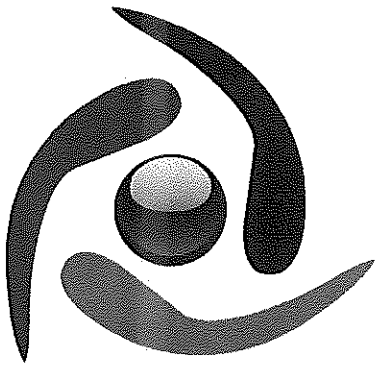


2013-2014

# TIAC Annual Activity Report



# TIAC

**Technology and Industry Advisory Council**

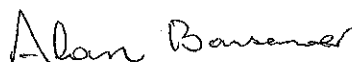
Hon Michael Mischin MLC  
Minister for Commerce  
Level 10  
Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Dear Minister

On behalf of the Western Australian Technology and Industry Advisory Council (TIAC), I am pleased to submit the TIAC Annual Activity Report for the year ending 30 June 2014, for your information and subsequent presentation to Parliament in accordance with Section 26(1) and Section 26(2) of the *Industry and Technology Development Act 1998* (ITD Act).

TIAC has also reported through the Department of Commerce Annual Report and Financial Statement in accordance with Section 26(3) of the ITD Act in compliance with Section 62 of the *Financial Administration and Audit Act 1985*.

Yours sincerely



**Mr Alan Bansemer**  
**Chair**

20 August 2014

On behalf of Council members:

Current members (as of 30 June 2014):

Mr Alan Bansemer (Chair)  
Professor Lyn Beazley AO  
Professor Shaun Collin  
Professor Barry Marshall AC

Dr Jim Ross AM  
Mr Andy Farrant  
Mr Brian Bradley PSM (ex officio)

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## Introduction

The Western Australian Technology and Industry Advisory Council (TIAC), provides independent advice to the State Government on any matter relating to the Objects of the *Industry and Technology Development Act 1998* (ITD Act). TIAC is uniquely positioned to provide strategic, evidence-based advice identifying and encouraging innovation in industry, science and technology to drive economic growth and diversity in Western Australia.

TIAC is preserved and continued in existence by the ITD Act and is the key independent advisory body reporting directly to the Minister responsible for the ITD Act.

The members of TIAC are appointed by the Minister and endorsed by the State Cabinet. Members are selected on merit to provide advice to the Government on the strategic direction for industry, science and technology in Western Australia.

TIAC, under the ITD Act, may independently publish any report that it prepares.

TIAC reports through the Minister to Parliament under Section 26(1) and Section 26(2) of the ITD Act. TIAC reports under the *Financial Administration and Audit Act 1985* through the Department of Commerce under Section 26(3) of the ITD Act.

## TIAC Membership

The members of TIAC during the 2013–2014 financial year were:

### **Mr Alan Bansemer (Chair)**

TIAC Chair

Director

Banscott Health Consulting Pty Ltd

### **Mr Andy Farrant**

Principal

One Degree Advisory

### **Professor Lyn Beazley AO**

Chief Scientist of Western Australia  
(until 31 December 2013)

### **Professor Shaun Collin**

Western Australian Research Fellow  
The University of Western Australia

### **Mr Brian Bradley PSM (ex officio)**

Director General  
Department of Commerce

### **Professor Barry Marshall AC**

Nobel Laureate

The University of Western Australia

### **Dr Jim Ross AM**

Chairman

Earth Science Western Australia

## **Resignations and Appointments**

On 30 June 2013, the appointment terms of Mr Alan Bansemer (Chair), Professor Lyn Beazley AO and Professor Shaun Collin expired. On 30 June 2014 the appointment terms of Mr Andrew Farrant, Dr James Ross and Professor Barry Marshall expired. Under Section 1 of Schedule 1 of the ITD Act, an appointed member whose term of office expires by the passage of time continues in office until he or she is re-appointed or his or her successor comes into office.

There were no new appointments to TIAC during the reporting period.

Due consideration was given in the 2013-2014 year to add new members to the Council. A new proposal will be submitted to the Minister in late 2014 for his review.

## **Objects of the *Industry and Technology Development Act 1998***

The objects of the ITD Act (Section 3) are to:

1. promote and foster the growth and development of industry, trade, science, technology and research in the State;
2. improve the efficiency of State industry and its ability to compete internationally;
3. encourage the establishment of new industry in the State;
4. encourage the broadening of the industrial base of the State; and
5. promote an environment which supports the development of industry, science and technology and the emergence of internationally competitive industries in the State.

## **Functions of the Western Australian Technology and Industry Advisory Council**

- 1) The Council, under Section 21 of the ITD Act, is required to:
  - a) provide advice to the Minister, at the initiative of the Council or at the request of the Minister, on any matter relating to the objects of the *Industry and Technology Development Act 1998*; and
  - b) carry out, collaborate in or procure research, studies or investigations on any matter relating to the objects of the Act, including matters relating to the:
    - i) role of industry, science and technology in the policies of government;
    - ii) social and economic impact of industrial and technological change;
    - iii) employment and training needs and opportunities relating to industrial, scientific and technological activities in the State;
    - iv) adequacy of, priorities among and co-ordination of, scientific, industrial and technological activities in the State;

- v) methods of stimulating desirable industrial and technological advances in the State;
  - vi) application of industrial, scientific and technological advances to the
  - vii) services of the Government; and
  - viii) promotion of public awareness and understanding of development in industry, science and technology.
- 2) The Council may publish and make available any report or finding produced as a result of any research, study or investigation under subsection (1).
  - 3) The Council is to liaise with and advise any person, body or organisation with respect to the conduct of any research, study or investigation into a matter relating to industry, science and technology in the State.
  - 4) In carrying out its functions the Council is to:
    - a) have regard to the needs of the Western Australian community and the resources of the State;
    - b) promote developments in industry, science and technology that increase productivity and competitiveness; and
    - c) support developments that create employment opportunities.
  - 5) The Council has the power to do all things necessary or convenient to be done for or in connection with the performance of its functions.

### **Ministerial Directions**

Under Section 25 of the ITD Act, the responsible Minister may give directions in writing to the Council with respect to the performance of its functions or the exercise of its powers.

During the period from 1 July 2013 to 30 June 2014, the responsible Minister for TIAC was the Hon Michael Mischin MLC, Attorney General; Minister for Commerce.

During this financial year, the TIAC Chair did not receive any formal directions in writing from the Minister for Commerce.

## **TIAC Activities in 2013–2014**

### **Charter**

At its fourteenth meeting in February 2013, TIAC approved the annual revision of its Charter (Appendix).

### **Advice to the Minister**

To ensure advice is provided to the Minister, following each Council meeting, a summary of key discussion points was provided to his office.

The Minister was also provided with four reports that provided insights into topics that TIAC had identified as strategically important for the Minister to be made aware of.

### ***Research Project: Opportunities for Small to Medium Enterprises in the Resource Sector***

TIAC has completed a research project and produced a report detailing 12 recommendations to inform State Government strategies to enable small to medium enterprises (SMEs) to capture the benefits of Western Australia's mining and petroleum sector.

The report, *Enhancing Opportunities for Small to Medium Enterprises in the Resource Sector in Western Australia* details strategies to enable SMEs to provide a competitive level of goods and services to the mining and energy sectors, and develop products to increase the level of innovation in those industries.

The members of the project steering group were:

**Mr Colin Beckett (Chair)**  
(resigned June 2013)  
TIAC member

**Mr Andrew Griggs**  
Department of Commerce

**Ms Nicole Roocke**  
Chamber of Minerals and Energy

**Mr Stephen Grocott**  
Department of Commerce

**Mr Mark South**  
Small Business Development Centre

The report was endorsed by TIAC and provided to the Minister for Science in April 2013. The report was also presented to the Minister for Commerce, Hon Michael Mischin MLC on 12 November 2013 and published on the TIAC website on 16 December 2013.

As the report provided recommendations involving strategies across a number of portfolios, TIAC requested that the Minister forward the report to the Hon Bill Marmion MLA, Minister for Mines and Petroleum and the Hon John Day MLA, Minister for Planning for their consideration.

## **TIAC's Work Plan: The Way Ahead**

In October 2012, TIAC held a full day workshop and undertook a consultative planning process with key stakeholders to consider the priority areas of importance to the State's future economic prosperity. TIAC agreed that these areas would guide TIAC's activities through till 2016.

The resulting work plan *The Way Ahead* was submitted to the former Minister for Science and Innovation in November 2012. TIAC continued to implement the work plan through 2013-2014.

The work plan reflects TIAC's recognition of the importance of industry, scientific and technological developments as key drivers of Western Australia's long term prosperity and economic development.

TIAC publically released *The Way Ahead* on the TIAC website and circulated the work plan in December 2012.

## **Implementation of the Work Plan - The Way Ahead**

During the 2013–2014 financial year, TIAC progressed a number of activities and research projects, including consultation with key stakeholders to implement its work plan *The Way Ahead*. An overview of these activities:

- Completion of the *Optimisation of STEM Support in Western Australian Schools* project.
- Completion of the *Innovation in the Regions* report.
- Completion of the *Feasibility Study into the Establishment of Research Facilities in the Kimberley Region of Western Australia* report.
- Progressing the *Economic Growth through Innovation* agenda.



### **Research Project: Optimisation of STEM Support in Western Australian Schools**

TIAC recognises that the State's capacity to achieve excellence in science and innovation depends heavily on the outcomes from school education in science, technology, engineering and mathematics (STEM). The preliminary study previously undertaken by the Science Education Committee (SEC) indicated that enhancing STEM education in Western Australian schools requires a collaborative effort between academia, industry, government and the end-users.

To build on this previous work, in October 2012, TIAC approved the commencement of the research project *Optimisation of STEM support in Western Australian Schools*.

The project provided increased understanding of STEM education needs and identified opportunities and mechanisms to enhance and optimise formal and external STEM education support. The research assisted TIAC in developing recommendations for the State Government for strategies to strengthen STEM education in schools.

The research project was overseen by the SEC and undertaken by Professor Mark Hackling and his team at Edith Cowan University.

The members of the Science Education Committee are:

**Dr Jim Ross AM (Chair)**  
TIAC Member

**Mr Alan Brien**  
Scitech

**Mr Russell Dwyer**  
School Curriculum Standards Authority

**Ms Glenda Leslie**  
Association for Independent Schools in Western Australia

**Mr John Clarke**  
Science Teachers Association of Western Australia

**Dr Claire Patterson**  
Office of Science

**Dr Pamela Garnett**  
Formerly St Hilda's Anglican School for Girls

**Mr David Wood**  
Catholic Education Office of Western Australia

### **Breakfast Launch June 2013**

The Science Education Committee (SEC) Breakfast event held in June 2013 had received very positive feedback from attendees.

A workshop involving the SEC and the ECU consultancy teams was held on 29 October 2013 at the Innovation Centre WA. The teams assessed and analysed the findings from Phases A and B of the project.

## **Finalised Report and Submission to the Minister**

The Final Draft of the Summary Report and the Full Report was completed by Mark Hackling and the ECU team and distributed to SEC and TIAC members on 19 December 2013.

TIAC members agreed that the Report should be finalised and submitted to the Minister as soon as possible.

Members agreed that the implementation of the recommendations from the completed STEM Report would depend on the collaboration between the Ministers for Commerce and Education.

The finalised STEM report was submitted to the Minister for his consideration on 25 February 2014.

Meetings to discuss the future scope and implementation of the STEM report were held with the Minister for Education, the Director General, Department of Premier and Cabinet, principal policy advisors for the Ministers of Education, Commerce and Training and Workforce Development, the CEO and Chair, School Curriculum Standards Authority (SCSA), Director of Standards and Moderation, Department of Education, senior officers at the Department of Agriculture and Food the Minister for Mines and Petroleum and the Director General of Training and Workforce Development.

The STEM report was published on the TIAC website on 30 June 2014.

## ***Research Project: Innovation in the Regions***

TIAC recognises innovation is a key driver of economic development. TIAC commissioned a research project that aimed to provide examples of successful innovation in regional areas of Western Australia and identify the factors that influence the success of regional innovation in the State. The report assisted TIAC in formulating recommendations to the State Government on ways to stimulate innovation in regional Western Australia.

The research project was overseen by a TIAC steering group and was undertaken by Dr Richard Ball of Keston Technologies.

The members of the project steering group were:

**Mr Brian Bradley PSM (Chair)**  
TIAC ex officio

**Mr Mark South**  
Small Business Development Corporation

**Dr Claire Patterson**  
Department of Commerce

A meeting was scheduled with the Western Australian Regional Development Trust (WARDT) on 7 August 2013 to discuss the final research report. The finalised report was sent to the Minister on 27 September 2013 and published on the TIAC website on 4 October 2013.

### ***Research Project: Feasibility Study into the Establishment of Research Facilities in the Kimberley Region of Western Australia***

TIAC in October 2013, TIAC approved the finalised *Research in the Kimberley* report, a feasibility study into the facilities required to build the capacity for collaborative, multi-disciplinary research, focused on tropical science in the Kimberley region of Western Australia. The report was sent to the Minister for Commerce on 21 October 2013 and published on the TIAC website on 2 December 2013.

The research project was overseen by a TIAC steering group and was undertaken by Peter Davies and a team at the University of Western Australia.

The members of the project steering group were:

**Professor Lyn Beazley AO**  
TIAC member and Chief Scientist

**Dr Penny Atkins**  
Office of the Chief Scientist

**Professor Shaun Collin**  
TIAC member

**Mr Phillip Murray**  
Department of Commerce

### ***Formalising the Economic Growth through Innovation Committee***

At TIAC's fourteenth meeting in February 2013, TIAC agreed to establish the Economic Growth through Innovation Committee, as a formal committee of TIAC in order to progress the activities under the first initiative of the work plan.

The Committee held meetings on 28 March 2013 and 30 May 2013.

The Committee Chair is considering the best strategy to convey timely strategic advice on the interaction of innovation and the economy to the Minister for Commerce and the State government.

The members of the Economic Growth through Innovation Committee are:

**Mr Andy Farrant (Chair)**  
TIAC member

**Professor David Pannell**  
University of Western Australia

**Mr Colin Beckett**  
(resigned June 2013)  
TIAC member

**Professor Robyn Owens**  
University of Western Australia

**Dr Jim Ross AM**  
TIAC member

**Professor Peter Lilly**  
University of Western Australia

## **Engagement with Industry and Academic Institutions**

At TIAC's fourteenth meeting in February 2013, TIAC agreed to investigate opportunities for future meetings to be held at academic and industry sites. During the 2013–2014 financial year, three Council meetings were conducted at the premises of its constituents. One industry stakeholder presented to the Council at the offices of the Department of Commerce.

TIAC's seventeenth meeting in August 2013, held at the Department of Commerce featured a presentation from Alcoa. TIAC members were provided with an overview of the company's activities in the areas of global research and development, including strategic alliances with research institutions. Members were also informed about the challenges associated with operating a global research and development facility in Western Australia.

TIAC's eighteenth meeting in October 2013, was held at the Innovation Centre, WA. TIAC's visit provided members with an insight into the Innovation Centre's importance as the only dedicated commercialisation service in Western Australia.

TIAC's nineteenth meeting in December 2013 was held at Notre Dame University. The visit highlighted the challenges associated with conducting health research in Western Australia. Members were provided with an overview of the University's key activities in the campuses of Sydney, Broome and Fremantle.

TIAC's twentieth meeting in February 2014 was held at Landgate. Members were provided with an overview of the organisation's key activities related to commercially focused services for access to location and property information.

TIAC has benefited from receiving feedback on the challenges industry faces in research, innovation, science and industry in Western Australia. TIAC's engagement with its constituents provides the Minister with informed fact-based independent advice. The feedback from these meetings is also being considered in future TIAC activities.

## **TIAC Secretariat**

As per the Operating Protocol between the Department of Commerce and TIAC, the department makes a team of staff (known as the Secretariat) available to TIAC, who provide direct advice and the following support to TIAC:

- secretariat support:
  - minutes
  - agenda
  - conflict of interest registry
  - booking conference and event attendance;
- project management support;
- budget and financial administration;
- public interest disclosure officer; and
- direct advice and desktop research.

The Manager, Secretariat and the Executive Officer will be the main point of contact for TIAC. Their role will be to liaise with the Department of Commerce and TIAC to ensure continuity of information and advice (as per the Operating Protocol).

The Manager, Secretariat and the Executive Officer will be invited to attend TIAC meetings as observers. Other departmental staff may be invited to attend TIAC meetings at TIAC's discretion.

## **Financial Statement**

TIAC reports under the *Financial Administration and Audit Act 1985* through the Department of Commerce Annual Report and Financial Statements.

## **Financial Provisions**

TIAC expenses are provided for under Section 15 of the ITD Act via the Western Australian Industry and Technology Development Account.

TIAC was allocated a total budget for the 2013–2014 financial year of \$250,000.

## **Remuneration**

### ***Remuneration of Council Members***

Council members' remuneration was recommended by the Public Sector Commissioner under provisions of Section 24 of the ITD Act as follows:

- |   |                      |
|---|----------------------|
| (a) Chairperson's Salary:                     | \$40,000 (per annum) |
| (b) Member's Sitting Fee – Non-Public Sector: | \$660 (per meeting)  |
| (c) Member's Sitting Fee – Public Sector:     | Nil                  |

The recommendation was made pursuant to Premier's Circular 2010/02 – "State Government Boards and Committees" which excludes those on the public payroll from receiving fees.

TIAC met on six occasions between July 2013 and June 2014: on 6 August 2013, 8 October 2013, 3 December 2013, 4 February 2014, 8 April 2014 and 24 June 2014.

### ***Remuneration of Science Education Committee Members***

Science Education Committee members' remuneration was recommended by the Public Sector Commissioner under provisions of Section 24 of the ITD Act. The recommendation was approved by the former Minister for Science and Innovation in July 2012.

- (a) Chairman - \$830 per day for meetings of 4 hours or more or \$540 per day for meetings less than 4 hours; and
- (b) Members - \$540 per day for meetings of 4 hours or more or \$350 per day for meetings less than 4 hours.

The recommendation was made pursuant to Premier's Circular 2010/02 – "State Government Boards and Committees" which excludes those on the public payroll from receiving fees.

The Science Education Committee met on four occasions between July 2013 and June 2014: on 23 July, 13 August 2013, 29 October 2014 and 2 December 2013.

### **Outlook for 2014–2015**

TIAC's work plan *The Way Ahead*, underpins TIAC's focus moving forward. Future initiatives include:

- providing advice and demonstrating the economic benefits of science, research and technology;
- examining innovative approaches to a range of opportunities and challenges facing Western Australia; and
- investigating the State's changing economy to identify new technologies and emerging industries.

### ***Advisory Project: Driving Economic Growth through Innovation***

Western Australia's economy has been firmly established on the traditional strengths of mining, energy production and agriculture and will remain so for the foreseeable future. There is an opportunity to sustain and broaden the economic benefits of Western Australia's traditional industries whilst developing other strengths in existing and emerging Western Australian capabilities to sustain the State's long term prosperity.

The project will be overseen by the Economic Growth through Innovation Committee, chaired by Mr Andy Farrant. As at 30 June 2014, the Committee is developing action plans to deliver timely strategic advice to the Minister for Commerce and the State government on this topic.

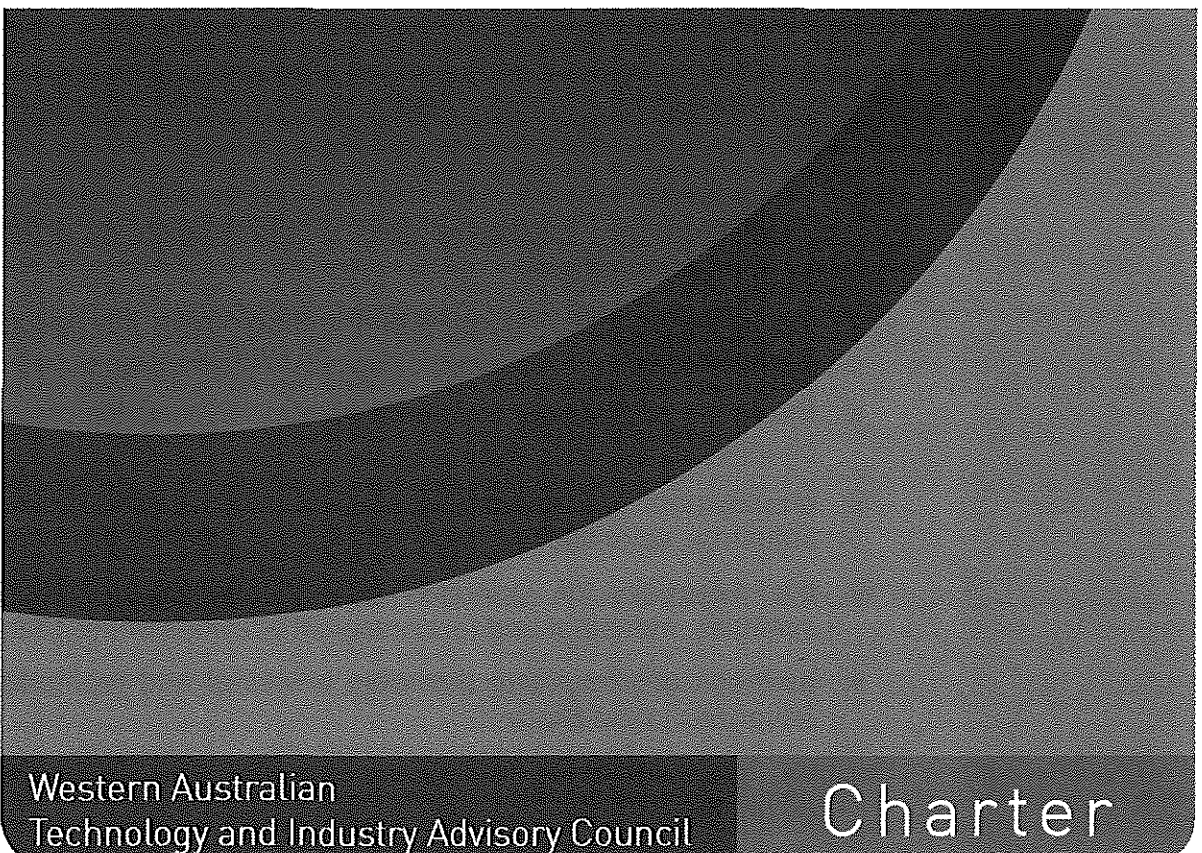
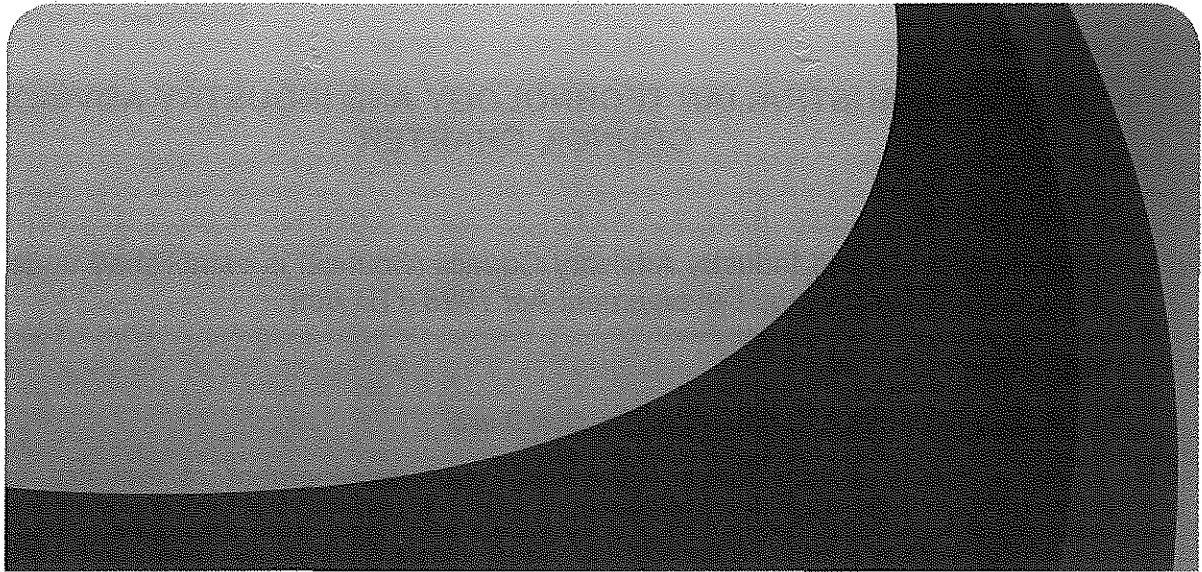
### ***Future Engagement Activities***

In order to facilitate and provide the responsible Minister with informed fact-based independent advice, TIAC also intends to meet with private and public organisations to improve the flow of information and to gain insight into important issues in 2014 and 2015.

## ***Appendix***

*Western Australian Technology and Industry Advisory Council Charter*





Western Australian  
Technology and Industry Advisory Council

Charter

## **WESTERN AUSTRALIAN TECHNOLOGY AND INDUSTRY ADVISORY COUNCIL CHARTER**

### **Introduction**

The Technology and Industry Advisory Council (Council) is established under the *Industry and Technology Development Act 1998* (ITD Act).

### **Objective**

The objects of the ITD Act under Section 3 are:

- to promote and foster the growth and development of industry, trade, science, technology and research in the State;
- to improve the efficiency of State industry and its ability to compete internationally;
- to encourage the establishment of new industry in the State;
- to encourage the broadening of the industrial base of the State; and
- to promote an environment which supports the development of industry, science and technology and the emergence of internationally competitive industries in the State.

According to Section 21 of the ITD Act:

1. The Council is to —
  - a. provide advice to the Minister, at the initiative of the Council or at the request of the Minister, on any matter relating to the objects of this Act; and
  - b. carry out, collaborate in or procure research, studies or investigations on any matter relating to the objects of this Act, including matters relating to:
    - i. the role of industry, science and technology in the policies of government;
    - ii. the social and economic impact of industrial and technological change;
    - iii. employment and training needs and opportunities relating to industrial, scientific and technological activities in the State;
    - iv. the adequacy of, priorities among and co-ordination of, scientific, industrial and technological activities in the State;
    - v. methods of stimulating desirable industrial and technological advances in the State;
    - vi. the application of industrial, scientific and technological advances to the services of the Government; and
    - vii. the promotion of public awareness and understanding of development in industry, science and technology.

2. The Council may publish and make available any report or finding produced as a result of any research, study or investigation under subsection (1).
3. The Council is to liaise with and advise any person, body or organization with respect to the conduct of any research, study or investigation into a matter relating to industry, science and technology in the State.
4. In carrying out its functions the Council is to —
  - a. have regard to the needs of the Western Australian community and the resources of the State;
  - b. promote developments in industry, science and technology that increase productivity and competitiveness; and
  - c. support developments that create employment opportunities.
5. The Council has the power to do all things necessary or convenient to be done for or in connection with the performance of its functions.

## Reviewing

The Charter and Code of Conduct will be reviewed annually.

## Reporting Structure

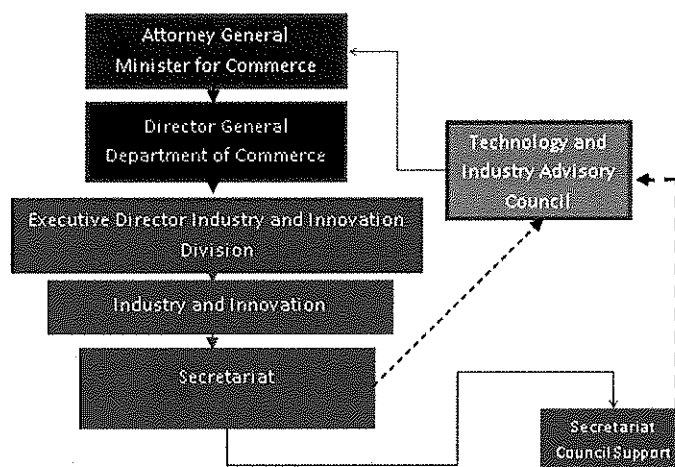


Diagram: Technology and Industry Advisory Council reporting structure in relation to the Department of Commerce.

## Structure of the Council

The Council will include members with wide experience in industry and innovation in practice. As per ITD Act 1998, Part 6, Section 22(2).

The Minister is to appoint a chairperson of the Council from among the appointed members of the Council, as per ITD Act 1998, Part 6, Section 22(3).

Members will be appointed for a term as specified in their appointment, not exceeding three years, but may from time to time be re-appointed, as per ITD Act 1998, Schedule 1 Section 23(1).

### **Resignation, removal, etc.**

As per ITD Act 1998 Section 23 Schedule 1 (2.1 and 2.2).

### **Minister may give directions**

The Minister may give directions in writing to the Council with respect to the performance of its functions or the exercise of its powers, either generally or in relation to a particular matter, and the Council is to give effect to any such direction, as per ITD Act 1998, Part 6, Section 25(1).

The text of a direction given under subsection (1) is to be included in the annual report of the Council under Section 26.

### **Operations**

The Council will meet at the times and places that the Council determines at intervals not longer than 2 months.

The Manager, Secretariat will be the main point of contact between TIAC and the Department of Commerce. The Manager will be invited to attend TIAC meetings as an observer.

An Executive Officer, appointed by the Department of Commerce, will coordinate meetings and prepare minutes which will be recorded and stored in accordance with public sector record management standards.

The Chairperson, will submit a copy of the minutes of each meeting to the Minister within 14 days after the meeting at which the minutes were confirmed.

### **Annual report of the Council**

The Council, must, as soon as practicable after 1 July, and in any event on or before 31 August, in each year, prepare and give to the Minister a report on its operations and proceedings for the previous financial year, as per ITD Act 1998, Part 6, Section 26(1).

The Minister is to cause the Council's report to be laid before each House of Parliament within seven (7) sitting days of the House after the Minister has received it, as per ITD Act 1998, Part 6, Section 26(2).

This section does not affect any duty of the accountable authority of the department under Part 5 of the Financial Management Act 2006 to prepare and submit an annual report containing information about the Council or the operation of that Act in relation to that annual report.

### **Remuneration or Sitting Fees**

Members are remunerated under Section 24 of the ITD Act 1998.

On 24 November 2010, the Public Sector Commissioner provided a determination for remuneration of TIAC members being:

- a. Chairman - \$40,000 per annum; and
- b. Members - \$660 per day for meetings of 4 hours or more or \$430 per day for meetings less than 4 hours.

The recommendation is made pursuant to Premier's Circular 2010/02 – "State Government Boards and Committees" which excludes those on the public payroll from receiving fees.

On June 2012, the Public Sector Commissioner provided a determination for remuneration for Science Education Committee members being:

- a. Chairman - \$830 per day for meetings of 4 hours or more or \$540 per day for meetings less than 4 hours; and
- b. Members - \$540 per day for meetings of 4 hours or more or \$350 per day for meetings less than 4 hours.

The recommendation is made pursuant to Premier's Circular 2010/02 – "State Government Boards and Committees" which excludes those on the public payroll from receiving fees.

### **Code of Conduct**

This Code of Conduct (Code) is based on the Western Australian Public Sector Code of Ethics (Code of Ethics) as issued by the State Government's Public Sector Commissioner. It is applicable to most public sector bodies, including boards, and Councils created for a public purpose under Western Australian legislation.

In this Code, "member" means a Technology and Industry Advisory Council member duly appointed by the Minister under the ITD Act 1998.

Members are expected to:

- Act with care and diligence and make decisions that are honest, fair, impartial, and timely and consider all relevant information.
- Treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.
- Use the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

### **Personal behaviour**

Members are expected to:

- act ethically and with integrity;
- act according to the legislative requirements, policies and ethical codes that apply;

- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests rights, safety and welfare;
- not harass, bully or discriminate against colleagues, members of the public and support staff;
- contribute to a harmonious, safe and productive work environment by their work habits, and professional workplace relationships; and
- serve the government of the day by fulfilling their purpose and statutory requirements.

### **Communication and official information**

Members are expected to:

- not disclose official information or documents acquired through their work, other than as required by law or where proper authorisation is given;
- not misuse official information for personal or commercial gain for themselves or another;
- adhere to legal requirements, policies and all other lawful directives regarding communication with Parliament, ministers, ministerial staff, lobbyists, members of the media and members of the public generally; and
- respect the confidentiality and privacy of all information as it pertains to individuals.

### **Fraudulent and corrupt behaviour**

Members are expected to:

- not engage in fraud or corruption;
- report any fraudulent or corrupt behaviour;
- report any breaches of the code of conduct; and
- understand and apply the accountability requirements that apply.

### **Use of public resources**

Members are expected to:

- be accountable for official expenditure;
- use publicly-funded resources diligently and efficiently. These include office facilities and equipment, vehicles, cab charge vouchers, corporate credit cards;
- not use office time or resources for party political work or for personal gain, financial or otherwise;
- keep to policies and guidelines in the use of computing and communication facilities, and use these resources in a responsible and practical manner; and be careful to ensure that any travel for official purposes is only done so when absolutely necessary.

## **Record keeping and use of information**

Members are expected to:

- record actions and reasons for decisions to ensure transparency;
- ensure the secure storage of sensitive or confidential information;
- comply with the public sector record keeping plan; and
- where permissible, share information to fulfil their role.

## **Conflicts of interest**

Under Schedule 1 (16). Disclosures of Interests of the ITD Act 1998, a member who has a material personal interest in a matter being considered or about to be considered by the Council must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the Council. Penalty: \$5,000.

A disclosure under subclause (1) is to be recorded in the minutes of the meeting.

In addition, members are expected to:

- ensure personal or financial interests do not conflict with their ability to perform their official duties in an impartial manner;
- manage and declare any conflict between their personal and public duty; and
- where conflicts of interest do arise, ensure they are managed in the public interest.

## **Public Sector Requirements**

The Public Sector Commissioner monitors compliance with the WA Public Sector Code of Ethics and applicable codes of conduct. The Commissioner may report any public sector bodies, found to be in breach of the codes, to their relevant Minister and to Parliament.

Accordingly members on appointment will:

- Receive a copy of this Charter and are expected to read and abide by it.
- Receive a copy of the Western Australian Public Sector Code of Ethics and are expected to read and comply with it.
- Receive a copy of the ITD Act 1998 and are expected to read and abide by it.

The Council accepts the minimum requirements set out in the Conduct Guide for Boards and Committees. This code of conduct builds on these minimum requirements.

## **Legislation, Policies and Procedures**

Members will be subject to the following legislation, policies and procedures.

### **Relevant legislation**

- *Auditor General Act 2006*
- *Contact with Lobbyists Code*
- *Corruption and Crime Commission Act 2003*
- *Equal Opportunity Act 1984*
- *Fair Trading Act 1987*
- *Financial Management Act 2006*
- *Financial Administration and Audit Act 1985*
- *Freedom of Information Act 1992*
- *Industrial Relations Act 1979*
- *Industry and Technology Development Act 1998*
- *Occupational Safety and Health Act 1984*
- *Parliamentary Commissioner's Act 1971*
- *Public Interest Disclosure Act 2003*
- *Public Sector Management Act 1994*
- *State Records Act 2000*
- *State Superannuation Act 2000*
- *State Supply Commission Act 1991*
- *Statutory Corporations (Liability of Directors) Act 1996*
- *Western Australian Equal Opportunity Act 1984*
- The Criminal Code
- Other general requirements may be imposed by:
- Administrative Instructions, Approved Procedures, Public Sector Commissioner's Circulars, Premiers Circulars and Delegations, Treasurer's Instructions

### **Relevant policies/guidelines**

- Western Australian Public Sector Code of Ethics 2002
- Public Sector Standards in Human Resource Management 2001
- Department of Premier and Cabinet Disciplinary Procedures Guide
- Equal Opportunity Policy
- Grievance Resolution Policy and Guidelines
- Bullying Policy Among Staff at DOCEP
- Prevention of Violence Against DOCEP Employees
- Reporting Misconduct Policy and Procedures
- Freedom of Information 1 & 2
- Penalties for Non Compliance with Records Management Legislation
- Customer Service Charter
- Occupational Health and Safety Policy