



# Road Safety Council

## Code of Conduct

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*June 2025*

# Message from the Chair

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The Road Safety Council (Council) plays an important role in assisting the State Government to achieve a future without road trauma. As such, the Council provides strategic leadership and guidance on matters relating to road safety in Western Australia. This includes providing guidance on the progress towards the implementation of Driving Change Road Safety Strategy for Western Australia 2020-2030 and subsequent Action Plans.

Council members are to use their expertise and that of their agencies, to provide guidance to the State Government via the Council that results in significant and measurable impacts. Council members are to collaborate, share information freely and contribute to discussions for effective decision-making.

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 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.

As Chair, I anticipate that we will continuously engage with the standards and principles set out in the Code to 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.

The Code of Conduct specifies the workplace behaviour and personal integrity expected of members in carrying out their duties for the Council.

As Chair, I commit to you the Council's Code of Conduct.

A handwritten signature in blue ink that reads "Katie Hodson-Thomas".

Katie Hodson-Thomas JP  
Chair, Road Safety Council

# Applicability

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

Council's Code of Conduct 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.

# Responsibilities

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In addition to responsibilities as a member, the Chair 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 and government requirements are met
- introducing policies and procedures, stated in the Governance Charter, to provide more specific advice regarding conduct requirements
- reinforcing conduct and integrity expectations of Council members
- encouraging open discussion about integrity risks and issues
- prompting a review or update of this Code

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 non-compliance with this 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
- seeking assistance where needed with dealing with and reporting non-compliance

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

- ensuring they are familiar with Council's Code of Conduct
- ensuring their behaviour reflects the principles and standards of the Code of Conduct always

- ensuring their behaviour builds a positive culture
- reporting any incidents of non-compliance of the Code
- maintain complete confidentiality if information is provided during any investigation

# Standards of Conduct and Integrity

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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 Council.

Council members will act in accordance with the **Code of Ethics** set out in *Commissioner's Instruction 40 – Ethical Foundations* and commit to the following standards.

We will demonstrate the highest standard of workplace behaviour and personal integrity. We do this by complying with the:

- principles of conduct in section 9 of the *Public Sector Management Act 1994*
- minimum standards of conduct and integrity which put these principles into practice.

We will abide by the principles of conduct below:

- comply with legislation, Commissioner's Instructions, public sector standards and any applicable codes governing our conduct
- act with integrity
- use official information, equipment and facilities scrupulously
- deal with people courteously, considerately and sensitively.

We will abide by the four minimum standard areas of conduct and integrity below:

## 1. Integrity

- act honestly and uphold the trust placed in the Council by the community
- use my position on the Council and authority for the purpose intended
- provide objective and timely advice to the government of the day
- ensure my behaviour upholds the good reputation of the Council and the public sector.

## 2. Impartiality

- make considered and unbiased decisions based on merit
- place the public interest over my personal interest
- declare and manage conflicts of interest
- implement government priorities, policies and decisions impartially.

### 3. Respect for others

- communicate with and treat people with respect
- treat people fairly, having regard for their diverse backgrounds
- work together constructively, inclusively and professionally.

### 4. Trust and accountability

- take accountability for Council's time, decisions, actions and behaviours
- be responsive and provide considered advice and information to Council's stakeholders
- make decisions that ensure the best use of resources for now and the future
- access, use and disclose information only where authorised to do so
- record Council's decisions for transparency allowing for review and scrutiny.

## Reporting Non-Compliance

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Council members are to report suspected non-compliance with this Code and Council's governance framework to the Council Chair. The Chair may seek assistance from a Public Interest Disclosure Officer (PID Officer) or the Public Sector Commission, as appropriate.

Where suspected non-compliance with this Code and Council's governance framework involves the Chair, Council members may seek assistance from a PID Officer or the Public Sector Commission, as appropriate.

Disclosures made to a PID Officer are governed by the [Public Interest Disclosure Act 2003](#) (PID Act). Contact details for the WA Police's PID Officer are available via the Secretariat. Alternatively, members may contact a PID Officer authorised under the PID Act as listed on the [PID officer contact list](#)

If the Chair or PID Officer wish to formally report suspected non-compliance with this Code and Council's governance framework they are to contact :

- the Public Sector Commission for minor misconduct, or
- the Corruption and Crime Commission for serious misconduct, in accordance with the [Corruption, Crime and Misconduct Act 2003](#)

Any information about actual or potentially corrupt or illegal activities should be disclosed as appropriate to:

- the Road Safety Council Chair
- the Road Safety Commissioner
- a PID Officer
- the Corruption and Crime Commission

# Additional Advice

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

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

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

Document No.	Version No.	Date Effective	Next Review Date	Ownership
D25-3512	1	13/06/2025	13/06/2027	Secretariat

# Public Sector Requirements

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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 Conduct and accept the minimum requirement set out in *Commissioner's Instruction 40 – Ethical Foundations*.

## Agreement

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

Signature

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Name

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Date

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# Contact Us

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