



SUSPECTED OR DETECTED EXTERNAL FRAUD

Fraud Referral Form:

The Department of Foreign Affairs and Trade (DFAT) has a zero tolerance attitude towards fraud and maintains the highest standards of prevention, detection and correction. All DFAT personnel (including contracted personnel) are responsible for ensuring strong, robust and effective fraud control. This responsibility extends to Australian Government partners, commercial contractors, non-government organisations (NGOs), other implementing partners and recipient governments.

Any case of suspected or detected fraud must be reported within 5 working days from discovery to the Fraud Control Section (FCS).

Please provide as much detail as possible on the form below (noting that information gaps can be filled at a later date):

GENERAL DETAILS	YOUR ANSWERS
Please provide a brief overview of the case.	<i>Please ensure that all acronyms are spelled out in the first instance, i.e. Fraud Control Section (FCS).</i>
In which country did the suspected or detected fraud occur?	
On what date did the suspected or detected fraud occur?	<i>(DD/MM/YYYY)</i>
On what date did the suspected or detected fraud become known to the funding recipient?	<i>(DD/MM/YYYY)</i>
What is the amount of local currency involved?	
Please provide a chronological account of the facts giving rise to the allegation(s).	
What is the name of the suspected offender(s)? (where known)	
What position and title does the suspect have?	
What are the details of any witnesses involved?	
What is the current status of any inquiries in relation to the case?	
Who is the nominated contact officer for this allegation?	
Please provide the email address and best phone number for the contact officer.	

PROGRAM AREA TO COMPLETE	YOUR ANSWERS
Under which DFAT program is this funding being provided?	Choose an item.
In which sector did the suspected or detected fraud occur?	Choose an item.
Under what branch does this project operate?	
What is the name of the organisation funded by DFAT?	
What is the name of the organisation where the fraud occurred?	

PLEASE COMPLETE IF FUNDED UNDER THE AID PROGRAM	YOUR ANSWERS
What is the AidWorks initiative number? (e.g. INJ123)	
What is the Aidworks Agreement number? (e.g., 35762)	
In which sector did the suspected or detected fraud occur?	Choose an item.
Under what branch does this project operate?	

Please provide any additional information here:

ADDITIONAL INFORMATION	YOUR ANSWERS
Is there any other relevant information that you would like to supply? For instance – political sensitivities or other parties or agencies that may be able to provide assistance.	

Reporting Officer Name	
Date Reported:	

Further information on DFAT's Fraud Control Policy can be found at <https://dfat.gov.au/about-us/corporate/fraud-control/Pages/fraud-control.aspx>. For further details on this form or any fraud control queries please contact fraud@DFAT.gov.au.

Privacy Notification

When you report fraud to the Department of Foreign Affairs and Trade (DFAT), we collect and use your personal information to assist us in assessing and/or investigating the allegation, to manage the risk of fraud against DFAT and the Australian Government, and as otherwise authorised by the *Privacy Act 1988* (Cth) (Privacy Act). To this end, we may contact you about the information you have provided.

DFAT may also disclose externally the information you have provided so the alleged fraud can be investigated and, as necessary, prosecuted by the appropriate authority. This may include disclosing the information to any contractor engaged by DFAT to investigate the allegation as well as the Australian Federal Police and/or local authorities.

You acknowledge that when we disclose your personal information to an overseas recipient (for example, if your allegation concerns an overseas post or DFAT programs managed overseas), we will not ensure that the recipient does not breach the Privacy Act. As a result, we will not be liable for any breach of the Privacy Act by the overseas recipient and you will not be able to seek redress under that law.

To the greatest extent possible, the department will not provide information that identifies you when disclosing the allegation, as it is the department's practice to keep your identity confidential. If we are unable to collect your personal information, both DFAT and relevant authorities may be unable to investigate fully the circumstances you have reported.

Further information about how we handle your personal information is contained in DFAT's Privacy Policy, available at: <http://dfat.gov.au/about-us/about-this-website/pages/privacy.aspx>.

The Privacy Policy also explains how:

- You can access and seek to correct your personal information; and
- To make a complaint about our privacy practices and how your complaint will be handled.