

Shire of Cocos (Keeling) Islands

Public Interest Disclosure Procedure

Version 1.0 | Effective: 8 July 2025 | Review Due: 8 July 2027

1. Purpose

This procedure outlines how the Shire manages disclosures made under the *Public Interest Disclosure Act 2003 (WA)*, ensuring the discloser is protected and the allegations are handled appropriately and lawfully.

2. Scope

This procedure applies to:

- All Shire employees, contractors, and volunteers;
- Elected members;
- Members of the public making disclosures about Shire-related matters.

3. What Is a Public Interest Disclosure?

A public interest disclosure (PID) is a report of suspected wrongdoing by a public authority or public officer. Disclosures must relate to serious matters such as:

- Corrupt or improper conduct;
- Misuse of public resources;
- Substantial risk to public health, safety, or the environment;
- Conduct involving maladministration.

4. Making a Disclosure

To make a disclosure, contact the Shire's designated PID Officer:

Name: Ibrahim Macrae

Position: Manager Governance, Risk and Planning

Email: ibrahim.macrae@cocos.wa.gov.au

Phone: (08) 9162 6649

Office Address: 256 Jalan Melati, Shire Administration Office, Home Island, Cocos (Keeling) Islands, INDIAN OCEAN 6799

Disclosures may be made verbally or in writing and should include:

- What happened;
- When and where it occurred;
- Who was involved;
- Any supporting evidence.
- All disclosures will be treated with strict confidentiality.

5. Confidentiality and Protection

Under the PID Act, disclosers are protected from:

- Victimisation or detrimental action;
- Civil or criminal liability;
- Breach of confidentiality.

The identity of the discloser will be protected unless disclosure is required by law or necessary for the proper investigation of the matter.

6. Assessment and Action

The PID Officer will assess whether the disclosure meets the criteria under the Act. If accepted, the matter may:

- Be investigated by the Shire;
- Be referred to another agency (e.g. the Corruption and Crime Commission or Ombudsman);
- Require further information or evidence.

The discloser will be kept informed throughout the process, where appropriate.

7. Recordkeeping

All PID records will be maintained in accordance with:

- The *State Records Act 2000 (WA)*; and
- The Shire's approved Recordkeeping Plan.

Access to these records is restricted to authorised personnel only.

8. Reporting and Review

The Shire reports annually to the WA Public Sector Commission on the number and types of public interest disclosures received.

This procedure will be reviewed every two years, or earlier if legislative or organisational changes occur.

Document Control

Version	Date Approved	Review Due	Approved By
1.0	8/07/2025	8/07/2027	Acting Chief Executive Officer