



Australian Government

Department of Communications and the Arts

Dr Heather Smith PSM

Secretary

Mr Bill Morrow
Chief Executive Officer
NBN Co Limited
Level 11, 100 Arthur Street
NORTH SYDNEY NSW 2060

Dear Mr Morrow

B:11

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

I am writing to you to remind NBN Co Limited (NBN Co) of its obligations regarding Questions on Notice and providing responses back to the Senate Environment and Communications Legislation Committee in a timely manner.

As you would be aware, 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.

I have put in place internal administrative arrangements in the Department to ensure that questions on notice are forwarded to NBN Co in a timely manner and improve the coordination of responses being returned through the Department to the Committee.

By now NBN Co 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 **20 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**.

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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 NBN Co 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
7 June 2017