



ANNUAL

REPORT

2002 - 2003

Veterinary Practitioners Registration Board of Victoria
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LEGISLATIVE AUTHORITY

The *Veterinary Practice Act 1997* (the Act) was enacted on 17 March 1998. The main purposes of the Act are to:

- protect the public by providing for the registration of veterinary practitioners;
- investigation into the professional conduct and fitness to practise of registered veterinary practitioners; and
- to establish the Veterinary Practitioners Registration Board of Victoria (the Board).

The Minister for Agriculture, Hon. Bob Cameron, has responsibility for the Veterinary Practitioners Registration Board of Victoria.

Under the provisions of the Act the powers and duties of the Board include:

- to register persons who comply with the requirements for registration so that they may hold themselves out as veterinary practitioners and veterinary specialists;
- to recognise qualifications and accredit courses of training which provide for registration as veterinary practitioners and veterinary specialists;
- to conduct or arrange for the conduct of examinations to establish competency in veterinary practice;
- to investigate the professional conduct or fitness to practise of registered veterinary practitioners and impose sanctions where necessary;
- to issue guidelines about appropriate standards of veterinary practice and veterinary facilities; and
- to advise the Minister on any matters relating to its functions and when so requested, provide the Minister with any information reasonably required by the Minister

The Board must consult with the Minister and have regard to the Minister's advice in carrying out its functions and exercising its powers.

VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA

2nd BOARD

2001 - 2004

The Board consists of nine members nominated by the Minister and appointed by the Governor in Council. Four of those must be registered veterinary practitioners, one a registered veterinary practitioner employed by the Crown, one a registered veterinary practitioner employed by The University of Melbourne, one a lawyer and two who are not veterinary practitioners. Board Members were appointed for a three-year term in April 2001. Declarations of pecuniary interests and other information related to the appointment of Board Members are held in the Minister's office.

g BOARD MEMBERS

Peter Charles Cullen, BVSc President

Dr. Cullen graduated from the University of Melbourne in 1970. He has conducted his own small animal practice since 1974 and a rural practice in Mansfield since 2002. Dr. Cullen is a member of the Faculty of Veterinary Science at the University of Melbourne and was an examiner in small animal medicine from 1986 to 1999. Dr. Cullen has been involved with the Australian Veterinary Association Ltd. Victorian Division at committee level in the areas of professional education and small animal practitioner matters. Dr. Cullen held the Chair of the Australasian Veterinary Boards Council Inc. to May 2002.

Ivan William Caple, BVSc Deputy President

Professor Caple graduated from the University of Melbourne in 1969. He has been the Professor of Veterinary Medicine at the University of Melbourne since 1985, responsible for agricultural animal medicine teaching. Professor Caple has been Dean of the Faculty of Veterinary Science since 1991. Professor Caple is currently Chairman of the National Consultative Committee on Animal Welfare.

Allan John Burgess

Mr. Burgess was a Churchill Fellow 1994 – Human Resources in the Dairy Industry, and is a graduate of the Australian Rural Leadership Programme. Mr. Burgess has a background in banking and farming and is a dairy farmer milking 700 cows. Mr. Burgess' involvement within the dairy industry includes President of the national dairyfarmer organisation, Australian Dairyfarmers and Chairman of the Australian Dairy Industry Council.

Leigh Ross Coghlan, BVSc

Dr. Coghlan graduated from the University of Melbourne in 1972. He has conducted his own mixed practice for twenty years. Dr. Coghlan is a member of the Australian Veterinary Association Ltd. Victorian Division Committee and represents Victoria on the National Policy Council of the Association. Dr. Coghlan is the Club Veterinarian for the Kyneton District Racing Club and a member of the Veterinary Panel for the Royal Agricultural Society.

John Francis Xavier Dillon, LLB

Mr. Dillon graduated from the University of Melbourne in 1961 and was admitted to practise as a Barrister and Solicitor of the Supreme Court of Victoria in 1962. Since 1967 Mr. Dillon has practised extensively in litigation, the work mainly comprising claims arising out of industrial accidents, workers compensation claims, motor car accident and public liability claims, professional negligence claims and claims arising out of the racing industry.

Ian Kenneth Douglas

Mr. Douglas is a farmer specialising in wool, prime lambs and cropping. Mr. Douglas has been a pastoral councillor with the Victorian Farmers Federation Pastoral Group, a member of the Wool Council of Australia, Victorian Footrot Consultative Committee, Pastoral Group Research Committee, the Australian Animal Health Laboratory Industry Advisory Committee and the National Farmers Federation Animal Health and Quarantine Committee.

Diane Catherine Gibney, BVSc

Dr. Gibney graduated from the University of Melbourne in 1980. From 1982 – 1984 Dr. Gibney worked at the University of Melbourne as a small animal medical intern and then in small animal practice. Since March 2000, Dr. Gibney has been the principal of a companion animal practice in provincial Victoria. Dr. Gibney is a member of the Selection Committee for the Faculty of Veterinary Science, University of Melbourne and an external examiner for the Faculty of Veterinary Science, University of Melbourne.

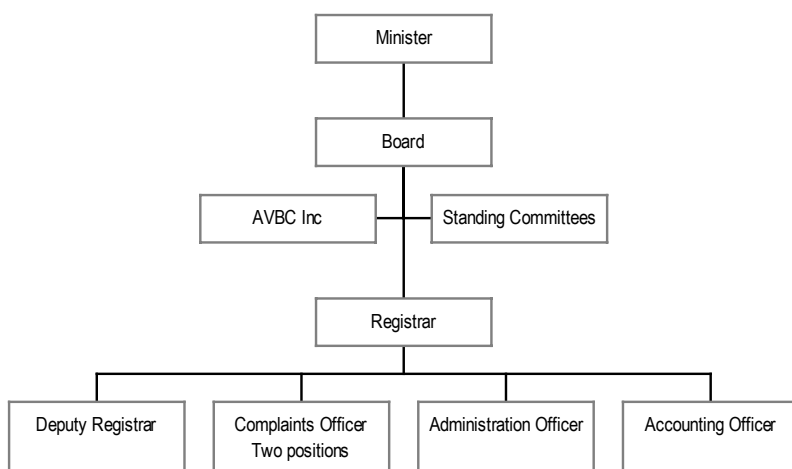
Hugh Warwick Chorley Millar, BVSc

Dr. Millar graduated from the University of Melbourne in 1976 and is the Chief Veterinary Officer for Victoria. Apart from a short period in 1978, Dr. Millar's career has been with Agriculture Victoria within the Department of Primary Industries and its antecedents, working in the areas of public health, meat inspection, animal quarantine and exports, and development of animal health policies and programmes.

Ann Kathleen Miller, BVSc

Dr. Miller graduated from the University of Melbourne in 1979 and is the sole principal of a mixed veterinary rural practice. In 1994 Dr. Miller completed a MVS (Murdoch) in small animal medicine and surgery. In 1995 Dr. Miller was appointed to the temporary position of Practitioner in Residence at the University of Melbourne and became an Academic Associate of the University for the purposes of providing extramural training for veterinary students.

ORGANISATIONAL CHART





REPORT OF THE BOARD

This is the fifth report of the Veterinary Practitioners Registration Board of Victoria.

g CHANGE TO REPORTING PERIOD

Previously the Board has reported on a calendar year. In 2002 authority was given to change to fiscal year reporting and this report covers the eighteen-month period from 1 January 2002 to 30 June 2003. The registration year remains as the calendar year.

g BOARD APPOINTMENTS

Apart from one temporary Governor-in-Council appointment, there was no change to the composition of the Board in the reporting period. The Board's tenure expires on 17 March 2004. A total of four Governor in Council appointments to disciplinary panels were made throughout the reporting period. These appointments are necessary when Board Members are disqualified, or otherwise unable, to act.

g BOARD MEETINGS

The number of meetings required to be held by the Board is not defined by the Act. The Board meets at least twelve times per annum, on the first Wednesday of the month. In the reporting period the Board held nineteen general meetings and attendance was as follows:

	Possible	Attended	Apology	Leave of Absence
PC Cullen	19	14	0	5
IW Caple	19	16	0	3
AJ Burgess	19	12	7	0
LR Coghlan	19	17	2	0
JFX Dillon	19	15	4	0
IK Douglas	19	11	8	0
DC Gibney	19	14	5	0
HWC Millar	19	13	6	0
AK Miller	19	17	2	0
RA Nichol (casual appt.)	3	3	0	0

g STANDING COMMITTEES OF THE BOARD

During the reporting period the Board's Standing Committees continued to provide advice and recommendations on matters of policy in the Board's critical areas of operation. However, these additional duties are a drain on the time and resources of the Board and a review of their structure and operation is planned for the latter half of 2003.

Committee	Membership	Staff Support
Registration (RC)	LR Coghlan (C), JFX Dillon, IK Douglas	Deputy Registrar
Finance & Administration (FAC)	IW Caple (C), AJ Burgess, HWC Millar	Registrar
Complaints (CC)	DC Gibney (C), JFX Dillon, AJ Burgess	Complaints Officers
Guidelines (GC)	HWC Millar (C), AK Miller, DC Gibney	Registrar
Communications & IT (CITC)	AK Miller (C), IK Douglas	Deputy Registrar
Continuing Veterinary Education (CVEC)	LR Coghlan (C)	Complaints Officers

Convenor = (C)

The President of the Board is an ex-officio member of all Committees

G FUNCTIONS OF THE BOARD

The main functions of the Board include the registration, assessment of training and coordination of examinations to establish competence in veterinary practice. The standards of undergraduate education at veterinary schools is monitored by the *Veterinary Schools Accreditation Advisory Committee (VSAAC)* of the *Australasian Veterinary Boards Council Inc. (AVBC)*, which visits the schools every six years. Standards in Australia are compared with those in the United Kingdom through participation in accreditation visits to the British Veterinary Schools by the *Royal College of Veterinary Surgeons (RCVS)* and the *European Association for the Evaluation of Veterinary Establishments (EAEVE)*. Veterinary Schools in Australia and New Zealand are also undergoing accreditation with the Council of Education of the *American Veterinary Medical Association (AVMA)* which visits all thirty-one schools in North America. The Board received reports from VSAAC of the visit to the University of Melbourne in 2000, of the visitation to the University of Sydney in 2001, and of the visitation to the University of Queensland in 2002. All of the Australian Veterinary Schools have had three visitations from VSAAC since 1988, and the competency of the graduates has been assessed as being equal to the best in the world. Postgraduate education provided to veterinarians is also monitored by the Board and advertised to registered veterinarians so they can meet the Continuing Professional Development requirements being promoted by the Board.

G ADVICE TO THE MINISTER

Tail docking of dogs for non-therapeutic purposes

The Board fully supported the government's policy of opposition to the non-therapeutic tail docking of dogs, and the intention to legislate to ban the procedure in Victoria under the Prevention of Cruelty to Animals legislation. In doing so, the Board took account of the *Australian Veterinary Association Ltd* policy that tail docking for dogs is an unnecessary surgical mutilation, along with the resolution of the April 2003 Primary Industries Ministerial Council, that the procedure should be banned under legislation in all Australian jurisdictions, and advised the Minister that any complaint made against a registered veterinary practitioner for docking the tails of pups for cosmetic purposes, would be considered under the context of unprofessional conduct defined in Section 3(b) of the Act, on a case by case basis.

G INITIATIVES OF THE BOARD

In finalising the Board's drugs initiative, *Supply and Use of Restricted Drugs (SURD)*, in March 2002, all registered veterinary practitioners were issued with:

- a *Dispensing Checklist* as a ready reference for practitioners to use when prescribing and dispensing restricted drugs; and
- a *Total Professional Service* poster for display in veterinary clinics to assist practitioners in educating the public of the legislative obligations in the supply and use of restricted drugs

and in September, the first *Self Assessment Compliance Survey* was issued. This survey (to be completed annually) is designed to remind registered veterinary practitioners of their obligations in relation to the supply and use of restricted drugs and knowledge of all legislation associated with the practice of veterinary medicine and surgery in Victoria.

g OPERATIONAL REVIEW

The Board held a further operational review session in June 2003 as part of its commitment to maintain best practice administration of the veterinary legislation. This review provided an opportunity for both Board Members and staff to review achievements over the last five years, identify any weaknesses or difficulties, to prioritise goals for the next twelve months and plans for the ensuing three years.

Achievements during the reporting period include:

- finalisation of *SURD* initiative and distribution of *Total Professional Service* posters and the *Self Assessment Compliance Survey*
- finalisation of setting up the Board Website
- adoption of Privacy Policy
- introduction of on-line renewal of registration via the Website
- introduction of and/or changes to registration and complaints protocols
- establishment of annual staff performance review programme

The Board has identified the following issues to be addressed in the remainder of its term:

- completion of operational and policy manuals
- make submissions to the Minister regarding amendments to the *Veterinary Practice Act 1997*
- initiate a series of meetings located around Victoria to enable registered veterinary practitioners to discuss registration and other issues directly with the Board
- review committee terms of reference, structure and operation
- resolve tensions in the investigative process

g BOARD PUBLICATIONS

In March 2002, the Board re-issued the *Guidelines for Veterinary Practice*. This was a result of a complete overhaul of previously issued guidelines and the inclusion of several new matters. The Guidelines are now a comprehensive collection of minimum standards of practise for practitioners to use in the provision of veterinary services to the public, and is the basis by which investigations into professional conduct are tested.

The Board's newsletter - *Board Update* is issued to all registered veterinary practitioners on an as needs basis. This publication contains information on current issues pertinent to registration in Victoria, the results of Informal and Formal Hearings and a summary of the complaints statistics, and is also available to registered veterinary practitioners by e-mail.

The *Handbook for Veterinary Practitioners* is issued to every veterinary practitioner registered in Victoria. The Handbook contains the relevant legislation, *Guidelines* issued from time to time, and the annual *Veterinary List*.

g REGISTRATION

Registration statistics from 1998 show the numbers of veterinary practitioners who seek to register to practise in Victoria annually.

Year	Registration	Renewal of Registration	Restoration to the Register	Total as at 30 June
2003	157	1839	10	2006
				as at 31 December
2002	196	1768	30	1994
2001	169	1656	72	1897
2000	156	1543	115	1814
1999	133	1494	131	1758
1998	137	1503	119	1759

In 1998 the percentage of female registered veterinary practitioners represented 36% of total registrations, which has risen to 42% in 2002/2003.

Of the total registered veterinary practitioners in Victoria, 92% graduated from Australian or New Zealand universities, and 61% of those graduated from the University of Melbourne. Overall, of those who hold the BVSc (Melbourne), 41% are female, however in the last five years, 65% of BVSc (Melbourne) graduates registering in Victoria are female. This not only shows that once registered, Victorian veterinary practitioners maintain registration to retirement and beyond, but also reflects the growing numbers of females completing veterinary science degrees.

Those holding foreign qualifications represent 8% of total registrations, 14% of which have completed the *National Veterinary Examination (NVE)* run by the *Australasian Veterinary Boards Council Inc.*

Registered veterinary practitioners are represented in a wide range of services in veterinary medicine and veterinary science. The range of employment type statistics has been expanded to show the diversity of practise conducted by registered veterinary practitioners in Victoria.

	2002/2003*	<i>2001</i>	<i>2000</i>	<i>1999</i>	<i>1998</i>
Private Practitioner	79%	82%	84%	85%	84%
Small Animal	35%				
Mixed	23%				
Large Animal	4%				
Equine	2%				
Reproduction	1%				
Not nominated	14%				
Government Officer (Commonwealth/State Officer and Commonwealth/State Research)	3%	3%	3%	4%	3%
Research & Development	.5%	.5%	.5%	3%	2%
Pharmaceutical Industry	2%	1%	1%	1%	1%

* = 18 months

	2002/2003*	2001	2000	1999	1998
University					
Teacher	2%	2.5%	2.5%	1%	3%
Research	1%				
Exotic and/or Wildlife	.5%				
Pathology Services	.5%				
Other Veterinary Pursuit	4%	4%	4%	2%	4%
Non-Veterinary Pursuit	2%	6%	1%	1%	2%
Non-practising (Retired/Treat own Animals etc)	5.5%				

* = 18 months

During the reporting period, eight registered veterinary practitioners were granted endorsement as veterinary specialists under section 8 of the Act. A total of forty-nine registered veterinary practitioners hold endorsement as veterinary specialists in the disciplines of:

Veterinary Medicine - Avian; Bovine; Feline; Canine; Dermatology; Oncology; Porcine; Public Health
 Veterinary Ophthalmology – all species, all disciplines
 Veterinary Pathobiology – Anatomic; Clinical; General; Microbiology; Parasitology
 Veterinary Radiology – all species, all disciplines
 Veterinary Reproduction – Equine
 Veterinary Surgery – Dentistry; Equine ; Small Animal

Registration fees for the years 1998-2003 can be seen below:

Year	Registration	Renewal of Registration	Late Renewal/ Restoration	Specialist
2003	\$300	\$210	\$315 - \$365	\$390
2002	\$298	\$204	\$306 - \$356	\$381
2001	\$290	\$198	\$297	\$370
2000	\$242	\$165	\$248	\$310
1999	\$235	\$160	\$240	\$300
1998	\$126	\$126	\$165	\$250

Policy matters reviewed by the Registration Committee during the reporting period include:

- those holding non-practising registration who wish to return to general practice;
- recency of practise and re-training for those practitioners who are returning to work after a long absence;
- national registration;

and those adopted by the Board:

- granting conditional (section 6(3)) versus specific (section 7) registration;
- granting endorsement (section 8) to those practitioners who have obtained specialist registration status in other Australian jurisdictions;
- registration for a national animal emergency;
- introduction of reduced fees for practitioners who reside and hold primary registration in another Australian jurisdiction

The number of complaints lodged against registered veterinary practitioners during the reporting period, were commensurate with the level of complaints received annually in the previous five years. Whilst the number of registered veterinary practitioners has increased over the last five years, the number of complaints per annum has remained static meaning the complaint rate per registered veterinary practitioner has decreased. Of the total complaints lodged in the reporting period 49% related to negligent/inadequate care, followed by behaviour and attitude 14% and fees 11%. Given that all parties to the complaint must be given adequate time to respond to the issues raised, the lead time for resolution varies between four and six months. Matters referred to a Formal Hearing understandably take longer.

Answering telephone complaints and queries is an integral part of the investigation process. Although it can be quite an involved and emotionally challenging task, 66% of initial complaints are resolved at that level. Only 34% of calls proceed to written complaints. The Board's Website has proven to be valuable to the public in outlining the investigation process and allowing the Board's staff to direct callers to the site.

The number of complaints investigated in the reporting period, and their results, are as follows:

	2002/ 2003*	2001	2000	1999	1998
TOTAL	421	276	303	282	307
Telephone	315	208	229	220	226
Formal written	106	68	74	62	81

Types					
Negligent/Inadequate care	207	138	113	129	127
Cruelty/Mishandling	8	3	8	3	8
Failure to provide services/Refusal to treat	24	10	38	24	24
Unexplained death	14	9	12	7	12
Unauthorised treatment	12	9	n/a	n/a	n/a
Behaviour & attitude	60	33	20	24	22
Fees/Overservicing	46	25	27	22	41
Drug related	11	8	7	11	18
Inadequate communication	15	10	n/a	n/a	n/a
Miscellaneous	24	31	78	62	55

Telephone to Formal	34%	32%	32%	28%	17%
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Results of formal complaints**					
No further action	77	48	27	36	46
Withdrawn	2		3	2	8
Informal Hearings	26	16	17	16	12
Formal Hearings	2	1	2	4	2
Under investigation	11	3	26	6	13

* = 18 months

** = may not add to total above due to length of time to process cases

	2002/ 2003*	2001	2000	1999	1998
Hearings results					
<i>Informal</i>					
Unprofessional Conduct not of a Serious nature – <i>proven</i>	9	6	5	7	4
Unprofessional Conduct not of a Serious nature – <i>un-proven</i>	15	10	12	9	8
Referred to Formal Hearing	2				
<i>Formal</i>					
Unprofessional Conduct of a Serious nature – <i>proven</i>	2	1	1	4	1
Unprofessional Conduct of a Serious nature – <i>un-proven</i>			1		
Case yet to be heard	2				
Fitness to Practise Investigations	1	2		2	

* = 18 months

G COMMUNICATIONS

The Board has completed initial work on the Website – www.vetboard.vic.gov.au. During the reporting period, an on-line 'search the Register', and the Board's *Guidelines* were made available on the site, providing both the public and the profession the opportunity to locate a registered veterinary practitioner by name, location and/or specialty, and quick easy access to the *Guidelines* either to browse, or download. Copies of the Board's *Annual Report* and recent issues of *Board Update* are also available for downloading. The Board is gradually establishing facilities as more registered veterinary practitioners have access to the Internet, to make all its publications available to them via e-mail. Whilst applications for registration are not yet acceptable via the Internet, all information sheets and application forms are available on the Website. However, on-line renewal of registration via a secure site was offered to registered veterinary practitioners for the first time for the 2003 registration year. Take up was slow, but is expected to expand as practitioners become aware of the benefits of renewing registration in that way.

During the reporting period the Board provided input to the following governmental reviews or inquiries:

- 'Veterinary Pathology Services Inquiry'
- 'Inquiry into Oaths, Affidavits and Statutory Declarations with reference to the Multicultural Community'
- 'Review of Rural Veterinary Services'

G CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

This was previously known as Continuing Veterinary Education (CVE) and was introduced by the Board in 1994. It was a first among the Australasian Veterinary Boards and since then there has been a growing acceptance that the registering authorities should be actively encouraging participation in continuing education by registered veterinary practitioners. This interest culminated in May 2003 when all the veterinary registering authorities agreed to introduce continuing education programmes based on Victoria's experience, providing a measurable standard throughout Australasia. Based on this agreement and in the interests of consistency, the Board re-issued Guideline 13 as 'Continuing Professional Development'. The Board has commenced gathering CPD data on an annual basis and intends to report on the level of participation in the future.

g CONSULTATION WITH THE PROFESSION

The Board continues to hold annual meetings with the Executive Committee of the Australian Veterinary Association Ltd. Victorian Division. The Board is also planning a series of open forums before the completion of the current term, holding meetings at various locations around the State. Both these forms of communication gives each veterinary practitioner registered in Victoria the opportunity to raise issues of interest and/or concern directly with the Board.

g CONSULTATION WITH OTHER VETERINARY BOARDS

Veterinary registration in Australia is controlled by State and Territory legislation and since 1984 the registering Boards have met informally to consider registration and other matters beneficial to registration and standards of practice throughout Australia. In 1999, the *Australasian Veterinary Boards Council Inc.* (AVBC) was incorporated with membership of each of the registering authorities in Australia and the Veterinary Council of New Zealand. The veterinary associations in Australia and New Zealand are also members of the AVBC.

The AVBC advises and makes recommendations to the registering authorities in Australia and New Zealand in relation to:

- the accreditation of veterinary schools and courses leading to a degree in veterinary science or medicine;
- assessment of the suitability for practice in Australia and New Zealand of persons with foreign veterinary qualifications; and
- uniform criteria for recognition of qualifications for registration

and the AVBC also:

- provides advice on matters concerning the occupational regulation of veterinary practitioners, including general and specialist registration; and
- encourages standardisation and quality assurance of veterinary services to the community in all jurisdictions.

The AVBC has a reciprocal agreement with the RCVS for the purposes of registration of veterinary practitioners who hold veterinary degrees from Australian, New Zealand and UK universities.

Besides the CPD agreement noted on the previous page, during the reporting period the AVBC has:

- ◆ conducted accreditation visits of the Veterinary Schools of the University of Sydney and University of Queensland;
- ◆ participated in the accreditation visits of the Veterinary Schools of Glasgow and Liverpool;
- ◆ reviewed the process of assessment of applications for registration as veterinary specialists;
- ◆ continued to search for an appropriate way to implement national registration;
- ◆ maintained contact with the Global Accreditation Taskforce convened by the AVMA to establish closer ties with international accreditation bodies;
- ◆ agreed to review the terms of reference of VSAAC and the accreditation visitation process;
- ◆ applied to the Commonwealth for funding to enable the AVBC to address recommendations flowing from the Frawley Report (Review of Rural Veterinary Services);
- ◆ standardised several administrative functions related to the registration of veterinary practitioners;
- ◆ provided a submission to the TTMRA Review;
- ◆ established a working party to consider a 'Code of Conduct' which may be adopted by all registering authorities.

g CONSULTATION WITH OTHER VICTORIAN REGISTRATION AUTHORITIES

The Board continues to participate in meetings of the Victorian health registration authorities at President and Administrator level. Board representatives have found these meetings an excellent networking opportunity to discuss issues surrounding the 'model legislation' and to draw on the experiences of the other registering authorities to assist the Board in the administration of the Act.

g THE COMMUNITY

Cultural Diversity

The Board has established a 'language bank' on the Veterinary Register to enable referral of pet owners to veterinary practitioners who can communicate in their native tongue, and, where appropriate, the Board engages the services of an interpreting service during the course of investigations into professional conduct.

Women

The Board offers a family friendly working environment. Women are well represented throughout the diverse sections of the veterinary profession and the numbers of women graduating and registering to practise are increasing year by year.

g STATUTORY OBLIGATIONS

Freedom of Information

The *Freedom of Information Act 1982* (FOI) allows the public a right of access to documents held by the Board. Applications under FOI have been as follows:

	2002/ 2003*	2001	2000	1999	1998
Number of requests	5	3		1	1
Access granted	1	2			1
Partial access granted	3			1	
Access denied	1	1			
Decision reviewed & overturned					
Decision reviewed & upheld	2				
Decision reversed by VCAT					

* = 18 months

Occupational Health & Safety (OHS)

The Board holds insurance for workers' compensation as required by the Victorian WorkCover Authority. During the reporting period, the Board made no claims against this policy. Both staff and Board Members are made aware of established emergency procedures within the building and their particular responsibilities in taking care of their own health and safety in the workplace. The Board intends to include OHS and risk management protocols in operational manuals to be issued later in 2003.

Whistleblowers Protection Act 2001

The *Whistleblowers Protection Act 2001* (WPA) came into effect on 1 January 2002. The WPA is designed to protect people who disclose information about serious wrongdoing within the Victorian Public Sector and to provide a framework for the investigation of these matters. The protected disclosure co-ordinator for the Department of Primary Industries (DPI) acts as an agent for the Board to receive disclosures under the Act, and applies DPI procedures in managing disclosures. Disclosures of improper conduct by the Authority or its employees may be made to:

-Stuart Atkins, Protected Disclosure Co-ordinator, Department of Primary Industries, PO Box 500, East Melbourne 3002 Telephone: (03) 9637 8571 Facsimile: (03) 9637 8129 E-mail stuart.atkins@dpi.vic.gov.au

-The Ombudsman Victoria, Level 22/459 Collins Street, Melbourne 3000 Telephone: (03) 9613 6222
Tollfree: 1800 806 314

National Competition Policy and Competitive Neutrality Requirements

Veterinary legislation has been assessed against the National Competition Policy and Competitive Neutrality Requirements, and there are no anti-competitive barriers placed on those who wish to apply for registration as a veterinary practitioner in Victoria.

Mutual Recognition (Victoria) Act 1998

The Board actively supports compliance with mutual recognition agreements both between all Australian jurisdictions and with New Zealand (*Trans Tasman Mutual Recognition (Victoria) Act 1998*).

Ombudsman

During the reporting period, the Board underwent an investigation into process conducted by the Victorian Ombudsman. This scrutiny stemmed from an investigation conducted by the Board in relation to a complaint about unprofessional conduct which had been referred to the Ombudsman by the complainant. The Board welcomed the opportunity to review its processes and, as a result of recommendations made by the Ombudsman, made some changes in the way investigations into professional conduct are carried out to make the process more transparent and accountable.

Information Privacy Act 2000

The *Information Privacy Act 2000* came into effect in September 2002. Copies of the Board's Privacy Policy may be obtained on request from the office, or via the Website www.vetboard.vic.gov.au. Any privacy concerns may be directed to the Privacy Officer at the Board's office.

Availability of Relevant Information

Relevant information in relation to the financial reporting period listed in Ministerial Direction 9.1.3(iv) and included in this report, is generally available to the relevant Minister, Members of Parliament and the public on request.

9 HUMAN RESOURCES

At the conclusion of the reporting period the Board employed six officers - all but one are part-time, making a full-time equivalence of 3.9. (2001 fte 3; 2000 fte 3; 1999 fte 2.4; 1998 fte 1.8)

Registrar	Miss Margaret Wilson	ACIS
Deputy Registrar	Ms. Vicky Gurr	
Complaints Officers	Dr. Amanda Chin	BVSc
	Dr. Gloria Tetlow	BVSc
Administration Officer	Mrs. Jeanette Robertson	
Accounting Officer	Mr. Maurice Corkill	

During the reporting period, all staff underwent training in readiness for the introduction of the privacy legislation in September 2002. Apart from general in-house training, staff have also participated in courses and seminars covering, taxation, governance, computer software, financial management, public employment and payroll.

9 FINANCE

The Board's Finance and Administration Committee (FAC) continues to meet on a regular basis, and provides advice and recommendations to the Board related to financial, governance and staff matters.

During the reporting period, and in line with established policy to hold sufficient in reserve to enable the Board to adequately fund any unforeseen legal actions, the Board transferred \$58,537 to the reserve making a total of \$162,347.

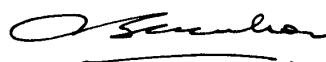
The Board has an established budgeting process and reviews the level of registration fees on an annual basis. Performance against budget is measured monthly.

With the implementation of the Financial Management Compliance Framework, the FAC will take on the role of the Board's Audit Committee.

The accounts of the Board, prepared in accordance with the Financial Management Act 1994, Directions of the Minister for Finance and Australian Accounting Standards, have been audited for the eighteen-month period ending 30 June 2003 and form the remainder of this report.



LR Coghlan BVSc
President



M B Wilson ACIS
Registrar



AUDITOR GENERAL
VICTORIA

REPORT OF AUDITOR-GENERAL'S DELEGATE

To the Members of the Parliament of Victoria, responsible Ministers and the Board Members of the Veterinary Practitioners Registration Board of Victoria.

Audit Scope

The accompanying financial report of the Veterinary Practitioners Registration Board of Victoria ("the Board") for the financial year ended 30 June 2003, comprising a statement of financial performance, statement of financial position, statement of cash flows and notes to the financial statements, has been audited by KPMG under the delegated authority provided by the Auditor-General under the *Audit Act 1994*. The Board Members are responsible for the preparation and presentation of the financial report and the information it contains. An independent audit of the financial report has been carried out in order to express an opinion on it to the Members of the Parliament of Victoria, responsible Ministers and the Board Members as required by the *Audit Act 1994*.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. The audit procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act 1994*, so as to present a view which is consistent with my understanding of the Board's financial position, and its financial performance and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act 1994*, the financial position of the Veterinary Practitioners Registration Board of Victoria as at 30 June 2003 and its financial performance and cash flows for the year then ended.

MELBOURNE
17/9/2003

Carmel Mortell
Partner
KPMG
Delegate of
J.W. CAMERON
Auditor General

Victorian Auditor-General's Office Level 34, 140 William Street, Melbourne Victoria 3000
Telephone (03) 8601 7000 Facsimile (03) 8601 7010 Email comments@audit.vic.gov.au Website www.audit.vic.gov.au

Auditing in the Public Interest

CERTIFICATION OF ANNUAL FINANCIAL STATEMENTS

In the opinion of the Veterinary Practitioners Registration Board of Victoria:

- (a) the financial statements have been prepared in accordance with the Financial Management Act 1994 and in accordance with Australian Accounting Standards.
- (b) the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements present fairly the financial transactions of the Board during the financial period to which they relate and the financial position of the Board at the end of the financial period.
- (c) at the date of signing the statement we are not aware of any circumstances which would render any particulars included in the statements misleading or inaccurate.

Dated at Melbourne on 17 September 2003

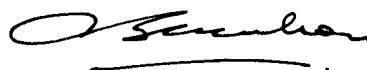
Signed in accordance with
a resolution of the Board:



Leigh Ross Coghlan
President



Peter Charles Cullen
Member



Margaret Bronwen Wilson
Registrar



STATEMENT OF FINANCIAL PERFORMANCE
For the Period Ended 30 June 2003

	Notes	18 months ended 30 June 2003	12 months ended 31 December 2001
		\$	\$
REVENUE FROM ORDINARY ACTIVITIES	2	647,304	488,754
INTEREST REVENUE		25,551	10,893
TOTAL REVENUE FROM ORDINARY ACTIVITIES		672,855	499,647
 EXPENSES FROM ORDINARY ACTIVITIES	 3	 556,764	 349,887
MINISTERS AND ACCOUNTABLE OFFICERS	11	35,409	21,458
REMUNERATION OF AUDITOR	4	9,000	4,850
OFFICE SUPPLIES		9,151	6,006
REPAIRS AND MAINTENANCE		15,038	7,762
FINANCIAL BANK FEES		8,518	4,934
TOTAL EXPENSES FROM ORDINARY ACTIVITIES		633,880	394,897
 NET PROFIT FROM ORDINARY ACTIVITIES		 38,975	 104,750

The accompanying notes form part of these financial statements

STATEMENT OF FINANCIAL POSITION
As at 30 June 2003

	Notes	30 June 2003 \$	31 December 2001 \$
CURRENT ASSETS			
Cash Assets	14(b)	336,790	349,212
Receivables	6	7,560	9,866
Other Financial Assets	5	170,597	112,060
TOTAL CURRENT ASSETS		<u>514,947</u>	<u>471,138</u>
NON-CURRENT ASSETS			
Fixed assets	7	101,550	107,776
TOTAL NON-CURRENT ASSETS		<u>101,550</u>	<u>107,776</u>
TOTAL ASSETS		<u>616,497</u>	<u>578,914</u>
CURRENT LIABILITIES			
Payables	8	23,594	39,098
Provisions	9	16,741	8,848
TOTAL CURRENT LIABILITIES		<u>40,335</u>	<u>47,946</u>
NON-CURRENT LIABILITIES			
Provisions	9	15,526	9,308
TOTAL NON-CURRENT LIABILITIES		<u>15,526</u>	<u>9,308</u>
TOTAL LIABILITIES		<u>55,861</u>	<u>57,254</u>
NET ASSETS		<u>560,636</u>	<u>521,660</u>
EQUITY			
Accumulated surplus	18	560,636	521,660
TOTAL EQUITY		<u>560,636</u>	<u>521,660</u>

The accompanying notes form part of these financial statements

STATEMENT OF CASH FLOWS
For the Period Ended 30 June 2003

	Notes	18 months ended 30 June 2003	12 months ended 31 December 2001
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from registrants		648,912	495,933
Interest received		25,551	7,083
Payments to suppliers and employees		(610,154)	(395,590)
NET CASH INFLOW FROM OPERATING ACTIVITIES	14(a)	64,309	117,426
 CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of fixed assets		(18,194)	(18,396)
Purchase of investments		(58,537)	(20,000)
NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES		(76,731)	(38,396)
NET INCREASE/(DECREASE) IN CASH HELD		(12,422)	79,030
CASH AT BEGINNING OF THE FINANCIAL PERIOD		349,212	270,182
CASH AT THE END OF THE FINANCIAL PERIOD	14(b)	336,790	349,212

The accompanying notes form part of these financial statements

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Period Ended 30 June 2003

1 ACCOUNTING POLICIES

General System of Accounting Underlying the Financial Statements

The financial statements of the Veterinary Practitioners Registration Board of Victoria, are a general purpose report and have been drawn up in accordance with the Financial Management Act 1994, Australian Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and Urgent Issue Group Consensus Views. With the exception of revenue which has been brought to account once funds are received and controlled by the Board, the accounts have been prepared on an accrual basis and in accordance with the historical cost convention. Amounts shown have been rounded to the nearest dollar.

Accounting Policies which have been significant in the preparation and presentation of the Accounts.

(a) Acquisition of assets

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental costs directly attributable to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

(b) Depreciation

Depreciation on fixed assets is calculated on a straight line basis over the expected useful life to the Board of the assets. Depreciation rates adopted are - furniture and fittings 10%, office equipment 5% - 33%.

(c) Basis of accounting for Revenue and Expenses

Revenue is brought to account once funds are received and controlled by the Board. Expenses are brought to account on an accrual basis.

(d) Income Taxes

The Veterinary Practitioners Registration Board of Victoria is considered a public authority under Section 23(d) of the Australian Income Tax Legislation and therefore, its income is exempt from income taxes.

(e) Goods and services Tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the statement of financial position.

Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

(f) Provision for Employee Entitlements (Long Service Leave)

The amount expected to be paid in respect of employees' entitlements for long service leave are accrued at current salary levels. Liability for long service leave is recognised and is measured as the present value of the expected future payments to be made in respect of services provided by employees up to the reporting date.

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Period Ended 30 June 2003

(g) Change in Accounting Policy note for Employee Benefits (Annual Leave)

In the reporting period prior to 30 June 2003, provisions for employee benefits (annual leave) were measured using remuneration rates current at reporting date. For the period ending 30 June 2003, the Board is required by AASB 1028 'Employee Benefits' to measure provisions for employee benefits at remuneration rates expected to apply when the obligation is settled, including the expected increase in remuneration rates. The transitional arrangements of AASB 1028 on adoption at 1 July 2002, give rise to an adjustment to opening annual leave liabilities and a corresponding change to accumulated surplus.

The impact of this change is:

Decrease	Accumulated Surplus	nil
Increase	Annual Leave Provision	nil

(h) Change in Accounting Period and Comparative Figures

This reporting period covers the eighteen-month period beginning 1 January 2002 and ended 30 June 2003. Where required by accounting standards, comparative figures have been adjusted to conform with changes in presentation for the current year.

	18 months ended 30 June 2003	12 months ended 31 December 2001
2 REVENUE FROM ORDINARY ACTIVITIES	\$	\$
(a) FEES		
Registration Fees – General Renewal	371,940	318,060
Registration Fees – General New	76,809	68,742
Registration Fees – General Late	76,995	31,338
Registration Fees – Specialist Registration, Renewal & Late	20,449	12,318
Registration Fees – Reduced	19,077	1,528
Surplus Monies Paid on 2000 Registration Fees	0	(8)
Registration Fees – Refunds	(248)	(484)
Letters of Professional Standing Fees	8,663	6,314
Replacement Certificate Fees	162	70
Freedom of Information Application Fees	94	40
	<u>573,941</u>	<u>437,918</u>
(b) SALES		
Veterinary List	3,650	1,440
Posters & Handbook components	328	0
	<u>3,978</u>	<u>1,440</u>
(c) OTHER REVENUE		
AVBC service fee	30,600	45,000
AVBC re-imbusement	4,342	3,821
Fines and penalties	21,975	500
Sundry	12,468	75
	<u>69,385</u>	<u>49,396</u>
TOTAL REVENUE FROM ORDINARY ACTIVITIES	<u><u>647,304</u></u>	<u><u>488,754</u></u>

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Period Ended 30 June 2003

		18 months ended 30 June 2003 \$	12 months ended 31 December 2001 \$
3	EXPENDITURE FROM ORDINARY ACTIVITIES		
	(a) SALARIES AND ASSOCIATED COSTS		
	(i) SALARIES AND WAGES	220,324	156,415
	(ii) ASSOCIATED COSTS		
	Annual Leave	2,893	(1,664)
	Long Service Leave	6,218	(2,389)
	WorkCover	3,912	2,825
	Superannuation	20,037	13,690
		253,384	168,877
	(b) RENT AND AMENITIES		
	Rent	55,084	34,850
	Equipment rental	11,792	7,388
	Telephone/Facsimile/Internet	7,864	6,926
	Electricity	3,678	2,488
	Insurance - Contents	1,446	1,276
	Cleaning	5,737	0
		85,601	52,928
	(c) PROFESSIONAL FEES		
	Fees - Consultant	0	1,652
	Legal Fees – General	11,170	5,039
		11,170	6,691
	(d) PRINTING AND PUBLICATIONS		
	Printing - Handbook	5,972	10,279
	Printing - General	12,979	1,651
	Printing - Newsletter and Annual Report	2,286	2,485
	Publications – Legislation	100	2,110
		21,337	16,525
	(e) HEARINGS AND APPEALS		
	Preliminary Investigations	8,837	5,900
	Informal Hearings	2,480	3,375
	Formal Hearings	21,059	7,493
	Appeals/Prosecutions	0	9,187
	Fitness to Practise	1,330	2,230
		33,706	28,185
	(f) GENERAL EXPENSES		
	Postage and Freight	14,257	6,654
	Depreciation	29,952	23,754
	Loss on Disposal of Assets	0	1,331
	Travel - Board	19,677	12,713
	Australasian Veterinary Boards Council Inc Membership Fee	64,071	15,466
	Catering	3,783	3,048
	Travel - Other & Parking	3,182	1,871
	Advertising	2,162	639

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Period Ended 30 June 2003

	18 months ended 30 June 2003	12 months ended 31 December 2001	
	\$	\$	
Staff Amenities	731	0	
Sundry	5,624	1,585	
Bad Debts	699	0	
Subscriptions/Memberships	1,330	907	
Board Initiative – Supply & Use of Restricted Drugs Programme	2,123	5,441	
Board Initiative – Directions 2004	2,200	0	
Training	436	2,426	
Accommodation	1,339	846	
	151,566	76,681	
TOTAL EXPENDITURE FROM ORDINARY ACTIVITIES	556,764	349,887	
4 REMUNERATION OF AUDITOR			
Audit fees paid and payable to the Victorian Auditor General's Office for audit of the Board Payable as at 30 June 2003	9,000	4,850	
	9,000	4,850	
5 OTHER FINANCIAL ASSETS	30 June 2003	31 December 2001	
ANZ Term Deposit	162,347	103,810	
ANZ Term Deposit	8,250	8,250	
	170,597	112,060	
6 RECEIVABLES			
Sundry Debtors	2,998	1,240	
Member Debtors	0	699	
GST Receivable	4,562	7,927	
	7,560	9,866	
7 FIXED ASSETS			
Furniture and fittings			
At cost	131,082	115,457	
Less: Provision for Depreciation	(49,092)	(32,569)	
	81,990	82,888	
Office Equipment			
At cost	70,257	62,156	
Less: Provision for Depreciation	(50,697)	(37,268)	
	19,560	24,888	
Total Fixed Assets	101,550	107,776	
Movements in Carrying Amounts			
	2003		
	Furniture & Fittings	Office Equipment	Total
	\$	\$	\$
Carrying amount at the beginning of the period	82,888	24,888	107,776
Additions	15,625	8,101	23,726
Disposals	0	0	0
Depreciation Expense	(16,523)	(13,429)	(29,952)
Carrying amount at the end of the period	81,990	19,560	101,550

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Period Ended 30 June 2003

Movements in Carrying Amounts

	2001		Total
	Furniture & Fittings	Office Equipment	
	\$	\$	\$
Carrying amount at the beginning of the period	94,810	21,321	116,131
Additions	0	17,730	17,730
Disposals	0	(2,331)	(2,331)
Depreciation Expense	(11,922)	(11,832)	(23,754)
Carrying amount at the end of the period	<u>82,888</u>	<u>24,888</u>	<u>107,776</u>

		18 months ended 30 June 2003	12 months ended 31 December 2001
		\$	\$
8	PAYABLES		
	Creditors and accruals	20,098	31,004
	SGC/PAYG	3,062	4,328
	GST Payable	434	3,766
		<u>23,594</u>	<u>39,098</u>
9	PROVISIONS		
	CURRENT		
	Employee benefits	11,741	8,848
	Provision for legal fees	5,000	0
		<u>16,741</u>	<u>8,848</u>
	NON-CURRENT		
	Employee benefits	15,526	9,308
		<u>15,526</u>	<u>9,308</u>
	AGGREGATE CARRYING AMOUNT OF PROVISIONS		
	Current	16,741	8,848
	Non Current	15,526	9,308
		<u>32,267</u>	<u>18,156</u>

10 CONTINGENT LIABILITIES

As at 30 June 2003, the Board has two legal cases outstanding in relation to its role of administering the Veterinary Practice Act 1997. (Refer note 9) In the event of an unfavourable decision, the Board estimates additional costs of \$8,000 to be incurred.

11 MINISTERS AND ACCOUNTABLE OFFICERS

The names of persons who were Responsible Persons at any time during the financial year are:

The Hon. Keith Hamilton, Minister for Agriculture

The Hon. Bob Cameron, Minister for Agriculture

Board Members

Dr. Peter Cullen; Prof. Ivan Caple; Mr. Allan Burgess; Dr. Leigh Coghlan; Mr. John Dillon; Mr. Ken Douglas;

Dr. Diane Gibney; Mr. Peter Hardham; Dr. Hugh Millar; Dr. Ann Miller; Dr. Roslyn Nichol

Remuneration of Responsible Persons

	Number	Number
Income of Nil - \$9,999	11	13
	\$	\$
Total remuneration received by Responsible Persons	35,409	21,458

The Minister did not receive any remuneration from the Board.

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Period Ended 30 June 2003

Executive Remuneration

No executive officers received total remuneration in excess of \$100,000

Received by the Registrar & Manager (18 months) \$68,897 (2001(12 months) \$42,295)

Other Transactions

There were no other transactions between Board Members and the Board other than those that occurred within a normal arm's length between the Board and its clients.

There were no amounts paid to a superannuation fund or other entity by the Board in connection with the retirement of any responsible persons during the year.

There were no amounts paid by the Board in connection with the retirement of responsible persons of the Board.

There was no loan in existence at reporting date that has been guaranteed or secured by the Board or any related party to responsible persons of the Board.

12 FINANCIAL INSTRUMENTS

(a) Terms, Conditions and Accounting Policies

Financial Instruments	Accounting Policy	Terms and conditions
(i) Financial Assets:		
Receivables - trade	Trade Receivables are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debt is recognised when collection of the full amount is no longer achievable.	Credit sales are on 30 day terms
Receivables - other	Other amounts receivable are carried at nominal amounts due.	n/a
Investments	Investments are stated at the lower of cost and realisable value. Interest is recognised in the profit and loss statement when earned.	Term Deposit at an effective rate of 4.35% (2001 3.85%)
Creditors	Liabilities are recognised for amounts to be paid in the future for goods and services whether or not billed to the Board.	Trade liabilities are normally settled on 30 day terms.

(b) Net Fair Values

Financial Instruments	Total Carrying Amount as per the Balance Sheet		Aggregate net fair value	
	2003	2001	2003	2001
(i) Financial Assets				
Cash	336,790	349,212	336,790	349,212
Receivables – trade debtors	7,560	9,866	7,560	9,866
Investments	170,597	112,060	170,597	112,060
Total Financial assets	<u>514,947</u>	<u>471,138</u>	<u>514,947</u>	<u>471,138</u>
(ii) Financial liabilities				
Creditors	23,594	39,098	23,594	39,098
Provisions	32,267	18,156	32,267	18,156
Total Financial liabilities	<u>55,861</u>	<u>57,254</u>	<u>55,861</u>	<u>57,254</u>

(iii) The following methods and assumptions were used to determine the net fair value of financial assets and liabilities. Cash and Investments: The carrying amount approximates fair value because of their short term maturity. Short term receivables and creditors: The carrying amount approximates fair value.

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Period Ended 30 June 2003

(c) Interest Rate Risk 30 June 2003

Financial instruments	Floating interest rate 2003	Fixed interest rate maturing in:			Non-interest bearing 2003	Balance Sheet amount 2003	Effective interest rate 2003
		< 1 year 2003	1 to 5 years 2003	> 5 years 2003			
	\$	\$	\$	\$	\$	%	
(i) Financial Assets							
Cash	336,790					336,790	4.10%
Receivables - trade					7,560	7,560	n/a
Investments		170,597				170,597	4.35%
Total financial assets	336,790	170,597			7,560	514,947	
(ii) Financial liabilities							
Creditors					23,594	23,594	
Provisions					32,267	32,267	
Total financial liabilities					55,861	55,861	

Interest Risk Rate 31 December 2001

Financial instruments	Floating interest rate 2001	Fixed interest rate maturing in:			Non-interest bearing 2001	Balance Sheet amount 2001	Effective interest rate 2001
		< 1 year 2001	1 to 5 years 2001	> 5 years 2001			
	\$	\$	\$	\$	\$	%	
(i) Financial Assets							
Cash	349,212					349,212	1
Receivables - trade					9,866	9,866	n/a
Investments		112,060				112,060	3.85%
Total financial assets	349,212	112,060			9,866	471,138	
(ii) Financial liabilities							
Creditors					39,098	39,098	
Provisions					18,156	18,156	
Total financial liabilities					57,254	57,254	

(d) Credit Risk

The Veterinary Practitioners Registration Board of Victoria's exposure to credit risk at balance date in relation to each financial asset is the carrying amount of those assets as indicated on the balance sheet.

Concentration of credit risk on receivables - trade arise in the following industries:

Industry	Credit risk exposure			
	30 Jun 2003		31 Dec 2001	
	%	\$	%	\$
Other non-concentrated	100	7,560	100	9,865

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Period Ended 30 June 2003

13 SUPERANNUATION

The Board's full contribution to employee's superannuation funds for the period ended 30 June 2003 are:

	30 June 2003		31 December 2001	
	Rate	Number	Rate	Number
MLC Masterkey Superannuation	8% & 9%	1	8%	1
Flexiplan Australia	8% & 9%	1	8%	1
VicSuper Pty. Ltd.	8% & 9%	3	8%	1
CARE Superannuation Plan	8% & 9%	2	8%	4
AXA Superannuation	8% & 9%	1	8%	1
Catholic Superannuation	8% & 9%	1	8%	0
Australian Retirement Fund Superannuation	8% & 9%	1	8%	0
AMP Superannuation	8% & 9%	1	8%	0
BT Personal Superannuation	8% & 9%	0	8%	1
Legal & General	8% & 9%	0	8%	1

All funds are accumulation schemes.

Total contributions made by the Board during the reporting period were \$20,037 (2001 \$13,690). Outstanding contributions as at 30 June 2003 are nil. (2001 \$109). No loan exists between the funds and the Board.

14 STATEMENT OF CASH FLOWS

(a) RECONCILIATION OF RESULT FROM OPERATING ACTIVITIES TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	18 months ended 30 June 2003	12 months ended 31 December 2001
	\$	\$
Results from ordinary activities	38,976	104,750
Interest revenue	0	(3,810)
Depreciation of fixed assets	29,952	23,754
Bad debts written off	699	0
Loss/(Gain) on sale of fixed assets	0	1,331
Other	(5,532)	0
	64,095	126,025
Decrease/(Increase) in receivables	1,607	1,407
Increase/(Decrease) in payables	(15,504)	(5,953)
Increase/(Decrease) in provisions	14,111	(4,053)
Net cash inflow from operating activities	64,309	117,426

(b) RECONCILIATION OF CASH ASSETS

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. Cash at the end of the financial period as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

	30 June 2003	31 December 2001
	\$	\$
Cash on Hand	200	100
ANZ Banking Group Ltd	(208)	(4,909)
ANZ Banking Group Ltd CMA Reserve	336,798	354,021
	336,790	349,212

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Period Ended 30 June 2003

		30 June 2003	31 December 2001
		\$	\$
15 CAPITAL COMMITMENT			
	There were no capital commitments as at 30 June 2003 (2001 \$ nil).		
16 LEASING COMMITMENT			
	Operating leases contracted for but not capitalised in the accounts:		
	Payable		
	less than one year	43,668	43,448
	later than one but not later than five years	15,247	73,353
	later than five years	0	0
		58,915	116,801
17 EVENTS SUBSEQUENT TO BALANCE DATE			
	Since the end of the financial year, there are no events or transactions which could render any particulars included in the financial statements to be misleading or inaccurate.		
18 CHANGE IN EQUITY AND MOVEMENTS IN EQUITY NOTE FOR ADJUSTMENT TO ACCUMULATED SURPLUS			
	Accumulated surplus		
	Accumulated surplus at the beginning of the financial period	521,660	416,910
	Net result for the reporting period	38,976	104,750
	Accumulated surplus at the end of the financial period	560,636	521,660

SUMMARY OF FINANCIAL PERFORMANCE
For the Years 1998 - 2003

	2002 - 2003*	2001	2000	1999	1998
	\$	\$	\$	\$	\$
REVENUE FROM ORDINARY ACTIVITIES	647,304	488,754	464,128	403,954	280,119
INTEREST REVENUE	25,551	10,893	6,062	8,250	7,853
TOTAL REVENUE FROM ORDINARY ACTIVITIES	672,855	499,647	470,190	412,204	287,972
EXPENSES FROM ORDINARY ACTIVITIES	556,764	349,887	366,870	270,966	194,823
MINISTERS AND ACCOUNTABLE OFFICERS	35,409	21,458	20,370	18,189	16,544
REMUNERATION OF AUDITOR	9,000	4,850	4,600	4,600	4,600
OFFICE SUPPLIES	9,151	6,006	8,468	3,996	6,573
REPAIRS AND MAINTENANCE	15,038	7,762	1,383	706	1,790
FINANCIAL BANK FEES	8,518	4,934	6,155	2,881	1,084
TOTAL EXPENSES FROM ORDINARY ACTIVITIES	633,880	394,897	407,846	301,338	225,414
NET PROFIT FROM ORDINARY ACTIVITIES	38,975	104,750	62,343	110,866	62,558

* = 18 months

COMPLIANCE INDEX TO DISCLOSURE REQUIREMENTS 2003

The Annual Report of the Veterinary Practitioners Registration Board of Victoria is prepared in accordance with:

- g *Financial Management Act 1994*
- g Directions of the Minister for Finance issued under section 8 of the *Financial Management Act 1994*
- g *Freedom of Information Act 1982*
- g *Whistleblowers Protection Act 2001*
- g *Information Privacy Act 2000*

This index has been prepared to facilitate identification of compliance with statutory disclosure requirements.

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