

Veterinary Practitioners Registration Board of Victoria Success Profile



Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.



© The State of Victoria Department of Energy, Environment and Climate Change 2024

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Contents

1	About the Board	2
1.1	The Board’s Functions.....	2
2	About the Board	3
2.1	Mission	3
2.2	Values	3
2.3	Service Charter	3
3	Organisational Structure	4
4	Information for Applicants	5
4.1	Candidates	5
4.1.1	Non-Executive Directors.....	5
4.2	Remuneration.....	5
4.3	Attendance Requirements and Time Commitment	5
4.4	Relevant Policy and Approvals.....	6
4.5	Confidentiality and Privacy	6
5	For More Information	8

1 About the Board

The Veterinary Practitioners Registration Board of Victoria (the Veterinary Board) is a statutory body created under the *Veterinary Practice Act 1997*.

The Veterinary Board's mission is to protect the public and the health and welfare of animals by regulating veterinary practitioners through the effective administration of the *Veterinary Practice Act 1997*.

The nine members of the Board meet every month to oversee the operations of the Board, consider complaints against registered veterinary practitioners, and consider applications for registration in Victoria.

1.1 The Board's Functions

The legislative functions of the Veterinary Board are:

- registering appropriately qualified persons as veterinary practitioners and veterinary specialists
- recognising qualifications and veterinary training courses
- conducting or arranging competency examinations relating to veterinary practice
- investigating the professional conduct and fitness to practise of registered practitioners
- issuing guidelines about appropriate standards of veterinary practice and veterinary facilities
- advising the Minister on any matters relating to the Veterinary Board's functions
- when requested by the Minister, give any information reasonably required by the Minister.

2 About the Board

2.1 Mission

The Veterinary Board's mission is to protect the public by ensuring access to veterinary services of an appropriate standard, delivered by veterinary practitioners acting in accordance with appropriate standards of professional conduct through the effective and efficient administration of the Act.

"...To protect the public and the health and welfare of animals by regulating veterinary practitioners through the effective administration of the *Veterinary Practice Act 1997*."

2.2 Values

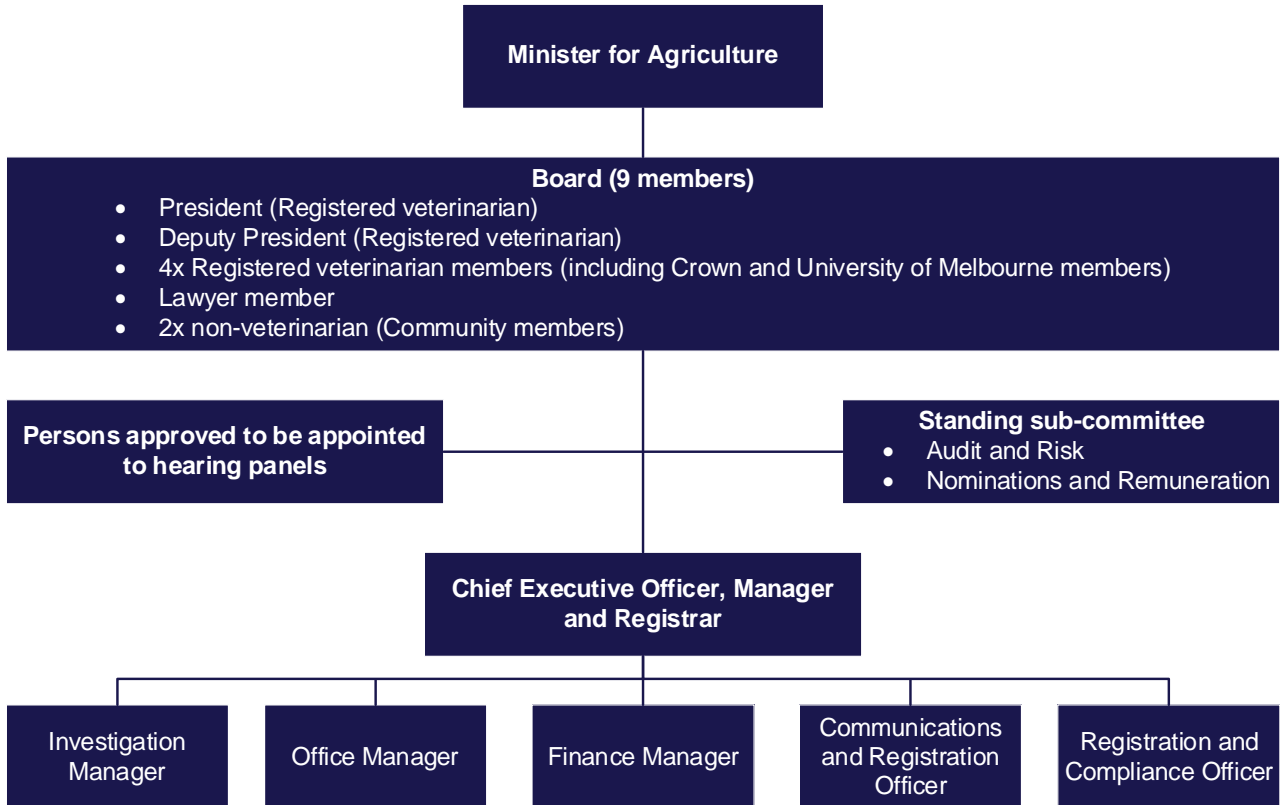
The Veterinary Board is committed to upholding the values of the responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

2.3 Service Charter

In providing its services, the Veterinary Board aims to be fair, open, attentive, respectful and consistent. Our service charter outlines our service commitment.

3 Organisational Structure

3.1 Current Veterinary Board organisational structure



4 Information for Applicants

The Department of Energy, Environment and Climate Action is pleased to invite applications from persons interested in being appointed as a community member to serve as a non-Executive Director of the Veterinary Board. This role is specifically for members of the community who are not registered veterinary practitioners.

The members of the Veterinary Board are appointed on the recommendation of the Minister for Agriculture.

The Veterinary Board is appointed for a three-year period, which commenced in June 2022. The Board consists of the following categories –

- Four registered veterinary practitioners
- One legal practitioner
- Two non-veterinarians with experience in finance and business management, legal practice or the use of veterinary services.

Following the recent resignation of one of the non-veterinarian Board members, we are seeking a **non-veterinary applicant** (i.e. community member) to join the Board for the remainder of the three- year period, which runs until June 2025.

This position provides exciting opportunities for a suitably qualified and experienced person to contribute to the important work of the Veterinary Board.

4.1 Candidates

4.1.1 Non-Executive Directors

Ideally the successful candidate will have an understanding of board governance and experience working in a collaborative team environment. Qualifications such as AICD or the Corporate Governance Institute would be advantageous.

Non-veterinary applicants (i.e. community members) should have experience in finance and business management, accounting, business systems and the use of veterinary services. The successful candidate will be expected to make a significant contribution to the audit and risk sub-committee of the board and to bring experience, skills and knowledge that deliver value to this sub-committee.

Experience on tribunals and with board governance would be advantageous.

4.2 Remuneration

The Veterinary Board is categorised as a Group C Band 1 entity under the Department of Premier and Cabinet's *Appointment and Remuneration Guidelines October 2023* (the Guidelines). For eligible members, remuneration is fixed at \$332 for Board members per sitting day. Eligibility is determined in accordance with the Guidelines. No additional payment is made for reading and preparation time.

Members may also be eligible for reimbursement for reasonable out of pocket expenses such as travelling, accommodation, meals and other incidental expenses associated with attendance at meetings. Rates of payment are consistent with those that apply to employees of the Department of Energy, Environment and Climate Action.

4.3 Attendance Requirements and Time Commitment

The Veterinary Board usually meets on the second Tuesday of every month. Attendance at Veterinary Board meetings is usually in person, however all COVID safety measures will be considered at the time and meetings may be held online. Veterinary Board members may also sit on the Board's sub-committees or ad-hoc working groups and participate in those meetings as required. Meetings of the sub-committee are generally held monthly and can be attended by teleconference.

The non-executive director will be expected to serve on the audit and risk committee and may be asked to serve on other board committees and working groups in accordance with the workplan and needs of the organisation

Veterinary Board members are also allocated to Preliminary Investigation Panels which undertake investigations into complaints lodged with the Veterinary Board about the professional conduct of registered veterinary practitioners. These investigations require the review of complaint files and associated documentation and may take several hours to complete. In 2022-23 the Veterinary Board reviewed 140 written complaints and delegated 84 matters for Preliminary Investigation.

Veterinary Board members will also be required to participate in informal hearing panels and formal hearing panels. In 2022-23 the Veterinary Board conducted nine informal hearings and three formal hearings. Informal hearings usually last for one to two hours, while formal hearings may require a full day and sometimes longer depending on the amount of evidence to be heard. In addition to attendance at the hearing, each hearing also requires the review of case documentation. The amount of time required for this work varies considerably depending on the complexity of the case.

It is a government expectation that, at a minimum, members attend 75% of scheduled Board meetings. If applicants are appointed, they are expected to manage their time appropriately.

4.4 Relevant Policy and Approvals

Government expectations regarding appointments to non-departmental entities are detailed in the Guidelines.

Candidates selected for short-listing will be required to consent to background and probity checks that meet all the requirements of the Guidelines.

In accordance with government policy, all applicants will be required to complete a Declaration of Private Interests to the satisfaction of the Minister.

The Declaration of Private Interests form provides for disclosure of pecuniary or other private interests, which could conflict with the proper performance of directors' duties. It is important that applicants clearly identify any conflicts of interest that may arise if appointed to the Veterinary Board or as an approved person, and specify how these conflicts will be managed.

4.5 Confidentiality and Privacy

The selection process and all matters relating to it are treated in the strictest confidence. Personal information received during the selection process will be managed in accordance with the *Privacy and Data Protection Act 2014* (VIC).

4.6 Diversity and Inclusion

Boards are more effective when they represent the diverse voices of the community to enable better insight, better inputs to decision making and improved outcomes. We seek members with a range of experiences, including:

- Aboriginal and/or Torres Strait Islander people
- Culturally diverse candidates
- Candidates with disability
- LGBTIQ+
- Women
- Youth

The Veterinary Board had 50/50 gender diversity upon appointment in June 2022. The board directors are committed to diversity and inclusion to ensure that the Board can have access to a broad range of perspectives to support better decisions and outcomes.



5 For More Information

For further discussion, or if you would like help understanding this document or would like to receive it in another format, please call or email Iain McLaren, via the details provided below.

Iain McLaren
Manager Animal Biosecurity
Email: iain.mclaren@agriculture.vic.gov.au
Mobile: 0429 437 727

