



Minister for Ports; Local Government; Road Safety;
Minister Assisting the Minister for Transport

Our ref: 83-01256

Ms Katie Hodson-Thomas
Chairperson
Road Safety Council
Katie.Hodson-Thomas@fticonsulting.com

Dear Ms Hodson-Thomas *Katie*

MINISTERIAL EXPECTATIONS FOR GOVERNMENT BOARDS AND COMMITTEES

I am writing to you to communicate the Government's expectations in relation to the good governance of Boards and Committees.

As the Minister for Road Safety, I am responsible for administering the *Road Safety Council Act 2002*. This letter should be read within the context of the functions set out in the Terms of Reference and related Acts of Parliament administered under my portfolio or otherwise applicable to the Road Safety Council.

Good governance

The general expectation of every Board or Committee member is that they will discharge their duties with diligence, care and skill. Each member is obligated to familiarise themselves with any statutory requirements and relevant best practice guidelines with respect to governance.

Ethical behaviour and conflicts of interest

Board and Committee members are expected to act ethically and impartially at all times. This includes acting with the sole objective of delivering the functions of their Board or Committee.

In this regard, the effective identification, declaration and management of any real or perceived conflict of interest is considered to be a cornerstone of ensuring and demonstrating ethical and impartial action.

Performance management

Regular performance reviews are an important discipline that contribute to the effectiveness of both the Board or Committee and its members.

While the exact form of these reviews can be tailored to the specific circumstances of the individual Board or Committee, they should include:

- an assessment of whether the functions of the Board or Committee have been performed and whether individual members have discharged their duties; and
- consideration of whether the current composition of the Board or Committee provides for an appropriate mix of skills, diversity and length of tenure across the individual members.

Appointments

Advice provided to the Minister in relation to appointments should be timely, with paperwork to be submitted six months before expiry of an appointment term to ensure sufficient time for appointments to be made.

Boards and Committees should consider the trade-off between the benefits of a stable membership and the benefits of board renewal when considering whether to propose reappointment of an existing member. In particular, they should take note of current best practice guidance, which is not supportive of a member's total tenure exceeding ten years.

Government policies and objectives

In addition to statutory functions, there is an expectation that the Boards and Committees will take into account wider economic benefits to the State, impacts on other Government agencies and key Government policies as part of their planning and decision-making processes.

Boards and Committees should also seek to comply with relevant general policy requirements, set out in instruments including:

- Public Sector Commissioner's Circulars;
- Premier's Circulars; and
- Treasurer's Instructions.

It should be noted that these instruments also often specify the action a Board or Committee should take when compliance has not occurred. It is appropriate to inform the accountable Minister of instances of non-compliance and actions being taken to address the situation.

Financial management

Boards and Committees are expected to meet statutory financial management obligations including:

- ensuring that actions taken in pursuit of the Board's or Committee's objectives are efficient and deliver value-for-money;
- having in place effective asset management and protection policies and strategies;
- ensuring that planned capital works and future budget requirements are prominently identified in a Strategic Development Plan (or equivalent strategic planning documentation), are linked to the Board or Committee's objectives and that expenditure is authorised by a decision of the Expenditure Review Subcommittee of Cabinet when this is required; and
- developing and maintaining an effective internal audit function that is proportionate to the extent of any financial and operational risks being managed.

Communication


The Chair of a Board or Committee is responsible for ensuring that timely and accurate information is provided to the accountable Minister to allow them to effectively discharge their Ministerial and Parliamentary obligations.

More generally, Boards and Committees are expected to be proactive in bringing specific matters to the accountable Minister's attention, including:

- activities and performance matters that are likely to be of public interest, including major initiatives and significant transactions;
- negotiations or discussions with unions, material safety or environmental events and cyber attacks;
- material dealings with other government departments, GTEs, local government, and any dealings with foreign entities, government and officials; and
- any approaches from, or plans to communicate with, Members of Parliament.

I expect you to keep my advisers and the Road Safety Commission informed in the same manner.

Yours sincerely



HON DAVID MICHAEL MLA
MINISTER FOR ROAD SAFETY

11 SEP 2023



Your ref: 83-01256
Our ref: M23/20

25 October 2023

Hon. David Michael MLA
Minister for Road Safety
7th Floor Dumas House
2 Havelock Street
WEST PERTH WA 6005

By email: Minister.Michael@dpc.wa.gov.au

Dear Minister

ROAD SAFETY COUNCIL – STATEMENT OF INTENT

I am pleased to provide this statement of intent which is in response to, and outlines how the Road Safety Council will implement, your statement of expectation dated 11 September 2023.

I formally commit the Council to meeting your statement of expectation and ensuring government policies and priorities relevant to the work of the Council are realised.

I will work to ensure the community's confidence in the Council is preserved and strengthened and that, in all our activities, we operate in a way that promotes collaboration and demonstrates accountability and transparency in support of government policies and priorities.

Our plan includes the following strategic priorities:

- Priority 1: Implementing the recommendations arising from the 2023 Performance Audit Findings
- Priority 2: Progressing the Driving Change Road Safety Strategy 2020-2030
- Priority 3: Implementing the Driving Change Action Plan 2021-2023 and subsequent action plans

Council will continue to manage its financial affairs diligently and in accordance with legislative requirements. We will continue to comply with all relevant corporate governance requirements.

All new members of the Council will participate in an induction process and receive a comprehensive orientation pack containing information pertaining to their role and responsibilities.

All Council members are to abide by our Governance Charter and Code of Conduct and will be offered ongoing support by me as chair.

The Council looks forward to working with you and delivering the abovementioned strategic priorities.

Yours sincerely



Katie Hodson-Thomas JP
ROAD SAFETY COUNCIL CHAIR

cc: Mr Adrian Warner, Road Safety Commission