



Rev 3.0 | 14 August 2020  
Owner: Legal

## CATA Disclosure Form

### Explanatory notes:

- There is no prescribed, required form for a disclosure under the Whistleblower Regime. **nbn** has provided this document only as guidance and assistance if you want to speak up about any potential misconduct or improper state of affairs or circumstances at **nbn**. You can speak up by filling out this form and giving it to an Eligible Recipient (see the [Whistleblower Policy](#) for further information on how to make a disclosure and to whom a disclosure can be made).
- Capitalised terms are defined in the [CATA Glossary of Terms](#) available on **nbn**'s website <https://www.nbnco.com.au/corporate-information/about-nbn-co/policies/corporate-policies>.
- Not all disclosures of misconduct or wrongdoing will be disclosures under the Whistleblower Regime. If you are unsure as to whether your complaint constitutes a Qualifying Disclosure, please review the background information provided in the Whistleblower Policy and/or contact a WPO in accordance with the list of WPOs set out in that policy. Remember that you can safely seek independent legal advice as to your position, and how to make a disclosure. Please note that the **nbn** Legal Group represents **nbn**, so will not be able to provide independent legal advice to you.
- Please note that if you make a Qualifying Disclosure:
  - unless otherwise required by law/regulator guidance, **nbn** will handle your disclosure in accordance with the Whistleblower Policy.
  - You will be subject to certain obligations, but will also be afforded certain protections, under the Whistleblower Regime, which are summarised below.
  - The protections include, 1) your identity (or any information likely to lead to your identification) will be kept confidential, unless that information is disclosed with your consent or as permitted under the Whistleblower Regime, 2) you will be protected from retaliation or detriment and 3) you will be entitled to certain immunities.
  - As this form contemplates, you may make a disclosure anonymously, though this may make it more difficult for **nbn** to investigate your disclosure and to protect you against detrimental conduct.
  - You should not discuss the details of your disclosure with anyone who does not need to know. Discussions with these people will not be covered by the protections in the Whistleblower Regime.
  - **DO NOT** investigate any matter yourself. Doing so may hinder or compromise a potential investigation.



## 1. Preliminary matters

Please select, by ticking, one of the following three boxes:

I do not consent to my identity being disclosed, including to an Eligible Recipient, for the purposes of this disclosure. I would prefer to raise the issues in this form and remain anonymous.

**Note: if you ticked the above, please proceed to Part 2 below.**

Yes, I consent to my identity being disclosed for the purposes of the Whistleblower Regime, including the disclosure of information set out below, that could lead to my identification as a discloser. I give my permission that the information can be disclosed, for the purposes of the Whistleblower Regime, including to a WPO, and I acknowledge that my personal information is being collected by **nbn** for the purposes detailed in Part 4 '*Collection of Personal Information*',

Yes, I consent to my identity being disclosed to the Eligible Recipient to whom this disclosure is given only, and I do not consent to any further disclosure of my identity for the purposes of the Whistleblower Regime. I give my permission for that information to be disclosed only for the purposes of determining whether an investigation should be conducted, and for the purposes of that investigation.

If you ticked "Yes" please complete the following information:

Name:

Address:

Contact number:

Email:

Status:  I am a current **nbn** employee

I am a former **nbn** employee

I am other [provide details e.g **nbn** TSA or employee of an **nbn** delivery partner .....]

## 2. Disclosure of wrongdoing

Please provide as much information as you can, even if you wish to remain anonymous. **nbn** will keep the disclosure below confidential, but may use that information to conduct an appropriate investigation under the Whistleblower Regime. **nbn** will take all reasonable steps to reduce the risk that you will be identified as a result of the disclosure of the information below.



Nature of misconduct/improper state of affairs: see further types of Protected and Qualifying Disclosures, as set out in the Whistleblower Policy ( <b>Wrongdoing</b> ):	
Person who you think committed or was involved in the Wrongdoing:	
When and where the Wrongdoing occurred:	
Other relevant surrounding events:	
Additional details:	[For example; Did you do anything in response to the Wrongdoing? Are there others who know about the Wrongdoing and have allowed it to continue etc?]

Are you concerned about possible detrimental conduct as a result of making a disclosure?

Please select, by ticking, one of the following three boxes:

- Yes
- No
- N/A

### 3 Additional documentation

If possible, please also provide any supporting correspondence or other documents, such as file notes or a diary of events, and the names of any people who witnessed the conduct or who may be able to verify what you are saying in your disclosure.

### 4 Collection of Personal Information

**nbn** co limited (ACN 136 533 741) is committed to protecting your privacy. If you ticked Yes in this form, you have consented to providing us with certain personal information including your name, address and contact details, so that we can assist with your disclosure under the Whistleblower Regime.

You may make an anonymous disclosure and may choose not to provide us with your name and contact details. However, if you do not provide your personal information, we may not be able to:



- update you on the progress of your disclosure;
- contact you for further information to assist the investigation of your disclosure;
- investigate your disclosure; and/or
- ensure your protection from detrimental conduct.

If you have provided your consent to disclosing your name, address and contact details for the purposes of the Whistleblower Regime, then that information will be collected by and on behalf of **nbn** and will only be disclosed as set out in your consent, or as otherwise permitted by the Whistleblower Regime or as required or authorised under law.

Our Privacy Policy, available at **nbn's** website ([www.nbnco.com.au/privacy](http://www.nbnco.com.au/privacy)), explains how you can request access to and correct the personal information that we hold about you. It also tells you how you may contact us to complain about a breach of the Privacy Act, and how we will deal with such a complaint.

If you have any queries or would like further information about our privacy policies or practices, please contact the **nbn** Privacy Officer via email at [`privacyofficer@nbnco.com.au`](mailto:privacyofficer@nbnco.com.au), or by writing to: Level 13, 100 Mount Street, North Sydney NSW 2060 or at the address in **nbn's** privacy policy located on **nbn's** website.

In providing your personal details to us, you consent to the collection, use, storage and disclosure of that information as described in our Privacy Policy.

## 5 Further Information

Further information on making Qualifying Disclosures and the process of referring and investigating disclosures is available in the CATA Information Sheet for Disclosers.

**nbn's** WPOs are:

<b>The Company Secretary</b>	Phone: (03) 8662 8000 Email: <a href="mailto:debraconnor@nbnco.com.au">debraconnor@nbnco.com.au</a> Post: 727 Collins Street Melbourne Victoria 3000
<b>The Chief Customer Officer</b>	Phone: (02) 9926 1900 Email: <a href="mailto:bradwhitcomb@nbnco.com.au">bradwhitcomb@nbnco.com.au</a> Post: Level 13,100 Mount Street North Sydney NSW 2060
<b>The Executive General Manager Supply</b>	Phone: (03) 8662 8000 Email: <a href="mailto:craigmarshall@nbnco.com.au">craigmarshall@nbnco.com.au</a> Post: 360 Elizabeth Street Melbourne Victoria 3000