2015-2016

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 2016, 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 Management Act 2006*.

Yours sincerely

Mr Alan Bansemer
Chair

22 August 2016

On behalf of Council members:

Current members (as of 30 June 2016):

Mr Alan Bansemer (Chair)	Dr Jim Ross AM
Professor Lyn Beazley AO	Mr Andy Farrant
Professor Shaun Collin	Ms Anne Driscoll (ex officio)
Professor Barry Marshall AC	

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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.

The ITD Act ensures the existence and continuation of TIAC as a 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 bring a diversity of disciplines and perspectives along with a commitment to contribute to the development of Western Australia in their strategic advice to Government.

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 Management Act 2006* through the Department of Commerce under Section 26(3) of the ITD Act.

TIAC Membership

The members of TIAC during the 2015–2016 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
Sir Walter Murdoch Distinguished Professor of Science, Murdoch University

Professor Shaun Collin
Director, UWA Oceans Institute and School of Animal Biology
The University of Western Australia

Ms Anne Driscoll (ex officio)
Director General
Department of Commerce

Professor Barry Marshall AC
Nobel Laureate
The University of Western Australia

Dr Jim Ross AM
Deputy Chairman
Berkeley Energia Ltd

Resignations and Appointments

Mr Alan Bansemer (Chair), Professor Lyn Beazley AO, Professor Shaun Collin, Mr Andrew Farrant, Dr James Ross and Professor Barry Marshall continued to serve as members through 30 June 2016 under Section 1 of Schedule 1 of the ITD Act.

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 this 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 coordination 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 services of the Government; and

      vii) 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 2015 to 30 June 2016, the responsible Minister for TIAC was the Hon Michael Mischin MLC, Attorney General; Minister for Commerce.

TIAC worked with the Office of the Minister for Commerce to ensure its work was consistent with the needs of Government therefore there was no requirement for the Minister to provide any formal directions in writing.

TIAC Activities in 2015–2016

Charter

At its thirty third meeting in June 2016, 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.

TIAC members also met with the Minister's Office on three occasions during the year to discuss advice and research undertaken.

Implementation of Strategic Activities

During the 2015–2016 financial year, TIAC progressed a number of activities and research projects, including consultation with key stakeholders. An overview of these activities:

- Supporting the *STEM-WA Pilot Program Proposal*.
- Progressing the *Economic Growth through Innovation* agenda.
  - Submission of an Options Paper on Technology Park
  - Submission of an Options Paper on the Innovation Centre
  - Submission of the *Stimulating Innovation: Laying the Foundation* Report
- Submission to the Economics and Industry Standing Committee-Inquiry into Technological and Service Innovation in WA
- Co-Hosting of the Perth Information Session of the Australia China Science Research Fund (ACSRF)
- Co-Hosting of the Perth Information Session of Australia India Science Research Fund (AISRF)
- Hosting of an Innovation Focus Forum
- *Innovation Focus Briefing* provided to the Minister
- Engagement with key stakeholders via Council's bimonthly meetings and at other national and state-wide meetings and events among individual Council members.
- Sponsorship of the Science on the Swan 2016 Conference

STEM-WA Pilot Program Proposal

TIAC's STEM project has resulted in the establishment of the not-for-profit organisation STEM-WA, to progress the implementation of a trial project. STEM-WA seeks to bring together Commonwealth and private funding and to be a point of contact for engagement with schools. The education sectors in Western Australia are enthusiastic about a proposal to conduct a trial project in Western Australia being forwarded to the Federal Government for consideration.

The STEM-WA Steering Committee membership includes the Patron, Her Excellency, the Honourable Mrs Kerry Sanderson, AO, Governor of Western Australia with TIAC members, Professors Lyn Beazley AO and Barry Marshall AC as Vice-patrons and member, Dr Jim Ross AM as Chair. STEM-WA is working closely with the Office of Science.

The STEM-WA proposal received letters of support from 20 organisations in August 2015. Members agreed that the finalised Proposal should be submitted to the Minister for Commerce, Hon Michael Mischin MLC with a recommendation from TIAC that the Proposal be forwarded to the WA Premier, Hon Colin Barnett MLA. In addition, members agreed that the Proposal be posted on the TIAC website.

The finalised STEM-WA proposal was submitted to Minister Mischin on 24 August 2015 and posted on the TIAC website on 18 September 2015.

There is a continuing flow of diverse information and commentary about the importance of STEM education in Australia and perhaps the most compelling example of the magnitude of the problem is provided by information in a report, *Australia's STEM Workforce* commissioned by the WA Chief Scientist, Professor Peter Klinken.

STEM is a priority articulated under the Education and Engagement opportunities in the Premier's Science Statement released on April 2015.

Economic Growth through Innovation (EGTI) Initiative

Western Australia's economy has been firmly established on the State's strengths of mining, energy production and agriculture and will remain so for the foreseeable future. There is an opportunity to broaden the economic benefits of Western Australia's traditional industries, whilst developing emerging Western Australian capabilities to underpin the State's long term prosperity. The Economic Growth through Innovation project is overseen by TIAC member Mr Andy Farrant. In early 2015, the Council developed action plans to deliver timely strategic advice to the Minister for Commerce and the State government on this topic.

As a result of discussions between TIAC and the Minister for Commerce, Hon Michael Mischin MLC, it was agreed that the Minister would benefit from short, specific and timely advice on a number of projects in the technology and innovation sector. Subsequently, TIAC member Mr Andy Farrant, met with the Minister's Office and identified two projects that the Minister would like TIAC's advice on; a) The Innovation Centre – options for future operation; and b) Technology Park Bentley – options for the future. Advisory papers were provided to the Minister's Office on the ICWA and Technology Park, Bentley on 24 April 2015 and 2 July 2015, respectively.

At the December 2015 Council meeting, members agreed to the development of a short term scoping project which provides a roadmap for improved knowledge of the innovation networks and where clusters exist in WA as Part 1 of a two part process.

The Phase 1 document of the Innovation Cluster Mapping Project (ICMP) researched by Dr Kirsten Martinus of the UWA informed the *Stimulating Innovation: Laying the Foundations* Report which was sent to Minister Mischin's Office on 12 January 2016.

The *Stimulating Innovation: Laying the Foundations* Report provides a wide-angle snapshot of innovation in WA across different sectors, to firstly provide evidence that innovation is taking place in diverse workplaces and sectors. It will also inform the terms of reference for Phase 2.

The EGTI is continuing to work with the Ministers Office to identify topics that would assist the Minister and Government through targeted advisory papers.

Advice to the Department of Commerce

The Department of Commerce, responsible for the ITD Act, works on topics that are also a focus for TIAC and reports to the Minister responsible for liaising with TIAC. TIAC has provided advice to assist the Department in activities related to the ITD Act and technology opportunities for the State:

- on approaches to bioprospecting and biodiscovery to inform the development of new legislation.
- on Government Intellectual Property, issues on IP commercialisation and its importance to the economy.
- on innovation focus areas for the WA government.
- response to the Commonwealth Innovation Statement with options and implications for the State Government.

Submissions and Engagement

The Council makes submissions to reviews, consultations and inquiries in topics related to its role. During the 2015-16 year the following submissions were made:

- ***Submission to the Economics and Industry Standing Committee - Inquiry into Technological and Service Innovation in WA.***

The Economics and Industry Standing Committee (EISC) is a multi-party committee of the Legislative Assembly of the Western Australian Parliament that reviews relevant topics and reports to the Assembly. On Saturday 4 July 2015 the Committee advertised a new inquiry. The Committee focused on the following sectors of the Western Australian economy: agriculture and food; mining and energy; and advanced manufacturing.

At the August 2015 TIAC meeting, it was agreed that TIAC would prepare a submission to the Inquiry. The Department of Commerce and the WA Chief Scientist, under the banner of the Office of Science, also prepared submissions.

A total of 32 public submissions were presented to the committee.

Subsequently, three members from the Council gave evidence to the EISC hearing on Thursday 11 February 2016.

The EISC released the *Growing WA through Innovation* report on 30 June, 2016 which represents the culmination of the year-long inquiry into technological and service innovation in the State. The report contains 18 recommendations in relation to State government promotion of innovation in WA. Many of these recommendations are based on the advice included in TIAC's submission to the inquiry.

- ***Hosting of Innovation Focus Forum and Innovation Focus Briefing to the Minister***

At the thirtieth Council meeting in December 2015, members had agreed to schedule an extraordinary meeting to specifically investigate and consider what should be strategic innovation priority areas for government policy to focus on. The information from the meeting formed the basis of advice that TIAC provided to the Minister and the WA Government.

The meeting attendees included the seven Council members, the Council Secretariat, two Department of Commerce staff, and three external experts. Prior to the meeting, opinion to seed discussion was sought from a further seven innovation practitioners and experts.

The outcomes from the Innovation Focus Forum have resulted in the seven recommended focus areas listed below:

- WA Government – Leading from the Front
- Identify and integrate multi-sector generic competencies
- Strengthen innovation and STEM skills
- Strengthen innovation linkages
- Encourage innovation across the community
- Encourage innovation in the regions
- Unlock private capital

As a result of the findings and recommendations from the Forum, TIAC prepared a brief advisory paper *Innovation Focus Briefing* which was provided to the Minister for Commerce, Hon Michael Mischin MLC on 8 February 2016 and posted on the TIAC Website on 14 June 2016. This report has been passed on to the Government Chief Information Officer.

- ***Sponsorship of the Science on the Swan 2016 Conference***

The Science on the Swan Conference held on 3-5 May 2016 brings together an outstanding international academics, leading researchers from across Australia and the medical research talent of Western Australia. This conference is initiated and run in collaboration with all five of WA's universities (The University of Western Australia, Curtin University, Murdoch University, Edith Cowan University and the University of Notre Dame) in partnership with Harry Perkins Institute of Medical Research, the Telethon Kids Institute, WA Health Translation Network, the key teaching and research hospitals and the WA Government through the Department of Health and the Office of Science.

Innovation is widely occurring in the health sector leading to healthcare technology rapidly changing. At the intersection of engineering and biomedical science sits the life-saving, humanist potential of medicine. In 2016, the focus of the conference was "Cutting Edge" looking at developed or developing medical devices that improve the quality of life and wellbeing of the community.

TIAC provided sponsorship for the 2016 conference through the Bronze Sponsor category.

- *Monitoring*

TIAC is monitoring development in Australian-Chinese and Australian-Indian technology and research linkages and providing support for initiatives as appropriate. TIAC was invited to assist with promoting the Australia-China Joint Research Centres and the Australia-India Joint Research Centres initiatives in 2015 and 2016.

- *Co-Hosting of the Perth Information Session of the Australia China Science Research Fund (ACSRF)*

TIAC and the Commonwealth government co-hosted an information session for the Australia – China Science and Research Fund (ACSRF) Joint Research Centres (JRC) on 18 August 2015 at the Hyatt Hotel. An opportunity had arisen for TIAC to host the WA information session with Professor Shaun Collin to take a lead role as TIAC representative, host and Master of Ceremonies on the day.

The WA Chief Scientist and the China specialist from the Department of State Development were both invited to make presentations.

The ACSRF provides support for international research collaborations and realises the economic potential of the research sector by allowing Australian scientists and industry to engage with China. This round of JRC will be focused on priority areas in agreement with the Chinese Government and will reflect the Commonwealth's industry growth sectors and science and research priorities. To ensure the research funded has a practical focus, Centres applying for this round must have either an industry-based partner, or other end user, in addition to a Chinese partner.

The ACSRF session was a success with 43 attendees and was considered the most successful information session held with attendee numbers rivalling Sydney.

- *Co-Hosting of the Perth Information Session of Australia India Science Research Fund (AISRF)*

Subsequently, the next round of a similar program operating with India, the Australia – India Science and Research Fund, was announced open and an information session planned. Due to time limitations, TIAC co-hosted the event with AusIndustry Perth on 8 September 2015. TIAC member Mr Andy Farrant was TIAC representative for this event.

The AISRF session was also a success with approximately 40 attendees again with attendee numbers rivalling Sydney. The client and stakeholder information obtained through these events are being used to develop a basic TIAC database and mailing list.

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 to ensure broad insight into Western Australian research and innovation capability. During the 2015–2016 financial year, five Council meetings were conducted at the premises of its constituents. One stakeholder presented to the Council at the offices of the Department of Commerce. An extraordinary meeting, the Innovation Focus Forum, was also held at the offices of the Department of Commerce.

TIAC's twenty eighth meeting in August 2015, held at Dumas House featured a presentation from the Office of Science and the WA Chief Scientist. Members were provided insights to the five science priority areas for Western Australia as part of the Premier's recently released Science Statement. Members discussed opportunities for TIAC to collaborate with the Office on Science and the WA Chief Scientist on the implementation of those strategies. It was noted that the Science Statement was an important tool to engage the community and to identify the links between improved science strategies, jobs and economic growth.

TIAC's twenty ninth meeting in October 2015 was held at the Central Institute of Technology in East Perth. TIAC's visit provided members with an insight into the operations of the GreenSkills Training Centre. Members were informed about the many features of the $17 million Green Skills Centre which was opened in February 2015 as the first public building in the state to secure a six-star green rating.

TIAC's thirtieth meeting in December 2015 was held at the Perth offices of AusIndustry. The visit and presentation provided members with information relating to the delivery of programs for businesses and individuals including innovation grants, clean technology, tax incentives, duty concessions, small business development, industry support and venture capital. Specific information was provided on programs and initiatives including the Industry Growth Centres, the Entrepreneurs' Programme, the Research and Development Tax Incentive, Tradex, Emissions Reduction Fund, Cooperative Research Centres and the Industry Skills Fund.

TIAC's thirty first meeting in February 2016 was held at the Minerals Research Institute of Western Australia (MRIWA) offices in East Perth. Members were informed about the delivery of projects, programs and events that promote public awareness of, and interest in, minerals research, and support for relevant academic activities. MRIWA presented information on programs and initiatives including investment in research projects that are designed to develop solutions for opportunities and challenges that face the State's multi-billion mineral resources industry.

TIAC's thirty second meeting in April 2016 was held at the Department of Commerce's West Perth offices at West Centre. A presentation from the Executive Director, Office of Science, Ms Fiona Roche provided members with information on the current collaborations between the Office of Science, the WA Chief Scientist, TIAC and the Department of Commerce on a number of innovation and technology strategies for the State.

TIAC's thirty third meeting in June 2016 was held at TechHub in Northbridge. A presentation from the Perth Angels (formerly WA Angel Investors) provided members with information regarding WA start-up and emerging SME businesses and the provision of funding and mentoring support to chosen deals. The Perth Angels group is part of an international network that provides opportunities for its members to receive financial returns, support new industry opportunities, philanthropic rewards and personal benefits such as expanding peer networks.

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 allows TIAC to provide 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; and
- public interest disclosure officer, direct advice and desktop research.
- website maintenance.

The Manager, Secretariat and the Executive Officer are the main point of contact for TIAC. Their role is 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 are 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 Management Act 2006* through the Department of Commerce Annual Report and Financial Statements.

Financial Provisions

While there is capacity for TIAC expenses to be provided for under Section 15 of the ITD Act via the Western Australian Industry and Technology Development Account. TIAC's budget is currently provided as part of the Department of Commerce annual operating budget.

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 seven occasions between July 2015 and June 2016: on 4 August 2015, 27 October 2015, 15 December 2015, 20 January 2016, 23 February 2015, 26 April 2016 and 28 June 2016.

Outlook for 2016–2017

TIAC's strategic activities underpin 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.

TIAC will continue to work with the Minister and his Office to identify specific areas of advice that will support the Minister and progress the objectives of the ITD Act.

TIAC through the Minister and his Office will also provide advice to the Minister for Innovation.
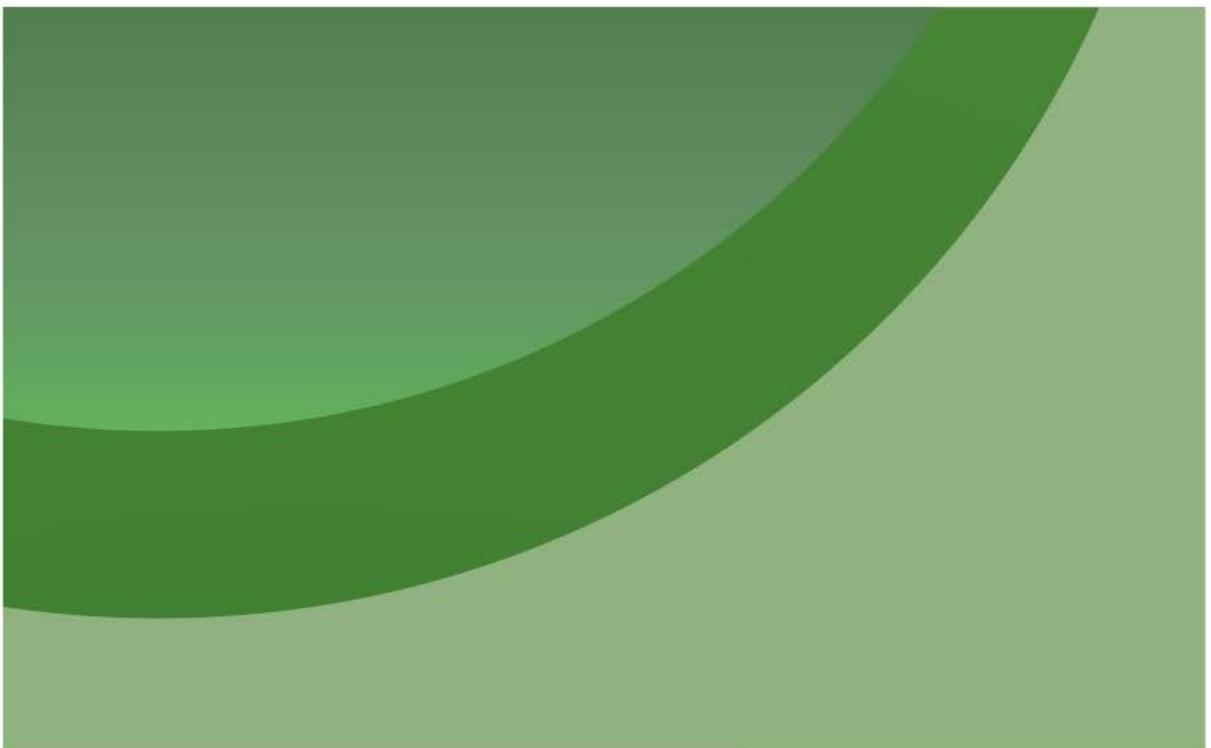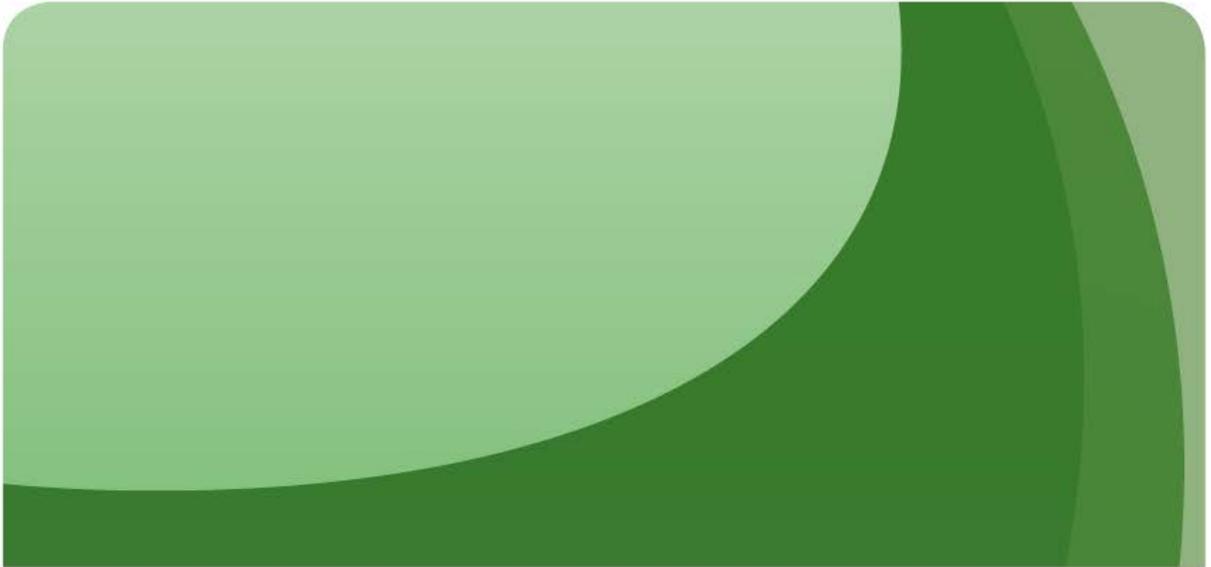
Future Engagement Activities

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 2016 and 2017.

TIAC also intends to develop an expert advisory network to provide leading insights and early advice on emerging trends.

Appendix

TIAC

Technology and Industry Advisory Council

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 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.

Reviewing

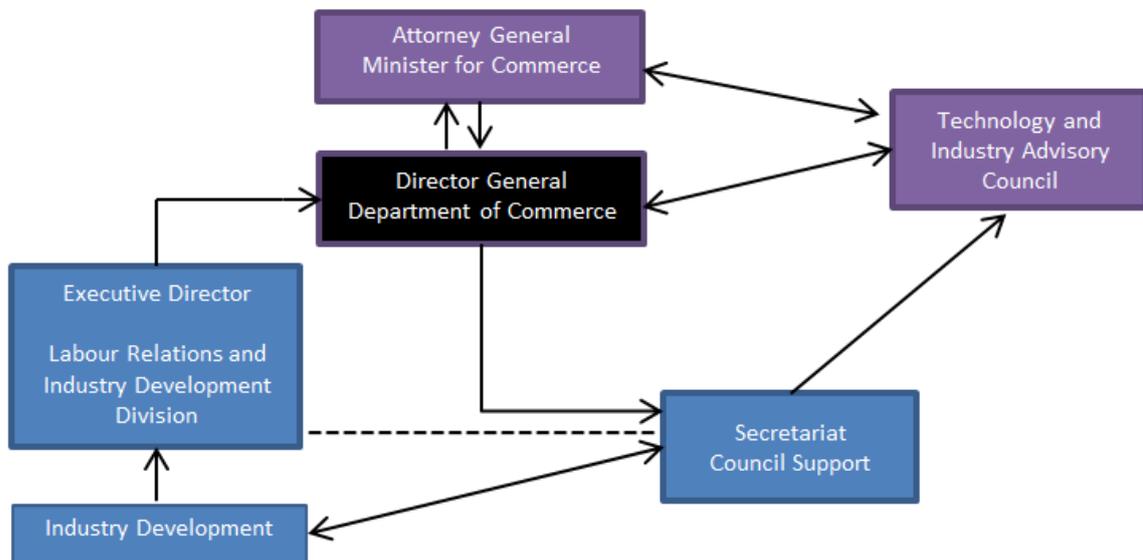The Charter and Code of Conduct will be reviewed annually.

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.

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 Western Australian 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*
- *Corruption and Crime Commission Act 2003*
- *Equal Opportunity Act 1984*
- *Fair Trading Act 2010*
- *Financial Management Act 2006*
- *Freedom of Information Act 1992*
- *Industry and Technology Development Act 1998*
- *Occupational Safety and Health Act 1984*
- *Parliamentary Commissioner 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*
- *Western Australian Equal Opportunity Act 1984*
- 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

Other general requirements may be imposed by:

- Administrative Instructions
- Approved Procedures
- Public Sector Commissioner's Circulars
- Premiers Circulars
- Delegations
- Treasurer's Instructions
- Western Australian Public Sector Code of Ethics 2002
- Public Sector Standards in Human Resource Management 2001
- Department of Premier and Cabinet Disciplinary Procedures Guide
- Contact with Lobbyists Code
- Department of Commerce Policies and Guidelines