



## Corruption and Fraud Reporting Form

This form is to be used to formally report all cases of corruption, fraud and related criminal activity, whether known or suspected.

There are 2 identified means through which a case of corruption or fraud may come to the attention of ERFA:

- through the independent evaluation and auditing process that ERFA subjects all the programs that it supports to;
- through the lodgement of a complaint that notifies ERFA of observed or suspected instances of corruption and fraud. Such a complaint could derive from within or outside the organisation.

In either of these circumstances, this Corruption and Fraud Reporting Form is to be filled out. For further guidance please refer to ERFA's [Anti-Corruption & Anti-Fraud Policy](#).

**Section 1** of this form must be submitted within 24 hours of an allegation being made.

**Section 2** must be filled out as additional information becomes available.

**Section 3** must be submitted when the investigation has been completed.

Once completed, please submit the relevant section of this form to the ERFA CEO at: [CEO@erf.org.au](mailto:CEO@erf.org.au)

### Personal information

ERFA prioritises the rights, needs and wishes of complainants and will do all it can to protect your interests and wellbeing. By providing us with your contact details you will assist us in conducting an investigation. If you would prefer your name not to be used you have the right to remain anonymous.

Date this report is being filled out	
Do you wish to remain anonymous? <i>If no, provide your contact details below</i>	
Full name	
Position	
Partner program (if relevant)	
Contact details (email and phone)	
I state that in making this report, the information provided above is to the best of my knowledge true, accurate and correct	
Signature <i>If you wish to remain anonymous, please write "I declare"</i>	

## Section one – initial report

This section must be submitted within 24 hours of an allegation being made. This section is to be completed by all relevant stakeholders who are capable of offering information about a case of financial misconduct to assist with the investigation. This includes the person who first detected a case of potential corruption or fraud as well as anyone who can offer evidence.

Date this report is being filled out	
Date the incident was first noticed	
Estimated time of how long the issue has been occurring	
Description of the person(s) to whom allegations of corruption, fraud or related criminal activity are being made <ul style="list-style-type: none"><li>- name</li><li>- position description</li><li>- length of time spent working with Project</li></ul>	
Short summary of the incident <ul style="list-style-type: none"><li>- location</li><li>- frequency of incident</li><li>- extent of financial loss</li></ul>	
Other persons involved and how they are involved?	
Other Project Staff or personnel (volunteers, parents, beneficiaries) who are aware of the incident	
Summary of how the incident has been dealt with to date	

*For office use: ensure this is logged in ERFA ICCR*

## Whistleblowing

Please only fill out this section if the substance of this form relates to an incident or complaint concerning the internal operations of your workplace or project

Does this relate to an incident or complaint concerning the internal operations of your workplace or project? <i>If no, do not fill out the rest of this section</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you provide any supporting evidence of the wrongdoing?		
Is the evidence in danger of being lost or destroyed?		
How could this evidence be retrieved by a person investigating this matter?		
Have you disclosed this matter to any other person(s)? If so, whom?		
Do you have any concerns regarding reprisals or recriminatory action being taken against you?		
Do you have any personal involvement in this matter or could you be advantaged or disadvantaged by the outcome of an investigation?		
Please provide any other information you deem important to ERFA's handling of the case		
Description of incident	Provide as much specific detail as possible of what has occurred and how it has been dealt with to date	

## Alternative avenues to file a complaint:

Contact	Contact avenue
<b>Primary contact:</b> ERFA CEO, Bren Arkinstall	<b>Via email:</b> <a href="mailto:CEO@erf.org.au">CEO@erf.org.au</a>
	<b>Via telephone:</b> +61 7 3621 9649
	<b>Via post:</b> Chief Executive Office, PO Box 130, Virginia BC, QLD, 4014
<b>Secondary contact:</b> ERFA Programs Director, Emily Faller	<b>Via email:</b> <a href="mailto:eifaller@edmundrice.org">eifaller@edmundrice.org</a>
	<b>Via telephone:</b> +61 7 0400 882 812
<b>Governance contact:</b> ERFA Board of Directors Chair, Paul Gallagher	<b>Via email:</b> <a href="mailto:paul.gallagher@bdo.com.au">paul.gallagher@bdo.com.au</a>
<b>Alternative contact:</b> If this is a whistleblowing report that you wish to escalate beyond ERFA Management and Governance, please contact ERFA's lawyer, Josephine Heesh, Carroll & O'Dea Lawyers	<b>Via email:</b> <a href="mailto:Josephine_Heesh@codea.com.au">Josephine_Heesh@codea.com.au</a>
	<b>Via telephone:</b> +61 2 9291 7100
	<b>Via post:</b> Level 18, St James Centre, 111 Elizabeth Street, Sydney, NSW, Australia 2000
<b>Alternative contact:</b> If you are not completely satisfied with ERFA's response, please lodge a complaint externally to the Australian Council for International Development (ACFID).	<b>Via online portal:</b> <a href="https://acfid.asn.au/content/complaints">https://acfid.asn.au/content/complaints</a>
	<b>Via telephone:</b> +61 6 02 6285 1816
	<b>Via post:</b> C/- ACFID, Private Bag 3, Deakin, ACT, Australia 2600

## Section two – investigation

This section must be completed within 7 days of the receipt of Section One. This section is to be completed by the ERFA CEO and the Programs Director in liaison with the ERFA Board of Directors.

Date this report is being filled out	
Date of last update	
Description of the person(s) to whom allegations of corruption, fraud or related criminal activity are being made <ul style="list-style-type: none"> <li>- name</li> <li>- position description</li> <li>- length of time spent working with Project</li> </ul>	
Is the person(s) still working for the Project?	
Estimation of financial losses incurred from the corruption/fraud activities of the person(s) involved	
Is this the first allegation made against this person? If no, please provide detail of previous allegations	
Summary of outstanding information necessary to obtain in order to resolve this case in an unbiased and fair manner	
Summary of how the ERFA CEO and Board of Directors have resolved to handle the case <ul style="list-style-type: none"> <li>- further information/evidence to obtain</li> <li>- people to interview</li> <li>- remediation procedures to undergo</li> </ul>	
Planned remediation procedures <ul style="list-style-type: none"> <li>- asking persons to leave Project</li> <li>- improved financial controls</li> <li>- training</li> <li>- communication with Project Leaders, Staff, donors etc.</li> </ul>	
Are there any contingencies that might result in harm coming to Project/Program stakeholders by pursuing this case?	
Has this incident been reported to the relevant authorities (police, social workers etc. ) where necessary. If yes, who?	
<i>For office use: ensure this is logged in ERFA ICC Register</i>	

### Section three – remediation procedures and learnings

This section must be submitted when the investigation has been completed. This section is to be completed by the ERFA CEO and the Programs Director in liaison with the ERFA Board of Directors.

Date this report is being filled out	
Date of last update	
Description of incident (provide as much detail as possible of what occurred, when, who was involved etc.)	
Provide a detailed overview of all relevant findings of fact and the evidence gathered and upon which conclusions have been based (interviews, financial audits evidence, engaging relevant authorities etc.)	
Account of damages suffered by Edmund Rice Foundation Australia (financial, reputational etc.)	
Remediation procedures undertaken (persons asked to leave their Program, improved financial controls etc.)	
Detail the key learnings that have occurred as a result of this incident. How has your auditing system been strengthened? How will the project prevent incidents lilke this one from occurring again? What further training will be carried out? Will the Anti-Corruption & Anti-Fraud Policy be updated?	
<i>Report deemed closed when signed by authorised ERFA personnel</i>	
Name and signature of Governing Body Chair	Date:
Name and signature of ERFA CEO	Date:
Name and signature of Project Manager	Date:
Name and signature of Program Governing Authority	Date:
<i>For office use: ensure this is logged in ERFA ICC Register</i>	