# Allegation reporting template and guidelines

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| **Receipt of Verbal Allegations / Observation of Potential Fraud Incidents** | | | | | | | | |
| *In the event that corruption or misconduct has been verbally alleged to, or observed by, a staff member or contractor of Rural Industries Research and Development Corporation which is an allegation against a member of the Corporation, the recipient of the allegation, or the observer, must complete the following report.* | | | | | | | | |
| **Particulars of the alleged incident** | | | | | | | | |
| What is the allegation | |  | | | | | | |
| Who is the allegation against? | |  | | | | | | |
| When did the incident occur? | | *Date* | |  | | | *Time AM/PM* |  |
| Where did the incident occur? | |  | | | | | | |
| **Personal details of the complainant** | | | | | | | | |
| Name |  | | | | Email address |  | | |
| Phone |  | | | | State |  | | |
| **Particulars of the allegation** | | | | | | | | |
| Where was the allegation made? | |  | | | | | | |
| When was the allegation made? | | Date | |  | | | *Time AM/PM* |  |
| **Detail any evidence supporting the allegation** | | | | | | | | |
| Is there any evidence supporting the allegation?[[1]](#footnote-1) | |  | | | | | | |
| **Other Information** | | | | | | | | |
| Is there any other information you would like to disclose? | | |  | | | | | |

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| **Receipt of Written Allegations** | | | | | | | | | | |
| *In the event that a written allegation of corruption or misconduct is provided to a staff member or contractor of Rural Industries Research and Development Corporation which is an allegation against a member of the Corporation, the recipient of the allegation must complete the following report.* | | | | | | | | | | |
| **Particulars of the written allegation** | | | | | | | | | | |
| What is the form of documentation received? | |  | | | | Was the documentation date stamped upon receipt? | | | |  |
| When was the documentation received? | | *Date* | |  | | | | *Time AM/PM* |  | |
| How was the documentation receipted? | |  | | | | | | | | |
| **Personal details of the complainant** | | | | | | | | | | |
| Name |  | | | | Email address | |  | | | |
| Phone |  | | | | State | |  | | | |
| **Other Information** | | | | | | | | | | |
| Is there any other information you would like to disclose?¹ | | |  | | | | | | | |

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| --- | --- | --- | --- |
| **Allegation Recipient** |  | **Date** |  |
| **Signature** |  | **Time** |  |

When completed, this document and any supporting information must be forwarded to the Managing Director.

**Guidelines for completing the Allegation reporting template (Fraud Incident Report)**

These guidelines outline the responsibilities of Rural Industries Research and Development Corporation (RIRDC) staff and contractors who receipt verbal or written allegations of fraud or who observe potential instances of fraud.

Key requirements in relation to the allegation reporting template are outlined in the table below:

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| **Guideline** | **Requirement** |
| **Allegation reporting template** | * In the event that a RIRDC staff member or contractor receives an allegation of fraud (either verbally or in writing), or observes a potentially fraudulent incident, the staff member or contractor must immediately complete a Fraud Incident Report. * Once the Fraud Incident Report has been completed and signed, the Managing Director must be immediately contacted on (02) 6923 6900 for instructions on how to transfer the document into his/her possession. In the event that the Managing Director cannot be contacted, the completed Fraud Incident Report must be immediately scanned and emailed to the Managing Director. * In the event that an allegation involves the Managing Director, the allegation should be directly reported to the Chair of the RIRDC Audit Committee. * Information relating to the receipt of the allegation, the complainant and the recipient of the allegation must be kept confidential at all times, unless disclosure is required as part of the consideration and investigation of the allegation. * Where the complainant requests evidence that the allegation has been received, the recipient must notify the complainant in writing within one business day that the allegation has been received. |

1. Handling of any evidence received with an allegation must be in accordance with Attachment 8 – Evidence Guidelines. [↑](#footnote-ref-1)