

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Budget Estimates Spill-over May 2017

Communications Portfolio

Department of Communications and the Arts

Question No: 278

Program 1.1

Hansard Ref: Page 3, 15/06/2017

Topic: Communication to agencies – QoN timeliness

Senator Urquhart, Anne asked:

Senator URQUHART: Are you able to provide us with a copy of the letter you sent off to NBN and the portfolio agencies?

Dr Smith: I can certainly do that.

Answer:

Please find attached a copy of the letters sent to portfolio agencies from Dr Heather Smith on 9 June 2017 excluding the letter sent to NBN Co. A copy of the letter sent to NBN Co was tabled during the spill-over hearing on 15 June 2017.

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Australian Government

Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Mr Tony Grybowski
Chief Executive Officer
Australia Council
PO Box 788
STRAWBERRY HILLS NSW 2012

Dear Mr Grybowski *Tony*

Senate Environment and Communications Legislation Committee and Senate Estimates Questions on Notice

I am writing to you to thank the Australia Council for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the Australia Council to continue to focus on timely submission of questions on notice in the future.

By now the Australia Council should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **9 June 2017**
- answers to questions on notice must be submitted with the Minister's Office no later than **23 June 2017**
- all answers to questions on notice must be lodged with the Committee no later than **7 July 2017**.

If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if the Australia Council require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government

Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Mr Paul Burke
Group Executive
Office of the Managing Director
Australia Post
19th Floor
111 Bourke Street
MELBOURNE VIC 3000

Dear Mr Burke

Paul

Senate Environment and Communications Legislation Committee and Senate Estimates Questions on Notice

I am writing to you to thank the Australian Postal Corporation (Australia Post) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask Australia Post to continue to focus on timely submission of questions on notice in the future.

By now Australia Post should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **15 June 2017**
- answers to questions on notice must be submitted with the Minister's Office no later than **23 June 2017**
- all answers to questions on notice must be lodged with the Committee no later than **7 July 2017**.

If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if Australia Post require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandenbroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government

Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Ms Michelle Guthrie
Managing Director
Australian Broadcasting Corporation
GPO Box 9994
SYDNEY NSW 2001

Dear Ms Guthrie *Michelle*

Senate Environment and Communications Legislation Committee and Senate Estimates Questions on Notice

I am writing to you to thank the Australian Broadcasting Corporation (ABC) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the ABC to continue to focus on timely submission of questions on notice in the future.

By now the ABC should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **19 June 2017**
- answers to questions on notice must be submitted with the Minister's Office no later than **23 June 2017**
- all answers to questions on notice must be lodged with the Committee no later than **7 July 2017**.

If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if the ABC require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government

Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Mr Richard Bean
Acting Chair
Australian Communications and Media Authority
PO Box Q500, Queen Victoria Building
SYDNEY NSW 1230

Dear Mr ~~Bean~~ *Richard*

Senate Environment and Communications Legislation Committee and Senate Estimates Questions on Notice

I am writing to you to thank the Australian Communications and Media Authority (the ACMA) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the ACMA to continue to focus on timely submission of questions on notice in the future.

By now the ACMA should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **19 June 2017**
- answers to questions on notice must be submitted with the Minister's Office no later than **23 June 2017**
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If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if the ACMA require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government

Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Mr Neil Peplow
Chief Executive Officer
Australian Film, Television and Radio School
PO Box 2286
STRAWBERRY HILLS NSW 2012

Dear Mr Peplow

Neil

**Senate Environment and Communications Legislation Committee and Senate
Estimates Questions on Notice**

I am writing to you to thank the Australian Film, Television and Radio School (AFTRS) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask AFTRS to continue to focus on timely submission of questions on notice in the future.

By now AFTRS should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **19 June 2017**
- answers to questions on notice must be submitted with the Minister's Office no later than **23 June 2017**
- all answers to questions on notice must be lodged with the Committee no later than **7 July 2017**.

If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if AFTRS require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017



Australian Government

Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Mr Kevin Sumption
Director
Australian National Maritime Museum
Wharf 7, 58 Pirrama Road
PYRMONT NSW 2009

Dear Mr Sumption *Kevin*

Senate Environment and Communications Legislation Committee and Senate Estimates Questions on Notice

I am writing to you to thank the Australian National Maritime Museum (ANMM) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the ANMM to continue to focus on timely submission of questions on notice in the future.

By now the ANMM should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **16 June 2017**
- answers to questions on notice must be submitted with the Minister's Office no later than **23 June 2017**
- all answers to questions on notice must be lodged with the Committee no later than **7 July 2017**.

If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if the ANMM require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith
9 June 2017

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Australian Government
Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Ms Deborah Ely
Chief Executive Officer
Bundanon Trust
PO Box 3343
NOWRA NORTH NSW 2541

Dear Ms Ely *Deborah*

**Senate Environment and Communications Legislation Committee and Senate
Estimates Questions on Notice**

I am writing to you to thank Bundanon Trust for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask Bundanon Trust to continue to focus on timely submission of questions on notice in the future.

By now Bundanon Trust should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **16 June 2017**
- answers to questions on notice must be submitted with the Minister's Office no later than **23 June 2017**
- all answers to questions on notice must be lodged with the Committee no later than **7 July 2017**.

If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if Bundanon Trust require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government

Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Ms Fiona Menzies
Chief Executive Officer
Creative Partnerships Australia
Level 4, 2-4 Kavanagh Street
SOUTHBANK VIC 3006

Dear Ms Menzies *Fiona*

Senate Environment and Communications Legislation Committee and Senate Estimates Questions on Notice

I am writing to you to thank Creative Partnerships Australia for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask Creative Partnerships Australia to continue to focus on timely submission of questions on notice in the future.

By now Creative Partnerships Australia should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **16 June 2017**
- answers to questions on notice must be submitted with the Minister's Office no later than **23 June 2017**
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If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if Creative Partnerships Australia require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government
Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Ms Daryl Karp
Director
Museum of Australian Democracy at Old Parliament House
PO Box 3934
MANUKA ACT 2603

Dear Ms Karp

Daryl

**Senate Environment and Communications Legislation Committee and Senate
Estimates Questions on Notice**

I am writing to you to thank the Museum of Australian Democracy at Old Parliament House (MOAD) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask MOAD to continue to focus on timely submission of questions on notice in the future.

By now MOAD should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **16 June 2017**
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If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if MOAD require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017



Australian Government
Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Ms Meg Labrum
A/Chief Executive Officer
National Film and Sound Archive
GPO Box 2002
CANBERRA ACT 2601

Dear Ms Labrum *Meg*

**Senate Environment and Communications Legislation Committee and Senate
Estimates Questions on Notice**

I am writing to you to thank the National Film and Sound Archive (NFSA) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the NFSA to continue to focus on timely submission of questions on notice in the future.

By now the NFSA should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **16 June 2017**
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If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if the NFSA require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government
Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Dr Gerard Vaughan AM
Director
National Gallery of Australia
PO Box 1150
CANBERRA ACT 2601

Dear Dr Vaughan *Gerard*

**Senate Environment and Communications Legislation Committee and Senate
Estimates Questions on Notice**

I am writing to you to thank the National Gallery of Australia (NGA) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the NGA to continue to focus on timely submission of questions on notice in the future.

By now the NGA should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **16 June 2017**
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If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if the NGA require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government
Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Dr Marie-Louise Ayres
Director-General
National Library of Australia
Parkes Place West
CANBERRA ACT 2600

Dear Dr Ayers *Marie-Louise*

**Senate Environment and Communications Legislation Committee and Senate
Estimates Questions on Notice**

I am writing to you to thank the National Library of Australia (NLA) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the NLA to continue to focus on timely submission of questions on notice in the future.

By now the NLA should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

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If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if the NLA require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government
Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Dr Mathew Trinca
Director
National Museum of Australia
GPO Box 1901
CANBERRA ACT 2601

Dear Dr Trinca *Mathew*

**Senate Environment and Communications Legislation Committee and Senate
Estimates Questions on Notice**

I am writing to you to thank the National Museum of Australia (NMA) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the NMA to continue to focus on timely submission of questions on notice in the future.

By now the NMA should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government
Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Mr Angus Trumble
Director
National Portrait Gallery of Australia
GPO Box 1400
CANBERRA ACT 2601

Dear Mr ~~Trumble~~ *Angus*

**Senate Environment and Communications Legislation Committee and Senate
Estimates Questions on Notice**

I am writing to you to thank the National Portrait Gallery of Australia (NPGA) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the NPGA to continue to focus on timely submission of questions on notice in the future.

By now the NPGA should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **16 June 2017**
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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017



Australian Government

Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Ms Julie Inman-Grant
Commissioner
Office of the Children's eSafety Commissioner
PO Box Q500, Queen Victoria Building
SYDNEY NSW 1230

Dear Ms Inman-Grant

Julie

Senate Environment and Communications Legislation Committee and Senate Estimates Questions on Notice

I am writing to you to thank the Office of the Children's eSafety Commissioner (OCeSC) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the OCeSC to continue to focus on timely submission of questions on notice in the future.

By now the OCeSC should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **16 June 2017**
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If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if the OCeSC require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government
Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Mr Graeme Mason
Chief Executive Officer
Screen Australia
GPO Box 3984
SYDNEY NSW 2001

Dear Mr ~~Mason~~ *Graeme*

**Senate Environment and Communications Legislation Committee and Senate
Estimates Questions on Notice**

I am writing to you to thank Screen Australia for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask Screen Australia to continue to focus on timely submission of questions on notice in the future.

By now Screen Australia should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **19 June 2017**
- answers to questions on notice must be submitted with the Minister's Office no later than **23 June 2017**
- all answers to questions on notice must be lodged with the Committee no later than **7 July 2017**.

If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if Screen Australia require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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Australian Government

Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Mr Michael Ebeid
Managing Director
Special Broadcasting Service
Locked Bag 028
CROWS NEST NSW 1585

Dear Mr Ebeid *Michael*

Senate Environment and Communications Legislation Committee and Senate Estimates Questions on Notice

I am writing to you to thank the Special Broadcasting Service (SBS) for its timely submission of questions on notice from the Senate Environment and Communications Legislation Committee.

At the recent Budget Estimates Hearings, the Portfolio was reminded of its obligations regarding questions on notice and providing responses back to the Committee by the due date and I ask the SBS to continue to focus on timely submission of questions on notice in the future.

By now the SBS should have received correspondence from the Department outlining process and dates for the return of responses to questions on notice. I would like to reiterate the following key dates:

- answers to questions on notice returned to the Department no later than **15 June 2017**
- answers to questions on notice must be submitted with the Minister's Office no later than **23 June 2017**
- all answers to questions on notice must be lodged with the Committee no later than **7 July 2017**.

If constraints are identified that could lead to the delayed submission of questions on notice please notify the Department as soon as possible. This will allow the Department to liaise with the Committee to alert them ahead of time of any potential delays. Similarly if the SBS require clarification from the Committee in relation to particular questions, please alert the Department as soon as is practical to ensure early advice can be sought from the Committee.

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If you have any questions regarding this matter, the contact officer in the Department is Ms Sarah Vandebroek, Assistant Secretary, Finance and Business Services, who can be contacted on [REDACTED] or by email at [REDACTED].

I trust this information will assist with the timely preparation and lodgement of responses to questions on notice.

Yours sincerely

Heather Smith

9 June 2017

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