# Sample Ministerial statement of expectations

As your minister, I am pleased to provide you with my statement of expectations to be read in context with the functions in your board’s establishing legislation and related acts of Parliament administered under my portfolio.

This statement is important to the discharge of my ministerial portfolio responsibilities and sets out my priorities for the board. In issuing it I provide clarity about government policies and priorities relevant to the work of the board including those you are expected to observe.

This statement recognises that the board has its own legal responsibilities. It is not a direction to the board to act in a particular way. It shares with you my expectations which include:

* clarifying the category of role of the board [insert detail]
* identifying regulatory independence where applicable [insert detail]
* describing compliance requirements, for example legislative frameworks [insert detail]
* highlighting government policies and priorities, both short and long term [insert detail]
* articulating stakeholder engagement and management [insert detail].

As your stakeholder, I recognise the high level of corporate governance in place including a robust, transparent and accountable system of annual reporting to Parliament. Accordingly, I expect this statement to be incorporated into your planning process, and your key outcome performance indicators to be published in your annual report.

This statement applies from the date of receipt until the end of this Parliamentary term or until otherwise amended. I look forward to receiving your response confirming your understanding of this statement. It is anticipated that, for transparency purposes, both this statement and your response (statement of intent) are placed on the [insert name of public sector agency] website.

I look forward to working with you and continuing our cooperative working relationship.

[insert name and title of responsible minister]

[insert date]