

MINISTER EXPECTION	THE BOARD INTENT
Compliance with Applicable Legislation and Policy	<p>The Board is committed to ensuring compliance with legislation and established policies and procedures, including policies and procedures related to procurement. The Board will:</p> <ul style="list-style-type: none"> • Ensure adequate controls are implemented to monitor compliance with legislation, with compliance confirmed through the internal audit function. • Ensure that there is appropriate, regular exception reporting provided to the Board on procurement activities and compliance with the WA Procurement Rules. • Ensure that necessary staff receive mandatory training in line with the MCB's Procurement Capability Framework, including refresher training. • Ensure that the MCB reports all relevant instances of non-compliance to the appropriate agencies and that management takes appropriate action to address non-compliance.
Website and Information Cybersecurity and Privacy	<p>The Board takes cybersecurity and information privacy seriously and are committed to achieving compliance with mandated standards. The Board will:</p> <ul style="list-style-type: none"> • Transition the hosting of its external facing website to the WA.GOV.AU platform by 30 June 2024. • Ensure all cloud-hosted business systems are hosted in accordance with the security standards outlined by the Office of Digital Government. • Ensure compliance with the Privacy and Responsible Information Sharing (PRIS) reforms by 30 June 2025. • Meet and/or exceed the minimum requirements of the Office of Digital Government's Cyber Security Essential 8 framework implementation.
Work Health and Safety and Organisational Culture	<p>The Board is committed to providing an inclusive and safe workplace free of discrimination, harassment, and bullying. The Board will:</p> <ul style="list-style-type: none"> • Ensure ongoing commitment to and compliance with the <i>Work Health and Safety Act 2020 (WA)</i>. • Undertaking bi-annual Employee Perception Surveys to inform the Board of any cultural concerns and ensure appropriate remedial actions are undertaken. • Ensure staff receive mandated integrity training in line with Commissioner's Instructions, including regular refreshers. • Ensure management receive leadership development that communicates clear expectations of standards of behaviour. • Ensure staff have regular, constructive performance conversations in line with the MCB's Guiding Personal Success program.
Relationships with Stakeholders and Customers	<p>The Board strives to provide excellent customer service and to build constructive and respectful relationships with its stakeholders. To ensure that the MCB maintains professional and positive working relationships with its stakeholders the Board commits to:</p> <ul style="list-style-type: none"> • Annually reviewing its Stakeholder Engagement Plan and ensuring engagement with its stakeholders is conducted in line with the Plan. • Reviewing complaint and feedback data each quarter to identify any trends and implement remedial action, ensuring complaints are addressed within acceptable timeframes as outlined on the MCB website http://www.mcb.wa.gov.au/contact/feedback-form-page/ • Being transparent and open with the sharing of information in line with the principles of the <i>Freedom of Information Act 1992 (WA)</i>. • Undertaking annual customer satisfaction surveys and reporting on the results of these as part of the agency's Key Performance Indicators in its Annual Report.

STATE GOVERNMENT EXPECTATION	THE BOARD INTENT
Good Governance	The Board will use its good governance practices to effectively perform their function and comply with their obligations. The Board understands their overarching responsibilities and will abide by the principles that guide government Boards.
Ethical Behaviour and conflict of interest	<p>The Board will:</p> <ul style="list-style-type: none"> • Act with diligence and care and make decisions that are honest, fair, impartial, and timely and consider all relevant information. • Place public interest above personal interests and not to use their position for personal gain. • Abide by the MCB Code of Conduct. • Complete the MCB Conflict of Interest Annual Disclosure and Certification Form and declare any potential perceived or actual conflicts of interest, which will be appropriately managed. • Attend the Integrity and Code of Conduct training within 3 months of commencement and no less than every 3 years.
Performance Management	<p>The Board will:</p> <ul style="list-style-type: none"> • Complete an annual self-assessment to ensure that the Board is fulfilling its responsibilities of effective corporate governance. And the outcomes of the evaluation will be discussed with the Board to determine areas of focus for the Board, to strengthen its effectiveness. • Ensure that they operate effectively and maintain strategic focus. • Take responsibility for directing and managing their own development and education regarding their roles and responsibilities.
Appointments	<p>The MCB Board Governing Charter sets out the appointment process, with the Minister accountable for appointments to the Board, and Cabinet approval required. The Board will ensure that:</p> <ul style="list-style-type: none"> • appropriate paperwork is submitted to the Minister in a timely manner and sufficient time for appointments is made. • Recommendation to the Minister will include an emphasis on maintaining a balance between new and existing Board members. to retain corporate knowledge while introducing fresh perspectives.
Government policies and objectives	<p>The Board will comply with legislative and legal requirements, as well as corporate governance, Industry standards and accountability to relevant stakeholders. The Board understands that</p> <ul style="list-style-type: none"> • They make a significant contribution to achieving the range of political/governance, economic, environmental and social objectives pursued by State Government. • All instances of non-compliance will be disclosed to the Minister.
Financial Management	<p>The Board will:</p> <ul style="list-style-type: none"> • Manage its financial affairs diligently and in accordance with legislative requirements. • Comply with all relevant corporate governance requirements, including their accountability to manage financial and legal risk. <p>The Board understands:</p> <ul style="list-style-type: none"> • Their representative responsibilities and obligations, including from any legislative requirements and in particular Cemetery Management and Part VII (Financial Provisions) of the <i>Cemeteries Act 1986 (WA)</i>. • Their responsibility under the <i>Financial Management Act 2006 (WA)</i> to ensure efficient and effective operations, to avoid extravagant and wasteful use of resources, and to record processes carried out when purchasing goods and services. • Their internal responsibility to review financial and non-financial key performance indicators.
Communication	The Board understands that all communication between the Minister and the MCB should be consistent with the Communications Agreement and will bring specific matters to the Ministers attention in accordance with the Communications Agreement.