**FORMAL CORRESPONDENCE REGISTER**

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|  | Completed | **NSW Subcontractor Statement – November 2016**  Monthly declaration to Telstra for workers compensation, payroll tax and remuneration of ISGM subcontractors working on nbn™ activities | 20/01/2017 | Email/Letter | Samantha Van Cuylenburg | Peter Cook | Telstra NBN Delivery |  | n/a | n/a | n/a | Telstra require this from ISGM before nbn™ will agree to pay them. This will be an ongoing monthly requirement. |
|  | Completed | **Police Check**   * Letter to Telstra seeking waiver for Stephen Morris to continue working on an I&M Subcontractor Agreement | 19/01/2017  06/02/2017 | Email/Letter  Email | Nicole Blias  Brian Bennett | Keven Allan  Brooke O’Brien | Telstra CSD  Telstra Procurement |  | 24/01/2017 | Brooke O’Brien |  | Telstra questioning the need for them to give a waiver and also historically what actions ISGM have taken. |
|  | Open | **Project Alliance Agreement**   * Update for General Terms – Schedule 1 changing the Telstra Representative from Wayne Crace to Keven Allan | 17/01/2017 | Email/Letter | Brian Bennett | Brooke O’Brien | Telstra Procurement |  |  |  |  |  |
|  | Completed | **Business Continuity Plan**   * Telstra seeking evidence that ISGM has run a Disaster Recovery exercise | 16/01/2017 | Email/Letter | Brian Bennett | Alicia Ward | Telstra CSD |  | n/a | n/a | n/a | IT have conducted an exercise and evidence has been provided to Telstra. |
|  | Open | **KPI 8 Lead-In Provisioning**   * Letter to Telstra rejecting KPI 8 change for Lead-In Provisioning | 20/12/2016 | Email/Letter | Brian Bennett | Alicia Ward | Telstra CSD |  |  |  |  |  |
|  | Open | **Project Promise**   * Letter to Telstra requesting additional budget for Project Promise project team | 20/12/2016 | Email/Letter | Brian Bennett | Paul Bernays | Telstra CSD |  | 19/01/2017 | Paul Bernays |  | Telstra have advised that they will not be funding any positions for Project Promise |
|  | Open | **Non-Working Hand Offs**   * Letter to Telstra requesting additional budget for NWHO employees | 20/12/2016 | Email/Letter | Brian Bennett | Paul Bernays | Telstra CSD |  | 6/01/2017 | Paul Bernays |  | Telstra advised that they will not be funding positions for NWHO. |
|  | Open | **OMMA/CSLA**   * Email to Telstra seeking a solution for a variation process for this work | 19/12/2016 | Email | Aaron Farrell | Paul Bernays | Telstra CSD |  | 22/12/2016 | Paul Bernays |  | Telstra have developed an interim Variation process |
|  | Open | **Key Performance Indicators**   * A final draft to Telstra on KPIs for Module 1 & Module 2 | 7/12/2017 | Email/Letter | Brian Bennett | Brooke O’Brien | Telstra Procurement |  |  |  |  | Telstra cannot determine accurately the PIR amount based on TOW type so ISGM have agreed to the lower amount to apply in all cases. |
|  | Completed | **Network Storage Space**   * Affects Design work * Telstra File Server running out of space. Solution agreed | 6/12/2016 | Email | Rhode Li | Renton Chappell | Telstra IT Solutions |  | 10/12/2016 | Rhode Li |  | Issue finally resolved with Rhode Li now having a Telstra contact (Renton Chappell) to escalate any future issues. |
|  | Completed | **NSW Subcontractor Statement – October 2016**   * Monthly declaration to Telstra for workers compensation, payroll tax and remuneration of ISGM subcontractors working on nbn™ activities | 6/12/2016 | Email/Letter | Samantha Van Cuylenburg | Peter Cook | Telstra NBN Delivery |  | n/a | n/a | n/a | Telstra require this from ISGM before nbn™ will agree to pay them. This will be an ongoing monthly requirement. |
|  | Open | **Project Alliance Agreement**   * General terms – Schedule 2 – Pricing * Amended version to allow for Module 4 | 2/12/2016 | Email/Letter | Brian Bennett | Brooke O’Brien | Telstra Procurement |  |  |  |  |  |
|  | Open | **Project Catalyst**   * ISGMs pricing proposal | 30/11/2016 | Email/Letter | Brian Bennett | Paul Bernays | Telstra CSD |  |  |  |  |  |
|  | Completed | **Business Continuity Plan**   * Request by Telstra for information on how ISGM manage the BCP | 21/11/2016 | Email | Paul Bernays | Brian Bennett | Telstra CSD |  | 5/12/2016 | Brian Bennett |  | Telstra requested some information on how ISGM manage and test the BCP. |
|  | Completed | **Incentives for OMMA & Digital Subcontractors**   * Approval from Telstra to pay on Wireline and BCIMS average until data sorted correctly | 21/11/2016 | Email & Letter | Brian Bennett | Paul Bernays | Telstra CSD |  | 22/11/2016 | Paul Bernays |  | OMMA and Digital (Ocean) CCTs were disadvantaged as Telstra can’t separate their work type and supply data. Agreed to an interim solution. |
|  | Completed | **Network Storage Space**   * Affects Design work * Telstra File Server running out of space. | 10/11/2016 | Email | Brian Bennett | Paul Bernays | Telstra CSD |  | 18/11/2016 | Paul Bernays |  | Ongoing issue with Network Server storage space that has a potential impact on our Design teams. |
|  | Open | **Key Performance Indicators**   * Contract Variation for FY17 KPIs | 8/11/2016 | Email/Letter | Brian Bennett | Brooke O’Brien | Telstra Procurement |  |  |  |  | ISGM amended version sent back to Telstra for response. |
|  | Completed | **NSW Subcontractor Statement – September 2016**   * Monthly declaration to Telstra for workers compensation, payroll tax and remuneration of ISGM subcontractors working on nbn™ activities | 7/11/2016 | Email/Letter | Samantha Van Cuylenburg | Peter Cook | Telstra NBN Delivery |  | n/a | n/a | n/a | Telstra require this from ISGM before nbn™ will agree to pay them. This will be an ongoing monthly requirement. |
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|  | Open | **SmartTik Lead-In**   * Issue with scope of work and rates | 3/11/2016 | Email/Letter | Brian Bennett | Paul Bernays | Telstra CSD |  | 3/11/2016 | Keven Allan |  | Still open pending a 3 month review of the rate and scope of work. |
|  | Open | **A.C.N 162 884 040 aka Contractor Maintenance Services**   * Offer of payment on outstanding invoice claims | 26/10/2016 | Email/Letter | Brian Bennett | Daniel Galea | A.C.N 162 884 040 (CMS) |  |  |  |  | Outstanding dispute with subcontractor who no longer works for us. Waiting on him to respond to our settlement offer.  16/1/2017 – Follow up email asking for resolution sent to Daniel Galea. Read receipt on 27/1/2017. No response as yet. |
|  | Completed | **Building Code 2013**   * Declaration for Telstra that ISGM are complying with a PAA contractual requirement | 20/10/2016 | Email/Letter | Emeterio Cahoy | Brian Bennett | Telstra Internal Construct Contract Governance |  | 2/12/2016 | Brian Bennett |  | Contractual obligation under the PAA. |
|  | Completed | **Yarris**   * Contract extension for the use of Old ConSol until February 2017 | 13/10/2016 | Email/Letter | Samantha Van Cuylenburg | Hamish Goddard | Yarris (ConSol) |  | 27/10/2016 | Hamish Goddard |  | Old ConSol agreement has been extended until 28th February 2017 to allow for the transition of lead-in provisioning work to SmarTik. |
|  | Completed | **Sydtel Communications Pty Ltd**   * Letter of Termination * Letter with final wind up instructions | 10/10/2016 | Email/Letter | Luke Halley | Huss Hijazi | Sydtel Communications Pty Ltd |  | 8/11/2016 | Brian Bennett |  | Company was investigated and subsequently ISGM issued a “Termination for Convenience” notice. Termination date was 9th November 2016. |
|  | Completed | **Drake International (Paradigm)**   * Termination of their I&M Subcontractor Agreement | 13/09/2016 | Email/Letter | Brian Bennett | Peter Cirillo | Drake International |  | 5/12/2016 | Brian Bennett |  | Drake asked to terminate their agreement. 3 remaining employees established as subcontractors before we would end the agreement. Final end date was 5th December 2016. |
|  | Open | **Project Alliance Agreement - Module 4**   * This module allows for MDU Design work to be completed under a fully loaded rate * Incorporates Contract Variation 9 into the PAA * General Terms Schedule 2 Pricing also returned for Telstra review | 13/09/2016 | Email | Brooke O’Brien | Brian Bennett | Telstra Procurement |  | 28/10/2016 | Brian Bennett |  | Telstra are still considering if they want to proceed with Module 4. |
|  | Open | **PAA KPIs, SORs and PIR Response to Telstra**   * Key Performance Indicators * Schedule of Rates * Departures * Agreed FY17 envelope $61.27m * Plus $398,464 for OMMA/CSLA * Plus $123,567 for TM for Southern 25 * Profit Share 50/50 * Contingent fund | 12/9/2016 | Email/Letter | Brian Bennett | Paul Bernays | Telstra CSD |  |  |  |  | No response from Telstra |
|  | Completed | **ISGM NPS Incentive Model**   * Informing Telstra that ISGM will be allocating the NPS incentive on our internal measures in FY17 | 8/9/2016 | Email/Letter | Brian Bennett | Paul Bernays | Telstra CSD |  | n/a | n/a | n/a | ISGM are not contractually obligated to use Telstra’s NSBU measure. Letter to inform Telstra we will be allocating according to our own internal measures from now on. |
|  | Completed | **Insurance and Work Cover certificates**   * Annual PAA requirement to send to Telstra | 5/9/2016 | Email | Liz Fair | Brian Bennett | Telstra Internal Construct Contract Governance |  | 6/9/2016 | Brian Bennett |  | Annual contractual obligation under the PAA. |
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|  | Completed | **In Premises ISGM resource**   * Telstra agreeing to upskilling costings | 31/8/2016 | Email | Paul Bernays | Sarah Reddan | Telstra CSD |  | n/a | n/a | n/a | BCIMS/Ocean cross skilling cost approved. |
|  | Completed | **Telstra/ISGM Relationship Map** | 29/8/2016 | Email | Paul Bernays | Brian Bennett | Telstra CSD |  | 6/9/2016 | Brian Bennett |  | Relationship map will form the basis for an updated Governance schedule to be reviewed in February 2017. |
|  | Open | **Key Performance Indicators (KPIs)**   * ISGMs response and amendment to the PAA contract variation for I&M KPIs for FY17 | 11/08/2016 | Email/Letter | Brian Bennett | Paul Bernays | Telstra CSD |  |  |  |  | Telstra accepted in principle but still waiting on a formal PAA contract variation. |
|  | Completed | **NSW Subcontractor Statement – May to August 2016**  Monthly declaration to Telstra for workers compensation, payroll tax and remuneration of ISGM subcontractors working on nbn™ activities | 04/08/2016 | Email/Letter | Frank Mirabile | Peter Cook | Telstra NBn Delivery |  | n/a | n/a | n/a | Telstra require this from ISGM before nbn™ will agree to pay them. This will be an ongoing monthly requirement. |
|  | Completed | **Nedelkovski**   * Letter to Central CCT on disputed PIRs | 3/06/2016 | Email/Letter | Kristina Gelo/Brian Bennett | Steven Nedelkovski | Nedelkovski Pty Ltd |  | n/a | n/a | n/a | Region and HR unsure of the PIR process. Clarification given. |
|  | Completed | **Training Program**  **Cohorts 4 & 5**   * Approved budget for Regional 34 (Cohort 5) * Approved budget for Central 100 (Cohort 4) * Approved BAU for both | 22/04/2016 | Email/Letter | Brian Bennett | Paul Bernays | Telstra CSD |  | 29/04/2016 | Paul Bernays |  | No approval for ISGM management fee. |
|  | Completed | **Training Program**  **Cohort 6**   * Approved budget for National 300 (Cohort 6) * Approved BAU costs | 13/04/2016 | Email/Letter | Brian Bennett | Paul Bernays | Telstra CSD |  | 29/04/2016 | Paul Bernays |  | No approval for ISGM management fee |
|  | Completed | **Ocean Upskilling**   * Approved budget for Project Ocean Uplift (45 I&M and 29 BCIMS) | 13/04/2016 | Email/Letter | Brian Bennett | Paul Bernays | Telstra CSD |  | 15/04/2016 | Paul Bernays |  | Agreed to fund Ocean upskilling for $21,250 |
|  | Completed | **Business Continuity Plan**   * BCP sent to Telstra for review. This is a requirement under the PAA | 23/03/2016 | Email/Letter | David Kay | Michelle Kearney | Telstra Procurement |  | 23/03/2016 | Michelle Kearney |  | David Kay has reviewed and updated the BCP as it was 4 years old. |
|  | Completed | **Statement of Fact on IT Data Security**   * Letter from Deloitte’s confirming annual IT audit | 1/02/2016 | Email/Letter | Brian Bennett | Michelle Kearney | Telstra Procurement |  | 4/02/2016 | Michelle Kearney |  | Required by Telstra as part of their audit of our IT systems, transfer of data, data security and data encryption. |
|  | Completed | **PAA Contract Variation 8**   * This variation is the signing of the agreement for a further 5 years with a 5 year option to extend. * Contracts date of effect is 9th October 2015. | 12/10/2015 | Letter | Michelle Kearney | Liz Butcher | Telstra Procurement |  | n/a | n/a | n/a | This contract variation was needed to facilitate the signing of the extended PAA with Telstra. |

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