



## Fraud & Financial Incident Notification Tool

KTF has a zero-tolerance attitude towards fraud. All KTF personnel are responsible for ensuring strong, robust, and effective fraud control. This responsibility extends to KTF staff, board, partners, and stakeholders.

This form is to be completed by any individual who suspects or receives an allegation regarding fraud or corrupt behaviour, including:

- Fraud
- Corrupt conduct
- Maladministration
- Money laundering
- Modern slavery
- Serious and substantial waste of public money
- breach of KTF's Fraud and Corruption Prevention Policy and/or Code of Conduct

This form must be emailed to the CEO Genevieve Nelson ([gen@kokodatrackfoundation.org](mailto:gen@kokodatrackfoundation.org)) or KTF's Chair of the Finance, Audit & Risk Management Committee: [admin@kokodatrackfoundation.org](mailto:admin@kokodatrackfoundation.org)

In the event the whistle blower is Personnel of a KTF Financial Implementing Partner, all suspected or detected fraud relating to KTF funded activities must also be reported to DFAT within 5 business days, using DFATs 'Fraud Referral Form'.

Name of person lodging the Form:	
Contact details of person lodging the Form (address/ phone number/ email address):	
On what date/s did the suspected or detected fraud or corruption occur:	
On what date did the suspected or detected fraud become known to the reporter?	
Name and location of organisation/s involved:	
Alleged offender's details including name and occupation or relationship to KTF or Implementing Partner organisation:	
Please provide a detailed, chronological account of the facts giving rise to the allegation/s	

(including details of any involved persons/victim, location, response to date, any associated dangers):	
What are the details of any witnesses involved?	
Whether local law enforcement authorities, and/or Australian Federal Police have been notified and/or involved:	
If incident/s occurred in the course of a KTF activity or KTF funded activity, the name of the activity:	
If incident/s occurred in the course of a DFAT funded KTF activity?	
Any other relevant information:	
Signature:	
Date:	

**Privacy Notification**

When you report fraud to KTF, we collect and use your personal information to assist us in assessing and/or investigating the allegation, to manage the risk of fraud against KTF and DFAT, 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.

KTF 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 KTF to investigate the allegation as well as the Australian Federal Police and/or local authorities.

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

Further information about how we record and store your private information and prioritise the protection of the whistle blower can be found in KTFs [Whistle Blower Policy](#).