



Road Safety Council

Code of Conduct

October 2018

TOWARDS ZERO
getting there together



Message from the Chairman

The Road Safety Council leads and influences the whole of government and community response to eliminating deaths and serious injury from road crashes.

As a public sector body, the Council is responsible for upholding the highest standards of ethical behaviour in the execution of its functions. With that end in mind, the Council's Code of Conduct provides guidance on the principles and behaviours expected of its members. The Code is an integral part of the Council's governance framework and should be read in conjunction with the Council's Ministerial Statement of Intent and Governance Charter.

As Council Chairman, I anticipate that we will continuously engage with the standards and principles set out in the Code to challenge our paradigm, underpin our deliberations and confirm our decisions. In doing so we ensure that our actions add value and deliver public worth to the community of Western Australia.

We must demonstrate safety leadership across the road transport system and forge increased community confidence as the peak road safety body within the State. Importantly, we will be held to account based on our observable behaviour and the way that we undertake decisions. With that in mind I encourage members to consider the Code as a 'live' document in the context of the Council's operations.

I commit to you the Council's Code of Conduct



Iain Cameron
Chairman, Road Safety Council

Principles for conduct

The Western Australian Public Sector Code of Ethics applies to all public sector employees, including individuals who are members of public sector bodies such as the Road Safety Council (Council). Council members are committed to act in accord with the Code of Ethics and to follow the core principles it provides for conduct.

- Personal integrity:** Acting with care and diligence, making decisions that are honest, fair, impartial and timely, considering all relevant information available.
- Relationships with others:** Treating people with respect, courtesy and sensitivity, recognising their interests, rights, safety and welfare.
- Accountability:** Using 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.

Applicability of the Code of Conduct

The Code applies to all Council members, including deputies, whenever conducting the business of, or representing the Council.

It is acknowledged that not one set of rules can possibly cover the many challenges faced in an increasingly complex environment. If a Council member is in doubt or needs further advice, they will consult the Chairman or an appropriate officer within the Public Sector Commission.

The Council's Code is more than a compliance obligation; it reinforces that the Council is an assembly of professionals that jointly operates in the best interests of improving road safety in Western Australia. It is to be read in conjunction with other elements of the Council's governance framework, including the Code of Ethics, Ministerial Statement of Expectation, Statement of Intent and Governance Charter. Importantly, the Charter prescribes the required practices and obligations for the administration of the Council and Council business. This Code should be read in conjunction with the Charter.

Scope of the code

The Code includes the seven minimum standard areas of conduct required in Commissioners Instruction No. 8 - Codes of Conduct and Integrity Training.¹

1. Personal behaviour
2. Communication and official information
3. Fraudulent or corrupt behaviour
4. Use of public resources
5. Record keeping and use of information
6. Conflicts of interest and gifts and benefits
7. Reporting suspected breaches of the Code

1. The personal behaviour I will demonstrate in the performance of our duties:

- 1.1. honesty and integrity, acting in accord with all legislative requirements and our established governance framework;
- 1.2. due diligence in decision making, with fairness, impartiality and timeliness;
- 1.3. impartiality in provision of advice to Government, ensuring well informed and evidence-based information, advice and recommendations;
- 1.4. commitment to customary expectations for State Government agencies such as not engaging in harassment, bullying or discrimination, maintaining a harmonious, safe and productive environment; and
- 1.5. personal responsibility for our own behaviour, understanding and accepting the consequences for misconduct, non-compliance with the Code of Ethics, Code of Conduct, Charter or other aspects of the established governance framework.

¹ <https://publicsector.wa.gov.au/conduct-integrity/promoting-integrity/code-ethics>

- 2. Regarding official information obtained through our duties and its use, I will:**
 - 2.1. maintain confidentiality and not disclose any official information or documents, other than as required by law or where proper authorisation is given;
 - 2.2. protect intellectual property, the privacy of individuals and the security of personal information;
 - 2.3. not improperly use official information for direct or indirect personal or commercial gain for ourselves or others, or to do harm to others; and
 - 2.4. adhere to any legal requirements and government protocols such as communication with ministers and the media, including social media.

- 3. No member will engage in fraudulent or corrupt behaviour.**
 - 3.1. I will report any information about actual or potentially fraudulent, corrupt or illegal activities through the appropriate mechanisms.

- 4. In our use of the resources made available to Council members, I will:**
 - 4.1. do so with diligence and efficiency;
 - 4.2. be accountable for official expenditure, including that which is related to hospitality and travel, and if relevant as not incurring personal expenditure on government credit cards;
 - 4.3. not use the resources, including time, for party political work or private financial gain;
 - 4.4. comply with any application legislation, Treasurer's Instructions, policies and procedures; and
 - 4.5. report any damage to, or loss of, property or equipment immediately to the appropriate person.

- 5. Regarding record keeping and use of information, I will:**
 - 5.1. require actions and decisions are recorded accurately and provide transparency;
 - 5.2. require the secure storage of sensitive or confidential information;
 - 5.3. not falsify, destroy, alter or damage public records or back-date information;
 - 5.4. understand how and when information may be released or shared; and
 - 5.5. require that any personal information is accurate and complete.

- 6. With respect to related parties, conflicts of interest, gifts and benefits, I:**
- 6.1. understand what a conflict of interest is and our responsibility to know how to identify and declare one;
 - 6.2. understand that it is not wrong to have a conflict of interest, but it needs to be managed in the public interest;
 - 6.3. will consult the Chairman to develop management strategies in accordance with relevant conflict of interest policies and procedures ²;
 - 6.4. acknowledge that the conflict situation may change over time and will need ongoing monitoring; and
 - 6.5. will not allow any private, commercial or political interests to interfere with our duties and will make accurate declarations regarding related parties.
- 7. If I suspect breaches of the Code, I will:**
- 7.1. familiarise ourselves with the available reporting mechanisms and report suspected breaches of the Code;
 - 7.2. understand there are consequences for breaching the Code, which encompasses the Charter.

Breaches of the code

Any Council Member who breaches any provision of the Code may be committing a breach of discipline and will be subject to Public Sector disciplinary processes.³

Where alleged misconduct may have occurred, it must be reported in accordance with the Council's misconduct process.⁴ If there is any doubt whether the conduct amounts to misconduct, please contact the Executive Manager, Business Services, Road Safety Commission for advice.

The outcome of the misconduct process may result in the Commissioner for Road Safety reporting the misconduct to:

- the Public Sector Commission for minor misconduct; or
- the Corruption and Crime Commission for serious misconduct.

^{2,3,4} Refer to Road Safety Council Charter

Monitoring and review

Compliance with the Code will be monitored through the following:

- non-compliance with the requirements of Code and the Charter;
- regular perception surveys of council members; and
- feedback, complaints or issues raised about non-compliance.

The Chairman is responsible for instigating a review or update of the Code in accordance with the requirements articulated in the Charter.

Responsibilities

With the assistance of the Commission and in addition to their responsibilities as a member, the Chairman is responsible for:

- raising awareness and promoting the Code on an ongoing basis, and including the Code as part of the Council's induction program;
- maintaining the Code to ensure legislation, government and Charter requirements are met;
- introducing policies and procedures, stated in the Charter, to provide more specific advice regarding conduct requirements;
- reinforcing conduct and integrity expectations of Council members; and
- encouraging open discussion about integrity risks and issues.

Council members, deputies and guests are responsible for:

- leading by example and modelling appropriate behaviour;
- assisting each other understand the Code;
- monitoring themselves and each other to ensure that acceptable standards of conduct are observed always;
- addressing inappropriate behaviour that may result in a breach of the Code promptly to avoid escalation;
- treating all complaints seriously and take immediate action if they become aware that a breach of the Code has occurred;
- dealing justly with others when mistakes are made;
- maintaining confidentiality; and
- seeking assistance where needed with dealing with and reporting breaches.

In their role supporting the Commission, any staff working with the Council/Council members are responsible for:

- ensuring they are familiar with the Code of Ethics and the Code of Conduct;
- ensuring their behaviour reflects the principles of the Code of Ethics and standards of conduct in the Code always;
- ensuring their behaviour builds a positive culture;
- reporting any incidents of breaches of the Codes; and
- maintain complete confidentiality if information is provided during any investigation.

Further information

Further information and advice relating to the Code, particularly Council policy and procedures, is available from the following sources:

- Council Charter;
- Commissioner for Road Safety
- Commission; and
- Policies and Procedures, accessed via the executive support provided by the Commission.

Reviewed and accepted by the Road Safety Council 30 Aug 2018
To be next reviewed July 2020

⁵ If referenced in the Road Safety Council Charter



Public sector requirements

I have read and understand the Council's Code of Conduct and Governance Charter. I am committed to upholding the principles in the Code of Ethics, Code of Conduct and accept the minimum requirement set out in the Good Governance Guide for public sector boards and committees. (refer Attachment 1).

Agreement

I agree to abide by the Road Safety Council Governance Framework documents. I am committed to working in accord with the Code of Ethics and Code of Conduct, including the Charter and accept my responsibilities within this framework.

Signature

Name

Date

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