

What to Report

To report allegations or concerns that fraud occurred or is occurring, you should provide as much detail and information as possible. In the first instance, the information should include:

- name of the ACIAR funded program, scheme or arrangement, if known;
- name of parties involved;
- brief details of detected/suspected fraud; and
- any other relevant information.

How to Report Fraud

Contact the **General Manager Corporate** to report any suspected or detected fraud that may have occurred or is occurring on any ACIAR financed project or related activity. Fraud allegations or concerns are to be reported by contacting the General Manager Corporate by email, telephone, fax or mail.

Email : david.shearer@aciar.gov.au
Phone : (61-02) 6217 0548
Fax : (61-02) 6217 0501
Mail : General Manager Corporate
ACIAR
GPO Box 1571
Canberra ACT 2601
Australia

Information on the identity of someone reporting fraud is strictly confidential and will not be released to other ACIAR staff without the consent of the complainant.

ACIAR FRAUD CONTROL



Any case of suspected or detected fraud must be reported immediately to ACIAR General Manager Corporate.

ACIAR's Fraud Policy Statement

ACIAR regards and treats fraud seriously. All ACIAR personnel (comprising staff and contracted personnel), in Australia and overseas posts, are responsible for ensuring strong, robust and effective fraud control.

Funding provided by ACIAR to its recipients is Commonwealth of Australia funding. Where ACIAR has provided funding and the money is misappropriated, the misappropriation is fraud against the Commonwealth.

ACIAR's Fraud Control Plan (FCP) stresses the obligation of all personnel for fraud (including bribery) awareness and for reporting fraud. The FCP provides assurance that all cases of fraud will be handled and investigated in a confidential, prompt and professional manner. The FCP also gives a contact to assist all ACIAR personnel and other relevant parties who require further information on fraud.

Definition of fraud

What is fraud against the Commonwealth?

The *Commonwealth Fraud Control Framework 2014 (the Guidelines)* defines fraud against the Commonwealth as:

Dishonestly obtaining a benefit by deception or other means.

Fraud against the Commonwealth may include (but is not limited to):

- theft;
- accounting fraud (e.g. false invoices, misappropriation);
- misuse of Commonwealth credit cards;
- unlawful use of, or unlawful obtaining of, property, equipment, material or services;
- causing a loss or creating a liability for ACIAR;

- wrongly avoiding or cancelling a liability owing by ACIAR;
- providing false or misleading information to the Commonwealth, or failing to provide information where there is an obligation to do so;
- misuse of Commonwealth assets, equipment or facilities;
- making, using or possessing forged or falsified documents;
- bribery, corruption or abuse of office; and/or
- wrongly using Commonwealth information or intellectual property.

Policy Principles

ACIAR is committed to protecting public money and property from any attempt, either by members of the public, contractors, sub-contractors, agents, recipients, intermediaries or its own staff, to gain by deceit, financially or through other benefits.

In this regard, ACIAR:

- maintains a **'zero tolerance'** attitude towards fraud;
- requires that any case of suspected or detected fraud **must** be reported immediately to the General Manager Corporate;
- adopts a risk management approach to the prevention, detection and investigation of suspected fraudulent activity that is incorporated into its business processes, management practices, internal controls and related activities;
- commits to training staff in ethics, privacy and fraud awareness activities; and
- prosecutes or applies other appropriate sanctions against those who have committed fraud.

Compliance of ACIAR to the Guidelines

ACIAR is required to comply with the Commonwealth *Fraud Control Framework 2014* in relation to the prevention, detection, investigation and reporting of fraud.

The Chief Executive Officer of ACIAR, is responsible under the *Public Governance, Performance and Accountability Act 2013* for promoting and ensuring the proper use and management of Commonwealth resources.

Section 10 of the *Public Governance, Performance and Accountability Rule 2014* requires the Chief Executive Officer to take all reasonable measures to prevent, detect and deal with fraud relating to ACIAR.

This includes ensuring that ACIAR complies with the Fraud Control Framework by:

- developing an overall fraud control plan;
- conducting risk assessments and activity specific fraud control plans as appropriate;
- investigating all suspected instances of fraud against the agency;
- referral of serious or complex fraud cases to the Australian Federal Police and/or relevant overseas authority;
- training of employees involved in fraud control;
- fostering and maintaining highest standards of ethical behavior;
- reporting on fraud control activities;
- informing the Minister of all relevant fraud control initiatives; and
- certifying in the agency's annual reports that fraud risk assessments and a fraud control plan have been prepared; appropriate fraud prevention, detection, investigation and reporting procedures are in place; and annual fraud data has been collected and reported to the Attorney-General's Department by 30 September each year to facilitate annual reporting to the Government.