Dear Sir/Madam

Thank you for your email, interest in or submission to the Tune Review.

In view of the recent election, visibility and continuing interest in the Review, the deadline for submissions has been extended to Sunday 30 June 2019.

Tune Review

Led by former Department of Finance Secretary Mr David Tune, the Functional and Efficiency Review is considering and will make recommendations on:

- the enduring role of the National Archives in the protection, preservation and use of Commonwealth information;
- how the National Archives might best perform this role; and
- what powers, functions, resources, and legislative and governance frameworks the National Archives needs to effectively and efficiently undertake this role in the digital age.

More information on the scope of the Review can be found in the Terms of Reference.

Making a submission

The National Archives encourages our valued stakeholders and clients to contribute to the Tune Review. We welcome your thoughts about our role, functions, purposes, services and resourcing.

Writing a submission

The best submissions:

- clearly address some or all of the terms of reference—you do not need to address each one
- are relevant and highlight your own perspective
- are concise, generally no longer than four to five pages
- begin with a short introduction about yourself or the organisation you represent
- emphasise the key points so that they are clear
- outline not only what the issues are but how problems can be addressed, as the Reviewer looks to submissions for ideas to make recommendations
- only include documents that directly relate to your key points
- only include information you would be happy to see published on the internet.

Submissions that include complex argument, personal details or criticise someone may take longer to process and consider.
Delivering your submission

Please address your submission to:

Mr David Tune AO PSM
Independent Reviewer
c/o Tune Review Secretariat
National Archives of Australia
Queen Victoria Terrace
Parkes ACT 2600

Please email your submission to review@naa.gov.au. They can also be mailed to the above address.

Please ensure you include your full name, address, phone and contact details for acknowledgment.

What happens to my submission?

All submissions will be accepted and considered by the Review. You will receive an email to acknowledge receipt of your submission.

All submissions to the Review will be considered as public, unless you specifically request it not be made public. In this instance, it will only be noted publicly that a submission was received from you, without disclosure of the submission’s content. Personal information contained in submissions will not be made public. A list of submissions will be noted in the Tune Review Report.

The revised closing date for submissions is Sunday 30 June 2019.

Other matters of interest

If your email is to raise other matters regarding the Tune Review, we will respond to your email directly, as soon as possible.

Kind regards,

The Tune Review Secretariat

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Tune Review Secretariat

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We acknowledge and pay our respects to the traditional custodians of this land and celebrate their ongoing culture and contribution to society.