



Board Charter

Veterinary Practice Board of Western Australia

1. Purpose

This Charter sets out the governance framework for the Board of the Veterinary Practice Board of Western Australia.

It defines the Board's role, responsibilities, authority, and operating procedures to support effective governance and accountability.

The Charter aligns with the governance principles issued by the Public Sector Commission of Western Australia for statutory authorities.

2. Legislative Authority

The Veterinary Practice Board of Western Australia (**the Board**) is established under the Veterinary Practice Act 2021 (Western Australia).

The Board exercises the powers and performs the functions conferred by the Act and associated regulations.

The Board is accountable to the responsible Minister, and must comply with:

- applicable legislation;
- government policy and public sector standards; and
- whole-of-government governance and accountability requirements.

3. Functions of the Board

The Board performs the functions conferred under the Act, including to:

- (a) to regulate the practice of veterinary medicine in this State;
- (b) to cooperate with other participating jurisdictions to further a common and harmonious approach to the administration of legislation relating to veterinarians;
- (c) to liaise with and, if the Board considers it appropriate, become a member of professional organisations of veterinarians or veterinary nurses, or of associations of veterinary boards (however described);
- (d) to provide information to veterinarians and veterinary nurses, including information about regulatory requirements, and professional and ethical standards, for veterinarians and veterinary nurses;
- (e) to provide general information to consumers of veterinary services about regulatory requirements, and professional and ethical standards, for veterinarians and veterinary nurses;
- (f) to provide advice to the Minister on matters to which this Act applies; and
- (g) any other function conferred on the Board under this Act or any other Act.

The Board performs its functions in the **public interest**, with the objective of maintaining confidence in the veterinary profession by setting and maintaining appropriate standards.

4. Fiduciary obligations

Board members are fiduciaries, which means you must place the interests of the Board above your own personal interests.

All Board members owe fiduciary duties to:

- act lawfully;
- act in good faith and for a proper purpose;
- act with loyalty to the Board;
- not misuse information or your position; and
- act with reasonable care, skill and diligence.

Board members must exercise their powers and discharge their duties with the care and diligence of a 'reasonable person' in their position. This requires Board members to be thorough in their decision-making process and demonstrate an active interest in the Board's affairs.

5. Role of the Board

The Board's role is to provide **governance, oversight, and strategic leadership** of the regulatory framework.

The Board is responsible for:

Governance

- Ensuring the Board fulfils its statutory responsibilities.
- Establishing governance policies and procedures.

Strategy

- Setting strategic priorities within the regulatory system.
- Monitoring organisational performance.

Oversight

- Ensuring effective regulatory decision-making.
- Monitoring risk, compliance, and regulatory performance.

Financial stewardship

- Approving budgets and monitoring financial performance.
- Ensuring proper management of public resources.

The Board does not manage day-to-day operations.

6. Role of the Chair

The Chair is responsible for:

- providing leadership and developing members as a cohesive and effective team;
- building an effective board with the necessary skills, knowledge and experiences;
- establishing the Board Charter;
- ensuring members receive relevant information and policies to support the board's performance, objectives and governance framework

- leading meetings, encouraging members and seeking consensus when making decisions;
 - leading by example in demonstrating behaviours such as professionalism, respect and integrity;
 - shaping the meeting agenda in relation to goals, strategy, budget and executive performance;
 - motivating members, ensuring they all participate and, where appropriate, dealing with underperformance; and
 - managing risk and reporting concerns to the minister.
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7. Role of Board Members

Board members are expected to:

- administer the Veterinary Practice Act of WA & Regulations
- act only within their authority;
- stay informed about the business of the board;
- make conscientious and informed decisions;
- act in the interest for which the Board was formed
- after a decision has been made by the board, support that decision
- work constructively and cooperatively with the chair, other members, Registrar and Board staff

Members must adhere to public sector values including integrity, accountability, impartiality, and respect.

8. Board Culture (Dynamics)

The Board actively seeks to have an engaged, collaborative culture, grounded in openness, constructive dialogue, and shared accountability.

Meetings are structured to prioritise thoughtful, solution-focused discussion, informed decision-making, and opportunities for both formal and informal interactions among Board members.

Board members prepare thoroughly, contributing actively while considering diverse perspectives respectfully.

The Board serves the community through responsible governance, upholds accountability to stakeholders, maintains organisational reputation, and demonstrates mutual respect, trust, and professionalism in all interactions.

9 Reporting

Proceedings of all meetings are minuted and approved by the Registrar before they are circulated. Minutes of all Board meetings are circulated to Board Members and approved by the Board at the subsequent meeting. Resolutions are first put to the Board in draft form and once passed, are recorded in the Minutes.

10. Relationship with the Registrar

The Board appoints and oversees the Registrar.

The Registrar is responsible for:

- day-to-day administration of the Board;
- implementing Board decisions; and
- managing staff and operational functions.

The Board provides strategic direction and oversight while operational management rests with the Registrar.

The Registrar and Deputy Registrar are not members of the Board and have no voting rights but attend Board meetings.

11. Board Membership

The composition of the Board is determined by the *Veterinary Practice Act 2021*.

Members are appointed by the Minister in accordance with the Act.

Board membership consists of 8 members:

- one elected veterinarian;
- three appointed veterinarians;
- an elected veterinary nurse;
- a veterinarian from the Department of Industry and Regional Development;
- a legal practitioner; and
- a person who has knowledge of and experience in representing the interests of consumers.

Members must perform their duties in accordance with the Act and public sector governance standards.

12. Board Meetings

The Board will meet as required to fulfil its statutory functions.

Meeting procedures will ensure:

- appropriate notice of meetings;
- circulation of agendas and papers; and
- accurate recording of minutes and decisions.

A quorum consists of at least five Board members, of which three must be veterinarians.

13. Conflicts of Interest

Board members must declare any actual, potential, or perceived conflicts of interest.

Conflicts must be managed in accordance with:

- legislative requirements;

- public sector conflict-of-interest policies; and
- Board governance procedures.

Where a conflict exists, the member may be required to abstain from discussion or decision-making.

14. Accountability and Reporting

The Board must meet its accountability obligations including:

- preparation of an Annual Report;
- financial reporting requirements; and
- compliance with public sector governance standards.

The Board is accountable to the responsible Minister and the Parliament of Western Australia.

15. Review of the Charter

This Charter will be reviewed periodically, or as required, to ensure it remains consistent with legislative requirements and government governance policies.

References

Veterinary Practice Act 2021

Public Sector Commission – [Governance of WA government boards and committees](#)

Public Sector Commission– Governance manual for WA boards and committees

Western Australian Auditor General’s Report - Governance of Public Sector Boards 2014

Conscious Governance <https://consciousgovernance.com/>

[https://consciousgovernance.com/toolkit/2013/12/13/a-board-charter#:~:text=The%20CEO%20is%20not%20a,20%20No%208%202004\)%5D:](https://consciousgovernance.com/toolkit/2013/12/13/a-board-charter#:~:text=The%20CEO%20is%20not%20a,20%20No%208%202004)%5D:)

Food, Fibre & Timber Industries (FFTITC)– Board charter [Policy Template](#)

Increasing Director Performance (Company Director, Vol 20 No 8 2004)