

VETERINARY PRACTICE BOARD

NOMINATION INFORMATION 2025



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ABOUT THE BOARD

Subject to the Minister the Board is responsible for administering the *Veterinary Practice Act 2021 (WA) (Act)*. The Board:

- registers persons holding approved qualifications as veterinary surgeons or veterinary specialists;
- registers premises for use as veterinary premises;
- approves qualified persons to carry out the duties of veterinary nurses;
- authorises nonregistered persons to perform prescribed veterinary services;
- ensures the maintenance of appropriate professional standards by registered veterinarian, veterinary nurses and authorised persons;
- investigates allegations of unprofessional conduct against veterinarian and veterinary nurses;
- where appropriate, refers cases to the State Administrative Tribunal (SAT) or the Magistrates Court for the prosecution of persons who have allegedly breached the Act; and
- recommends the level of prescribed fees pertaining to the administration of the Act.

For further information see the [Board Annual Report 2023/24](#)

BOARD MEMBERS

- The Act provides for eight members of the Board
- Five members of the Board are veterinarians, one is a veterinary nurse, one is a legal representative and one is a consumer representative.

REMUNERATION AND SITTING FEES

- Board members, other than Government employees, are entitled to an annual stipend of \$10,067 with the Chair's annual stipend being \$18,303
- The majority of the work performed by Board members is in preparation and out of session work.
- With the approval of the Board, members are entitled to remuneration and travelling expenses while engaged in the business of the Board

TRAINING

- Induction – in addition to this document, further material will be provided, including the Board's Code of Conduct. As part of the induction process the successful candidate will ordinarily be invited to attend one or more Board meetings as an observer
- There will be opportunities for training in governance and other skills relevant to the functioning of the Board

VETERINARY PRACTICE BOARD	
Position	Board Member
Function	<p>The Board's primary function is to administer the Act and, in the public interest, regulate the practice of veterinary surgery in Western Australia</p> <p>Board members provide leadership, work to optimise the organisation's performance and ensure that professional veterinary standards in WA are upheld.</p>
Term	Various lengths

TIME COMMITMENT		
Activity	Frequency	Intensity
Board meetings	Minimum 11 per year	Second Tuesday of the month 8am – 12pm
Reading of the agenda		6 hours/month
Read and respond to emails	Several times a week	3 hours/week
Attend State Administrative Tribunal mediations or meetings with stakeholders	Zero to 6 per year	Several hours to half a day
Comment on policies, protocols, procedures or guidelines	One or two per month	Half to one hour/week

BOARD MEMBER'S FIDUCIARY OBLIGATIONS

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.

Use of Confidential Information

Board confidentiality is important. It encourages open and frank discussion at meetings, helps facilitate the development of the Board's vision and the implementation of a strategy to achieve that vision, and protects information that is confidential or personal, or relates to commercial or legal matters.

Board members must keep confidential all information pertaining to any matter dealt with by the Board in accordance with the Board's Code of Conduct and subject to law. This includes keeping confidential all Board meeting minutes, agendas, reports to the Board and associated documents, and information contained in those documents.

It is important that all Board members adhere to their fiduciary obligation not to misuse any information obtained as Board members.

The obligation to maintain confidentiality continues to apply even after a Board member has left their position with the Board.

Gifts and gratuities

In accordance with the Board's Code of Conduct, Board members must not accept or demand any gift, favour, reward, gratuity or remuneration of any kind that is provided in connection with their position as a Board member and is outside the scope of their entitlements as a Board member, unless authorised by the chair of the Board.

You should not accept any gift, favour, reward, gratuity or remuneration of any kind if it could be seen by the public as being connected to your position as a Board member.

Conflicts of interest and duty

As fiduciaries, Board members must place the interests of the Board above all personal interests or the interests of other interests or groups they may be a member of. Board members must not use their position for personal gain, or be seen to be using their position for personal gain.

When participating in Board decisions, your first loyalty is to the Board. Even if you are a member of another group or organisation (which should be disclosed in accordance with the Board's Code of Conduct), you must make decisions in the interest of the Board. You are not an advocate for particular group or organisation. This is the case even your membership or employment with an organisation is why you were nominated as a Board member (for example, if you are the DPIRD representative or you are the AVA nominee). You are entitled to convey the views of another organisation to the Board, but when making any decision you must act in the interests of the Board.

An actual conflict is where there is a current conflict with your duties as a Board member and your private interests or duties. A potential conflict is where a conflict could arise. A perceived conflict is where the public could believe that your private interests or other duties may influence your decisions as a Board member. Board members must be conscious of actual, potential and perceived conflicts and disclose them in accordance with the Board's Code of Conduct.

Conflicts between private interests and a Board member's duty of loyalty can arise when:

- a member stands to make a financial or non-financial gain or loss from a Board decision, or may be affected by a decision of the Board;
- a person close to the member stands to make a financial or non-financial gain or loss from a Board decision, or may be affected by a decision of the Board. A person close to the member may include a spouse, relative, close friend or colleague; and
- a member holds membership of, or is an employee or officer of, another organisation that may be affected by a decision of the Board.

By way of example, actual, potential or perceived conflicts may arise where:

- the Board is considering the conduct of a Board member (for example, where the Board is considering evidence that a Board member has engaged in unprofessional conduct as a veterinarian, as that term is defined in the Act);
- the Board is considering an application under the Act in which a Board member has an interest in the outcome (for example, an application for registration of a veterinary clinic in which a Board member has a financial interest); and
- the Board is considering the conduct of a person close to the Board member, such as a spouse, relative, close friend, or colleague (for example, where the Board is considering evidence that the spouse of a Board member, or an employee of a Board member, has engaged in unprofessional conduct as a veterinarian, as that term is defined in the Act).

In accordance with the Board's Code of Conduct, Board members must declare any matter that may lead to an actual, potential or perceived conflict arising including their employment status, investments, relationships, voluntary work and membership of other groups. This may be done by completing the Board's form 'Member Details for Register of Interests'. The Registrar will include the information in the Register of Interests maintained by the Board office. Board members should inform the Registrar as soon as reasonably practicable of any change to any details provided in the Register of Interests during their term of office.

Board members must also declare any relevant actual, perceived or potential conflict of interest that may arise from any agenda item at the beginning of each Board meeting.

The Board, excluding the member with the actual, potential or perceived conflict, must decide what is appropriate in the circumstances in relation to dealing with any conflict that arises. In accordance with the Code of Conduct, it is the Board's practice for:

- Board members to disqualify themselves from any Board discussions and decisions where an actual, potential or perceived conflict has or may arise. This includes the Board member leaving the room during the Board meeting and not being part of any out of session discussions on that issue; and
- all actual, potential and perceived conflicts of interest to be recorded.

In addition to declaring actual, potential and perceived conflicts, it is also important that Board members take steps to avoid any conflict arising, where possible. Board members may be approached by individuals or organisations who wish to discuss Board matters. It is not appropriate for you to speak to any individual or organisation

about a Board matter, except in accordance with the Code of Conduct. If you speak to an individual or organisation about a Board matter, you may breach your confidentiality obligations as well as placing yourself in a position of conflict that may mean you are unable to participate in any discussions or deliberations about that matter.

WHAT IF I AM UNSURE ABOUT MY OBLIGATIONS AS A MEMBER?

If you are uncertain about any of your obligations, including your fiduciary obligations, confidentiality and conflicts of interest, you should seek direction from the Board chair. If appropriate, the Board or Board chair may instruct the Registrar to seek legal advice.

ABOUT THE BOARD

DATES OF BOARD MEETINGS FOR 2025

The dates of the Board meetings for 2025 can be found [here](#) (scroll down)

BOARD WEBSITE

The Board [website](#) has further information regarding the operations of the Board

BOARD CODE OF CONDUCT

This is provided separately

MINISTER

Regional Development; Agriculture and Food

Honourable Jackie Jarvis

CURRENT BOARD MEMBERS

Member

Dr Anthony Leeflang (Chair)

Dr Paul Davey

Dr Sam Burke

Dr Rachel Stone

Dr Lydia Pethick

Ms Nahrel Dallywater

Ms Michelle Foxcroft

Ms Elaine Arcaro

BOARD STAFF

Dr Sue Godkin - Registrar

Mr Chris Lloyd – Deputy Registrar

Dr Brian McErlean – Investigation and Resolution Officer

Ms Cheryl Anderson – Business Services Manager

Ms Sheridan Martin – Registration and Compliance Officer

Ms Ann Ingham – Information Management Officer

Ms Kira Woods – Finance Officer

BOARD ACRONYMS AND STAKEHOLDER ROLES

AVBC

Australasian Veterinary Boards Council

The AVBC is an incorporated association by agreement of the state and territory Veterinary Boards of Australia and the Veterinary Council of New Zealand to provide for a legal entity which has the authority to speak and act on behalf of all registering authorities

The AVBC has no legislative power to impose any decisions made at meetings on any participating Boards

The Board's AVBC representative is currently Dr Tony Leeflang.

VSAAC

Veterinary Schools Accreditation Advisory Committee

VSAAC manages the accreditation process for accrediting veterinary schools in Australia and New Zealand. It reports to the AVBC

AVE

Australasian Veterinary Exam

The AVE has been developed to assist veterinarians who qualified overseas to obtain registration in Australia, thus enabling them to practise their profession

AVA

The Australian Veterinary Association is the professional organisation representing veterinarians across Australia

AVMA

American Veterinary Medical Association

The AVMA is a not-for-profit association representing veterinary surgeons in North America

RCVS

Royal College of Veterinary Surgeons

The RCVS is the regulatory body for veterinary surgeons in the United Kingdom

SAT

[State Administrative Tribunal](#)

The SAT is the primary place for the review of decisions made by Government agencies, public officials and local governments. It also makes a wide variety of decisions in its original jurisdiction

All Board disciplinary matters for veterinarians are referred to the SAT

DPIRD

Department of Primary Industries and Regional Development

Department of Health

Administers the *Medicines and Poisons Act 2014 (WA)* and the *Medicines and Poisons Regulations 2016 (WA)*

RSPCA

Assists with animal welfare issues involving veterinarians

PGA

Pastoralists and Graziers Association
Lobby Group

Murdoch Veterinary College

Training of veterinary surgeons and continuing education

Radiological Council

Licensing of veterinary surgeons performing radiology

ORGANISATIONAL STRUCTURE

