

Road Safety Council

Role and Responsibilities of the Chair

TOWARDS ZERO
getting there together



ROAD SAFETY COUNCIL

ROLE AND RESPONSIBILITIES OF THE CHAIR OF THE ROAD SAFETY COUNCIL

BACKGROUND

The Chairman is appointed by and is accountable to the Minister for Road Safety.

The Chair acts as a direct liaison between the Road Safety Council (the 'Council') and the Minister. The Chair also acts as a direct liaison between Council and the Office of Road Safety.

Note: The concept of separation of the role of the Chair from that of the Minister and the Executive Director, Office of Road Safety implies that the Chair should be independent from management and free from any interest and any business or other relationship which could interfere with the Chair's role.

ROLE

Leadership

The principal role of the Chair is to provide leadership to the Council and to ensure it acts in accordance with the Council's [Governance Charter](#) and [Code of Conduct](#).

The Chair is responsible for ensuring the Council's business and the work of any of its committees are carried out efficiently, effectively, and in accordance with the *Governance Charter*.

The Chair should ensure that the Council exercises collective responsibility, that is, decisions are taken corporately by all members acting as a body. The Chair will encourage all members to work together effectively, contributing their skills and expertise as appropriate, and will seek to build consensus among them.

The Chair should ensure, in accordance with the *Governance Charter*, the effectiveness of the Council and its committees is kept regularly under review.

The Chair will be responsible for leading the appraisal/review of the performance of the Council, in relation to the Governance Charter and Code of Conduct.

Standards

The Chair is responsible for ensuring the Council acts in accordance with its *Code of Conduct* and conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Chair shall ensure that:

- the Council, maintains an up-to-date Register of Interests of members that relate to road safety (the Office of Road Safety will support this function);
- Council members make a full and timely personal disclosure of any relevant matters that relate to road safety; and
- any conflict of interest is identified, brought to the attention of Council, and managed appropriately in order that the integrity of Council business is and shall be seen to be maintained.

The Chair shall be responsible for ensuring that the Council exercises efficient and effective use of resources (fiscal, administrative and logistical relevant to the Road Safety Council).

FUNCTIONS

The Chair of the Council:

1. Takes the chair at Council meetings and -
 - sets the agenda for Council meetings
 - ensures the distribution of all necessary information to Council members in advance of the meeting
 - leads the Council to effective decision-making as a team
 - ensures minutes of each meeting record decisions correctly
 - ensures distribution of minutes as soon as practicable after each meeting.
2. Acts as the communicator for Council decisions where appropriate.
3. Acts as the Council's 'public face' and responds to the media as required.
4. Leads the Council in setting strategic direction and ensuring it aligns with achieving the target set by *Towards Zero - road safety strategy for Western Australia* of 11,000 fewer people killed or seriously injured by the year 2020.
5. Leads the Council in ensuring transparency and 'value for money' recommendations for expenditure of the Road Trauma Trust Account to the Minister with responsibility for road safety.
6. Leads the Council's role in the monitoring, evaluating and reporting on the implementation of road safety initiatives to government.
7. Ensures the culture of the Council is ethically sound, responsive, innovative and adaptive to its complex political and community environment (i.e. adopts a "learning culture").
8. Leads the Council in identifying key issues and risks for the Council and ensuring that they are managed / mitigated.
9. Leads the review of the performance of Council members in line with the principles of the Governance Charter and Code of Conduct.
10. Leads and represents the Council in building relationships with key external entities and persons.
11. Sits on other Committees of the Council where appropriate and as determined by Council.
12. Meets with the Minister with responsibility for road safety and the Executive Director, Office of Road Safety as required.
13. Meets with government and non-government organisations as required on road safety matters.

REVIEW

The Council will review this role and responsibility statement annually or as required.

The Role and Responsibilities of the Chair of the Road Safety Council was approved by the Minister for Road Safety on 28 September 2013