

PRIME MINISTER'S DEPARTMENT.

CANBERRA,

In reply quote No. 62/2396

24th June, 1964.

MEMORANDUM TO ALL DEPARTMENTS:

The Budget Session of Parliament is expected to begin early in August. Departments and Authorities are reminded of the Prime Minister's wish to have their statutory reports available to Members and Senators for consideration before the commencement of the Estimates debate.


Your co-operation is again requested in ensuring the production of reports in time for the Estimates debate, or if this does not prove possible, in the preparation of interim statements. For your information, the discussion at the committee stage of the Appropriation Bill (i.e., the Estimates debate) is likely to commence towards the end of August.

The Prime Minister has directed that this Department should make the necessary arrangements for tabling reports. When reports are ready for tabling it would be appreciated if the following procedure could be followed:-

- (a) Four copies of the report to be sent to the Parliamentary Liaison Officer, Prime Minister's Department, Canberra, with a request to arrange tabling.
- (b) An additional 226 copies to be addressed to the Parliamentary Liaison Officer, Prime Minister's Department, C/- Room M.103, Parliament House, Canberra. These copies are required for distribution to Senators, Members, the Parliamentary Library and the Press.

When reports are received, the Parliamentary Liaison Officer will arrange the date of tabling with the relevant Minister in the House and the Senate and prepare the formal tabling statements. He will also arrange distribution to the Press with the Government Public Relations Officer.

Any report which is tabled may subsequently be ordered by the Parliament to be printed. In having reports prepared for tabling Departments and Authorities should therefore observe, where possible, the Parliamentary Printing Committee's requirements. If they are in any doubt about these they should consult the Government Printer.


(P. J. Lawler)
Acting Secretary.