



Department of
the Premier and Cabinet

Artificial Intelligence Advisory Board

Code of Conduct

This Code of Conduct explains the behavioural standards for ethical and accountable conduct for members of the Artificial Intelligence (AI) Advisory Board (the Board). It should be read in conjunction with the Board Terms of Reference and the Governance Manual for Western Australian Government Boards and Committees. The seven principles of the Code of Conduct below are drawn from and align with the Department of the Premier and Cabinet's Code of Conduct to support a common-sense approach to decision-making.

Principle one: Personal Behaviour

The public expects Board members to carry out their roles with integrity, and with regard for both the Government's policies and priorities and the public interest. This applies during Board meetings and if representing the Board in public forums.

Members of the Board are appointed as individuals on the merits of their knowledge, ability, experience, influence and professional networks within artificial intelligence and related professional and academic communities and not as representatives of specific organisations.

Government sector membership is in an organisational capacity. Members of the Board will:

- be well informed about the role and purpose of the Board;
- be actively engaged in the work of the Board;
- put the interests of the public ahead of their own by acting responsibly, ethically, and with integrity; and
- maintain the dignity and respect for other Members' and their personal and pecuniary interests by acting with loyalty, good faith, ethically and with integrity.

Principle two: Communication and Handling of Official Information

Information is a key factor in enabling the Board to deliver high quality advice. Members will:

- Manage and handle confidential, official Government information and sensitive information discreetly and within scope of their role as part of the Board's functionality as set out in the Terms of Reference.

Principle three: Fraudulent or Corrupt Behaviour

Fraud is defined as dishonest activity causing actual or potential financial loss to a person or organisation.

Corrupt conduct occurs when a member uses or tries to use their position for personal advantage or to the detriment of others.

Public trust and confidence in the Board and the Government and their ability to conduct ethical decision making, is put at risk if fraudulent or corrupt behaviour occurs.

Members will:

- not engage in fraudulent or corrupt behaviour; and
- report suspected instances of this behaviour to the Chair who will consider the appropriate response.

Principle four: Use of Public Resources

We are required to use the Government's resources responsibly.

Members will:

- avoid unnecessary and/or inefficient use of public resources;
- maintain appropriate documentation to support claims for sitting fees, travel and accommodation and use of other public resources; and
- ensure that public resources are only used for Board related business.

Principle five: Record-Keeping and Use of Information

Correspondence and documents created or received relating to the Board's business are considered government records, and as such are subject to the provisions of the *Freedom of Information Act 1992 (WA)*.

Members will:

- ensure that recorded information under their control (in paper or electronic form) is stored safely and appropriately; and
- be diligent in handling Board records and sensitive documents.

Principle six: Conflicts of Interest and receiving gifts and benefits

When personal, social, commercial or political activities interfere or have potential to influence the Board's work, a conflict of interest may exist which must be resolved.

A conflict of interest may be actual, perceived to exist, or potentially exist and take various forms.

For example, information received through the Board may lead to perceived or real conflicts of interest by giving advantage to an employer or interest group.

It's not necessarily a problem to have a conflict of interest but it must be declared and managed accordingly.

Members will:

- report actual, potential or perceived conflicts of interest to the Chair or Secretariat of the Board at the Department of the Premier and Cabinet, prior to a meeting; and
- ensure that relationships with individuals, organisations and groups known to them do not affect their ability to provide impartial and reasonable advice.
- not use their role on the Board to solicit gifts, benefits and hospitality for themselves or others
- ensure that any benefits offered to them as part of their work and activities as a Board member does not compromise their role on the Board in making fair and impartial decisions.
- declare any gifts or benefits received as part of their work and activities as a Board member.

Principle seven: Reporting Suspected Breaches of the Code

Suspected breaches of the Code of Conduct can be reported to the Chair or Secretariat of the Board at the Department of the Premier and Cabinet. The Chair will consider an appropriate response following advice from the Public Sector Commission. Serious breaches may be reported directly to external bodies such as the Corruption and Crime Commission and Public Sector Commission.