

# Road Safety Council

## Code of Conduct

**TOWARDS ZERO**  
*getting there together*



# ROAD SAFETY COUNCIL

## CODE OF CONDUCT

### Message from the Chair

The primary aim of Council and its members is to provide the best possible evidence based advice to Government on priority actions that will be most effective and deliver the biggest impact on reducing the harm of serious road crashes to the Western Australian community.

The Road Safety Council (the 'Council') was established on 1 February 1997 as a statutory body to coordinate the development and implementation of policy and strategies to improve road safety in Western Australia.

The Council has legislative responsibilities as stated under the *Road Safety Council Act 2002* and recommends and reports to the Minister with responsibility for road safety.

The Council's *Code of Conduct* (the 'Code') is based on the relevant provisions of the *Public Sector Management Act 1994* and the *Western Australia Public Sector Commission Code of Ethics*. Collectively, these documents provide a broad framework to guide the ethical and accountable behaviour of the Council.

The Code is designed to help Road Safety Councillors operate in a complex multisectoral environment. The Code is grounded in our vision and values.

It is recognised that decisions of members made in the context of their professional and private lives have the ability to impact on the deliberations and discussions of Council. The Code aims to provide a set of general principles to guide Council in their conduct and give guidance to members when making both professional and personal decisions.

While the Code does not cover every possible situation, it provides a reference point to assist us in understanding our obligations to work in a manner that is in the best interest of the Council, the community and other stakeholders.

I trust all councillors' will become familiar with the provisions of the Code and strive to abide by them at all times, to continue to build and maintain the integrity and credibility of the Council and contribute to effective and ethical decision making.

A handwritten signature in blue ink, reading "Murray Lampard". The signature is stylized with a large, sweeping initial "M" and a long horizontal line extending to the left.

Professor Murray Lampard APM  
Chair  
Road Safety Council

## Road Safety Council purpose, vision and values

### Purpose

The primary aim of Council and its members is to provide the best possible evidence based advice to Government on priority actions that will be most effective and deliver the biggest impact on reducing the harm of serious road crashes to the Western Australian community.

### Vision

The Road Safety Council's long term vision is of a road transport system where crashes resulting in death or serious injury are virtually eliminated in Western Australia.

### Our Values

In all our operations and relationships we value:

- Respect, Integrity and Transparency
- Collaboration and Commitment
- Excellence and Innovation

[Road Safety Council – Statement of Values](#)

### Applicability of the Code

The Code applies to all Road Safety Council members (government and non-government), their Deputies and nominated members of Road Safety Council working groups formed to assist Council conduct its business.

The Code applies at all Council meetings, official visits and events and any other official gathering or working party meeting where individuals represent council members.

### Conduct

#### Personal behaviour – I will:

- 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<sup>1</sup>;
- 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 employees;
- contribute to a harmonious, safe and productive work environment by our work habits, and professional workplace relationships; and
- serve the government by fulfilling our purpose and statutory requirements.

#### Communication and official information<sup>2</sup> – I will:

- not disclose official information or documents acquired through my work, other than as required by law or where proper authorisation is given;
- not misuse official information for personal or commercial gain for myself 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.

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<sup>1</sup> The Road Safety Council Governance Charter provides members with information about their roles and responsibilities and the proper functioning of the Council.

<sup>2</sup> Refer to the Road Safety Council Governance Charter for specific reference to 'confidentiality' and 'communication' requirements.

Fraudulent and corrupt behaviour – I will:

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

Use of public resources – I will:

- be accountable for official expenditure;
- use publicly-funded resources diligently and efficiently, according to the policies and guidelines that apply. These include office facilities and equipment, vehicles, mobile telephones, cab charge vouchers, corporate credit cards<sup>3</sup>;
- use corporate credit cards only for Council-related expenditure;
- 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 – I will:

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

Conflicts of interest<sup>4</sup> – I will:

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

Report breaches in the Code – I will:

- report any breaches of the code of conduct.

**I commit:**

- to taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring as part of the business of the Road Safety Council. I will report the details to the relevant people or agency; and
- to taking responsibility for contributing in a constructive and positive way to enhance good governance and the reputation of the Council.

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<sup>3</sup> The Office of Road Safety role is to provide these to members as applicable and provide advice and guidance with regard to correct use of such resources.

<sup>4</sup> Refer to the Road Safety Council Governance Charter for specific reference to and guidance on resolving 'conflict of interest'.



## PRINCIPLES FOR GOOD GOVERNANCE FOR BOARDS AND COMMITTEES<sup>5</sup>

This section sets out the principles of good corporate governance for Western Australian public sector boards and committees.

The principles have been developed following extensive consultation across the public sector and have sought to address the issues identified by those involved with public sector boards.

They have also been developed in light of an understanding of current best practice and the ongoing challenges facing the public sector and its boards in relation to accountability, probity and transparency.

The principles are not mandatory. They are an information resource for establishing and maintaining good governance practices for a public sector board. Application of the principles must be flexible to suit the nature of the each board and there is no 'one right way only' to use them.

The 11 principles are:

### **1. Appropriate governing roles are understood and enacted**

The board's governing roles and responsibilities are clearly stated and understood, as are the roles and responsibilities of the minister, board members, chairperson and staff (if applicable).

### **2. The board is structured to fulfill the required role**

Decision making regarding the size, composition, structure and resourcing of the board should involve consideration of the board's role, succession planning and board independence.

### **3. The responsibilities of board members are understood and enacted**

Board members and the chairperson understand and enact their individual responsibilities, including expectations regarding accountable and ethical behaviour in the public sector, as well as their responsibilities as a board.

### **4. The relationship between board and CEO is effective**

The relationship between the CEO and board is founded on role clarity and effort to cultivate and effective board relationship by both the CEO and the board, led by the board chairperson.

### **5. The dynamic within the board is effective**

Relationships within the board are characterised by a healthy level of trust, respect, goodwill, energy and openness to debate and an appropriate distribution of power.

### **6. Stakeholders are identified, understood and respected**

The organisation's stakeholders are engaged and understood through appropriate mechanisms. This understanding is applied in the board's decision making and strategy development.

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<sup>5</sup> <http://www.publicsector.wa.gov.au/public-administration/public-sector-governance/good-governance-boards-and-committees/principles-good-governance-boards-and-committees>

## **7. The board is appropriately engaged in strategy**

The board operates strategically, taking into account the board's role and the internal and external environment. Where appropriate, the board identifies the strategic direction and holds management to account for progress.

## **8. The board monitors risk, finances and performance effectively**

Individual board members understand their responsibilities in relation to risk management and oversight. The board as a whole provides appropriate input or oversight to risk management, reporting and compliance obligations, internal controls, budgeting and financial reporting, complaints handling and performance monitoring.

## **9. The board engages appropriately in accountable and ethical decision making**

Board decision making is informed, consistent, balances the requirements of multiple stakeholders and is accountable and ethical. Meetings are effective, follow an appropriate schedule and support robust decision-making processes.

## **10. The board's and board members ability to add value is consciously and continuously developed**

The evaluation and improvement of board and board member performance is conscious and deliberate. It involves formal and informal processes, including an effective induction process, to ensure the highest standards of probity and performance are reached.

## **11. Board members and staff are recognised fairly and appropriately**

Board members receive appropriate recognition for their input, which may include acknowledgement, reimbursement or remuneration.

### **Applying the principles**

To ensure their relevance to public sector boards, the principles are:

- applied on an 'if not, why not' basis
- structured to be flexible, so that they can be applied across the range of public sector boards in a way which suits the individual circumstances and role of each board
- structured to enable boards to consider their operations at any point of time and apply good practice in a manner applicable to their particular circumstances at that time
- applied with a full understanding of the outcomes that the board is seeking to achieve.