information relating to the public affairs with which he or she is officially connected or to any matter of administration for which he or she is responsible. In other words, it can be used to supervise the general policy and the administrative acts of a Ministry.

There are quite a number of well-established conventions to which questions must conform, but it would take too long to enumerate them here. A list of such do's and don'ts is available from the Questions Office. However, the following are a few examples:

- (a) A question must elicit information, not supply it as is done in the course of a debate; in other words, question time is not a debating forum;
- (b) a question may not publish any name or statement not strictly necessary to make the question intelligible;
- (c) a question may not contain any argument, inference, imputation, offensive statement or ironical expression;
- (d) a question may not ask for an expression of opinion or for the solution to a legal question or of a hypothetical proposition; and
- (e) a question may not be asked as to the character or conduct of any person except in his or her official or public capacity.

Any member wishing to place a question for oral reply on the Question Paper must deliver it to the responsible Secretary, who will ensure that that question complies with all the requirements before processing it and placing it on the Question Paper. It must remain on that Question Paper for at least five parliamentary working days so that the responsible Department may take note of it and draft a reply for its Minister. The National Assembly Question Paper is green whereas the one for the Senate is salmon-coloured.

Such a question may not consist of more than five subdivisions (paragraphs) and will be indicated by an asterisk on the Question Paper. Each member is restricted to two such questions per question day.

Question day in the National Assembly is every Wednesday and lasts for 30 minutes and in the Senate on Tuesdays and lasts for 20 minutes. The presiding officer will read out the number of the question, whereupon the responsible Minister will read out his or her reply. Up to five supplementary questions relating to the question and reply will be allowed. If a reply is very lengthy, a Minister may, with leave of the House, lay it upon the Table of the House.

All questions to Ministers as well as the replies thereto are printed at the back of the weekly editions of Hansard.

Questions may, of course, also be put to the President and the two Executive Deputy Presidents; such questions must relate to matters for which they bear official responsibility.



### Questions for written reply

Questions which are not very urgent or which require lengthy and statistical replies, may be put on the Question Paper for written reply. A member is restricted to three questions for written reply per week. Such questions may not exceed fifteen subdivisions. A question for written reply which is received before 12:00 on a Tuesday will appear on the Question Paper during the course of that particular week.

### Interpellations

Interpellations were introduced at the commencement of the 1989 session. It is a very effective measure in that it provides an opportunity for Ministers to be directly called to account. The major difference between questions and interpellations is that the latter are debated whereas questions may not be debated at all.

An interpellation is a brief question on a matter of topical interest followed by a short debate of 15 minutes. First the Minister replies to the main question in a speech not exceeding three minutes, whereafter the interpellant responds for a further three minutes. In the remainder of the 15 minutes the Minister and members may speak for up to two minutes at a time. The last two minutes are usually used by the Minister for his or her reply. The question must be quite brief, may not consist of more than two subdivisions and must be addressed to a member of the Cabinet. Interpellations are subject to the same rules and conventions as are applicable to questions to Ministers.

The Standing Rules make provision for a maximum of four 15-minute debates in the case of the National Assembly and two in the case of the Senate.

Any member wishing to place an interpellation on the Question Paper must first hand it to the Questions Office, from where it is sent to the whips' committee in the House concerned for selection. The whips consult with the Ministers concerned and the selected interpellations are placed on the Question Paper for reply on a day at least one parliamentary working day after the day on which it appears for the first time.



## **LEGISLATION AND PROCEEDINGS**

A. **LOCATION:** Offices are located in the ground floor passage between the old and new buildings (near portrait of Mrs Suzman), and also in the old building between the Chamber of the old House of Assembly and the new building.

B. **CONTACT PERSONS:**

<u>Section Head</u>	<u>Room</u>	<u>Telephone extension</u>
Kallie Pauw	V34	2228/9
<u>Others:</u>		
Coert Smit	V29	2218/9
Charlotte Rademeyer	V30	2220
Patrick Huma	SG05	2331

C. **SUMMARY OF SECTION'S WORK:**

1. **Legislation:**

- (a) Proofreading of legislation received from state law advisers attached to Department of Justice (we especially look at language, punctuation, spelling, etc).
- (b) Amendments on Order Papers after the Second Reading debates and before the Second Readings of Bills (not amendments moved when Bill is discussed by the select or joint committees).

2. **Order Papers:**

(a) National Assembly (blue); (b) Senate (yellow); and (c) Constitutional Assembly (pink)

Finalised every evening after liaison with the relevant Chief Whips' offices and other interested sections. Then they are sent to outside concern for printing during the night. Delivered early next morning and distributed to members of Parliament, staff members, members of the Press, etc.

In conjunction with the Secretaries and Table Assistants at the Table, we are also responsible for the language editing of draft resolutions (motions) that appear on Order Papers. Notices of meetings of Parliamentary committees also appear on Order Papers.

3. **Minutes of Proceedings, and Announcements, Tablings and Committee Reports**

All these documents are printed by an outside concern on white paper and like the Order Papers they are printed during the night and distributed early every morning.

- (a) Minutes of Proceedings of National Assembly (sittings of (i) the House, and of (ii) "extended public committees" and (iii) "appropriation committees" of the House).
- (b) Minutes of Proceedings of Senate (sittings of (i) the House, and of (ii) "extended public committees" and (iii) "appropriation committees" of the House).
- (c) Minutes of Proceedings of Constitutional Assembly.
- (d) Minutes of Proceedings of Joint Sittings.
- (e) Announcements, Tablings and Committee Reports.



There is only one set of **page numbers** for all of these documents together [(a), (b), (c), (d) and (e)]. At the end of a particular year these pages will therefore run on from page 1 to eg page 1051. Each of the above documents [eg (a)(i), (a)(ii), (b)(iii), (c), etc] does, however, have its own **serial numbers**. At the end of a year there might therefore have been 150 Announcements, Tablings and Committee Report documents, 25 Minutes of Proceedings of Joint Sitings, etc.

4. **Questions:**

- (a) Translation of questions once they have been drafted by the Questions Office.
- (b) Printing of Question Papers every day:
  - (i) National Assembly: on **green** paper; (ii) Senate: on **salmon** paper.
- (c) Printing of questions and replies to questions at the end of weekly editions of Hansard: There will be green (National Assembly) or salmon (Senate) pages at the end of the weekly editions of Hansard where questions (for oral or for written reply) that were in fact replied to during the week concerned are printed.



## **PAPERS OFFICE**

The Parliamentary Papers Office is the reception point for papers submitted to Parliament (usually by State departments) for tabling and a distribution point (through the Parliamentary store) of papers required for and generated by sittings of the Houses and of committees of such Houses.

Papers are generally not tabled physically by a Minister in a House but are presented to the Papers Office by officials of the Ministry concerned and are included in the Announcements, Tablings and Committee Reports document which appears with Minutes of the Houses. Departments are required to submit a sufficient number of the document tabled to enable each Member of Parliament to receive a copy. Where this is not possible, copies are furnished to the Whips of the parties.

Because of the time factor, papers such as the Minutes of Proceedings, Announcements, Tablings and Committee Reports, Order Papers and some Question Papers are printed overnight by commercial printers and these papers are placed in Members'/Senators' offices the next morning. In-house printing is done on a limited scale by the printing and binding sections of the Papers Office, an example being the new Constitution recently supplied to Members/Senators. On the other hand, Members and Senators have approached the Papers Office, for instance, for the printing of business cards but requests of this nature can regrettably not be acceded to and Members/Senators are requested to approach commercial printers for this type of service.

The Papers Office also furnishes Members/Senators with the soft-cover edition of Hansard, in either English or Afrikaans and posts copies of this publication to the persons indicated by them on lists which will be circulated for this purpose. Members/Senators are requested to complete these lists as soon as possible to facilitate the distribution of copies of Hansard in this way.



## **THE CONSTITUTIONAL ASSEMBLY**

The Constitutional Assembly is a body consisting of the National Assembly and the Senate, sitting jointly for the purpose of drafting and adopting the new constitution.

It sits in the National Assembly under a chairperson elected by it from among its members, and has its own Standing Rules, separate from those of the two Houses.

The Constitutional Assembly is empowered by the Constitution to appoint committees and other bodies to assist it in its task. Prominent among these is a Panel of Constitutional Experts, who are not members of Parliament.

Once drafted, the new constitutional text will be considered as a Bill by the Constitutional Assembly. The current Standing Rules make provision for a stage of the Bill at which each clause will be considered separately by the Constitutional Assembly sitting in plenary session. Amendments to clauses can be moved at that stage of the Bill.

In terms of the Constitution the Constitutional Assembly has to pass the new constitutional text within two years from its first sitting, which took place on 24 May this year. To pass the text, it needs a majority of at least two thirds of its members. If this majority is not obtained, sections 73 (3)-(13) of the Constitution provide for alternative procedures.



## **LIBRARY OF PARLIAMENT**

**Mission** - The Library of Parliament seeks to fulfil the official information requirements of its users by the unbiased provision of relevant publications, services and facilities.

**Location of the Library** - The Library is situated directly off the Gallery Hall in the Senate Wing.

**Library collections** - The Library specializes in the subject areas of social affairs, legislation, political science, economics, public finance, law, government and administration as well as other topics relevant to the needs of Parliament. In addition to its collection of domestic and foreign statutes, government and parliamentary publications, the Library is also responsible for Parliament's own collection of official documents and papers.

The privilege of being designated a legal deposit library in terms of the *Legal Deposit of Publications Act, No 17 of 1982*, which entitles the Library of Parliament to receive one free copy of every publication published in the Republic, facilitates the maintenance of a well-balanced collection of information sources. Foreign publications are acquired selectively by means of purchases and exchanges.

**The Mendelssohn Library**, which houses one of the country's important Africana collections that is especially strong in history, political biography and early travel accounts, forms a part of the Library of Parliament.

**Authorised users** - While all members of Parliament are fully authorised library users, the privilege of using the Library is also extended to the President, former State Presidents, judges of the Supreme Court, officers of Parliament and Government Law Advisers.

**The Library provides the following services and facilities:**

**Lending services:**

**Loan cards** - Authorised Library users are issued with six loan cards, each of which allows one publication to be borrowed at a time. Application for additional loan cards may be made to the Chief Librarian.

**Publications available on loan** - All publications may be borrowed, except reference sources, old and valuable Africana items, newspapers and the latest issues of periodicals, which may only be consulted in the Library.

**Loan period** - The loan period for publications is 14 days and may be extended, provided that the items concerned have not been requested by other users.

**Interlending facilities** - Publications that are not available in the Library may be obtained from other libraries on behalf of users by means of interlending.

**Reference service** - The Library provides full reference service facilities with regard to enquiries that are related to the official information needs of members.

**Press-cutting service** - The Library subscribes to the computerised press-cutting service of the Institute of Contemporary History of the University of the Orange Free State. This facility enables the Library to retrieve press-cutting information by means of a computer terminal linked to the Institute's data base and to provide library users with copies of press-cuttings from over fifty South African newspapers and periodicals.

**Photocopying** - The Library's photocopying facilities are available for purposes of information provision related to official requirements and photocopies of parts of documents and publications from the Library's collection are supplied at a tariff.



**Use of the Library's fax facility** - Although the Library's fax machine is reserved for internal purposes, members will, however, be allowed in cases of extreme urgency to use this facility at the current tariff, provided that the Secretary's permission has been obtained.

**Accessions list** - Members are regularly supplied with an accessions list entitled ***New Accessions***, which contains information in respect of new publications added to the Library collection.

**An information circular**, containing more comprehensive information on the library's services and facilities, as well as the rules relating to its utilization, will be distributed to members.

**Enquiries** - Members are welcome to direct enquiries regarding any aspect of the Library, its services and facilities to the Chief Librarian, Mr G Swanepoel, at telephone number 403 2126/9, Room S17A.



## **CATERING FACILITIES**

### **SENIOR CATERING STAFF**

**Catering Manager:** Nigel Crompton (Ext 3467)

**Assistant Catering Manager:** Mr Fezile Martin (Ext 3473)

**Control Steward:** Johan Henn (Ext 2154)

### **DINING ROOMS AND LOUNGES**

#### **(A) Second Floor (National Assembly Wing) - (Halaal)**

Meals provided:

1. Four course meal - R16,00 - served from 12:30-14:00 and from 18:30-20:00 in the event of an evening sitting - booking essential (Ext 2154) before 10:30 on day of luncheon/supper.
2. One course meal - R6,25 - served from 12:30-14:00 and from 18:30-20:00 in the event of an evening sitting - no bookings.

Snacks provided:

Snack items (tea, coffee, sandwiches, etc) available from 09:00-11:30 and tea, coffee and cake available from 15:00 to adjournment of Houses (prices available at venue).

#### **(B) Main Dining Room**

Meals provided:

1. Four course meal - R16,00 - served from 12:30-14:00 and from 18:30-20:00 in the event of an evening sitting - booking essential (Ext 2154) before 10:30 on day of luncheon/supper.
2. One course meal - R6,25 - served from 12:30-14:00 and from 18:30-20:00 in the event of an evening sitting - no bookings.

Snacks provided:

Snack items (tea, coffee, sandwiches, etc) available in dining room and lounges from 09:00-11:30 and tea, coffee and cake available in dining room and lounges from 15:00 to adjournment of Houses (prices available at venue).

VIP Function Room (booking essential for private functions), two coffee lounges and bar facilities are available.

#### **(C) Marks Building**

Meals provided:

1. Four course meal - R16,00 - served from 12:30-14:00 and from 18:30-20:00 in the event of an evening sitting - booking essential (Ext 2154) before 10:30 on day of luncheon/supper.



2. One course meal - R6,25 - served from 12:30-14:00 and from 18:30-20:00 in the event of an evening sitting - no bookings.

Snacks provided:

Snack items (tea, coffee, sandwiches, etc) available in dining room and lounges from 09:00-11:30 and tea, coffee and cake available in dining room and lounges from 15:00 to adjournment of Houses (prices available at venue).

Two coffee lounges and bar facilities are available.

**(D) De Goede Hoop Building**

1. One course meal - R6,25 - served from 12:30-14:00 - no bookings.
2. Snack items (tea, coffee, sandwiches, etc) available from 09:00-11:30 and tea, coffee and cake available from 15:00 to adjournment (prices available at venue).

Bar facilities are available.



## **RECREATION FACILITIES**

Billiard rooms, a squash court, gymnasium and saunas are provided in the parliamentary building complex and are for the exclusive use of members. These facilities are not available on Sundays and public holidays.

### **GYMNASIUMS (2) WITH SAUNA FACILITIES**

Situated on second floor of the old Assembly Wing and in first basement of the National Assembly Wing.

### **SQUASH COURT**

Situated on the second floor of the old Assembly Wing opposite the gymnasium.

### **BILLIARD ROOMS (2)**

Room V222, old Assembly Wing (2 tables) and Room MG1, Marks Building (1 table).



## **HOUSEHOLD SERVICES**

(M K Mansura: Room EG36: Ext. 2372)

### **FACILITIES FOR MEMBERS**

#### **PARKING FACILITIES**

The Department of Public Works provides undercover parking for members in the Stalplein parking garage with entrances from Roeland Street, Parliament Street or Plein Street. In view of the limited number of bays available to members, the Department of Public Works will only issue one parking disc per member of Parliament.

The allocation of reserved parking bays to members is undertaken by the Whips.

If no parking is available in the Stalplein parking garage members are requested to use either the parking next to the Goede Hoop Building or the parking next to Garmor House in Plein Street.

Members may apply for parking permits at the office of the Head: Household Services (room V 125, Old Assembly Wing: ext. 2486/2489) who will submit their requests to the Department of Public Works.

#### **MEDICAL EMERGENCY ROOMS**

The two medical emergency rooms are Room V25, Old Assembly Wing (phone 2230), and Room E1, National Assembly Wing (phone 2343). A bleeper service is also available: dial **45-8511** and ask for **6210**. During sessions the emergency rooms are manned by registered nursing sisters who are trained to deal with both medical emergency cases and minor ailments. This medical service is linked by radio to the Metro Emergency Services. A helicopter landing pad in the grounds of Parliament can be used in emergency cases, ensuring that a patient can be transported to the nearest hospital in a matter of minutes.

#### **READING ROOMS**

Newspaper reading rooms, providing a selection of national and local daily/weekly newspapers, are situated in room V25 on the ground floor of the Old Assembly Wing and in a room adjacent to the Senate lobby in the Gallery Hall.

Further reading rooms are to be established in room G46 on the ground floor of Marks Building, in room 3.38 on the third floor of the National Assembly Wing and on the ground floor of the Goede Hoop Building.

#### **SERVICE OFFICERS**

Service Officers are stationed throughout the building and are responsible for the cleaning of offices and may be utilized by members for errands within the parliamentary complex.

#### **POSTAL SERVICES**

A final decision has still to be taken in regard to the posting of members' mail. The present situation is that members are required to affix postage stamps on any item to be posted.

#### **OFFICE ALLOCATION**

Whips are responsible for the allocation of offices to members and their support staff.



## **TELEPHONE FACILITIES FOR MEMBERS**

1. **EXTENSION TELEPHONES IN OFFICES:** Every office is supplied with an extension telephone.
2. **MEMBERS' CALLS:** Members are entitled, at the expense of Parliament, to 2 250 units per month.
3. **MEMBERS' SECRET CODES:** The telephones in members' offices, as well as those in the booths in the Lobbies and in the various Committee Rooms or recreational areas, are programmed to accept a secret code. Each member has a different code, which must be entered when making calls. The use of secret codes is limited to session time only, but special arrangements may be made for members wishing to use this facility during recess time.
4. **PUBLIC ADDRESS SYSTEM :** A public address system is in operation in the Building. When a member receives a telephone call but is not at his extension he will be called on the public address system. By dialling 9 from any extension the member will be connected to the call.

[Further enquiries:

J Loubser – Head: Household Services  
Room V125, Ext. 2486]



## **SEATING ARRANGEMENTS**

The allocation of seats in the Chamber is the responsibility of the Chief Whip of the majority party in consultation with the other whips.

It is essential that the seating arrangements or any changes be received timeously by the Table Staff so that they may inform the Technical Services section, which is responsible for placing the correct electronic voting cards at the seats allocated by the whips.



## **TECHNICAL SERVICES**

The Technical Services Department is responsible for the installation and maintenance of all electronic equipment serving Parliament.

This includes the sound systems in all Chambers and committee rooms, the electronic voting system, the closed-circuit television, all Hansard recording equipment and the computer networks supporting the Hansard, Legislation, Committee, Library and Finance sections.

In the National Assembly Chamber and the Senate we have colour television cameras which enable us to televise the proceedings of Parliament and to distribute this via our own in-house studio.

We also provide feeds for outside broadcasters such as the SABC. They either broadcast debates live or record them for later use. This will shortly be possible from the old House of Assembly Chamber too, as we are going to install colour cameras there. Although the old House of Delegates Chamber is fitted with TV cameras, these are monochrome and therefore not entirely suitable for broadcasting.

Usually the Opening of Parliament, the Main Budget Speech and Questions to the President without Notice are broadcast by the SABC.

In the National Assembly Chamber we have an electronic voting system. This system allows for voting to be completed quickly and efficiently. Traditionally - as is still done in the other Chambers - voting is done by members moving from one side of the Chamber to the other followed by the counting of heads. In a large Chamber this method would be time-consuming and disruptive.

For purposes of voting, each member is supplied with a voting card which is placed in the drawer of a front bench or on the writing flap of a back bench.

When a division occurs and voting commences, the presiding officer will ask members to check their voting cards to ensure that each member's name and party appear on his/her card. The presiding officer will then instruct members to insert the cards into the voting slots on their desks.

You must ensure that the cards are placed into the slots correctly. Your card must be inserted into the slot with the name label facing towards the buttons on the front of the unit. Once the cards have been placed into the slots, two lights will flash - one opposite the blue button and one opposite the red button. To vote "yes" you will need to press the blue button. To vote "no" you will need to press the red button. You will know whether you have voted successfully if the light opposite the button you have chosen remains on.

When all members have voted the presiding officer will ask them to remove their cards, the voting will be closed by the Table Assistant and the result will be handed to the presiding officer.

If members or whips would like a demonstration of the voting procedure, I would be pleased to do some test voting with you.

Head of Section:	TONY MEEHAN	Office E241	Tel 2798
Technicians:	ANTHONY JAMES	E242	2799
	ADRIAN PYM	E239	2796
	MANDISA NTOMBELA	E235	2801
	RIYAZ GAFFOOR	E235	2801



## **DATA DEPARTMENT**

**Department** : DATA

**Location** : First Floor, Barclays Bank Building

**Tel** : 2699/2698

**Staff** : JA de Roubaix

N Loubser

S Kennedy

J Ellis

C van Reenen

1 Messenger

**Functions** : Responsible for all Novell networking applications, user requirements and back-up of all data

Assembling reporter takes into speeches

Assembling speeches into debates and printing for translation

Separation of translated debates into single language documents and printing

Electronic transmission of all data for bills, debates, order papers, tablings, questions and minutes to various commercial printers.

Recording all transmissions to printers as well as the receipt and distribution of all debate related printed matter from the printers

Handling, conversion and recording of all Bills

Handling the random selection of member names for questions to the President

Conversion of word processor to word processor formats for internal use

Hand holding, customizing and trouble shooting XyWrite and other applications for all users

Data recovery and salvage on hard and removable media

Preparation of material for in-house printing



**FERNWOOD / PARLIAMENTARY ASSOCIATION**

To be delivered orally.



## **STAFF ESTABLISHMENT**

The Staff Establishment of Parliament is in general terms made up of three components: The Secretariat, professional staff and service staff.

The Secretariat consists of the Secretary, the Deputy Secretary and a number of senior Under Secretaries and Under Secretaries. The Secretariat are assisted by two legal advisers and the Table Assistants. The Secretariat are responsible for the overall management of Parliament.

The professional staff are employed in the following sections

1. Legislation and proceedings: This section's functions include preparation and printing of bills obtained in manuscript form from State departments, preparation of Minutes and Order Papers and assistance to the relevant Under Secretary with preparation of Questions and Question Papers.
2. Committee Section: This section is responsible for all aspects of the functioning of Parliamentary Committees.
3. Hansard Reporting: Staff in this section are responsible for reporting all debates in open sittings in the various plenary forums.
4. Hansard Translation: This section does all the translation work of debates and, together with the Reporting Section, provides interpretation services.
5. Library of Parliament.
6. Finance Section: This section is responsible for drawing up the Parliamentary Budget and for payment to members of their salaries and allowances.
7. Administration: This section is responsible for all staff members, the registration of correspondence and papers, and stores management.
8. The Clerk of the Papers, who is responsible for all official papers tabled in Parliament, falls under the Section: Legislation and Proceedings.
9. The Public Relations Section: This section, apart from its duties of receiving visitors to Parliament and arranging visits, also issue permits to enable visitors to attend debates.
10. Data and technical services.

The service staff are responsible for a wide variety of functions and broadly fall within the following sections:

1. catering services
2. cleaning services
3. messenger services, within the chambers and the Parliamentary buildings
4. caretakers and security services
5. printing and binding sections

After an extensive recruitment drive in the first quarter of this year, the staff presently number 261 professional staff and 366 service staff, giving a total establishment, covering all three forums (National Assembly, Senate and Constitutional Assembly), of 627 staff.



## ***PUBLIC RELATIONS SECTION***

### LOCATION

The front office of the Public Relations Section is situated in Room V.12, which is the second office, after the Gate House entrance, the main public entrance to the House of Parliament.

Telephone:               021 - 403 2460 / 1  
Facsimile:               021 - 403 5372

---

### VISITORS TO PARLIAMENT

All visitors to Parliament are regarded and treated as guests of the Speaker or the President of the Senate, be they individuals or small or large groups that have come by prior arrangement, or strangers that have arrived unannounced.

Visitors of individual members are the responsibility of the member concerned, and should preferably be informed beforehand as to where the member can be located.

### PARLIAMENTARY RECESS

During the parliamentary recess guided tours of the building are offered from Mondays to Fridays at 11:00 and 14:00, respectively. These tours are conducted by staff of Parliament and last approximately one hour.

We prefer larger groups to contact us beforehand in order to make the necessary arrangements for them.

### PARLIAMENTARY SESSIONS

As a rule guided tours of the building are not offered during the duration of parliamentary sessions, but arrangements are then made for visitors to attend debates in the National Assembly and/or the Senate.

### TO ATTEND DEBATES

Members and senators are requested to complete an application form in Room V.12 for gallery tickets for their guests.

### THE ALLOCATION OF SEATS IN THE GALLERY IN THE NATIONAL ASSEMBLY

#### The President's Bay:

The seats in the President's Bay are reserved for the exclusive use of guests of the President and the Deputy Presidents and Diplomats of Ambassadorial rank.

Tickets to these seats are issued by the President's office and by the offices of the Deputy Presidents.

#### The Speaker's Bay:

The seats in the Speaker's Bay are reserved for the exclusive use of guests of the Speaker and the Deputy Speaker and the President and Deputy President of the Senate.

Tickets to these seats are issued to guests by the Speaker's office.



The Gallery:

The seats in the section opposite the President's Bay are reserved for diplomatic officials (Ambassadors prefer to use the President's Bay.)

Senators' and members' and senators' companions are kindly requested to collect tickets to the Gallery from Room V.12

SPECIAL DEBATES

On special occasions - such as the opening of Parliament - seats in the gallery are, as far as possible, allocated only to persons on the official list of precedence who have responded to their invitations.

On other occasions, such as the Budget Debate, members may be restricted to one seat on the gallery, on application.

Tickets must be collected from **ROOM V.12** by 11:00 on the morning of the debate. After this, we work on a "*first come, first served-basis*".

THE SENATE

The first three rows in the public gallery in the Senate are reserved for companions of senators and members of the National Assembly who wish to attend a session of the Senate.

The bays on the side are reserved for the exclusive use of guests of the President and the Deputy President of the Senate and the Speaker and the Deputy Speaker. The President of the Senate's Office is responsible for the allocation of the tickets in these bays.



## **LIAISON WITH OTHER PARLIAMENTS AND INTERNATIONAL ORGANISATIONS**

1. The international parliamentary organization with which the South African Parliament has had the most contact over the past few years is the Inter-Parliamentary Union (IPU), the world organization of Parliaments of sovereign States. This contact has consisted mainly of supplying their headquarters in Geneva with specific information on the South African Parliament as required by them for updating their data base and for inclusion in their various regular publications and special reports. The South African Parliament is not yet a member of this organisation, which consists of 129 national Parliaments and three international parliamentary assemblies as Associate Members.

The IPU, which was formed in 1889, was the first world-wide political organization to promote the concept of peace and international arbitration. It fosters contacts, co-ordination, and the exchange of experience among Parliaments and parliamentarians of all countries. It considers questions of international interest and concern, and expresses its views on such issues in order to bring about action by Parliaments.

The IPU supports the efforts of the United Nations, whose objectives it shares, and works in close co-operation with it. It also co-operates with regional inter-parliamentary organizations, as well as with international inter-governmental and non-governmental organizations which are motivated by the same ideals.

The principal body of the IPU is the Inter-Parliamentary Conference, which meets twice a year - each time in a different country - and brings together some 500 parliamentarians to study international problems and make recommendations for action. In addition, the IPU organizes specialized world-wide or regional conferences, bringing together parliamentarians and experts for the in-depth study of specific problems.

2. Since South Africa has rejoined the Commonwealth of Nations, the South African Parliament is eligible for membership of the Commonwealth Parliamentary Association (CPA). This organization consists of 122 Association Branches, with a total membership of over 10 500 members, in the Parliaments and Legislatures of the nations, states, provinces and territories of the Commonwealth of Nations. Branches are grouped geographically into eight regions of the Commonwealth, namely Africa; Asia; Australia; British Islands and Mediterranean; Canada; Caribbean, the Americas and the Atlantic; Pacific; and South-East Asia.

The CPA provides the sole means of regular consultation among such members and seeks to foster understanding and co-operation among them. It also seeks to promote the study of and respect for Parliament. It pursues these objectives by means of annual Commonwealth Parliamentary Conferences, regular regional conferences and seminars, the interchange of delegations, the publication of newsletters and journals, of which the chief one is The Parliamentarian, which appears quarterly, and the provision of information and practical assistance through its Parliamentary Information and Reference Centre in London.

It is of interest to note that in 1911 the Parliament of South Africa was one of the founding members of the Empire Parliamentary Association, which evolved into the present-day Commonwealth Parliamentary Association.



## **FINANCE**

The Finance Section of Parliament is situated on the 4th floor of the Marks Building. The main responsibilities of this section are the following:

1. Salaries and allowances of Members, Senators and staff.
2. Handling of all claims (travelling - Standing Committees, etc.)
3. Travelling facilities
4. Budgeting
5. Deductions made from salaries, ie
  - (a) Income Tax
  - (b) Pension contributions
  - (c) Parmed Medical Aid
  - (d) House rent for Government villages

Enquiries with regard to any of the above and other financial matters will be handled by this section - telephone ext 3100 or Rooms 410/413.



## **PARMED MEDICAL AID SCHEME**

### **THE HISTORY**

Parmed Medical Aid Scheme was established on 14 April 1975 in terms of the Parliamentary and Provincial Medical Aid Scheme Act (No. 28 of 1975), the date of commencement being 1 April 1975. The object of this Act was inter alia

"to provide for compulsory membership of the Parmed Medical Aid Scheme of members of certain legislative bodies and of certain other persons and to provide for the deduction of contributions payable to the said medical aid scheme from the salaries payable to certain persons".

### **MEMBERSHIP**

1. Membership of Parmed is restricted to all members of parliament (including Ministers and Deputy Ministers), members of provincial councils (including members of the executive committee of a province), judges of the Supreme Court and any other office-bearer in the service of the Republic approved by the State President (e.g. certain ambassadors).
2. A member retains his/her membership when he/she ceases to perform the service referred to above, at which time he/she becomes a "continuation member"; there is no change in his/her benefit entitlement.

### **CONTRIBUTIONS**

1. The contributions payable by members are uniform throughout and differentiated only according to the number of dependents registered to each member.
2. The State subsidises members' contributions on a 2:1 basis. The subsidy applicable to continuation members is based on a sliding scale, starting at 31,67% for one year's completed service and ending at 66,67% for eight or more years' service.

### **BENEFITS**

Parmed pays 100% of the Scale of Benefits (as determined by the Representative Association of Medical Schemes) for all benefits except for medicine, where the benefit is 80%. However, a number of benefits are subject to limits, e.g. special dentistry, physiotherapy, medicines, etc. "Gap cover" has been available to members on a voluntary basis in respect of those costs which exceed the Scale of Benefits when incurred in a hospital during a stay of two days or longer.

### **FINANCIAL**

The Scheme's current financial position is very sound, with reserves representing 38,7% of the annual contribution income.

### **MANAGEMENT**

The affairs of the Scheme are managed by a Management Committee that (currently) comprises seven members of Parliament nominated by the Speaker, an appointed judge of the Supreme Court and two elected continuation members.

### **ADMINISTRATION**

Since inception, Parmed has been administered by Medscheme (Pty) Ltd in Randburg. Members can, however, be assisted at any one of Medscheme's offices countrywide.

<b><u>Contact person:</u></b>	Ms Selome Oberholzer	Tel: (011) 329-0381
<b><u>Responsible Director:</u></b>	Mr P J van der Merwe	Tel: (011) 329-0546