



# VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA

ANNUAL REPORT 2021-22



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The Hon. Gayle Tierney MP  
Minister for Agriculture  
1 Spring Street  
Melbourne VIC 3000

Dear Minister

**Annual Report**

In accordance with the *Financial Management Act 1994*, I am pleased to present the Annual Report of the Veterinary Practitioners Registration Board of Victoria for the year ending 30 June 2022.

Yours sincerely

Dr John Harte  
**President**  
**Veterinary Practitioners Registration Board of Victoria**

13 September 2022



# VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA

## TABLE OF CONTENTS ANNUAL REPORT 2021-22

ABOUT THE VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA .....	1
Establishment and purpose .....	1
Relevant Minister .....	1
Functions .....	1
Our vision .....	1
Our mission .....	1
Our values .....	1
Our service charter .....	1
PRESIDENT'S MESSAGE .....	2
YEAR IN REVIEW .....	4
Registration .....	4
Investigation .....	10
Key initiatives and projects .....	15
Current year financial review .....	21
GOVERNANCE AND ORGANISATIONAL STRUCTURE .....	23
The Board .....	24
Persons approved to be appointed to panels .....	29
Board standing sub-committees .....	30
WORKFORCE DATA .....	32
Public sector values and employment principles .....	32
Occupational health and safety .....	32
Employment and conduct principles .....	32
Comparative workforce data .....	33
OTHER DISCLOSURES .....	35
FINANCIAL STATEMENTS .....	41
APPENDIX 1: DISCLOSURE INDEX .....	79
APPENDIX 2: ACRONYMS AND ABBREVIATIONS .....	81
APPENDIX 3: BOARD RESPONSE TO MINISTER'S STATEMENT OF EXPECTATIONS .....	83

# ABOUT THE VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA

## ESTABLISHMENT AND PURPOSE

The Veterinary Practitioners Registration Board of Victoria is a statutory authority established under the *Veterinary Practice Act 1997* ("VPA"). In this report, the authority is also referred to as Vetboard Victoria, the Vet Board, the Board and the VPRBV.

The purpose of the VPA, in addition to establishing the Board, is to protect the public by providing for the registration of veterinary practitioners and investigating the professional conduct and fitness to practise of registered veterinary practitioners.

## RELEVANT MINISTER

The Board reports to the Minister for Agriculture, who is supported by the Department of Jobs, Precincts and Regions (DJPR).

During the 2021-22 reporting period, the responsible Ministers were the Hon. Mary-Anne Thomas MP, Minister for Agriculture (22 December 2020 to 26 June 2022) and the Hon. Gayle Tierney MP, Minister for Agriculture (27 June 2022 to 30 June 2022).

## FUNCTIONS

Under section 62(1) of the VPA, the Board's functions are to:

- (a) register persons who comply with the requirements of this Act as to registration so that they may hold themselves out as veterinary practitioners and veterinary specialists in Victoria
- (b) recognise qualifications and accredit courses of training which provide qualifications for registration as veterinary practitioners and specialists
- (c) establish competency in veterinary practice, whether by conducting or arranging examinations or by other means
- (d) investigate the professional conduct or fitness to practise of registered veterinary practitioners and impose sanctions where necessary
- (e) issue guidelines about appropriate standards of veterinary practice and veterinary facilities
- (f) advise the Minister on any matters relating to its functions
- (g) when so requested by the Minister, give to the Minister any information reasonably required by the Minister
- (h) any other functions conferred on the Board by [the VPA].

## OUR VISION

Vetboard Victoria's vision is the sustainable regulation of reliably high quality veterinary care across Victoria.

## OUR MISSION

Vetboard Victoria's mission is to protect the public and the health and welfare of animals.

## OUR VALUES

Vetboard Victoria is committed to upholding the values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights, as outlined in the Codes of Conduct for Directors of Victorian Public Entities and Victorian Public Sector Employees of Special Bodies.

## OUR SERVICE CHARTER

In providing our services, Vetboard Victoria aims to be fair, open, attentive, respectful and consistent.

Our service charter outlines our service commitment and can be viewed at: [www.vetboard.vic.gov.au](http://www.vetboard.vic.gov.au) > About > Service charter.

## PRESIDENT'S MESSAGE

On behalf of the members of the Board, I am pleased to present the Annual Report of the Veterinary Practitioners Registration Board of Victoria for the 2021-22 financial year.

The year 2021-22 was a year of change and challenge, as the veterinary community continued to deal with the impact of the pandemic on our way of life, staffing, and the delivery of veterinary services. For the Vet Board, the period of transition for Board and staff which started in 2020-21 continued through 2021-22.

At Board level, Professor Ted Whittem resigned from the President's role in July 2021 after 2 years at the helm. Deputy President Dr David Colson stepped up to preside over meetings of the Board until veterinary Board member Dr Fiona Hendrie was appointed to the role of President on 12 October 2021. At the same time, Professor Josh Slater, Head of the Department of Veterinary Clinical Sciences at the Melbourne Veterinary School, was welcomed as the member of the Board nominated by the University of Melbourne - replacing Professor Whittem.



There were also changes to the Board's staff during the reporting period. In September 2021, we farewelled Ms Michelle Cunningham, the Board's General Manager and Registrar during "peak COVID". The role was staffed by 2 temporary appointments until Ms Lisa Tickell was appointed as General Manager and Registrar in May 2022. Ms Tickell, a practising lawyer, brings significant experience in regulatory investigations, including most recently as Investigations Manager at the Victorian Institute of Teaching and before that as Investigations Team Manager with the Vet Board for 2 years.

The restructure of the Board's investigation and compliance operations which began in March 2021 saw a number of positive changes for the Board's operations in the past financial year. The Board's investigative function was strengthened through the employment of legally qualified investigations staff, experienced in regulatory/disciplinary investigations, to undertake and assist in the preliminary investigation of complaints to the Board about the professional conduct and fitness to practise of registered veterinary practitioners. In August 2021, the appointment of a Veterinary Technical Officer to provide technical direction and guidance to these investigators added further rigour to the Board's investigations and decision-making.

Later in the reporting period, the Board appointed a new Director of Finance and a new Board and Governance Support Officer. As at 30 June 2022, Ms Tickell was supported by 7 employees (3 full time and 4 part time), with 2 employees in registration and communications roles, 3 staff in investigations and compliance and 2 finance and administrative staff.

Continuing on the subject of change, I would be remiss not to mention the appointment of a new Minister for Agriculture, the Hon. Gayle Tierney MP, who replaced the Hon. Mary-Anne Thomas MP on 27 June 2022.

I start my service as President of the Board at the tail end of this significant time of change for the Board. It is an exciting time for the Board and its staff as we enter a new phase of stability and reinvigoration.

Central to this is the Board's Strategic Plan and Regulatory Strategy, which were introduced earlier this year.

Our 2022-2025 Strategic Plan describes how we will regulate for a safe, successful and sustainable veterinary sector and pursue our mission to protect the public and the health and welfare of animals in Victoria. The risk-based Regulatory Strategy which accompanies the Strategic Plan explains how we will use the regulatory tools available to the Board to ensure a safe, successful and sustainable veterinary sector.

The introduction of the Board's Business Plan, Stakeholder Engagement and Communication Strategy and Compliance and Enforcement Policy in the third quarter of 2022 will complete the Board's strategic framework. The Board and its staff will work to achieve our priorities for the next 3 years: responsive regulation, proactive prevention, services, building capabilities, organisational excellence and financial sustainability.

In closing, I thank all Board members for their contributions through 2021-22 and extend my appreciation to our talented team members for their support during a year of change. The Board looks forward to building on its initiatives in the 2022-23 year.

A handwritten signature in black ink, reading "John Y. Harte".

Dr John Harte  
**President**



## YEAR IN REVIEW

### REGISTRATION

#### QUALIFYING FOR REGISTRATION

The Board grants registration to persons who either have the qualifications to register or meet other requirements for registration under the VPA.

The Australasian Veterinary Boards Council (AVBC) assesses and recommends veterinary schools/qualifications for accreditation on behalf of all registration authorities in Australia and New Zealand. The AVBC's website contains a list of all qualifications the Board currently recognises as providing eligibility to apply for registration in Australia without further examination.

#### NECESSITY TO REGISTER IN VICTORIA

A person whose principal place of residence is or will be in Victoria who wishes to practise as a veterinary practitioner must apply for registration as a veterinary practitioner in Victoria.

Veterinary practitioners and specialists who live in another Australian State or Territory and hold general registration in that jurisdiction can practise in Victoria without having to be registered in Victoria. These practitioners are deemed to be registered in Victoria under sections 3A and 3B of the VPA, which enable the national recognition of veterinary registration (NRVR). Veterinary practitioners who intend to live in Victoria and continue practising on the expiry of their interstate registration are required to register in Victoria before their interstate registration expires.

Veterinary practitioners who are practising in Victoria under the NRVR must practise subject to any conditions, limitations and/or restrictions placed on their registration by the registration authority in their State or Territory.

#### NUMBER OF VETERINARY PRACTITIONERS REGISTERED IN VICTORIA

On 30 June 2022, 3,781 veterinary practitioners were registered in Victoria.

During the 2021-22 year, the Board granted general registration in Victoria for the first time to 256 persons. The Board also reinstated 40 persons to the Register of Veterinary Practitioners after periods during which those persons had either not practised as a veterinary practitioner or practised in another jurisdiction.

There was 2.11% net growth in the number of practitioners on the Register of Veterinary Practitioners in the reporting period.

#### Registrants by category of registration

There are 4 categories of registration in Victoria:

1. General registration under section 6 of the VPA.
2. Specific registration under section 7(1) of the VPA, for persons who do not qualify for general registration.
3. Specialist endorsement under section 8 of the VPA.
4. Non-practising registration under section 7A of the VPA.

#### Registration in summary 2021-22

3,781 veterinary practitioners were on the Register in Victoria at 30 June 2022 – an increase of 2.11% from 30 June 2021:

- 256 practitioners were granted general registration for the first time in Victoria
- 40 general registrants were reinstated to the register
- 50 practitioners were granted specific registration with conditions
- 12 general registrants were granted specialist endorsement.

Of the vets who renewed their registration in 2022, 99.2% of vets renewed online, with 29.9% renewing within the first week of the registration renewal period.

Table 1 shows the numbers of veterinary practitioners registered in Victoria at 30 June 2022, categorised by type of registration and in total, compared with numbers in the previous 2 years. The table also shows the change in numbers from the previous year.

**Table 1 – Numbers of veterinary practitioners by category of registration and total numbers of veterinary practitioners on 30 June 2022**

Registration category	2022	2021	2020	Change from 2021
General	3513*	3454*	3384*	Increased 59
Specific	50	33	31	Increased 17
Non-practising	85	85	86	No change
Specialist	133	131	120	Increased 2
<b>Total</b>	<b>3781</b>	<b>3703</b>	<b>3621</b>	<b>Total increase 78</b>

\*In 2021-22, 15 veterinary practitioners with general registration had conditions on their registration (no increase from 2010-21).

### Specific registration

On 30 June 2022, 50 registrants held specific registration in Victoria under section 7(1) of the VPA, an increase of 51.5% from 2021.

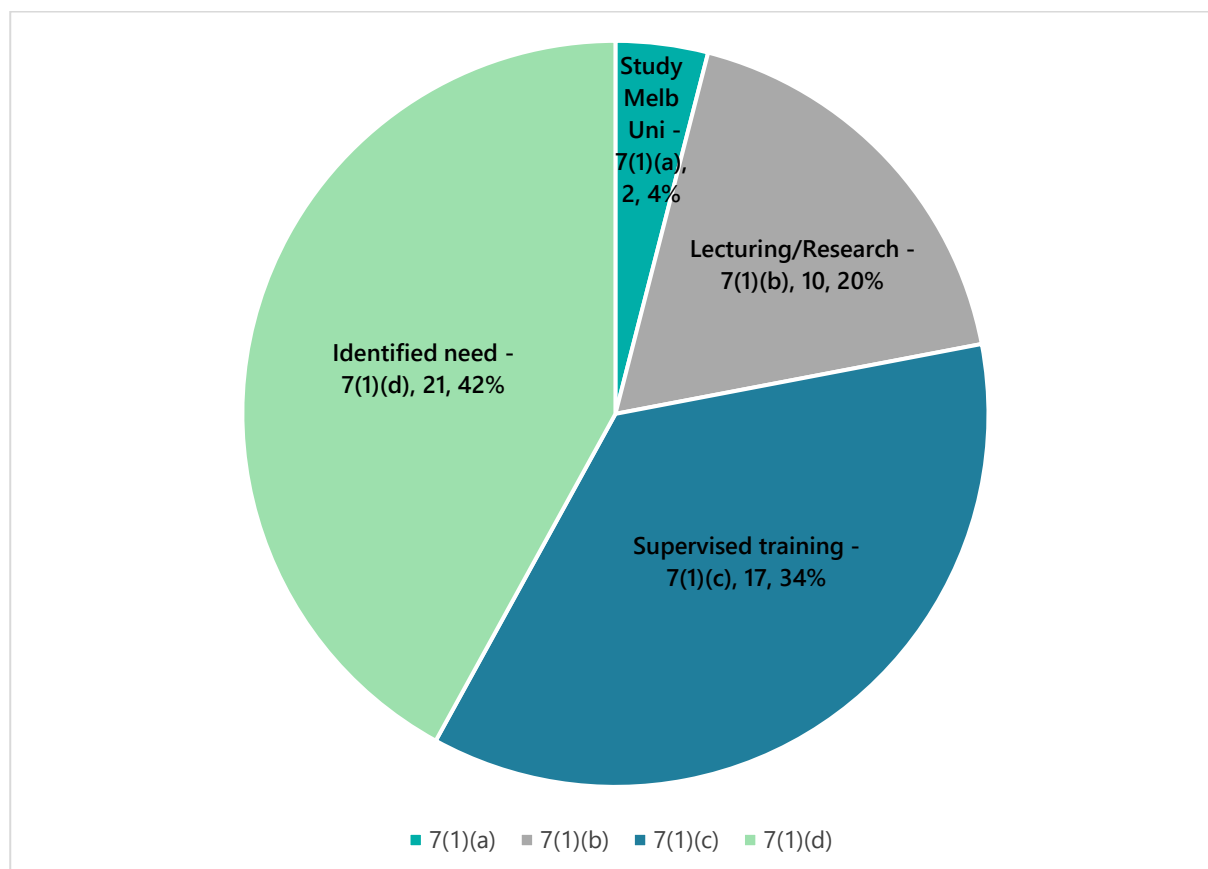
Registrants with specific registration have conditions imposed on their registration by the Board. Conditions usually restrict employment to a specific employer (or study at a specific tertiary institution) under the supervision of a veterinary practitioner approved by the Board. Under section 7(2) of the VPA, specific registration can be granted for a maximum of 12 months. Registrants may apply for specific registration again before their current period of registration expires.

The 50 persons with specific registration under section 7(1) of the VPA were:

- 2 persons granted specific registration under section 7(1)(a) of the VPA so they could undertake supervised study or training at Goulburn Valley Equine Hospital, the University of Melbourne
- 10 persons granted specific registration under section 7(1)(b) of the VPA so they could work as teachers or researchers in the Faculty of Veterinary and Agricultural Sciences at the University of Melbourne.
- 17 persons granted specific registration under section 7(1)(c) of the VPA to practise under the direct supervision of a registered veterinary practitioner while training to gain a qualification recognised by the Board as qualifying them for general registration, e.g., the Australasian Veterinary Examination (AVE). Registration in this category increased by 183% (14 persons) during the reporting period. This increase may be attributable to a new AVBC/Australian Veterinary Association (AVA) initiative, 'the AVE Candidate Hub', which helps to match AVE candidates with veterinary clinics so they can gain paid work experience under the direct supervision of a registered veterinary practitioner. After registrants obtain the AVE or equivalent certification, they can apply for general registration in Victoria. During the 2021-22 year, 10 registrants holding registration in this category passed the final AVE clinical examination and were granted general registration
- 21 persons granted specific registration under section 7(1)(d) of the VPA because it was deemed necessary for persons with qualifications of the type held by those persons to provide veterinary services to meet an identified need, e.g., as identified by government departments including DJPR and the Commonwealth Department of Agriculture, Water and the Environment (DAWE). Registration in this category increased by 24% from 2021, due to a need for equine veterinary practitioners in regional Victoria and for more DAWE On Plant Veterinary Officers.

Figure 1 below shows the numbers and percentages of veterinary practitioners to whom the Board granted specific registration in 2021-22 so they could: study at the University of Melbourne ("Study Melb Uni"), prepare to achieve a qualification recognised by the Board such as the AVE ("Supervised training"), work at the University of Melbourne ("Lecturing/Research") or meet an identified need for a veterinary practitioner ("Identified need").

**Figure 1 – Numbers and percentages of veterinary practitioners holding specific registration in Victoria on 30 June 2022, by type of specific registration.**



### Specialist endorsement

Under section 8 of the VPA, a registered veterinary practitioner who has completed extensive advanced training may apply for endorsement as a veterinary specialist.

The body responsible for assessing the specialist qualifications of a veterinary practitioner and recommending them for specialist endorsement is the Advisory Committee on the Registration of Veterinary Specialists (ACRVS), an AVBC standing sub-committee.

Table 2 provides details of the 12 veterinary practitioners registered as specialists in 2021-22 on the recommendation of the ACRVS, a slight increase from the 11 practitioners registered as specialists in 2020-21.

**Table 2 – Veterinary practitioners granted specialist endorsement in 2021-22**

Date endorsed	Name of specialist	Specialist category
1 July 2021	Dr Trepheena Hunter	Animal Behaviour
1 July 2021	Dr Liam Donaldson	Veterinary Emergency Medicine & Critical Care
17 August 2021	Dr Sarah Gray	Equine Surgery

**Table 2 continued – Veterinary practitioners granted specialist endorsement in 2021-22**

Date endorsed	Name of specialist	Specialist category
8 September 2021	Dr Victoria McIver	Equine Surgery
8 September 2021	Dr Matthew Sanders	Veterinary Ophthalmology
13 October 2021	Dr Nicolle Symonds	Veterinary Sports Medicine and Rehabilitation (Equine)
10 November 2021	Dr Lujia Yu	Small Animal Medicine
8 December 2021	Dr Robert Turner	Veterinary Radiology
20 January 2022	Dr Nicole Trigg	Veterinary Emergency Medicine & Critical Care
20 January 2022	Dr Kathy Luk	Veterinary Anatomical Pathology
9 February 2022	Dr Jiaying Ng	Small Animal Surgery
9 February 2022	Dr Elise Russell	Veterinary Clinical Pathology

## REGISTRANTS BY TYPE OF EMPLOYMENT

Tables 3 and 4 below provide a breakdown of the primary area of employment recorded by veterinary practitioners registered in Victoria (if veterinary practitioners provided this information).

**Table 3 – Registrants by type of employment**

Employment type	% 2022	% 2021*	Previous employment type (if different in previous years)	% 2020*
Government officer - Commonwealth	1.56	1.56	Government officer	2.46
Government Officer - Local	0.08	0.05		
Government Officer - State	1.51	1.56		
Government research - Commonwealth	0.35	0.35	Government researcher	0.42
Government research - State	0.05	0.03		
University research	1.43	1.59		1.33
University teaching	1.59	1.94		1.99
Corporate research & development	0.42	0.32	Research and development	0.17
Pathology services	0.85	0.78		0.69
Pharmaceutical industry	0.71	0.73		0.80
Exotics and/or wildlife	1.24	1.21		0.69
Private practitioner (total)	82.52	82.39 <sup>#</sup>		65.78
Private practitioner (other)	1.01	1.21		
Private practice - Equine	5.74	5.64		
Private practice – Large animal	1.43	1.48		
Private practice - Mixed	14.6	14.9		

**Table 3 continued – Registrants by type of employment**

Employment type	% 2022	% 2021*	Previous employment type (if different in previous years)	% 2020*
Private practice - Production	1.53	1.51		
Private practice – Small animal	58.21	57.65		
Other veterinary pursuit	3.41	3.24		1.99
Treatment of own animals	1.32	1.29		0.99
Retired and non-practising	2.38	2.29	Retired	0.44
Non-veterinary pursuit	0.58	0.65		0.36
			Non-practising	1.13
Not specified	-	-		20.77 <sup>#</sup>

\* Figures do not add up to a total of 100% due to rounding.

<sup>#</sup> Veterinary practitioners nominate their own field of practice in their online record. The increased number of veterinary practitioners in private practice (particularly small animal practice) is attributable to this field only being mandatory from 2020-21.

**Table 4 – Private practitioner employment type as a percentage of total practitioners in private practice**

Employment type	% 2022*	% 2021*	% 2020*
Mixed	17.70	18.09	25.01
Small animal	70.59	69.93	64.38
Large animal	1.73	1.80	2.22
Equine	6.96	6.85	6.14
Production animal	1.86	1.83	2.26
Private practice type (other)	1.15	1.47	-

\* Figures do not add up to a total of 100% due to rounding.

## REGISTRATION RENEWAL

Registration renewal commenced on 1 June 2022.

The Board's small registration team (1.8 FTE) coordinated a high volume of renewal-related communications during the renewal period. Commencing on 1 June 2022, all veterinary practitioners eligible to renew their registration received a preliminary email, a launch email and launch SMS. Following launch, eligible veterinary practitioners who had not renewed received email and text reminders.

When renewing their registration, veterinary practitioners complete a compliance declaration which includes:

- a statement that they are fit to continue practising as a veterinary practitioner
- a commitment to complying with the provisions of the VPA and observing the minimum standards set out in the Board's Guidelines
- a statement that they have fulfilled their professional obligations relating to continuing professional development.

Within the first week of the renewal period, 29.97% of eligible practitioners had completed their compliance declarations and renewed online, compared with 31.23% of eligible practitioners in the first week of renewal in 2021 and 34.51% of eligible practitioners in the first week of renewal in 2020. As in 2021, the peak week for veterinary practitioners renewing their registration was 23-30 June, with 37.7% of eligible practitioners renewing online during that week. At 30 June 2022, 92.85% of all practitioners eligible to renew their

registration had renewed, compared with 93.14% of all practitioners eligible to renew on 30 June 2021 and 91.78% of all practitioners eligible to renew on 30 June 2020.

It should be noted that, while renewal data in this report is accurate to 30 June 2022, veterinary practitioners have until 31 July to renew their registration. The names of practitioners who did not renew their registration for the 2021-22 financial year were removed from the Register of Veterinary Practitioners in August 2021 (see numbers below). The numbers of practitioners removed from the Register after the renewal period for 2022-23 will be reported in the 2022-23 annual report.

A total of 193 veterinary practitioners were removed from the Register of Veterinary Practitioners in 2021-22:

- 104 removed after not renewing their registration for 2021-22 renewal
- 80 removed as they had moved to another jurisdiction
- 5 removed due to suspension of their registration
- 4 notified as deceased.

At the end of the renewal period, notices of removal from the Register of Veterinary Practitioners are sent by registered post and emailed to practitioners who have not renewed their registration.

## LETTERS OF PROFESSIONAL STANDING ISSUED

The Board issues letters of professional standing to other veterinary registration authorities to confirm a veterinary practitioner's registration and their standing with the VPRBV during their period of registration.

In 2021-22, the Board issued 170 letters of professional standing about veterinary practitioners currently or previously registered in Victoria to other Australian or international veterinary registration authorities, compared with 187 letters in 2020-21 and 222 letters in 2019-20. This decrease is probably attributable to COVID-19 restrictions in the early part of the reporting period, causing veterinary practitioners to postpone relocating to other jurisdictions and applying for registration with other veterinary registration authorities for which a letter of professional standing is required.

## HONORARY REGISTRANTS

The Board currently recognises practitioners who first registered with the Board more than 50 years ago by waiving registration fees. During the renewal period, the Board identified 8 practitioners eligible for what is called "honorary registration". On 30 June 2022, there were 87 honorary registrants, comprising one endorsed specialist, 57 general registrants and 29 registrants with non-practising registration.

## INVESTIGATION

One of the Board's core functions is to investigate the professional conduct or fitness to practise of registered veterinary practitioners and impose sanctions where necessary (section 62, VPA).

### INVESTIGATION PATHWAYS

Before lodging a written complaint, members of the public may call the Board if they have any questions about the process.

In 2021-22, the Board's staff handled more than 747 queries relating to complaints and compliance. This included 350 initial queries about the professional conduct of veterinary practitioners (compared with 337 initial queries in 2020-21). In preliminary discussions, Board staff clarified the Board's functions and process, explained what the Board can investigate, and referred some matters to other agencies.

Board staff may explain to callers that:

- the Board can consider complaints about a veterinary practitioner's treatment of or refusal to treat an animal, over-servicing, unauthorised treatment, and communication, behaviour and attitudes
- the Board cannot investigate complaints about the fees set by practitioners
- the Board does not provide a dispute resolution service and complainants cannot expect the types of outcomes that might be negotiated during the settlement of a dispute, e.g., payment of compensation.

Complainants who are seeking a specific outcome are encouraged to discuss issues directly with the veterinary practitioner and try to reach an agreement in the first instance, before lodging a formal complaint with the Board.

### INVESTIGATION OF COMPLAINTS

If a complainant lodges a written complaint about a veterinary practitioner's professional conduct, the Board must investigate that complaint unless it is either lacking in substance or vexatious.

During the 2021-22 year, the Board received 162 written complaints, compared with 127 in the 2020-21 year and 119 the year before that.

#### Complaint issues

The main concerns in the complaints investigated in 2021-22 were:

- the clinical management of an animal
- the veterinary practitioner's communication with the animal owner
- the adequacy of clinical records.

Complainants also raised other issues, including refusal to treat an animal or provide veterinary services, communication issues relating to referral and consent, over-servicing, the management of the unexpected death of an animal, and the supply and use of drugs.

Of the 162 complaints received in 2021-2022, 156 were about a veterinary practitioner's professional conduct (96%) and 6 complaints were about a veterinary practitioner's health (4%).

#### Investigation in summary 2021-22

- 747 initial enquiries (350 about conduct)
- 162 complaints received
- 82 complaints delegated to investigation
- 15 informal hearings resulting in 11 findings of unprofessional conduct not of a serious nature
- 6 formal hearings resulting in 5 findings of unprofessional conduct of a serious nature and 1 finding of unprofessional conduct not of a serious nature.

### Preliminary investigation panels

If the Board determines that a preliminary investigation into a complaint about a veterinary practitioner's professional conduct should be conducted, it may delegate its power to conduct the preliminary investigation in accordance with section 21(3) of the VPA. This delegation may be to either an officer of the Board, a lawyer or investigator appointed by the Board, or a sub-committee consisting of not more than 3 members of the Board (known as a "preliminary investigation panel". During the reporting period, the preliminary investigation of most complaints was delegated to a preliminary investigation panel. These panels were supported by the Board's compliance and investigation staff.

The Board determined to conduct a preliminary investigation into 76 of the 156 complaints received about a veterinary practitioner's professional conduct. In addition, the Board conducted preliminary investigations into the health of 6 registered veterinary practitioners.

The Board determined not to conduct a preliminary investigation into 73 complaints about a veterinary practitioner's professional conduct because they were found to be lacking in substance (including where the substance of the complaint was found to be outside of the Board's jurisdiction). At the end of the reporting period, the Board was yet to decide whether to conduct a preliminary investigation into 7 complaints received during June 2022.

After preliminary investigation, one of the following actions may be recommended to the Board:

- that the Board hold an informal hearing into the matter if the panel believes the evidence presented may indicate unprofessional conduct which is not of a serious nature, or
- that the Board hold a formal hearing into the matter if the panel believes the evidence presented may indicate unprofessional conduct of a serious nature, or
- that the Board commence a preliminary investigation into the health of the registered veterinary practitioner, or
- that the investigation should not proceed further.

### Informal hearings

After considering the recommendation of the preliminary investigation panel, the Board may determine that a matter should be the subject of an informal hearing heard by an informal hearing panel. Panels usually consist of 3 persons (section 35, VPA).

If an informal hearing panel finds that the veterinary practitioner has engaged in unprofessional conduct which is not of a serious nature, the panel may make a determination under section 38(2) of the VPA that the veterinary practitioner undergo counselling, undertake further education and/or be cautioned or reprimanded.

Fifteen (15) informal hearings were held during the 2021-22 year (of which 7 were referred from previous years and 8 during the reporting year) compared with 11 held during the 2020-21 year. The panels convened to hear those matters determined that:

- 3 veterinary practitioners had not engaged in unprofessional conduct
- 11 veterinary practitioners had engaged in unprofessional conduct which was not of a serious nature, and of those veterinary practitioners:
  - 1 practitioner was cautioned
  - 2 practitioners were counselled
  - 4 practitioners were cautioned and required to undertake further education
  - 4 practitioners were counselled and required to undertake further education
- 1 matter should be referred to a formal hearing.



In addition to the 15 informal hearings held this year, a further 8 matters were referred to an informal hearing during the 2021-22 year. It is anticipated that these hearings will be held in the first and second quarters of the 2022-23 year.

The Board's compliance and investigation staff monitored veterinary practitioners' compliance with further education requirements made by informal hearing panels (some of which were made in the previous reporting period).

### Formal hearings

After considering the recommendation of the preliminary investigation panel, the Board may decide that a formal hearing should be held into a matter. Formal hearings are usually heard by a panel of 3 persons (section 42, VPA).

Formal hearings are generally open to the public. The veterinary practitioner who is the subject of a formal hearing is entitled to make submissions to the panel and be represented by an Australian legal practitioner.

If a formal hearing panel finds that a veterinary practitioner has engaged in unprofessional conduct of a serious nature, the panel may make one or more of the determinations specified in section 45(2) of the VPA, including determining that:

- the veterinary practitioner should undergo counselling, be cautioned or reprimanded, give a written undertaking about their conduct and/or undertake further education or training
- conditions, limitations or restrictions should be placed on the veterinary practitioner's registration
- the veterinary practitioner's specialist endorsement should be changed or cancelled
- the veterinary practitioner's registration should be suspended or cancelled
- the veterinary practitioner should be fined (maximum of \$10,000)
- the veterinary practitioners should pay the Board's reasonable costs of the hearing.

During the 2021-22 year, the Board held 6 formal hearings (of which 3 were referred from previous years and 2 during the reporting year). In 5 of the hearings, the practitioner was found to have engaged in unprofessional conduct of a serious nature; in one (1) hearing, the practitioner was found to have engaged in unprofessional conduct not of a serious nature. In all 6 cases, the panel determined to reprimand the veterinary practitioner. In addition to being reprimanded:

- 2 practitioners were suspended, required to undergo further education and pay costs
- 2 practitioners were required to undergo further education and pay costs
- 1 practitioner was required to undergo further education
- 1 practitioner had conditions imposed on their registration.

The Board's compliance and investigation staff monitored veterinary practitioners' compliance with determinations made by formal hearing panels (some of which were made in the previous reporting period).

In addition to the 2 matters that were referred to formal hearing and held in 2021-2022, a further 8 matters were referred to a formal hearing during the reporting year. Two matters which were referred to formal hearing in the 2020-21 year are also pending. It is anticipated that these hearings will be held in the first and second quarters of the 2022-23 year.

## INVESTIGATIONS INTO THE HEALTH OF VETERINARY PRACTITIONERS

Under section 25 of the VPA, the Board may conduct a preliminary investigation into the health of a registered veterinary practitioner if it believes the practitioner's ability to practise veterinary medicine or surgery may be affected because:

- (a) of the physical or mental health of the veterinary practitioner, or
- (b) the veterinary practitioner has an incapacity, or
- (c) the veterinary practitioner has a severe substance dependence.

During the 2021-22 year, the Board determined to conduct a preliminary investigation into the health of 6 registered veterinary practitioners – arising from either a complaint or self-reporting by the veterinary practitioner. Monitoring arrangements continued for several veterinary practitioners whose investigations concluded during or before the 2021-22 year.

## IMMEDIATE ACTION – SUSPENSION OF REGISTRATION

Under section 24 of the VPA, the Board has the power to take immediate action to suspend the registration of a veterinary practitioner whose professional conduct is under investigation. The power may only be exercised if the veterinary practitioner's continued practice would pose a serious risk of endangerment to the health and safety of the public and the health and welfare of animals. The Board also has the power under section 26A of the VPA to suspend the registration of a veterinary practitioner under a health investigation if the ability of the veterinary practitioner to practise veterinary medicine or surgery is likely to be affected to such an extent that allowing the veterinary practitioner to continue to practise would pose an unacceptable risk of endangerment to the health and safety of the public or the health and welfare of animals.

During the 2020-21 year, the Board suspended the registration of 4 veterinary practitioners. The registration of 3 of the 4 practitioners was suspended after a decision by the Board to conduct an investigation into their health. One practitioner's registration was suspended by the Board after it received a number of complaints about the professional conduct of the veterinary practitioner. The suspension of the registrations of 2 of the veterinary practitioners was revoked before the end of the reporting period; one suspension was ongoing and the other was continued by a formal hearing panel beyond the 2021-22 year.

At 30 June 2022, the registration of 5 practitioners was suspended, with their registration having been suspended either by the Board before or during the reporting period or by a formal hearing panel during the reporting period.

## SUMMARY OF COMPLAINT, INVESTIGATION AND HEARING ACTIVITY

Table 5 below provides an overview of all complaint, investigation and hearing activity in 2021-22, showing the numbers of initial queries and written complaints received by the Board, the number of complaints the Board investigated (or not), the outcomes of preliminary investigations held during the period, and a summary of hearing activity including outcomes of hearings held during the period.

**Table 5 – Overview of Board complaint, investigation & hearing activity**

	2021-22	2020-21	2019-20
Conduct queries	350	337	195
Written complaints	162	127	119
Complaints not delegated for preliminary investigation	73	42	37
Complaints delegated for preliminary investigation	82*	69	82
Decision whether to investigate not made by end of reporting period	7	16	0
Complaint withdrawn	1	1	8
Decision that investigation should not proceed further <sup>#</sup>	41	24	32
Referred to informal hearing <sup>#</sup>	16 <sup>†</sup>	15	20
Referred to formal hearing <sup>#</sup>	10 <sup>†</sup>	3	6

**Table 5 continued – Overview of Board complaint, investigation & hearing activity**

				2021-22				2020-21				2019-20			
Decision to suspend (immediate action or agreement)				4				1				2			
Preliminary investigations outstanding at 30 June				60				73				61			
Ongoing monitoring as at 30 June				15				Not previously recorded				Not previously recorded			
Board action		2021-22				2020-21				2019-20					
Hearings held		Informal		Formal		Informal		Formal		Informal		Formal			
		15		6		11		3		15		4			
Finding of unprofessional conduct?		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
		11	3	6	0	10	1	3	0	10	5	4	-		
Hearings pending		8		10 <sup>†</sup>											
* 76 professional conduct investigations, 6 health investigations															
# These figures include decisions made in relation to complaints received both in the previous and current reporting year.															
<sup>†</sup> Re matters referred to informal hearing, 8 were heard in 2021-22 and 8 hearings were pending. Re matters referred to formal hearing, 2 were heard in 2021-22 and 10 hearings were pending. Re pending formal hearings, 8 of these matters were referred to hearing in 2021-22 and 2 matters were referred in previous years.															

## OFFENCES

The Board may prosecute persons who engage in certain activities deemed to be an offence. In 2021-22, no prosecutions under Part 5 of the VPA were initiated by the Board.

## KEY INITIATIVES AND PROJECTS

### STRATEGIC PLANNING

The Board's mission is to protect the public and the health and welfare of animals. Our vision is the sustainable regulation of reliably high quality veterinary care across Victoria, guided by our values of responsiveness, integrity, impartiality, accountability, respect, leadership and observance of human rights.

Strategic and operational initiatives undertaken or commenced by the Board in 2021-22 are discussed below, together with initiatives planned for 2022-23. These initiatives and their implementation status are set out below:



### STRATEGIC AND OPERATIONAL INITIATIVES

#### Development of Strategic Plan 2022-2025

The Board launched its Strategic Plan and Regulatory Strategy in the first quarter of 2022. These documents outline how the Board will regulate for a safe, successful and sustainable veterinary sector over the next 3 years.

The Strategic Plan describes how the Board will protect the health and welfare of animals and the health and safety of the public and contribute to the recovery of the Victorian economy and community in the wake of the COVID-19 pandemic.

The Board has identified the following 6 priority areas for the 2022-2025 period, where focus, improvement and cooperation will ensure that the Victorian veterinary sector is a sustainable, national leader:

#### 1. RESPONSIVE REGULATION

We will strengthen our capacity to take firm action when needed to keep the public and animals safe, and hold veterinary practitioners to account by embedding an improved risk-based approach to the investigation and enforcement of complaints.

#### ➤ OUTCOMES

- Implement a new Regulatory Strategy with enhanced prioritisation and risk assessment tools
- Review and revise our investigation and compliance policy suite
- Reduce the backlog of matters for investigation

<b>2. PROACTIVE PREVENTION</b> We will focus on building awareness and providing increased support so that veterinary practitioners understand what they need to do to comply with their obligations and how they contribute to a safe and sustainable industry.	<b>➤ OUTCOMES</b> <ul style="list-style-type: none"> <li>• The implementation of an annual awareness and support campaign</li> <li>• Increased participation by veterinary practitioners, peak bodies and the community in preventing and managing risk within the sector</li> <li>• Tertiary education and continuing education providers are supported to provide training tailored to current risks and issues</li> </ul>
<b>3. OUR SERVICES</b> We will improve our registration and complaint systems and processes to provide modern, timely and reliable services to veterinary practitioners, the community and our sector partners.	<b>➤ OUTCOMES</b> <ul style="list-style-type: none"> <li>• Enhanced online materials and systems for registered practitioners</li> <li>• Increased transparency of compliance actions and their outcomes</li> <li>• Consumers are well informed in veterinary care and understand the responsibilities of all participants</li> </ul>
<b>4. BUILDING CAPABILITIES</b> Just as we expect practitioners to learn and develop, so too will we, by enhancing our intelligence and data insight capabilities and broadening our stakeholder and engagement activities and communication.	<b>➤ OUTCOMES</b> <ul style="list-style-type: none"> <li>• Increased communication of industry trends and insights leading to solutions and opportunity-focused discussions</li> <li>• Regulatory initiatives and decisions are risk-based and intelligence-led</li> <li>• Increased methods and channels for communication and engagement with the community, veterinary practitioners and partners</li> </ul>
<b>5. ORGANISATIONAL EXCELLENCE</b> We commit to delivering on our priorities by fostering a high performance culture that values our people and invests in their learning and development.	<b>➤ OUTCOMES</b> <ul style="list-style-type: none"> <li>• Staff safety, health and wellbeing focus</li> <li>• Staff performance and development plans aligned with our Strategic and Regulatory Plans</li> <li>• Service delivery that reflects community, stakeholder and government expectations and is based on the Victorian Public Sectors Values</li> </ul>
<b>6. FINANCIAL SUSTAINABILITY</b> With greater access to information and convenient technologies, our stakeholders expect us to be a best-practice regulator with modern systems, adaptable processes and real-time responses. We will develop a sustainable financial model that enables the Vet Board to be a modern and trusted regulator while supporting industry growth and sustainability.	<b>➤ OUTCOMES</b> <ul style="list-style-type: none"> <li>• An affordable, sustainable financial model is developed for the regulation of veterinary practitioners into the future, driven by better outcomes for people and animals and efficient, cost-effective processes</li> </ul>

## Development of Regulatory Strategy

In support of the Strategic Plan 2022-2025, the Board developed a risk-based, outcome-focused Regulatory Strategy which sets out how the Board will use the regulatory tools available to it to ensure a safe, successful and sustainable veterinary sector.

The Board will focus on key risks of harm to the public and animals identified as follows:

- professional standards risk - the risk to the health and safety of the public and to animal welfare that results from a breach of veterinary professional standards of care
- practitioner health risk - challenges of practice result in high rates of stress, mental health problems and suicide and suboptimal standards of professional practice

- practice management risk - the risk of unprofessional conduct occurring as a result of poor veterinary practice management
- ethical risk – risk that arises from conflict-of-interest situations
- inadequate and outdated legislation, regulations and guidelines impacting standards of professional competence
- overlap with other agencies' responsibilities, resulting in the risk of double-handling, contradictory actions, misunderstandings and unintended gaps in regulatory activity.

The Board's Regulatory Strategy outlines initiatives and outcomes across three key areas, to support regulation which is:

- proactive and preventative
- responsive and outcomes-driven
- intelligence-driven and accountable.

Specifically, the Board will direct its efforts to:

- creating a prevention and protection culture – the Board will equip veterinary practitioners and the public to understand what good veterinary practice looks like and how to comply with the VPA and the Board's Guidelines
- proactive regulation - the Board will build its regulatory capabilities to more effectively prevent harm based on risks and trends
- focusing on deliberate non-compliance – the Board will use its powers against those who deliberately or recklessly expose the community and animals to harm
- enhancing our regulatory capabilities – the Board will build its data and intelligence capabilities to focus our regulatory efforts and share insights across the sector
- equipping and working with our partners – the Board will partner with other regulators and government agencies to increase our reach and presence.

The Strategic Plan and Regulatory Strategy will be followed by a Business Plan and Stakeholder Engagement and Communication Strategy in the third quarter of the 2022-23 reporting year.

### Embedding the Board's revised guidelines for veterinary practice and veterinary facilities

One of the Board's functions listed under section 62(1)(e) of the VPA is that the Board may issue guidelines ("Guidelines") about appropriate standards of veterinary practice and veterinary facilities. The Board's Guidelines provide a framework to guide professional practice and may be used by the Board when evaluating the professional conduct of a veterinary practitioner.

Following publication in 2021 of a new set of Guidelines reflecting contemporary expectations of the veterinary profession and the public, the Board has received recurring questions about the Guidelines and how they can be applied in practice in high-workload environments with a shortage of veterinary personnel. Material addressing these questions has been published in the Board's newsletters, and the Board is finalising a series of frequently asked questions for publication on its website.

Additional materials, including factsheets outlining the responsibilities of practitioners and owners, are also being prepared. Feedback about the Guidelines is continuously monitored and guides periodic review, ensuring the Board provides clear and appropriate guidance for current contexts.

### Compliance policy and review of investigation and compliance functions

To complement the Strategic Plan and Regulatory Strategy, and to support the Board's evolution to risk-based regulation, the Board commenced developing a Compliance and Enforcement Policy in the latter part of the reporting period. The purpose of this policy is to set out how the Board prevents harm to the public and animal welfare by promoting and securing compliance with the VPA, standards of professional conduct and standards of personal conduct where it is relevant to a veterinary practitioner's fitness to practise.

The Compliance and Enforcement Policy will set out:

- the key principles, priorities and objectives underpinning the Board's compliance approach
- the activities and tools the Board uses to achieve compliance and respond to non-compliance
- guidance for prioritising compliance team resources, and for the use of investigation, prosecution and regulatory actions (including sanctions) by the Board
- how the Board accounts for the regulatory action it takes.

A key initiative for the Board during the next reporting periods will be to broaden its historically reactive compliance approach by undertaking a range of preventative activities to proactively foster compliant behaviours.

### Review of induction activities and materials

Aligned with the Board's strategic priority of Organisational Excellence, in early 2022 the Board undertook a 360-degree internal review of the information, systems and processes, and training and development provided, during and after the induction of the Eighth Board. With the support of Better Regulation Victoria (BRV), induction activities and materials for the Ninth Board were enhanced to:

- minimise disruption to the organisation during the Board transition period
- provide all team members with the opportunity and engagement to contribute efficiently and effectively to the VPRBV's purpose and strategic priorities throughout their Board term.

Continued development of Board and staff knowledge, skills and capabilities will extend throughout the term of the Ninth Board.

### Regulator Health Check – Better Regulation Victoria

In the second half of 2021-22, the Board collaborated with Better Regulation Victoria (BRV) to undertake a Regulator Health Check. To ensure fit-for-purpose regulation, the program worked to identify opportunities to improve the Board's effectiveness and efficiency and highlight best regulatory practice.

The health check focused on the following four priority areas, agreed with the Eighth Board and Board staff as being most relevant to guiding the focus of the Ninth Board:

- systems and personnel
- governance and risk frameworks
- administrative practices
- compliance strategy and design.

BRV consulted directly with Board members and staff and reviewed a range of internal and external-facing documents. Consideration was given to the imminent appointment and induction of the Ninth Board, operational policies, practices and use of regulatory tools available to support risk-based regulation, and the government's compliance and administrative requirements of small regulators.

BRV made findings and recommendations in relation to each priority area, to support strategic alignment and strengthened operational practice and oversight. To assist with implementation, BRV provided the Board with practical support in the form of workshops with key personnel, providing a suite of process templates and other best practice guidance materials. At 30 June 2022, the Board had implemented several recommendations arising from the health check, and it will continue to consider and progress the remaining recommendations during the 2022-23 report period.

## COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT

### Contact with Vetboard Victoria

The Board is committed to achieving the target timeframes in its service charter to respond to verbal enquiries within 3 business days and written enquiries within one week. In 2021-22, Board staff responded to over 95 percent of initial contacts within 72 hours (most within 24 hours) and more complex queries within one week.

In addition to triaging/responding to incoming correspondence to the Board, Board staff received 1,348 telephone calls during the reporting period, approximately half of which were compliance-related enquiries from members of the public or veterinary practitioners.

Queries from the public during the reporting period included concerns about:

- the veterinary services delivered to animals
- fees and pricing for delivery of veterinary services
- availability of veterinary medical records
- the COVIDSafe practices of veterinary clinics.

Practice-related queries from veterinary practitioners included:

- preparing for and responding to COVID cases in the workplace
- using telemedicine to supplement face-to-face consultations
- communicating with animal owners about clinic hours and expectations around delivery of veterinary services
- managing referrals from neighbouring clinics
- the role of non-veterinary staff in delivering veterinary services
- managing requests from animal owners to have their dogs clipped or groomed (during the second lockdown when most dog grooming businesses could not operate).

### Vetboard Victoria website, newsletter and other communications

Through 2021-22, Vetboard Victoria's website was reviewed and updated with information and regular news items including updates for veterinary practitioners on COVID-19 restriction levels.

Vetboard Victoria released 2 editions of the Board's newsletter in December 2021 and March 2022. In the December issue, the Board provided guidance to veterinary practitioners to assist with complex and ongoing resourcing issues placing pressures on veterinary practice, and some case studies on unexpected animal deaths. In the March issue, the Board issued guidance on prescription and supply of veterinary medicines.

The Board distributed the following essential biosecurity information to veterinary practitioners on behalf of the Australian and Victorian Chief Veterinary Officers:

- a biosecurity alert on canine hepatopathies in eastern Victoria
- a statement on a dog liver disease cluster
- two biosecurity alerts on Japanese encephalitis and anthrax
- a biosecurity advisory on foot-and-mouth disease and lumpy skin disease detection in Indonesia
- an invitation to participate in consultations on Victoria's first Anti-Microbial Resistance Strategy and on the reporting of animal fate data.



## Engagement with stakeholders

During the reporting period, in addition to regular contact with the AVBC and AVA, Board engagement with stakeholders included:

- attending a meeting of the Animal Incident Emergency Management Network which resulted in the Board collating a list of veterinary practitioners who have consented to be contacted by the Board or other Government agencies in Victoria to provide veterinary services in emergency events in Victoria
- meeting with Racing Victoria
- hosting the annual meeting of Australian/New Zealand Veterinary Board Registrars in May 2022
- attending a meeting with the Registrar of the Veterinary Board of Tasmania about review of that Board's Veterinary Service Standards.

## STATEMENT OF EXPECTATIONS

On 21 July 2019, the then Minister for Agriculture the Hon. Jaclyn Symes MP re-issued the Board with a Statement of Expectations in relation to improving the administration and enforcement of regulation for the period 1 July 2019 to 30 June 2021.

The statement set the Minister's expectations for the following key areas:

- timeliness
- risk-based strategies
- compliance related assistance and advice
- accountability and transparency
- evaluation
- reporting.

Appendix 3 of this report presents the Board's response to the Minister, which includes initiatives undertaken to deliver on these expectations to 30 June 2021.

Minister Gayle Tierney is to issue a new Statement of Expectations to the Board during the next reporting period.

## CURRENT YEAR FINANCIAL REVIEW

During 2021-22, the Board experienced a significant change in its financial performance. While the Board's operating income has increased year on year showing strong growth and stability, the Board's net deficit for the reporting year was \$569,586 (compared to a deficit of \$22,652 in 2020-21). As a result, the balance of the Board's equity was decreased from \$953,294 to \$383,708.

The deficit resulted from a significant increase in legal and employment costs this year.

The Board's legal costs increased by \$409,532 due to an anomalous and unprecedented surge in the number and complexity of complaints investigated by the Board and increased formal hearing activity.

Given the small number of the Board's compliance and investigation staff and the need for these complex matters to be investigated in a timely manner, the Board delegated its power to investigate several complaints to a legal services provider. Legal assistance was also sought in relation to formal hearings. Double the number of formal hearings were held in 2021-22 (6) compared to the previous year, and 10 matters were referred to formal hearing compared with 3 in the previous year.

Legal costs for investigations and hearings are expected to be lower during the next reporting period, as actions resulting from the surge in complex complaints and hearings have largely ended.

Employee expenses also increased this year by \$319,384. Several vacant positions were temporarily filled by agency staff during 2021-22 while the Board finalised engagement of ongoing staff following a restructure of its operations in the previous financial year. At the end of the reporting period, the Board had filled all but one of its vacant positions with employees on ongoing or long-term fixed contracts. The coming year should see a reduction in employment costs.

The Board is confident that with a stabilised workforce and return to standard requirements for legal services, its financial performance in 2022-23 will be closer to that in previous years.

There were no events occurring after 30 June 2022 which may significantly affect Board operations in subsequent reporting reports.

The Board does not manage any capital projects.

No consultants were engaged where total fees payable to the consultant were equal to or greater than \$10,000.

## BOARD FIVE-YEAR FINANCIAL SUMMARY

The Board's 5-year financial summary from 2018 to 2022 is presented in Table 6 below.

**Table 6 – Board 5-year financial summary**

	2022	2021	2020	2019	2018
	\$	\$	\$	\$	\$
Income from operating activities	1,665,201	1,455,007	1,418,047	1,325,941	1,245,407
Total income from transactions	1,762,816	1,519,710	1,561,276	1,425,567	1,291,309
Total expenses from transactions	(2,332,402)	(1,542,362)	(1,544,417)	(1,438,822)	(1,191,043)
Net result from transactions	(569,586)	(22,652)	16,859	(13,255)	100,266
Net result for the period	(569,586)	(22,652)	16,859	(13,255)	100,266

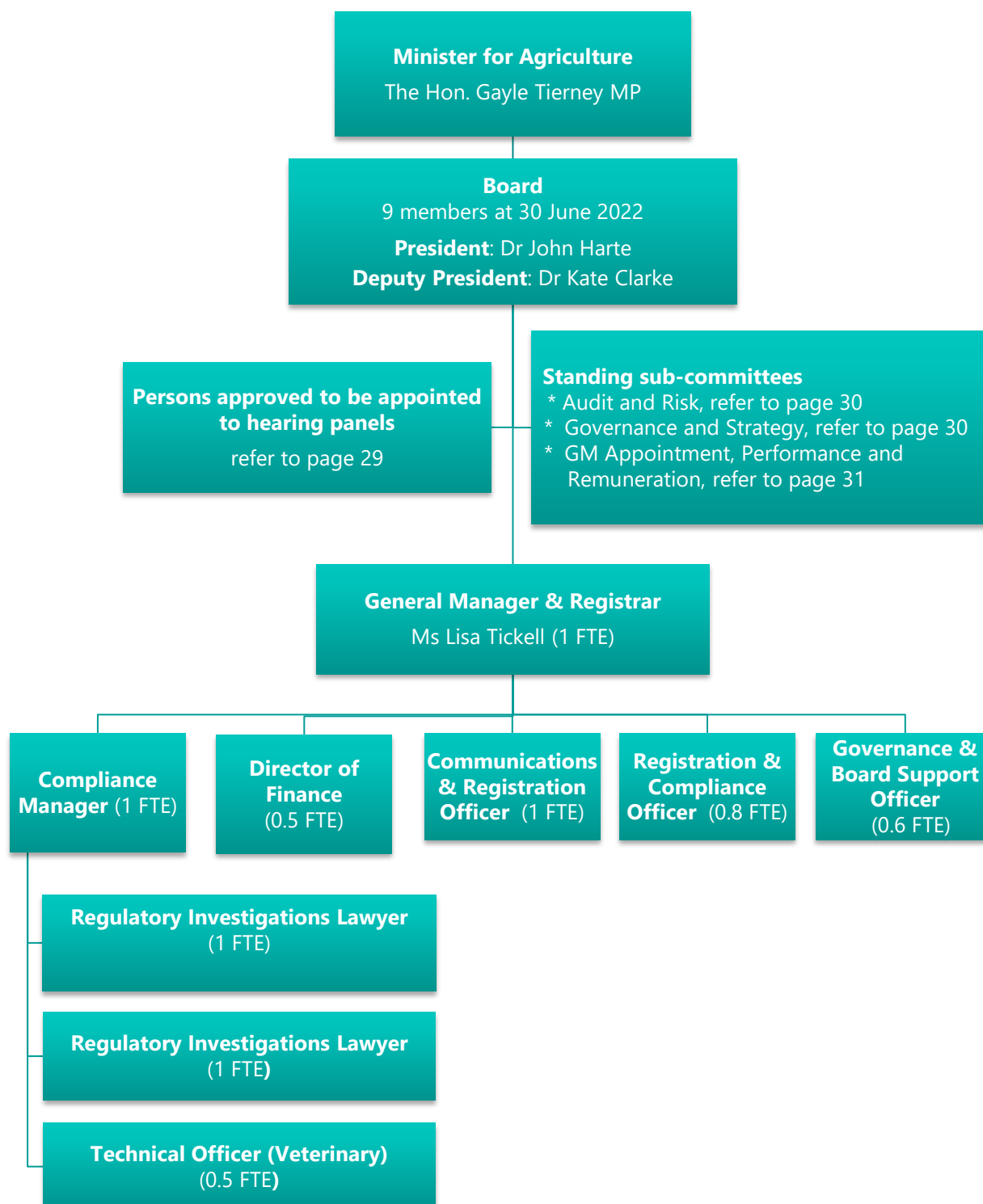
Table 6 continued – Board 5-year financial summary

	2022	2021	2020	2019	2018
	\$	\$	\$	\$	\$
Net cash flow from operating activities	(81,595)	215,465	186,465	379,250	174,412
Total assets	3,063,723	3,272,495	3,287,260	2,547,416	2,193,655
Total liabilities	2,680,015	2,319,201	2,311,314	1,555,718	1,188,702
Total equity	383,708	953,294	975,946	991,698	1,004,953

# GOVERNANCE AND ORGANISATIONAL STRUCTURE

## VETBOARD VICTORIA ORGANISATIONAL STRUCTURE

At 30 June 2022, the Veterinary Practitioners Registration Board of Victoria had the following organisational structure:



## THE BOARD

The 9 members of the Board are nominated by the Minister for Agriculture and appointed by the Governor in Council for a 3-year period. The members of the Ninth Board were appointed on 18 June 2022 for the period to 17 June 2025. Membership of the Ninth Board is constituted as follows, pursuant to section 63 of the VPA:

- 6 registered veterinary practitioners:
  - one (1) employed by the Crown and nominated by the Minister – Dr Tracey Bradley
  - one (1) employed by the University of Melbourne and nominated by the Minister – Professor Julian (Josh) Slater
  - 4 others: Dr Charlie Blackwood, Dr Kate Clarke, Dr David Colson and Dr John Harte
- 3 other members:
  - one (1) lawyer: Mr Andrew Jaworski
  - 2 non-veterinary members: Ms Kerry Harris and Ms Naomi Pye.

The members of the Eighth Board were appointed on 18 June 2019 for the period to 17 June 2022. Membership of the Eighth Board was constituted as follows pursuant to section 63 of the VPA:

- 6 registered veterinary practitioners:
  - one (1) employed by the Crown and nominated by the Minister – Dr Tracey Bradley
  - one (1) employed by the University of Melbourne and nominated by the Minister – Professor Ted Whittem till 5 July 2021; Professor Julian (Josh) Slater from October 2021
  - 4 others: Dr Charlie Blackwood, Dr Kate Clarke, Dr David Colson and Dr Fiona Hendrie
- 3 other members:
  - one (1) lawyer: Ms Raelene Harrison
  - 2 non-veterinary members: Ms Kathryn Johns and Ms Ellen Kittson.

## BIOGRAPHIES OF NINTH BOARD MEMBERS



**Dr John Harte**

*President, Veterinary Member– appointed to the Board in June 2022*

Dr John Harte is a veterinary practitioner with experience in small animal and equine practice. He has held director roles with the Vet Group in Timboon and the Lort Smith Animal Hospital in North Melbourne, and many other executive roles as a consultant, director, chairperson and CEO across various sectors including government, not-for-profit, membership- based, private and public sectors. A graduate of the Australian Institute of Company Directors (AICD), Dr Harte has a significant track record in both chair and non-executive director roles with over 16 different boards.



**Dr Kate Clarke**

*Deputy President – appointed to the Board in June 2019*

Dr Kate Clarke was reappointed to the Ninth Board as Deputy President. A graduate of the University of Queensland and Member by examination of the Australian and New Zealand College of Veterinary Scientists (ANZCVS) in Small Animal Medicine, Dr Clarke has worked as a veterinary practitioner in mixed and small animal regional practice for over 20 years in Australia and the UK. Dr Clarke brings strategic planning, leadership, communication and governance skills to the Board from her Master of Business Administration, service on various community councils and participation in the global Homeward Bound program. Dr Clarke works to bring people and initiatives together for sustained animal and human health and wellbeing. With a strong interest in mental health and career engagement, she is a

Founding Director of the Sustainable Veterinary Careers not-for-profit initiative, Policy Advisory Councillor for the AVA's Veterinary Business Group executive committee and an AVA graduate mentor, and the Vet Board's representative on the AVBC's Sustainable Practice Committee.



**Dr Charlie Blackwood**

*Veterinary Member – appointed to the Board in June 2019*

A graduate of the University of Sydney with a Master of Veterinary Science (Small Animal Practice) from Murdoch University and ANZCVS membership in Ruminant Nutrition, Dr Charlie Blackwood has had a 30-year career as a veterinary practitioner with a focus on small animals, horses and cattle. At Warrnambool Veterinary Clinic, Dr Blackwood's work involves surgical and medical treatment of small animals, with additional work in beef and dairy cattle. Dr Blackwood, who is also an AICD graduate, brings significant experience in governance to the Board. He has been a Director at Warrnambool Veterinary for over 20 years and was a Member of the Board of Moyne Health Service for 12 years.



**Dr Tracey Bradley**

*Veterinary Member and Crown appointment – appointed to the Board in August 2013*

Dr Tracey Bradley was reappointed to the Ninth Board as the Crown nominee for the Board. A graduate of the University of Melbourne, Dr Bradley has worked as a veterinary practitioner in mixed practice in Australia and the United Kingdom. Dr Bradley is an ANZCVS Member by examination in Epidemiology and holds a Master's degree in Public Health. Dr Bradley joined the then Department of Agriculture in Victoria in 1995, working in field and laboratory roles. She now focuses on aquatic species as the Principal Veterinary Officer, Aquatic Animal Health, covering areas of research, policy and national strategy. Dr Bradley was recently seconded to the Department of Health for 8 months to work in the Intelligence Unit on the COVID-19 response in Victoria.



**Dr David Colson**

*Veterinary Member – appointed to the Board in October 2017*

A graduate of the University of Melbourne with a Master of Dairy Cattle Medicine and Management and a member of the ANZCVS Cattle Chapter (Ruminant Nutrition), Dr David Colson worked in mixed practice in Southwest Victoria for over 30 years - most recently as Senior Veterinarian with The Vet Group where he helped develop strategy and policy and maintain clinical standards. Dr Colson brings extensive clinical experience as a small animal and production animal veterinary practitioner to the Vet Board. His long-term professional involvement in many and varied industry, scientific and education programs and industry networking has given him a broad understanding of the Australian veterinary industry and the environment in which it operates. Dr Colson, who served as Deputy President for the Eighth Board, has held honorary or Board positions with WestVic Dairy (Dairy Australia Regional Development Program) and the AVA.



**Mr Andrew Jaworski**

*Lawyer – appointed to the Board in June 2019*

Mr Andrew Jaworski is a qualified solicitor with a focus on the health industry who has worked in both the public and private sectors. Mr Jaworski is currently General Counsel of the Royal Victorian Eye and Ear Hospital, a role which has provided him with a strong understanding of enquiries, complaints, government and regulatory frameworks, ethics and statutory interpretation.





**Professor Josh Slater**

*Veterinary Member and University of Melbourne appointment – appointed to the Board in October 2021*

Appointed to the Board in October 2021, Professor Josh Slater is an equine practitioner with 35 years' experience in both first opinion and referral equine practice in the United Kingdom. Professor Slater is currently Acting Head of the Melbourne Veterinary School and Head of Department of Veterinary Clinical Sciences at the University of Melbourne. Professor Slater has worked extensively with regulatory and professional bodies in the UK and in Europe, having served on committees and advisory groups overseeing examination and registration, practice standards and complaints. He brings a range of experience to his role at the Vet Board including assessment and maintenance of competency at

undergraduate and post-graduate level and professional development and continuing education.



**Ms Kerry Harris**

*Non-Veterinary Member – appointed to the Board in June 2022*

Ms Kerry Harris is a Certified Practising Account (CPA) with extensive experience in finance and business management. Ms Harris has served on a number of other finance and audit committees as a member, chair and board director and is currently the Chair for Women Onside and a Committee Member on CPA Australia's Appointments Council. Ms Harris's executive experience equips her with a sound understanding of strategic planning, government relations, financial strategy and organisational behaviour.



**Mrs Naomi Pye**

*Non-Veterinary Member – appointed to the Board in June 2022*

Mrs Naomi Pye has a business management background through her director roles with the Gardiner Foundation, Southern Rural Water and Boldrewood Dairies. Her committee experience with the Australian Dairy Farmers, United Dairy Farmers Victoria and the Victorian Farmers Federation has given her a sound understanding of the importance of governance, stakeholder engagement and innovation and a strong industry reputational standing. As a non-veterinary member, Mrs Pye has experience in using veterinary services in an on-farm environment.

## BIOGRAPHIES OF EIGHTH BOARD MEMBERS



**Professor Ted Whitem**

*President, Veterinary Member and University of Melbourne appointment – appointed to the Board in June 2019*

During the reporting period, Professor Ted Whitem was Chair of Veterinary Clinical Sciences at the University of Melbourne, having previously held the positions of Head of School and Associate Dean of Clinical Programs. Professor Whitem has extensive experience as a veterinary practitioner in private practice, academia and industry. He is an endorsed specialist in veterinary pharmacology, having served as Chairman of the Examination Committee of the American College of Veterinary Clinical Pharmacology and as Head Examiner (Fellowship-Pharmacology) for the Pharmacology Chapter of the ANZCVS. He has provided expert opinion for investigations and court cases and sat on disciplinary panels for organisations such as Harness Racing Victoria.



**Dr Fiona Hendrie**

*President succeeding Ted Whitem in October 2021*

*Veterinary Member – appointed to the Board in June 2019*

A graduate of the University of Queensland, Dr Fiona Hendrie has worked as a veterinary practitioner in small animal clinical practice for 20 years.

A founder of the Beleura Veterinary Hospital, which now has 17 staff, she brought experience in personnel and business management to the Board.



**Ms Raelene Harrison**

*Lawyer – appointed to the Board in June 2019*

With over 20 years' experience as a practising lawyer, Ms Raelene Harrison has undergraduate and postgraduate qualifications in law, governance and animal science. She started her career in financial services law and is now Managing Director and Principal Lawyer of a law firm specialising in animal, equine, veterinary and agricultural law, welfare and ethics. She has completed a postgraduate research project in international veterinary ethics and equine welfare. Ms Harrison also has practical experience in working within legislative and regulatory frameworks including those governing veterinary practitioners in Victoria and Australia-wide. She brought experience in administrative, dispute resolution and litigation management to the Eighth Board. Ms Harrison sits on several ethics and animal welfare committees.



**Ms Kathryn Johns**

*Non-Veterinary Member – appointed to the Board in March 2016*

Ms Kathryn Johns holds a Bachelor of Economics (Accounting Major) from Monash University and is a CPA. Ms Johns has over 20 years' experience within the Health Industry as a Senior Finance Professional. She has experience within a range of other sectors including hospitality, hotels, tourism, arts, media, publishing, entertainment, retail, insurance, health, fitness and mining. Ms Johns is a Director of Flemington Financial Services (Bendigo Bank) and is Chair of Directors at Yarra Ranges Enterprise Centres, a business incubator helping start up and develop new businesses.



**Ms Ellen Kittson**

*Non-Veterinary Member – appointed to the Board in June 2019*

As a senior Policy Officer at the Department of Education and Training (Victoria) and inaugural Chair of the West Australian Agricultural Practices Disputes Board, Ellen Kittson brought experience in the assessment and determination of disputes to the Eighth Board. Ms Kittson had ongoing interactions with veterinary practitioners as a Senior Lead Technologist for 3 years at a veterinary pathology laboratory. She also brought committee experience as a member of an animal ethics committee and 2 human research ethics committees.



For biographies of the following members of the Eighth Board who were also appointed to the Ninth Board, refer to the biographies of the Ninth Board members above:

- Dr Charlie Blackwood
- Dr Tracey Bradley
- Dr Kate Clarke
- Dr David Colson
- Professor Josh Slater.

## BOARD MEETINGS

The Board held 12 ordinary meetings during the year ending 30 June 2022 on the following dates:

- 15 July 2021
- 11 August 2021
- 8 September 2021
- 13 October 2021
- 10 November 2021
- 8 December 2021
- 20 December 2021
- 9 February 2022
- 9 March 2022
- 13 April 2022
- 11 May 2022
- 8 June 2022

Table 7 below shows member attendance at Board meetings for the 2021-22 period.

**Table 7 – Board meeting attendance (12 meetings convened)**

Board members	Eligible to attend	Attended
<b>Eighth Board</b>		
Professor Ted Whitem (President to 5 July)	0	0
Dr Fiona Hendrie (President)	12	11
Dr David Colson (Vice President)	12	12
Dr Charlie Blackwood	12	12
Dr Tracey Bradley	12	12
Dr Kate Clarke	12	12
Ms Raelene Harrison	12	11
Ms Kathryn Johns	12	12
Ms Ellen Kittson	12	8

## PERSONS APPROVED TO BE APPOINTED TO PANELS

Under sections 35(4) and 42(4) of the VPA, the Governor in Council may approve persons recommended by the Minister to be eligible to be appointed to informal and formal hearing panels.

Table 8 below shows the persons approved as eligible to be appointed to informal and formal hearing panels by the Governor in Council during the reporting period, and the number of times approved persons sat on panels.

**Table 8 – Persons approved by Governor in Council for appointment to hearing panels**

Name of approved person	Category	Times sat on informal hearing (IH) or formal hearing (FH) panels in 2021-22
<b>Term 1 July 2019 to 30 June 2021</b>		
Dr Terrence Bassett	Veterinary practitioner	1 IH / 0 FH
Mr Geoffrey Coates	Lawyer	2 IH / 0 FH
Mr Phillip Davies	Community member	0 IH / 0 FH
Dr Andrew Giddy	Veterinary Practitioner	2 IH / 1 FH
Mr Peter Harris	Lawyer	1 IH / 1 FH
Professor Peter Mansell	Veterinary practitioner	1 IH / 1 FH
Professor Anna Meredith	Veterinary practitioner	1 IH / 0 FH
Dr Rachel Peacock	Veterinary practitioner	0 IH / 0 FH
Dr Stewart Ryan	Veterinary practitioner	2 IH / 0 FH
Dr Barry Smyth	Veterinary practitioner	1 IH / 0 FH
Dr Stacey Sullivan	Veterinary practitioner	4 IH / 0 FH
Mr Antonio Tenaglia	Community member	0 IH / 0 FH
<b>Term 10 August 2019 to 30 June 2021</b>		
Ms Penina Berkovic (resigned 21 February 2022)	Community member	0 IH / 0 FH
Ms Carol Geyer	Lawyer	1 IH / 0 FH
Mr Brendan Murray	Lawyer	0 IH / 3 FH

## BOARD STANDING SUB-COMMITTEES

The Board's 3 standing sub-committees provide advice and recommendations on key areas of operation. On 30 June 2022, these sub-committees were:

- Audit and Risk sub-committee
- Governance and Strategy sub-committee
- General Manager Appointment, Performance and Remuneration Sub-Committee

### STANDING AUDIT AND RISK SUB-COMMITTEE

During the reporting period, the Board's Audit and Risk sub-committee consisted variously of the following members:

- Dr Charlie Blackwood (Chair from 1 July 2021 to 16 March 2022 and from 18 to 30 June 2022)
- Ms Kathryn Johns (Chair from 17 March 2022 to 17 June 2022)
- Dr Fiona Hendrie (member from 18 November 2021 to 17 June 2022)
- Dr Tracey Bradley (member from 25 August 2021 to 30 November 2021)
- Ms Ellen Kittson (member from 25 August 2021 to 1 March 2022)

The key functions of the Audit and Risk sub-committee are to review the appropriateness of:

- financial reporting
- performance reporting
- system of risk oversight and management
- system of internal control
- data protection and security.

The Audit and Risk sub-committee met 4 times during 2021-22.

Table 9 below shows membership and meeting attendance for the Board's Audit and Risk sub-committee.

**Table 9 – Audit and Risk sub-committee membership and meeting attendance 2021-22**

Name	Independent	Term	Eligible to attend	Attended
Dr Charlie Blackwood (Chair)	✓	01/07/2021 – 30/06/2022	4	4
Ms Kathryn Johns (Chair)	✓	01/07/2021 – 17/06/2022	4	3
Dr Fiona Hendrie	✓	18/11/2021 – 17/06/2022	4	1
Tracey Bradley	✓	25/08/2021 – 30/11/2021	2	2
Ellen Kittson	✓	25/08/2021 – 01/03/2022	2	1

### STANDING GOVERNANCE AND STRATEGY SUB-COMMITTEE

During the reporting period, the members of the Board's Governance and Strategy sub-committee were Dr Kate Clarke, Professor Josh Slater and Dr Fiona Hendrie (ex-officio).

The Governance and Strategy sub-committee is established to:

- assist and provide advice to, and ensure that, the Board complies with appropriate strategy and principles of good governance in the performance of its legislative functions and exercise of statutory powers
- ensure the Board fulfils its legal, ethical and functional responsibilities.

Membership and attendance of the Governance and Strategy sub-committee during 2021-22 is summarised in Table 10 below.

**Table 10 – Governance and Strategy sub-committee membership and meeting attendance 2021-22**

Name	Independent	Term	Eligible to attend	Attended
Dr Kate Clarke (Chair)	✓	01/02/2022 – 30/06/2022	2	2
Dr Julian Slater	✓	01/02/2022 – 30/06/2022	2	2
Ms Ellen Kittson	✓	01/02/2022 – 30/03/2022	1	1

## STANDING GENERAL MANAGER APPOINTMENT, PERFORMANCE AND REMUNERATION SUB-COMMITTEE

During the reporting period, the members of the Board's General Manager Appointment, Performance and Remuneration sub-committee were Dr Fiona Hendrie (ex-officio), Dr Kate Clarke and Dr Tracey Bradley.

The General Manager Appointment, Performance and Remuneration sub-committee assisted and provided advice to the Board about the appointment, performance and remuneration of the General Manager and Registrar. The sub-committee's functions included:

- providing advice and making recommendations to the Board on the appointment of, and total remuneration package for, the General Manager and Registrar
- setting the annual Performance and Development Plan for the General Manager and Registrar, including objectives, priorities and performance measures
- identifying and discussing development opportunities with the General Manager and Registrar
- considering the requirements and guidance of the Victorian Public Sector Commission (VPSC) and the Victorian Independent Remuneration Tribunal relevant to the appointment, remuneration and employment of the General Manager and Registrar.

Membership and attendance of the General Manager Appointment, Performance and Remuneration sub-committee during 2021-22 is summarised in Table 11.

**Table 11 – General Manager Appointment, Performance and Remuneration sub-committee membership and meeting attendance 2021-22**

Name	Independent	Term	Eligible to attend	Attended
Dr Fiona Hendrie (Chair)	✓	01/07/2021 – 17/06/2022	3	3
Dr Tracey Bradley	✓	01/07/2021 – 30/06/2022	3	3
Dr David Colson	✓	01/07/2021 – 30/06/2022	3	3

## WORKFORCE DATA

### PUBLIC SECTOR VALUES AND EMPLOYMENT PRINCIPLES

The *Public Administration Act 2004* (PAA) established the Victorian Public Sector Commission. The VPSC's role is to strengthen public sector efficiency, effectiveness and capability, and advocate for public sector professionalism and integrity.

Vetboard Victoria promotes adherence to the public sector values and employment principles in the PAA. The Board has policies and practices that are consistent with the VPSC's employment standards and provide for fair treatment, career opportunities and the early resolution of workplace issues.

Induction for Ninth Board members in June 2022 included adherence to public sector values, and the handbook for Board members contains relevant VPSC documents. All Board staff are issued with a copy of the Code of Conduct for Victorian Public Sector Employees. The Board's employees have been advised how to avoid conflicts of interest, how to respond to offers of gifts and how the Board deals with misconduct.

### OCCUPATIONAL HEALTH AND SAFETY

The goal of Vetboard Victoria's occupational health and safety policy is to ensure that all Board members, Board staff, contractors and visitors remain safe and healthy at work and when visiting Vetboard Victoria's office.

During the reporting period, the Board's standing Audit and Risk sub-committee continued monitoring occupational health and safety activities via regular review of the Board's Risk Register and Adverse Events Register.

Initiatives undertaken during the year to minimise the human and financial costs of occupational injury and illness included:

- performing health and safety induction for new board members and new employees
- providing all staff with access to an Employment Assistance Program
- adhering to all Government directives relating to prevention and response for COVID-19
- COVID-19 briefings and updates
- providing flu vaccinations for all staff
- attending fire warden training
- testing and tagging all electrical equipment.

#### Incident management

As in previous years, in 2021-22 no notifiable occupational health and safety incidents were reported. As in 2020-21, the Board did not lodge any lost time WorkCover claims during the period 1 July 2021 to 30 June 2022.

### EMPLOYMENT AND CONDUCT PRINCIPLES

Vetboard Victoria is committed to applying merit and equity principles when appointing staff. The selection processes ensure applicants are assessed and evaluated fairly and equitably on the basis of the key selection criteria and other accountabilities without discrimination. Employees have been correctly classified in workforce data collections.

## COMPARATIVE WORKFORCE DATA

At 30 June 2022, Vetboard Victoria employed 8 staff (6.4 full time equivalent) excluding contractors and temporary staff employed by employment agencies, compared with 4 staff (3.4 full time equivalent) at 30 June 2021 and 5 staff (3.8 full time equivalent) at 30 June 2020.

Table 12 summarises employment levels at June 2020, 2021 and 2022

**Table 12 – Summary employment levels at 30 June in 2020, 2021 and 2022**

	Employees (headcount)	FTE	Ongoing employees		Fixed term and casual employees
			Full time (headcount)	Part time (headcount)	
June 2022	8	6.4	1	1	6
June 2021	4	3.4	2	1	1
June 2020	5	3.8	2	3	0

Table 13 shows detail of employment levels at 30 June in 2020, 2021 and 2022. Employees have been correctly classified in workforce data collections. Ongoing employees include those engaged on a standard executive contract who were active in the last full pay period as at 30 June.

**Table 13 – Comparative workforce profiles at 30 June in 2020, 2021 and 2022.**

			Ongoing employees		Fixed term and casual employees
	Employees (headcount)	FTE	Full time (headcount)	Part time (headcount)	
June 2022					
General Manager & Registrar	1	1	0	0	1
Registration & Communications	2	1.8	1	1	0
Compliance/Investigations	3	2.5	0	0	3
Director of Finance (formerly Finance & Business Systems Manager)	1	0.5	0	0	1
Governance & Administration	1	0.6	0	0	1
Total	8	6.4	1	1	6
June 2021					
General Manager & Registrar	1	1	1	0	0
Registration & Communications	2 <sup>2</sup>	1.6	1	1	0
Compliance/Investigation <sup>1</sup>	1 <sup>2</sup>	0.2	0	1	0
Finance & Business Systems (formerly Finance) <sup>1</sup>	0	0	0	0	0

**Table 13 continued – Comparative workforce profiles at 30 June in 2020, 2021 and 2022.**

			Ongoing employees		Fixed term and casual employees
Governance & Administration	1	0.6	0	0	1
<b>Total</b>	<b>4<sup>2</sup></b>	<b>3.4</b>	<b>2</b>	<b>2</b>	<b>1</b>
<sup>1</sup> At 30 June 2021, the Compliance/Investigation and Finance and Business Systems areas were staffed by temporary agency workers, as there were some vacancies at the close of the reporting period. <sup>2</sup> Total headcount adds up to 4 because the same employee works across both the Registration & Communications and the Compliance/Investigations units					
<b>June 2020</b>					
General Manager & Registrar	1	1.0	1	0	0
Registration & Communications	2	1.6	1	1	0
Investigation	2	1.2	0	2	0
Finance	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>3.8</b>	<b>2</b>	<b>3</b>	<b>0</b>

**Notes for Table 13:**

- All figures reflect employment levels during the last full pay period in June of each year.
- Those on leave without pay or absent on secondment, external contractors/consultants and temporary staff employed by employment agencies are excluded.
- Ongoing employees include people engaged on an open-ended contract of employment and executives engaged on a standard executive contract who were active in the last full pay period of June.
- Fixed term and casual employees include people engaged on a closed-ended contract of employment and on a casual employment basis who were active in the last full pay period of June.
- FTE (full time equivalent) is the hours worked by one employee on a full-time basis.
- VPS grades and banding classifications are not applicable to Vetboard Victoria employees.
- Employees are classified as follows:
  - General Manager & Registrar is an executive role.
  - Communications & Registration Officer, Registration & Compliance Officer, Compliance Manager, Regulatory Investigation Lawyer, Technical Officer – Veterinary, Investigation Officers, are/were corporate/administrative roles.
  - Finance & Business Systems Manager and Finance Manager are/were corporate roles.

## OTHER DISCLOSURES

### LOCAL JOBS FIRST

The *Local Jobs First Act 2003* introduced in August 2018 brings together the Victorian Industry Participation Policy (VIPP) and Major Project Skills Guarantee (MPSG) policy which were previously administered separately.

Vetboard Victoria is required to apply the Local Jobs First Policy in all projects valued at \$3 million or more in Metropolitan Melbourne or for statewide projects, or \$1 million or more for projects in regional Victoria. MPSG applies to all construction projects valued at \$20 million or more. The MPSG guidelines and VIPP guidelines will continue to apply to MPSG- and VIPP-applicable projects respectively where contracts were entered before 15 August 2018.

Vetboard Victoria did not undertake any projects during this financial reporting period relevant to the Local Jobs First Policy.

### SOCIAL PROCUREMENT FRAMEWORK

Vetboard Victoria is fully committed to supporting the Government's directions under the Social Procurement Framework (SPF) and we recognise that we play a role in advancing social and sustainable outcomes for Victorians.

In 2020, Vetboard Victoria committed to developing a Social Procurement Strategy to enable a strategic approach to how it will deliver social and sustainable outcomes through our procurement in accordance with the Social Procurement Framework and beyond.

In 2021, Vetboard Victoria initiated the development of a Social Procurement Strategy which aligns with the SPF.

The Board intends to finalise and embed the Strategy within its procurement process in 2022-23 and will commence reporting on its progress against SPF Objectives in subsequent annual reports.

### GOVERNMENT ADVERTISING EXPENDITURE

Vetboard Victoria's expenditure on government campaign expenditure did not exceed \$100,000 in the 2021-22 reporting period.

### CONSULTANCY EXPENDITURE

#### Details of consultancies (valued at \$10,000 or greater)

In 2021-22, there were no consultants engaged where the total fees payable to the consultant were \$10,000 or greater.

#### Consultancies valued at less than \$10,000

In 2021-22, there were no consultants engaged where the total fees payable to the consultant were less than \$10,000.



## INFORMATION AND COMMUNICATION TECHNOLOGY EXPENDITURE

### Details of information and communication technology (ICT) expenditure

For the 2021-22 reporting period, Vetboard Victoria had a total ICT expenditure of \$97,470, with details shown in Table 14 below.

**Table 14 – Information and communication technology expenditure**

All operational ICT expenditure	ICT expenditure related to projects to create or enhance ICT capabilities		
Business as Usual (BAU) ICT expenditure (Total)	Non-Business as Usual ICT expenditure (non-BAU) (Total = operational expenditure and capital expenditure)	Operational expenditure (excl. GST)	Capital expenditure (excl. GST)
\$97,470	\$0	\$0	\$0

#### Notes for Table 16:

ICT expenditure refers to Vetboard Victoria's costs in providing business-enabling ICT services within the current reporting period. It comprises Business as Usual (BAU) ICT expenditure and Non-Business as Usual (Non-BAU) ICT expenditure:

- Non-BAU ICT expenditure relates to digital infrastructure and a database software upgrade.
- BAU ICT expenditure is all remaining ICT expenditure, primarily relating to ongoing activities to operate and maintain the current ICT capability.

## DISCLOSURE OF MAJOR CONTRACTS

Vetboard Victoria did not enter into any major contracts during 2021-22.

A "major contract" is a contract entered into during the reporting period valued at \$10 million or more.

## FREEDOM OF INFORMATION

The *Freedom of Information Act 1982* (Fol Act) allows the public a right to access documents held by the Board. The purpose of the Fol Act is to extend as far as possible the right of the community to access information held by government departments, local councils, Ministers and other bodies subject to the Fol Act.

An applicant has a right to apply for access to documents held by the Board. This comprises documents both created by the Board or supplied to the Board by an external organisation or individual, and may also include maps, films, microfiche, photographs, computer printouts, computer discs, tape recordings and videotapes. Information about the type of material produced by the Board is available on the Board's website under its Part II Information Statement.

The Fol Act allows the Board to refuse access, either fully or partially, to certain documents or information. Examples of documents that may not be accessed include some internal working documents, law enforcement documents, documents covered by legal professional privilege such as legal advice, personal information about other people and information provided to the Board in confidence.

The Fol Act was amended on 1 September 2017 to reduce the Fol processing time for requests received from 45 to 30 days. However, when external consultation is required under sections 29, 29A, 31, 31A, 33, 34 or 35, the processing time automatically reverts to 45 days. Processing time may also be extended by periods of 30 days, in consultation with the applicant. With the applicant's agreement, this may occur any number of times. However, obtaining an applicant's agreement for an extension cannot occur after the expiry of the timeframe for deciding a request.

If an applicant is not satisfied by a decision made by the Board, under section 49A of the FoI Act they have the right to seek a review by the Office of the Victorian Information Commissioner within 28 days of receiving a decision letter.

### **Making a freedom of information request**

Freedom of information requests can be lodged online at [www.foi.vic.gov.au](http://www.foi.vic.gov.au). An application fee of \$30.60 applies. Access charges may also be payable if the document pool is large and the search for material is time consuming.

Access to documents can also be obtained through a written request to the Board's General Manager & Registrar, as detailed in section 17 of the FoI Act.

When making a request, applicants should ensure that requests are in writing, and clearly identify what types of material/documents are being sought.

Requests for documents in the possession of the Board should be addressed to:

General Manager & Registrar  
Vetboard Victoria  
PO Box 247  
Collins Street West VIC 8007

### **Freedom of information statistics/timeliness**

During 2021-22, Vetboard Victoria received no applications for access to documents under the FoI Act.

### **Further information**

Further information can be obtained from the FoI Act, regulations made under the FoI Act, and at [www.foi.vic.gov.au](http://www.foi.vic.gov.au).

## **COMPLIANCE WITH THE BUILDING ACT 1993**

Vetboard Victoria does not own or control any government buildings and consequently is exempt from notifying its compliance with the building and maintenance provisions of the *Building Act 1993*.

## **COMPETITIVE NEUTRALITY POLICY**

Competitive neutrality requires government businesses to ensure that, where services compete or potentially compete with the private sector, any advantage arising solely from their government ownership be removed if it is not in the public interest. Government businesses are required to cost and price these services as if they were privately owned. Competitive neutrality policy supports fair competition between public and private businesses and provides government businesses with a tool to enhance decisions on resource allocation. This policy does not override other policy objectives of government and focuses on efficiency in the provision of service.

The Board continues to comply with the requirements of the competitive neutrality policy.

## COMPLIANCE WITH THE PUBLIC INTEREST DISCLOSURES ACT 2012

The *Public Interest Disclosures Act 2012* (PID Act) enables people to make a disclosure about corrupt or improper conduct by a public officer or a public body.

The VPRBV is a public body for the purposes of the PID Act.

### What is a public interest disclosure?

A public interest disclosure is a complaint of corrupt or improper conduct or detrimental action by a public office or a public body.

"Improper or corrupt conduct" involves substantial mismanagement of public resources, risk to public health and safety or the environment, or corruption.

"Detrimental action" is action taken against a person in reprisal for making a public interest disclosure.

### How do I make a public interest disclosure?

You can make a public interest disclosure about the VPRBV or its board members, officers or employees by contacting IBAC (details below).

The VPRBV is **not** able to receive protected disclosures.

The VPRBV has established procedures for the protection of persons from detrimental action in reprisal for making a protected disclosure about the VPRBV or its board members, officers or employees. You can access the VPRBV's procedures on its website at:

[www.vetboard.vic.gov.au/VPRBV/Protected\\_disclosures/VPRBV/Protected\\_disclosures.aspx](http://www.vetboard.vic.gov.au/VPRBV/Protected_disclosures/VPRBV/Protected_disclosures.aspx).

### Independent Broad-Based Anti-Corruption Commission (IBAC):

**Address:** Level 1, North Tower, 459 Collins Street, Melbourne Victoria 3000.

**Mail:** IBAC, GPO Box 24234, Melbourne Victoria 3001

**Internet:** [www.ibac.vic.gov.au](http://www.ibac.vic.gov.au)

**Phone:** 1300 735 135

**Email:** See the IBAC website above for the secure email disclosure process, which also provides for anonymous disclosures.

## OFFICE-BASED ENVIRONMENTAL IMPACTS

Vetboard Victoria leases an office in a 14-storey CBD building. While this arrangement does not give the organisation total control over energy use and waste disposal, initiatives undertaken to reduce energy use and wastage include to:

- provide secure electronic access to papers for Board and sub-committee meetings
- create secure electronic registration and investigation files
- encourage veterinary practitioners to renew their registration and update their details electronically
- reduce the amount of waste and maximise the amount of reusable or recyclable items
- separate office waste into reusable, recyclable and true waste items
- make environmentally sound purchasing decisions for capital items and consumables
- encourage staff to reduce environmental impacts.

## ADDITIONAL INFORMATION AVAILABLE ON REQUEST

In compliance with the requirements of the Standing Directions 2018 of the Minister for Finance, details on the items listed below have been retained by the VPRBV and are available on request, subject to the provisions of the FoI Act:

- details of publications produced by the Board about itself, and how these can be obtained
- details of changes in prices, fees, charges, rates and levies charged by the Board
- a statement of completion of declarations of pecuniary interest by relevant officers
- a statement on industrial relations within the Board.

This information is available on request from:

General Manager

Vetboard Victoria

Phone: (03) 9620 7444 |

Email: [communications@vetboard.vic.gov.au](mailto:communications@vetboard.vic.gov.au)

### Additional information included in Annual Report

Details about the following items have been included in this annual report, on the pages indicated below:

- a list of the Board's standing sub-committees and the purposes of each standing sub-committee (on page 30)
- assessments and measures undertaken to improve the occupational health and safety of employees (on page 32)

### Activities not undertaken

In the year ended 30 June 2022, the following activities were not undertaken:

- major external reviews carried out on the Board
- major research and development activities
- major promotional, public relations and marketing activities to develop community awareness of the Board and its services.

### Information that is not applicable to the VPRBV

The following information is not relevant to the VPRBV for the reasons set out below:

- declarations of shares held by senior officers (no shares have ever been issued in the Board's name)
- details of overseas visits undertaken (no Board members or senior executives took overseas work-related trips).

## ATTESTATION FOR FINANCIAL MANAGEMENT COMPLIANCE WITH STANDING DIRECTION 5.1.4

### VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA'S FINANCIAL MANAGEMENT COMPLIANCE ATTESTATION STATEMENT

I, John Harte, on behalf of the Responsible Body, certify that the Veterinary Practitioners Registration Board of Victoria has no Material Compliance Deficiency with respect to the applicable Standing Directions under the *Financial Management Act 1994* and Instructions.

A handwritten signature in black ink, appearing to read "John Harte", written in a cursive style.

Dr John Harte  
**President**  
Veterinary Practitioners Registration Board of Victoria

13 September 2022

# VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA FINANCIAL STATEMENTS

## HOW THIS REPORT IS STRUCTURED

The Veterinary Practitioners Registration Board of Victoria (VPRBV) has presented its audited general-purpose financial statements for the financial year ended 30 June 2022 in the following structure, to provide users with the information about the VPRBV's stewardship of resources entrusted to it.

DECLARATION IN THE FINANCIAL STATEMENTS .....	43
COMPREHENSIVE OPERATING STATEMENT .....	46
BALANCE SHEET .....	47
CASH FLOW STATEMENT .....	48
STATEMENT OF CHANGES IN EQUITY .....	49
1 ABOUT THIS REPORT .....	50
1.1 Basis of preparation.....	50
1.2 Compliance information .....	50
1.3 Impact of Coronavirus (COVID-19) Global Pandemic.....	51
1.4 Reclassification of comparatives .....	51
2 FUNDING DELIVERY OF OUR SERVICES .....	52
2.1 Summary of income that funds the delivery of our services .....	52
2.2 Income from transactions .....	53
2.2.1 Registration fees .....	53
2.2.2 Disciplinary income .....	53
2.2.3 Other income .....	53
2.2.4 Interest income .....	53
3 THE COST OF DELIVERING SERVICES .....	54
3.1 Expenses incurred in the delivery of services.....	54
3.1.1 Employee benefits in the comprehensive operating statement .....	54
3.1.2 Employee benefits in the balance sheet .....	55
3.1.3 Superannuation contributions .....	56
3.2 Other operating expenses .....	57
3.3 Lease Liabilities.....	58
4 KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY .....	60
4.1 Property, plant and equipment .....	60
4.1.1 Depreciation .....	61
4.1.2 Reconciliation of movements in carrying amount of property, plant and equipment .....	61
4.2 Intangible assets .....	62
4.2.1 Reconciliation of movements in carrying amount of intangible assets .....	62
4.3 Investments and other financial assets.....	63

5	OTHER ASSETS AND LIABILITIES .....	64
	Introduction .....	64
5.1	Receivables .....	64
5.2	Other non-financial assets .....	64
5.3	Payables .....	65
5.4	Contract liabilities .....	65
6	FINANCING OUR OPERATIONS .....	66
6.1	Cash flow information and balances .....	66
6.1.1	Reconciliation of net result for the period to cash flow from operating activities	66
6.2	Commitments to expenditure .....	66
7	RISKS, CONTINGENCIES AND VALUATION JUDGEMENTS .....	67
7.1	Financial instruments specific disclosures .....	67
7.1.1	Financial instruments: categorisation	68
7.1.2	Financial instruments: net holding gain/(loss) on financial instruments by category	69
7.1.3	Financial risk management objectives and policies	69
7.2	Fair value determination .....	73
7.2.1	Fair value determination of financial instruments	74
7.2.2	Fair value determination of non-financial physical assets	74
7.3	Contingent assets and liabilities .....	74
8	OTHER DISCLOSURES .....	75
8.1	Ex gratia expenses .....	75
8.2	Responsible persons .....	75
8.3	Related parties .....	76
8.4	Remuneration of auditors .....	77
8.5	Subsequent events .....	77
8.6	Australian accounting standards issued that are not yet effective .....	78

## DECLARATION IN THE FINANCIAL STATEMENTS

The attached financial statements for the Veterinary Practitioners Registration Board of Victoria (the VPRBV) have been prepared in accordance with Direction 5.2 of the Standing Directions of the Assistant Treasurer under the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian Accounting Standards including Interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2022 and financial position of the VPRBV at 30 June 2022.

At the time of signing, we are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorise the attached financial statements for issue on 13 September 2022.

Signed in accordance with a resolution of the Board:

Dr John Harte  
President

A handwritten signature in black ink, appearing to read "John Harte".

Dr Charlie Blackwood  
Chair, Audit & Risk Committee

A handwritten signature in black ink, appearing to read "C Blackwood".

Ms Lisa Tickell  
Accountable Officer

A handwritten signature in black ink, appearing to read "Lisa Tickell".

Ms Sherryng Fung, CPA  
Director - Finance

A handwritten signature in black ink, appearing to read "Sherryng Fung".



## Independent Auditor's Report

### To the Board members of the Veterinary Practitioners Registration Board of Victoria

<b>Opinion</b>	<p>I have audited the financial report of the Veterinary Practitioners Registration Board of Victoria (the entity) which comprises the:</p> <ul style="list-style-type: none"> <li>• balance sheet as at 30 June 2022</li> <li>• comprehensive operating statement for the year then ended</li> <li>• statement of changes in equity for the year then ended</li> <li>• cash flow statement for the year then ended</li> <li>• notes to the financial statements, including significant accounting policies</li> <li>• declaration in the financial statements.</li> </ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the entity as at 30 June 2022 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Board members responsibilities for the financial report</b>	<p>The Board members of the entity are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Financial Management Act 1994</i>, and for such internal control as the Board members determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Board members are responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

**Auditor's responsibilities for the audit of the financial report**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board members
- conclude on the appropriateness of the Board members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Board members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
27 September 2022



Simone Bohan  
*as delegate for the Auditor-General of Victoria*

## COMPREHENSIVE OPERATING STATEMENT

For the financial year ended 30 June 2022			
		2022	2021
	Notes	\$	\$
<b>Continuing operations</b>			
<b>Income from transactions</b>			
Registration fees	2.2.1	1,665,201	1,455,007
Disciplinary income	2.2.2	75,589	46,262
Interest income	2.2.4	5,732	7,409
Other income	2.2.3	16,294	11,032
<b>Total income from transactions</b>		<b>1,762,816</b>	<b>1,519,710</b>
<b>Expenses from transactions</b>			
Employee expenses	3.1.1	(1,104,531)	(785,147)
Depreciation and amortisation	4.1.1, 4.2.1	(102,409)	(103,613)
Other operating expenses	3.2	(1,082,335)	(606,443)
Finance expenses		(43,127)	(47,159)
<b>Total expenses from transactions</b>		<b>(2,332,402)</b>	<b>(1,542,362)</b>
<b>Net result from transactions</b>		<b>(569,586)</b>	<b>(22,652)</b>
Other Comprehensive income		-	-
<b>Comprehensive result</b>		<b>(569,586)</b>	<b>(22,652)</b>

*The accompanying notes form part of these financial statements*

## BALANCE SHEET

As at 30 June 2022			
		2022	2021
	Notes	\$	\$
<b>Assets</b>			
<b>Financial assets</b>			
Cash and deposits	6.1	2,278,534	2,476,261
Receivables	5.1	107,512	24,276
Investments and other financial assets	4.3	74,061	74,061
<b>Total financial assets</b>		<b>2,460,107</b>	<b>2,574,598</b>
<b>Non-financial assets</b>			
Property, plant and equipment	4.1	571,934	670,841
Intangible assets	4.2	-	1,008
Other non-financial assets	5.2	31,682	26,048
<b>Total non-financial assets</b>		<b>603,616</b>	<b>697,897</b>
<b>Total assets</b>		<b>3,063,723</b>	<b>3,272,495</b>
<b>Liabilities</b>			
Payables	5.3	180,642	58,104
Contract liabilities	5.4	1,733,095	1,459,053
Lease liabilities	3.3	689,220	759,731
Employee related provisions	3.1.2	77,058	42,313
<b>Total liabilities</b>		<b>2,680,015</b>	<b>2,319,201</b>
<b>Net assets</b>		<b>383,708</b>	<b>953,294</b>
<b>Equity</b>			
Accumulated surplus		383,708	953,294
<b>Net worth</b>		<b>383,708</b>	<b>953,294</b>

The accompanying notes form part of these financial statements

## CASH FLOW STATEMENT

For the financial year ended 30 June 2022			
		2022	2021
	Notes	\$	\$
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Receipts from registrants and other sources		1,872,301	1,656,043
Interest received		5,732	7,409
GST recovered from the ATO		135,597	73,208
<b>Total receipts</b>		<b>2,013,630</b>	<b>1,736,660</b>
<b>Payments</b>			
Payments to suppliers and employees		(2,095,225)	(1,521,195)
<b>Total payments</b>		<b>(2,095,225)</b>	<b>(1,521,195)</b>
<b>Net cash flows (used in)/from operating activities</b>	<b>6.1.1</b>	<b>(81,595)</b>	<b>215,465</b>
<b>Cash flows from investing activities</b>			
Purchases of non-financial assets		(2,494)	(18,490)
<b>Net cash flows (used in) investing activities</b>		<b>(2,494)</b>	<b>(18,490)</b>
<b>Cash flows from financing activities</b>			
Payment of lease liabilities and interest charges		(113,638)	(109,322)
<b>Net cash flows (used in) financing activities</b>		<b>(113,638)</b>	<b>(109,322)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>(197,727)</b>	<b>87,653</b>
Cash and cash equivalents at beginning of financial year		2,476,261	2,388,608
<b>Cash and cash equivalents at end of financial year</b>	<b>6.1</b>	<b>2,278,534</b>	<b>2,476,261</b>

*The accompanying notes form part of these financial statements*

## STATEMENT OF CHANGES IN EQUITY

For the financial year ended 30 June 2022			
		Accumulated surplus	Total equity
		\$	\$
Balance as at 1 July 2020		975,946	975,946
Net result for the year		(22,652)	(22,652)
Balance as at 30 June 2021		953,294	953,294
Net result for the year		(569,586)	(569,586)
Balance as at 30 June 2022		383,708	383,708

*The accompanying notes form part of these financial statements*

# 1 ABOUT THIS REPORT

The Veterinary Practitioners Registration Board of Victoria (the VPRBV, the Board) was established under section 61 of the *Veterinary Practice Act 1997* (VPA). The VPRBV's mission is to protect the public, and the health and welfare of animals, by regulating veterinary practitioners through the effective administration of the VPA.

The Board's principal address is:

Vetboard Victoria  
Level 14, 10-16 Queen St  
Melbourne VIC 3000

A description of the nature of the VPRBV's operations and its principal activities is included in the Report of operations, which does not form part of these financial statements.

## 1.1 BASIS OF PREPARATION

These financial statements are in Australian dollars and the historical cost convention is used unless a different measurement basis is specifically disclosed in the note associated with the item measured on a different basis.

The accrual basis of accounting has been applied in preparing these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements made in the preparation of these financial statements are disclosed in the notes where amounts affected by those judgements are disclosed. Estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Judgements and assumptions made by management in applying AAS that have significant effects on the financial statements and estimates are disclosed in the notes under the heading: "Significant judgement or estimates". Where appropriate, comparative figures have been amended to align with current presentation and disclosure.

These financial statements cover the VPRBV as an individual reporting entity.

All amounts in the financial statements have been rounded to the nearest \$1 unless otherwise stated.

## 1.2 COMPLIANCE INFORMATION

These general-purpose financial statements have been prepared in accordance with the *Financial Management Act 1994* (FMA) and applicable Australian Accounting Standards (AASs) which include Interpretations, issued by the Australian Accounting Standards Board (AASB). They are presented in a manner consistent with the requirements of AASB 1049 *Whole of Government and General Government Sector Financial Reporting* (AASB 1049).

Where appropriate, those AASs paragraphs applicable to not-for-profit entities have been applied. Accounting policies selected and applied in these financial statements ensure that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Unless otherwise stated, all accounting policies are consistent with those of the prior year.

These annual financial statements were authorised for issue by the Board on 13 September 2022.

### **1.3 IMPACT OF CORONAVIRUS (COVID-19) GLOBAL PANDEMIC**

In the previous financial year, the novel coronavirus (COVID-19) was declared a global pandemic by the World Health Organisation. Since then, various measures have been taken by all 3 levels of government in Australia to reduce the spread of the virus.

The impact of COVID-19 in the community is continually developing. In order to contain the spread of the virus and prioritise the health and safety of our community, the VPRBV was required to comply with various restrictions announced by the Commonwealth and State Governments.

However, apart from staff being required to work from home, COVID-19 has not had a significant impact on the VPRBV's operations and has not resulted in a change to any critical judgements or assumptions underlying the preparation of the financial statements.

### **1.4 RECLASSIFICATION OF COMPARATIVES**

Certain comparative amounts in the statement of profit and loss have been reclassified in order to provide more useful information in the respective nature of the revenue and expenses line items. The reclassification was made for training expenses changing from 'Other operating expenses' to 'Employee expenses'.



## 2 FUNDING DELIVERY OF OUR SERVICES

### Introduction

The mission of the Veterinary Practitioners Registration Board of Victoria is to protect the public, and the health and welfare of animals, by regulating veterinary practitioners through the effective administration of the VPA.

To enable the VPRBV to fulfil its objective it receives income predominantly from members' registration fees.

### 2.1 SUMMARY OF INCOME THAT FUNDS THE DELIVERY OF OUR SERVICES

	Notes	2022	2021
		\$	\$
<b>Revenue from Contracts with Customers</b>			
Registration fees	2.2.1	1,665,201	1,455,007
Disciplinary income	2.2.2	75,589	46,262
Other income	2.2.3	16,294	11,032
		<b>1,757,084</b>	<b>1,512,301</b>
<b>Income from other sources</b>			
Interest income	2.2.4	5,732	7,409
Total income from transactions		<b>1,762,816</b>	<b>1,519,710</b>

Revenue is recognised when the following criteria are met, which is in line with the criteria outlined in the accounting standard AASB15:

- the parties to the contract have approved the contract (in writing, orally or in accordance with other customary business practices) and are committed to perform their respective obligations
- the VPRBV can identify each party's rights and obligations regarding the goods or services to be transferred
- the VPRBV can identify the price for the goods or services to be transferred
- the contract has commercial substance, i.e., the risk, timing or amount of the entity's future cash flows is expected to change as a result of the contract
- it is probable that the VPRBV will collect the consideration to which it will be entitled in exchange for the goods and services that will be transferred to the customer.

In evaluating whether collectability of an amount of consideration is probable, consideration is only given to the customer's ability and intention to pay that amount of consideration when it is due. The amount of consideration to which the VPRBV will be entitled may be less than the price stated in the contract if the consideration, is variable because we may offer customers a price concession.

## 2.2 INCOME FROM TRANSACTIONS

### 2.2.1 REGISTRATION FEES

	2022	2021
	\$	\$
Registration fees – General renewal	1,535,643	1,333,350
Registration fees – Specialist registration, renewal, restore and late fees	46,858	84,720
Registration fees – Non-practising	6,612	7,035
Other registration fees	76,088	29,902
<b>Total registration fees</b>	<b>1,665,201</b>	<b>1,455,007</b>

Registration fees are recognised within the relevant registration period they relate to.

### 2.2.2 DISCIPLINARY INCOME

	2022	2021
	\$	\$
Disciplinary income	75,589	46,262
<b>Total disciplinary income</b>	<b>75,589</b>	<b>46,262</b>

Disciplinary income is recognised when a determination made by a hearing panel is finalised.

### 2.2.3 OTHER INCOME

	2022	2021
	\$	\$
Letters of Professional Standing Fees	15,162	11,030
Veterinary List Fees	1,117	-
Grants	-	-
Sundry	15	2
<b>Total other income</b>	<b>16,294</b>	<b>11,032</b>

### 2.2.4 INTEREST INCOME

	2022	2021
	\$	\$
<b>Interest from financial assets</b>		
Interest on bank deposits	5,732	7,409
<b>Total interest from financial assets</b>	<b>5,732</b>	<b>7,409</b>

Interest income is recognised on a time proportionate basis that takes account of the effective yield on the financial asset.

## 3 THE COST OF DELIVERING SERVICES

### Introduction

This section provides an account of the expenses incurred by the VPRBV in delivering services and outputs. In Section 2, the funds that enable the provision of services were disclosed and in this note the cost associated with provision of services are recorded.

*Significant judgement:* Employee benefit provisions

In measuring employee benefits, consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using discount rates based on market yields of national government bonds in Australia that reflect the estimated timing and amount of benefit payment.

### 3.1 EXPENSES INCURRED IN THE DELIVERY OF SERVICES

	Notes	2022	2021
		\$	\$
Employee benefit expenses	3.1.1	1,104,531	785,147
Other operating expenses	3.2	1,082,335	606,443
<b>Total expenses incurred in delivery of services</b>		<b>2,186,866</b>	<b>1,391,590</b>

Expenses from transactions are recognised when they are incurred and reported in the financial year to which they relate.

#### 3.1.1 EMPLOYEE BENEFITS IN THE COMPREHENSIVE OPERATING STATEMENT

	2022	2021
	\$	\$
Defined contribution superannuation expense	58,375	54,511
Salaries and wages, annual leave and long service leave	1,046,156	730,636
<b>Total employee expenses</b>	<b>1,104,531</b>	<b>785,147</b>

Employee expenses include all costs related to employment including wages and salaries, fringe benefits tax, leave entitlements, termination payments and WorkCover premiums.

### 3.1.2 EMPLOYEE BENEFITS IN THE BALANCE SHEET

Provision is made for benefits accruing to employees in respect of annual leave and long service leave (LSL) for services rendered to the reporting date and recorded as an expense during the period the services are delivered.

	2022	2021
	\$	\$
<b>Current provisions:</b>		
<b>Annual Leave</b>		
Unconditional and expected to settle within 12 months	27,089	16,262
Unconditional and expected to settle after 12 months	13,132	5,511
<b>Long service leave</b>		
Unconditional and expected to settle within 12 months	-	-
Unconditional and expected to settle after 12 months	-	-
<b>Provisions for on-costs</b>		
Unconditional and expected to settle within 12 months	7,436	4,464
Unconditional and expected to settle after 12 months	3,605	106
<b>Total current provisions for employee benefits</b>	<b>51,262</b>	<b>26,343</b>
<b>Non-current provisions:</b>		
Employee benefits	23,355	14,525
On-costs	2,441	1,445
<b>Total non-current provisions for employee benefits</b>	<b>25,796</b>	<b>15,970</b>
<b>Total provisions for employee benefits</b>	<b>77,058</b>	<b>42,313</b>

#### Reconciliation of movement in on-cost provision

	2022	2021
	\$	\$
<b>Opening balance</b>	<b>6,015</b>	<b>10,543</b>
Increase/(Reductions) in provisions recognised	7,467	(4,528)
<b>Closing balance</b>	<b>13,482</b>	<b>6,015</b>
Current	11,041	4,570
Non-current	2,441	1,445

**Annual leave:** Liabilities for annual leave and on-costs are recognised as part of the employee benefit provision as current liabilities, because the VPRBV does not have an unconditional right to defer settlements of these liabilities.

### 3.1.2 EMPLOYEE BENEFITS IN THE BALANCE SHEET (CONTINUED)

The annual leave liability is classified as a current liability and measured at the undiscounted amount expected to be paid, as the VPRBV does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period.

No provision has been made for sick leave as all sick leave is non-vesting and it is not considered probable that the average sick leave taken in the future will be greater than the benefits accrued in the future. As sick leave is non-vesting, an expense is recognised in the Comprehensive Operating Statement as it is taken.

Employment on-costs such as payroll tax, workers compensation and superannuation are not employee benefits. They are disclosed separately as a component of the provision for employee benefits when the employment to which they relate has occurred.

**Unconditional LSL** is disclosed as a current liability, even where the VPRBV does not expect to settle the liability within 12 months because it will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months.

The components of this current LSL liability are measured at:

- **undiscounted value** – if the VPRBV expects to wholly settle within 12 months, or
- **present value** – if the VPRBV does not expect to wholly settle within 12 months.

**Conditional LSL** is disclosed as a non-current liability. There is an unconditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service. This non-current LSL is measured at present value.

### 3.1.3 SUPERANNUATION CONTRIBUTIONS

Employees of the VPRBV are entitled to receive superannuation benefits and the VPRBV contributes to defined contribution plans.

Superannuation contributions paid or payable for the reporting period are included as part of employee benefits in the comprehensive operating statement of the VPRBV.

	Paid contribution for the year		Contribution outstanding at year end	
	2022	2021	2022	2021
	\$	\$	\$	\$
<b>Defined contribution plans</b>				
VicSuper	1,154	9,623	1,538	9,723
Other	67,913	104,974	7,822	57,250
<b>Total</b>	<b>69,067</b>	<b>114,597</b>	<b>9,360</b>	<b>66,973</b>

#### Superannuation defined contributions plans

Contributions to defined superannuation plans are expensed when incurred.

## 3.2 OTHER OPERATING EXPENSES

	2022	2021
	\$	\$
<b>Supplies and services</b>		
Membership Fees	93,106	92,952
Members disciplinary and investigation process		
- Hearing and Investigation	88,519	30,880
- Legal fees	475,671	66,139
IT/Web maintenance	59,853	51,648
Operating lease rental expenses	-	-
Other professional services		
- Audit fees	21,000	14,200
- Governance and freedom of information	-	79
- Legal fees	8,349	21,163
- Consultant fees	-	26,681
Board member fees and superannuation	98,388	76,351
Other expenses	237,449	226,350
<b>Total other operating expenses</b>	<b>1,082,335</b>	<b>606,443</b>

Other operating expenses generally represent the day-to-day running costs incurred in normal operations. It also includes bad debts expense from transactions that are mutually agreed.

Supplies and services are recognised as an expense in the reporting period in which they are incurred.

### 3.3 LEASE LIABILITIES

At inception of a contract, the VPRBV assesses whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- the contract involves the use of an identified asset
- the customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use
- the customer has the right to direct the use of the asset.

#### Lease liabilities included in the Balance Sheet as at 30 June

	2022	2021
	\$	\$
Current	79,554	70,510
Non-current	609,666	689,221
Total lease liabilities	689,220	759,731

#### Maturity Analysis – undiscounted contractual cash flows

	2022	2021
	\$	\$
Less than one year	118,184	113,638
One to five years	521,938	501,863
More than five years	192,340	330,599
Total undiscounted lease liabilities as at 30 June	832,462	946,100

#### Initial measurement

The lease liability is measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease if that rate is readily determinable or the VPRBV's incremental borrowing rate.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments (including in-substance fixed payments) less any lease incentive receivable
- variable payments based on an index or rate, initially measured using the index or rate at the commencement date
- amounts expected to be payable under a residual value guarantee
- payments arising from purchase and termination options reasonably certain to be exercised.

#### Subsequent measurement

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification, or if there are changes in-substance fixed payments.

When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset, or profit and loss if the right-of-use asset is already reduced to zero.



### 3.4 LEASE LIABILITIES (CONTINUED)

#### Short-term leases and leases of low-value assets

The VPRBV has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than AUD\$10,000), including IT equipment. The VPRBV recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

#### Presentation of right-of-use assets and lease liabilities

The VBRBV presents right-of-use assets as 'property, plant and equipment' unless they meet the definition of investment property, in which case they are disclosed as 'investment property' in the balance sheet. Lease liabilities are presented in the balance sheet.

#### Lease interest charges

Lease interest charges incurred during the year were \$43,127 (2021: \$47,159).

## 4 KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY

### Introduction

The Veterinary Practitioners Registration Board of Victoria (the VPRBV) controls assets and other investments that are utilised in fulfilling its objectives and conducting its activities. They represent the resources that the VPRBV controls to be utilised for delivery of those outputs.

**Significant judgement:** Fair value measurement

Where the assets included in this section are carried at fair value, additional information is disclosed in Note 7.2 in connection with how those fair values were determined.

### 4.1 PROPERTY, PLANT AND EQUIPMENT

	Gross carrying amount		Accumulated depreciation		Net carrying amount	
	2022	2021	2022	2021	2022	2021
	\$	\$	\$	\$	\$	\$
Furniture and fittings	183,210	183,210	(89,906)	(74,990)	93,304	108,220
Office equipment	91,795	89,301	(79,120)	(66,207)	12,675	23,094
Right-of-use Asset	735,719	735,719	(269,764)	(196,192)	465,955	539,527
<b>Net carrying amount</b>	<b>1,010,724</b>	<b>1,008,230</b>	<b>(438,790)</b>	<b>(337,389)</b>	<b>571,934</b>	<b>670,841</b>

**Initial recognition:** Items of plant and equipment, are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Where an asset is acquired for no or nominal cost, the cost is its fair value at the date of acquisition. Fair value is determined with regard to the asset's highest and best use.

Furniture and fittings and office equipment are held at fair value. When furniture and fittings and office equipment are specialised in use such that it is rarely sold other than as part of a going concern, fair value is determined using the current replacement cost method.

#### Right-of use Asset

The right-of-use asset is initially measured at cost, and subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

#### Impairment

Each year, items of plant and equipment are assessed as to whether there is any indication an asset is impaired. Where any indicators of impairment are identified, the VPRBV will estimate the asset's recoverable amount to determine whether this exceeds its net carrying amount. If so, an impairment expense will be recognised with respect to that asset.

For the 2021-22 year, no indicators of impairment were identified for plant and equipment, and no impairment expense was recognised (2020-21: nil).

#### 4.1.1 DEPRECIATION

	2022	2021
	\$	\$
Furniture and fittings	14,916	14,916
Office equipment	12,913	12,317
Right-of-use asset	73,572	73,572
<b>Total depreciation</b>	<b>101,401</b>	<b>100,805</b>

All items of property, plant and equipment have finite useful lives, and are depreciated.

Depreciation is calculated on a straight-line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life. Typical estimated useful lives for the different asset classes for current and prior years are included in the table below:

	Useful life
Furniture and fittings	10 years
Office equipment	3-5 years
Right-of-use Asset	10 years

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments made where appropriate.

#### 4.1.2 RECONCILIATION OF MOVEMENTS IN CARRYING AMOUNT OF PROPERTY, PLANT AND EQUIPMENT

	Furniture and fittings		Office equipment		Right-of-use Asset		Total	
	2022	2021	2022	2021	2022	2021	2022	2021
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Opening balance</b>	108,220	123,136	23,094	16,921	539,527	613,099	670,841	753,156
Additions	-	-	2,494	18,490	-	-	2,494	18,490
Initial recognition	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-
Depreciation	(14,916)	(14,916)	(12,913)	(12,317)	(73,572)	(73,572)	(101,401)	(100,805)
<b>Closing balance</b>	<b>93,304</b>	<b>108,220</b>	<b>12,675</b>	<b>23,094</b>	<b>465,955</b>	<b>539,527</b>	<b>571,934</b>	<b>670,841</b>

## 4.2 INTANGIBLE ASSETS

	Gross carrying amount		Accumulated amortisation		Net carrying amount	
	2022	2021	2022	2021	2022	2021
	\$	\$	\$	\$	\$	\$
Computer software	107,981	107,982	(107,981)	(106,974)	-	1,008
Net carrying amount	107,981	107,982	(107,981)	(106,974)	-	1,008

### 4.2.1 RECONCILIATION OF MOVEMENTS IN CARRYING AMOUNT OF INTANGIBLE ASSETS

	Computer software		Total	
	2022	2021	2022	2021
	\$	\$	\$	\$
Opening balance	1,008	3,816	1,008	3,816
Amortisation	(1,008)	(2,808)	(1,008)	(2,808)
Closing balance	-	1,008	-	1,008

#### Initial recognition

Purchased intangible assets are initially recognised at cost. When the recognition criteria in AASB 138 Intangible Assets is met, internally generated intangible assets are recognised at cost. Subsequently, intangible assets with finite useful lives are carried at cost less accumulated amortisation and accumulated impairment losses. Depreciation and amortisation begin when the asset is available for use, that is, when it is in the location and condition necessary for it to be capable of operating in the manner intended by management.

#### Subsequent measurement

Amortisation is allocated to intangible assets with finite useful lives on a systematic (typically straight-line) basis over the asset's useful life. The amortisation period and the amortisation method for an intangible asset with a finite useful life are reviewed annually. Currently, the period of amortisation has been calculated at 3 to 4 years.

#### Impairment of intangible assets

Intangible assets with finite useful lives are tested for impairment whenever an indication of impairment is identified.

The policy in connection with testing for impairment is outlined in section 4.1.

## 4.3 INVESTMENTS AND OTHER FINANCIAL ASSETS

	2022	2021
	\$	\$
<b>Current investments and other financial assets</b>		
Term deposits:		
Australian dollar term deposits > three months	74,061	74,061
<b>Total current investments and other financial assets</b>	<b>74,061</b>	<b>74,061</b>
<b>Total investments and other financial assets</b>	<b>74,061</b>	<b>74,061</b>

Investments and other financial assets are classified as financial instruments under AASB 9 with further details relating to their recognition and measurement in note 7.1.

## 5 OTHER ASSETS AND LIABILITIES

### INTRODUCTION

This section sets out those assets and liabilities that arose from the VPRBV's operations.

#### 5.1 RECEIVABLES

	2022	2021
	\$	\$
<b>Contractual</b>		
Other receivables	106,789	43,200
Allowance for impairment losses of contractual receivables	(28,200)	(28,200)
<b>Statutory</b>		
GST input tax credit recoverable	28,923	9,276
<b>Total receivables</b>	<b>107,512</b>	<b>24,276</b>
Represented by		
<b>Current receivables</b>	<b>107,512</b>	<b>24,276</b>

**Contractual receivables** are classified as financial instruments and categorised as 'financial assets at amortised cost'. They are initially recognised at fair value plus any directly attributable transaction costs. The VPRBV holds the contractual receivables with the objective to collect the contractual cash flows and therefore subsequently measured at amortised cost using the effective interest method, less any impairment.

**Statutory receivables** do not arise from contracts and are recognised and measured similarly to contractual receivables (except for impairment) but are not classified as financial instruments for disclosure purposes. The VPRBV applies AASB 9 for initial measurement of the statutory receivables and as a result, statutory receivables are initially recognised at fair value plus any directly attributable transaction cost.

Details about the VPRBV's impairment policies and the VPRBV's exposure to credit risk are set out in note 7.1.3.

#### 5.2 OTHER NON-FINANCIAL ASSETS

	2022	2021
	\$	\$
<b>Current other assets</b>		
Prepayments	31,682	26,048
<b>Total current other assets</b>	<b>31,682</b>	<b>26,048</b>
<b>Total other non-financial assets</b>	<b>31,682</b>	<b>26,048</b>

Prepayment represent payments in advance of receipt of goods or services or the payments made for services covering a term extending beyond 30 June 2022.

## 5.3 PAYABLES

	2022	2021
	\$	\$
<b>Contractual</b>		
Supplies and services	148,631	42,352
<b>Statutory</b>		
PAYG payable	32,011	15,752
<b>Total payables</b>	<b>180,642</b>	<b>58,104</b>
Represented by:		
<b>Current payables</b>	<b>180,642</b>	<b>58,104</b>

Payables consist of:

- **contractual payables** – classified as financial instruments and measured at amortised cost. Accounts payable represent liabilities for goods and services provided to the VPRBV prior to the end of the financial year that are unpaid.
- **statutory payables** – recognised and measured similarly to contractual payables but are not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from contracts.

Payables for supplies and services have an average credit period of 30 days.

Payables are recognised when the VPRBV becomes obliged to make future payments resulting from the purchase of goods and services.

## 5.4 CONTRACT LIABILITIES

	2022	2021
	\$	\$
Registrants' membership fees paid in advance	1,733,095	1,459,053
<b>Total contract liabilities</b>	<b>1,733,095</b>	<b>1,459,053</b>

Registration fees received in advance are recognised as contract liabilities until the registration period commences.



## 6 FINANCING OUR OPERATIONS

### Introduction

This section provides information on the sources of finance utilised by the VPRBV during its operations, other information related to financing activities of the VPRBV.

### 6.1 CASH FLOW INFORMATION AND BALANCES

Cash and deposits, including cash equivalents, comprise cash on hand and cash at bank, deposits at call and those highly liquid investments with an original maturity of three months or less, which are held for the purpose of meeting short-term cash commitments rather than for investment purposes, and which are readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

	2022	2021
	\$	\$
Cash on hand		-
Cash at bank	2,278,534	2,476,261
<b>Balance as per cash flow statement</b>	<b>2,278,534</b>	<b>2,476,261</b>

#### 6.1.1 RECONCILIATION OF NET RESULT FOR THE PERIOD TO CASH FLOW FROM OPERATING ACTIVITIES

	2022	2021
	\$	\$
<b>Net result for the period</b>	<b>(569,586)</b>	<b>(22,652)</b>
<b>Non-cash movements</b>		
Depreciation and amortisation of non-current assets	102,409	103,613
Finance expenses (leases)	43,127	47,159
<b>Movements in assets and liabilities</b>		
(Increase)/decrease in receivables	(83,236)	36,623
(Increase)/decrease in other non-financial assets	(5,634)	(19,328)
Increase/(decrease) in payables	122,538	(58,193)
Increase/(decrease) in contract liabilities	274,042	157,043
Increase/(decrease) in provisions	34,745	(28,800)
<b>Net cash flows (used in)/from operating activities</b>	<b>(81,595)</b>	<b>215,465</b>

### 6.2 COMMITMENTS TO EXPENDITURE

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are recorded below at their nominal value and inclusive of GST. Where it is considered appropriate and provides additional relevant information to users, the net present values of significant individual projects are stated. These future expenditures cease to be disclosed as commitments once the related liabilities are recognised in the balance sheet.

As at 30 June 2022, there were no capital commitments payable (2021: nil).

## 7 RISKS, CONTINGENCIES AND VALUATION JUDGEMENTS

### Introduction

The VPRBV is exposed to risk from its activities and outside factors. In addition, it is often necessary to make judgements and estimates associated with recognition and measurement of items in the financial statements. This section sets out financial instrument specific information, (including exposures to financial risks) as well as those items that are contingent in nature or require a higher level of judgement to be applied, which for the VPRBV related mainly to fair value determination.

### 7.1 FINANCIAL INSTRUMENTS SPECIFIC DISCLOSURES

#### Introduction

Financial instruments arise out of contractual agreements that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Due to the nature of the VPRBV's activities, certain financial assets and financial liabilities arise under statute rather than a contract (for example taxes, fines and penalties). Such assets and liabilities do not meet the definition of financial instruments in AASB 132 Financial Instruments: Presentation.

#### Categories of financial assets

##### Financial assets at amortised cost

Financial assets are measured at amortised costs if both of the following criteria are met and the assets are not designated as fair value through net result:

- the assets are held by the VPRBV to collect the contractual cash flows
- the assets' contractual terms give rise to cash flows that are solely payments of principal and interests.

These assets are initially recognised at fair value plus any directly attributable transaction costs and subsequently measured at amortised cost using the effective interest method less any impairment.

The VPRBV recognises the following assets in this category:

- cash and deposits
- receivables (excluding statutory receivables)
- investments and other financial assets.

#### Categories of financial liabilities

**Financial liabilities at amortised cost** are initially recognised on the date they are originated. They are initially measured at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, these financial instruments are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in profit and loss over the period of the interest-bearing liability, using the effective interest rate method. The VPRBV recognises payables (excluding statutory payables) in this category.

**Derecognition of financial assets:** A financial asset (or, where applicable, a part of a financial asset or part of a group of similar financial assets) is derecognised when:

- the rights to receive cash flows from the asset have expired, or
- the VPRBV retains the right to receive cash flows from the asset, but has assumed an obligation to pay them in full without material delay to a third party under a 'pass through' arrangement, or

## 7.1 FINANCIAL INSTRUMENTS SPECIFIC DISCLOSURES (CONTINUED)

- the VPRBV has transferred its rights to receive cash flows from the asset and either:
  - has transferred substantially all the risks and rewards of the asset, or
  - has neither transferred nor retained substantially all the risks and rewards of the asset but has transferred control of the asset.

Where the VPRBV has neither transferred nor retained substantially all the risks and rewards or transferred control, the asset is recognised to the extent of the VPRBV's continuing involvement in the asset.

**Derecognition of financial liabilities:** A financial liability is derecognised when the obligation under the liability is discharged, cancelled or expires.

### 7.1.1 FINANCIAL INSTRUMENTS: CATEGORISATION

	Cash and deposits	Financial assets at amortised cost	Financial liabilities at amortised cost	Total
2022	\$	\$	\$	\$
<b>Contractual financial assets</b>				
Cash and deposits	2,278,534	-	-	2,278,534
Receivables*	-	78,589	-	78,589
Investments and other financial assets	-	74,061	-	74,601
<b>Total contractual financial assets</b>	<b>2,278,534</b>	<b>152,650</b>	<b>-</b>	<b>2,431,184</b>
<b>Contractual financial liabilities</b>				
Payables*	-	-	148,631	148,631
Lease liabilities	-	-	689,220	689,220
<b>Total contractual financial liabilities</b>	<b>-</b>	<b>-</b>	<b>837,851</b>	<b>837,851</b>
2021	\$	\$	\$	\$
<b>Contractual financial assets</b>				
Cash and deposits	2,476,261	-	-	2,476,261
Receivables*	-	15,000	-	15,000
Investments and other financial assets	-	74,061	-	74,601
<b>Total contractual financial assets</b>	<b>2,476,261</b>	<b>89,061</b>	<b>-</b>	<b>2,565,322</b>
<b>Contractual financial liabilities</b>				
Payables*	-	-	42,352	42,352
Lease liabilities	-	-	759,731	759,731
<b>Total contractual financial liabilities</b>	<b>-</b>	<b>-</b>	<b>802,083</b>	<b>802,083</b>

\* The total amounts disclosed here exclude statutory amounts, e.g. amounts owing from Victorian government and GST input tax credit recoverable and taxes payable.

## 7.1.2 FINANCIAL INSTRUMENTS: NET HOLDING GAIN/(LOSS) ON FINANCIAL INSTRUMENTS BY CATEGORY

	Total interest income / (expense)	Total
2022	\$	\$
<b>Contractual financial assets</b>		
Financial assets at amortised cost – other than on derecognition	5,732	5,732
<b>Total contractual financial assets</b>	<b>5,732</b>	<b>5,732</b>
<b>Contractual financial liabilities</b>		
Financial liabilities at amortised cost – other than on derecognition	(43,127)	(43,127)
<b>Total contractual financial liabilities</b>	<b>(43,127)</b>	<b>(43,127)</b>
2021	\$	\$
<b>Contractual financial assets</b>		
Financial assets at amortised cost – other than on derecognition	7,409	7,409
<b>Total contractual financial assets</b>	<b>7,409</b>	<b>7,409</b>
<b>Contractual financial liabilities</b>		
Financial liabilities at amortised cost – other than on derecognition	(47,159)	(47,159)
<b>Total contractual financial liabilities</b>	<b>(47,159)</b>	<b>(47,159)</b>

## 7.1.3 FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES

The VPRBV's main financial risks include credit risk, liquidity risk, and interest rate risk.

### Financial instruments: Credit risk

Credit risk in the VPRBV arises from cash and cash equivalents and deposits with banks. The VPRBV does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the entity.

Credit risk is managed by the VPRBV and reviewed regularly by the Audit and Risk Committee. The VPRBV monitors the credit risk by actively assessing the rating quality and liquidity of counterparties.

In addition, the VPRBV does not engage in hedging for its contractual financial assets and mainly obtains contractual financial assets that are on fixed interest, except for cash and deposits, which are mainly cash at bank.

Provision of impairment for contractual financial assets is recognised when there is objective evidence that the VPRBV will not be able to collect a receivable. Objective evidence includes financial difficulties of the debtor, default payments, and debts that are more than 90 days overdue.

Contract financial assets are written off against the carrying amount when there is no reasonable expectation of recovery. Bad debt written off by mutual consent is classified as a transaction expense. Bad debt written off following a unilateral decision is recognised as other economic flows in the net result.

### 7.1.3 FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES (CONTINUED)

Except as otherwise detailed in the following table, the carrying amount of contractual financial assets recorded in the financial statements, net of any allowances for losses, represents the VPRBV's maximum exposure to credit risk.

There has been no material change to the VPRBV's credit risk profile in 2021-22.

#### Credit quality of contractual financial assets that are neither past due nor impaired\*

	Financial institutions (Triple-A Credit Rating)	Other (min Triple-B Credit Rating)	Total
<b>2022</b>	\$	\$	\$
Cash and deposits	2,278,534	-	2,278,534
Receivables*	-	78,589	78,589
Investments and other financial assets	74,061	-	74,061
<b>Total contractual financial assets</b>	<b>2,352,595</b>	<b>78,589</b>	<b>2,431,184</b>
<b>2021</b>	\$	\$	\$
Cash and deposits	2,476,261	-	2,476,261
Receivables*	-	15,000	15,000
Investments and other financial assets	74,061	-	74,061
<b>Total contractual financial assets</b>	<b>2,550,322</b>	<b>15,000</b>	<b>2,565,322</b>

\* The total amounts disclosed here exclude statutory amounts, e.g., amounts owing from Victorian government and GST input tax credit recoverable.

#### Impairment of financial assets

The VPRBV recognises the allowance for expected credit loss for the relevant financial instruments using the Expected Credit Loss approach. Subject to AASB 9 impairment assessment include the VPRBV's contractual receivables and statutory receivables.

#### Contractual receivables at amortised cost

The VPRBV applies AASB 9 simplified approach for all contractual receivables to measure expected credit losses using a lifetime expected loss allowance based on the assumptions about risk of default and expected loss rates. After reviewing contractual receivables at amortised cost, the VPRBV has assessed the expected credit loss to be \$28,200 at 30 June 2022 (2021: \$28,200).

This assessment has been based on the VPRBV's past history, existing market conditions, as well as forward looking estimates at the end of the financial year.

### 7.1.3 FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES (CONTINUED)

#### Reconciliation of the movement in the loss allowance for contractual receivables

	2022	2021
	\$	\$
Balance at beginning of year	28,200	-
Increase/(decrease) in provision recognised in net result	-	28,200
Balance at end of the year	28,200	28,200

Credit loss allowance is classified as other economic flows in the net result. Contractual receivables are written off when there is no reasonable expectation of recovery and impairment losses are classified as a transaction expense. Subsequent recoveries of amounts previously written off are credited against the same line item.

In prior years, a provision for doubtful debts is recognised when there is objective evidence that the debts may not be collected, and bad debts are written off when identified.

#### Statutory receivables at amortised cost

The VPRBV's non-contractual receivables arising from statutory requirements are not financial instruments. However, they are nevertheless recognised and measured in accordance with AASB 9 requirements as if those receivables are financial instruments.

Statutory receivables are considered to have low credit risk, taking into account the counterparty's credit rating, risk of default and capacity to meet contractual cash flow obligations in the near term. As the result, the loss allowance recognised for these financial assets during the period was limited to 12 months of expected losses. No loss allowance recognised at 30 June 2022 (2021: nil).

#### Financial instruments: Liquidity risk

Liquidity risk arises from being unable to meet financial obligations as they fall due. The VPRBV operates under the Government fair payments policy of settling financial obligations within 30 days and in the event of a dispute, making payments within 30 days from the date of resolution.

The VPRBV's approach to managing liquidity risk is to ensure, as far as possible, that it will always have enough liquidity to meet its liabilities as and when they fall due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the VPRBV's reputation.

The VPRBV's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk. Maximum exposure to liquidity risk is the carrying amounts of payables as disclosed on the balance sheet.

#### Financial instruments: Market risk

The VPRBV's exposure to market risk is primarily through interest rate risk.

#### Interest rate risk

Fair value interest rate risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market interest rates. The VPRBV does not hold any interest-bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk.

### 7.1.3 FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES (CONTINUED)

Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The VPRBV has minimal exposure to cash flow interest rate risks through cash and deposits that are at variable interest rates.

The VPRBV manages this risk by mainly undertaking fixed rate bearing financial instruments with relatively even maturity profiles. The VPRBV has concluded for cash at bank, as financial assets that can be left at variable rates without necessarily exposing the VPRBV to significant bad risk, the VPRBV monitors movement in interest rates on an ongoing basis.

The carrying amounts of financial assets and financial liabilities that are exposed to interest rates and the VPRBV's sensitivity to interest rate risk are set out in the table that follows.

#### Interest rate exposure of financial instruments

	Weighted average interest rate	Carrying amount	Fixed interest rate	Variable interest rate	Non- interest bearing
<b>2022</b>	%	\$	\$	\$	\$
<b>Financial assets</b>					
Cash and deposits	0.28	2,278,534	-	2,278,534	-
Receivables*	-	78,589	-	-	78,589
Investments and other contractual financial assets	1.51	74,061	74,061	-	-
<b>Total financial assets</b>		<b>2,431,184</b>	<b>74,061</b>	<b>2,278,534</b>	<b>78,589</b>
<b>Financial liabilities</b>					
Payables*	-	148,631	-	-	148,631
Lease liabilities	6.00	689,220	689,220	-	-
<b>Total financial liabilities</b>		<b>837,851</b>	<b>689,220</b>	<b>-</b>	<b>148,631</b>
<b>2021</b>	%	\$	\$	\$	\$
<b>Financial assets</b>					
Cash and deposits	0.25	2,476,261	-	2,476,261	-
Receivables*	-	15,000	-	-	15,000
Investments and other contractual financial assets	1.50	74,061	74,061	-	-
<b>Total financial assets</b>		<b>2,565,322</b>	<b>74,061</b>	<b>2,476,261</b>	<b>15,000</b>
<b>Financial liabilities</b>					
Payables*	-	42,352	-	-	42,352
Lease liabilities	6.00	759,731	759,731	-	-
<b>Total financial liabilities</b>		<b>802,083</b>	<b>759,731</b>	<b>-</b>	<b>42,352</b>

\* Carrying amounts disclosed here exclude statutory amounts, e.g., amounts owing from Victorian government and GST input tax credit recoverable.

### 7.1.3 FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES (CONTINUED)

#### Interest rate risk sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the VPRBV has assessed that movements in interest rates over the next 12 months will have insignificant impacts on net operating result and equity.

#### Foreign currency risk

The VPRBV only transacts in Australian dollars so there is no exposure to foreign exchange risk.

#### Equity price risk

The VPRBV does not hold any equity instruments and is not exposed to equity price risk.

## 7.2 FAIR VALUE DETERMINATION

Significant judgement: Fair value measurements of assets and liabilities

Fair value determination requires judgement and the use of assumptions. This section discloses the most significant assumptions used in determining fair values. Changes to assumptions could have a material impact on the results and financial position of the VPRBV.

This section sets out information on how the VPRBV determined fair value for financial reporting purposes. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

The following assets and liabilities are carried at fair value:

- property, plant and equipment (note 4.1)

In addition, the fair values of other assets and liabilities that are carried at amortised cost, also need to be determined for disclosure purposes.

The VPRBV determines the policies and procedures for determining fair values for both financial and non-financial assets and liabilities as required.

#### Fair value hierarchy

In determining fair values, a number of inputs are used. To increase consistency and comparability in the financial statements, these inputs are categorised into three levels, also known as the fair value hierarchy. The levels are as follows:

- Level 1 – quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 – valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable
- Level 3 – valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

The VPRBV determines whether transfers have occurred between levels in the hierarchy by reassessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.



## 7.2 FAIR VALUE DETERMINATION (CONTINUED)

### How this section is structured

For those assets and liabilities for which fair values are determined, the following disclosures are provided:

- carrying amount and the fair value (which would be the same for those assets measured at fair value)
- which level of the fair value hierarchy was used to determine the fair value
- in respect of those assets and liabilities subject to fair value determination using Level 3 inputs
- a reconciliation of the movements in fair values from the beginning of the year to the end
- details of significant unobservable inputs used in the fair value determination.

This section is divided between disclosures in connection with fair value determination for financial instruments (refer to Note 7.2.1) and non-financial physical assets (refer to Note 7.2.2).

### 7.2.1 FAIR VALUE DETERMINATION OF FINANCIAL INSTRUMENTS

The VPRBV currently holds a range of financial instruments that are recorded in the financial statements with the carrying amounts approximate to fair value, due to the short-term nature or with the expectation that they will be repaid in full by the end of the 2021-22 reporting period. These financial instruments include:

- cash and deposits
- receivables
- investments and other financial assets
- payables.

The VPRBV holds no financial instruments measured at fair value.

### 7.2.2 FAIR VALUE DETERMINATION OF NON-FINANCIAL PHYSICAL ASSETS

All items of property, plant and equipment held by the VPRBV (note 4.1) are measured at Level 3 fair value hierarchy. Refer to note 4.1.2 for a reconciliation of movements in carrying amounts for all asset classes measured at Level 3 fair value.

There have been no transfers between levels during the period.

Property, plant and equipment are held at fair value. When property, plant and equipment is specialised in use, such that it is rarely sold other than as part of a going concern, fair value is determined using the current replacement cost method.

In respect of right-of-use assets subject to lease agreements, fair value is assessed against current market rentals for equivalent assets that would be paid at the current environment.

There were no changes in valuation techniques throughout the period to 30 June 2022.

The following table provides a description of significant unobservable inputs to Level 3 valuations:

2022 and 2021	Valuation technique	Unobservable inputs
Plant and equipment	Plant and equipment - current replacement cost ROU assets – discounted cashflow analysis	Useful life of plant and equipment. Right of used assets – incremental borrowing rate and current market rentals adjusted for not-for-profit use.

## 7.3 CONTINGENT ASSETS AND LIABILITIES

As at 30 June 2022, the VPRBV does not have any contingent assets or liabilities (2021: nil).

## 8 OTHER DISCLOSURES

### Introduction

This section includes additional material disclosures required by accounting standards or otherwise, for the understanding of this financial report.

### 8.1 EX GRATIA EXPENSES

The VPRBV does not have ex gratia expenses for the year ending 30 June 2022 (2021: nil).

### 8.2 RESPONSIBLE PERSONS

In accordance with the Ministerial Directions issued by the Assistant Treasurer under the *Financial Management Act 1994* (FMA), the following disclosures are made regarding responsible persons for the reporting period.

Names	Period
<b>Responsible Minister</b>	
Hon Gayle Tierney, Minister for Agriculture	27/06/22-30/06/22
Hon Mary-Anne Thomas, Minister for Agriculture	01/07/21-26/06/22
<b>Board members (Ninth Board)</b>	
Dr J Harte, President	18/06/22-30/06/22
Dr K Clarke, Deputy President	18/06/22-30/06/22
Dr D Colson	18/06/22-30/06/22
Dr C Blackwood	18/06/22-30/06/22
Dr T Bradley	18/06/22-30/06/22
Professor J Slater	18/06/22-30/06/22
Mr A Jaworski	18/06/22-30/06/22
Ms K Harris	18/06/22-30/06/22
Ms N Pye	18/06/22-30/06/22
<b>Board members (Eighth Board)</b>	
Professor T Whittem, President	01/07/21-05/07/21
Dr F Hendrie, President (from 13/10/21)	01/07/21-17/06/22
Dr D Colson, Deputy President	01/07/21-17/06/22
Dr C Blackwood	01/07/21-17/06/22
Dr T Bradley	01/07/21-17/06/22
Dr K Clarke	01/07/21-17/06/22
Ms R Harrison	01/07/21-17/06/22
Ms K Johns	01/07/21-17/06/22

## 8.2 RESPONSIBLE PERSONS (CONTINUED)

Names	Period
<b>Board members (Eighth Board)</b>	
Ms E Kittson	01/07/21-17/06/22
Professor J Slater	13/10/21-17/06/22
<b>Accountable officer</b>	
Ms M Cunningham, General Manager & Registrar	01/07/21-23/09/21
Ms Kate Fraser, Interim General Manager & Registrar	16/09/21-19/11/21
Ms Alison Byrne, Interim General Manager & Registrar	15/11/21-08/04/22
Ms Lisa Tickell, General Manager & Registrar	09/05/22-30/06/22

### Remuneration of responsible persons

	2022	2021
	Number	Number
Income of Nil - \$9,999	2	1
\$10,000 - \$19,999	4	7
\$20,000 - \$29,999	1	1
\$30,000 - \$39,999	1	-
\$90,000 - \$99,999	1	-
\$160,000- \$169,999	0	1
Total	9	10
<b>Total amount paid</b>	<b>\$218,559</b>	<b>\$268,547</b>

## 8.3 RELATED PARTIES

The VPRBV is a wholly owned entity of the State of Victoria.

Related parties of the VPRBV include:

- all key management personnel and their close family members and personal business interests (controlled entities, joint ventures and entities they have significant influence over)
- all cabinet ministers and their close family members
- all departments and public sector entities that are controlled and consolidated into the whole of state.

All related party transactions have been entered into on an arm's length basis.

### Significant transactions with government-related entities

There were no significant transactions with government related entities.

## 8.3 RELATED PARTIES (CONTINUED)

### Remuneration of key management personnel

**Key management personnel** of the VPRBV includes all responsible persons as listed in note 8.2. The VPRBV does not have any executive officers other than the accountable officer whose remuneration is disclosed in note 8.2.

The compensation detailed below excludes the salaries and benefits the Portfolio Minister receives. The Minister's remuneration and allowances is set by the *Parliamentary Salaries and Superannuation Act 1968* and is reported within the State's Annual Financial Report.

Compensation of KMPs	2022	2021
	\$	\$
Short-term employee benefits	188,945	245,378
Post-employment benefits	17,017	23,169
Other long-term benefits	12,597	-
<b>Total</b>	<b>218,559</b>	<b>268,547</b>

**Short-term employee benefits** include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

**Post-employment benefits** include pensions and other retirement benefits paid or payable on a discrete basis when employment has ceased.

**Other long-term benefits** include long service leave, other long service benefits or deferred compensation.

### Transactions and balances with key management personnel and other related parties

There were no related party transactions that involved key management personnel, their close family members and their personal business interests.

Outside of normal citizen type transactions, there were no related party transactions that involved key management personnel, their close family members and their personal business interests.

## 8.4 REMUNERATION OF AUDITORS

	2022	2021
	\$	\$
<b>Victorian Auditor-General's Office</b>		
Audit or review of the financial statements	21,000	14,200
<b>Total remuneration of auditors</b>	<b>21,000</b>	<b>14,200</b>

## 8.5 SUBSEQUENT EVENTS

The impact of the Coronavirus (COVID-19) global pandemic is ongoing. The situation is continually and is dependent on measures imposed by the Australian Government, such as maintaining social distancing requirements, quarantine, travel restrictions and any economic stimulus that may be provided.

No matters or circumstances have arisen since the end of the reporting period which significantly affected or may significantly affect the operations of the VPRBV, the results of those operations, or the state of affairs of the VPRBV in future financial years.

## 8.6 AUSTRALIAN ACCOUNTING STANDARDS ISSUED THAT ARE NOT YET EFFECTIVE

A number of new or revised standards, amendments to standards and interpretations are effective for annual periods beginning after 1 July 2022 and early application is permitted. However, the VPRBV has not early adopted the new or revised standards, amendments to standards and interpretations in preparing these financial statements.

The following amended standards and interpretations are not expected to have a significant impact on the VPRBV's financial statements.

Standard of interpretation	Effective for annual reporting periods beginning or after	Expected to be initially applied in the financial year ending
AASB 17 – Insurance Contracts	1 January 2023	30 June 2023
AASB 2022 – 2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates	1 January 2023	30 June 2023
AASB 2014 – 10 Amendments to Australian Accounting Standards – Sale or Contribution of Assets between an Investor and its Associate or Joint Venture	1 January 2025	30 June 2025
AASB 2020 – 1 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current	1 January 2023	30 June 2023
AASB 2021 – 2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates	1 January 2023	30 June 2023
AASB 2021 – 6 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards	1 January 2023	30 June 2023
AASB 2022 – 1 Amendments to Australian Accounting Standards – Initial Application of AASB 17 and AASB 9 – Comparative Information	1 January 2023	30 June 2023

In addition to those Accounting Standards listed above, the AASB has also released a number of other Accounting Standards and Accounting Interpretations. The application of the Accounting Standards and Interpretations are not expected to have any significant impact on the VPRBV's financial statements, consequently they have not been specifically identified above.

## APPENDIX 1: DISCLOSURE INDEX

The Annual Report of the Veterinary Practitioners Registration Board of Victoria for the year ended 30 June 2022 is prepared in accordance with all relevant Victorian legislations and pronouncements. This index has been prepared to facilitate identification of the Board's compliance with statutory disclosure requirements.

Refer to the corresponding page references for the corresponding disclosure information.

Disclosure index – Annual Report of the Veterinary Practitioners Registration Board of Victoria		
Legislation	Requirement	Page #
<b>Standing Directions and Financial Reporting Directions (FRDs)</b>		
<b>Report of operations</b>		
<b>Charter and purpose</b>		
FRD 22	Manner of establishment and the relevant Ministers	1
FRD 22	Purpose, functions, powers and duties	1
FRD 22	Key initiatives and projects	15
FRD 22	Nature and range of services provided	4
<b>Management and structure</b>		
FRD 22	Organisational structure	1, 23
<b>Financial and other information</b>		
FRD 10	Disclosure index	79
FRD 12	Disclosure of major contracts	36
FRD 22	Employment and conduct principles	32
FRD 22	Occupational health and safety policy	32
FRD 22	Summary of the financial results for the year	21
FRD 22	Significant changes in financial position during the year	21
FRD 22	Major changes or factors affecting performance	21
FRD 22	Subsequent events	21, 77
FRD 22	Application and operation of <i>Freedom of Information Act 1982</i>	36
FRD 22	Compliance with building and maintenance provisions of <i>Building Act 1993</i>	37
FRD 22	Statement on National Competition Policy	37
FRD 22	Application and operation of the <i>Public Interest Disclosures Act 2012</i>	38
FRD 22	Details of consultancies over \$10,000	35
FRD 22	Details of consultancies under \$10,000	35
FRD 22	Disclosure of government advertising expenditure	35
FRD 22	Disclosure of ICT expenditure	36
FRD 22	Statement of availability of other information	39

Disclosure index – Annual Report of the Veterinary Practitioners Registration Board of Victoria		
Legislation	Requirement	Page #
FRD 24	Reporting of office-based environment impacts	38
FRD 25	Local Jobs First	35
FRD 29	Workforce Data disclosures	32
<b>Compliance attestation and declaration</b>		
SD 5.4.1	Attestation for compliance with Ministerial Standing Direction	40
SD 5.2.3	Declaration in report of operations	III
<b>Financial statements</b>		
<b>Declaration</b>		
SD.5.2.2	Declaration in financial statements	43
<b>Other requirements under Standing Directions 5.2</b>		
SD 5.2.1(a)	Compliance with Australian accounting standards and other authoritative pronouncements	50
SD 5.2.1(a)	Compliance with Standing Directions	40
<b>Other disclosures as required by FRDs in notes to the financial statements <sup>(a)</sup></b>		
FRD 11	Disclosure of ex gratia expenses	75
FRD 21	Disclosures of Responsible Persons in the Financial Report	75
FRD 110	Cash Flow Statements	48, 66
<b>Note:</b> references to FRDs have not been included in this index where specific FRDs do not require disclosure.		
<b>Legislation</b>		
<i>Freedom of Information Act 1982</i>		36
<i>Building Act 1993</i>		37
<i>Public Interest Disclosures Act 2012</i>		38
<i>Local Jobs First Act 2003</i>		35
<i>Financial Management Act 1994</i>		40, 43, 50

## APPENDIX 2: ACRONYMS AND ABBREVIATIONS

Acronym	Description
AAS	Australian Accounting Standards
AASB	Australian Accounting Standards Board
ACRVS	Advisory Committee on Registration of Veterinary Specialists
AICD	Australian Institute of Company Directors
ANZCVS	Australian and New Zealand College of Veterinary Scientists
AVBC	Australasian Veterinary Boards Council Inc.
AVE	Australasian Veterinary Examination
BAU	Business as usual
Board	Veterinary Practitioners Registration Board of Victoria, also Vetboard Victoria or the VPRBV
COVID-19	<u>Coronavirus disease of 2019</u>
CPA	Certified Public Accountant
DJPR	Department of Jobs, Precincts and Regions (Victoria)
FoI	Freedom of Information
FMA	<i>Financial Management Act 1994</i>
FRD	Financial Reporting Directions
FT	Full time
FTE	Full time equivalent
GST	Goods and Services Tax
IBAC	Independent Broad-Based Anti-Corruption Commission
ICT	Information and Communication Technology
IT	Information Technology
LSL	Long Service Leave
MLC	Member of the Legislative Council
MP	Member of Parliament
NRVR	National Recognition of Veterinary Registration
MPSG	Major Projects Skills Guarantee
PAA	Public Administration Act
PDF	Portable Document Format
PID	Public Interest Disclosure
PT	Part time
s	Section (of legislation)
SD	Standing Direction
SMS	Short Message Service, i.e., text message
SPF	Social Procurement Framework
Vet Board	Veterinary Practitioners Registration Board of Victoria
VIPP	Victorian Industry Participation Policy



Acronym	Description
VPA	<i>Veterinary Practice Act 1997</i>
VPRBV	Veterinary Practitioners Registration Board of Victoria, also Vetboard Victoria or Board
VPS	Victorian Public Sector
VPSC	Victorian Public Sector Commission
VOA	Veterinary practitioner-owner-animal relationship
W	Withdrawn

## APPENDIX 3: BOARD RESPONSE TO MINISTER'S STATEMENT OF EXPECTATIONS

The Minister for Agriculture's Statement of Expectations for the period 1 July 2020 to 30 June 2021 can be viewed at [www.vetboard.vic.gov.au/VPRBV/About/VPRBV/Policies\\_and\\_disclosures.aspx](http://www.vetboard.vic.gov.au/VPRBV/About/VPRBV/Policies_and_disclosures.aspx). Following is the Board's response to the Minister's Statement, which can also be viewed on the Board's website:



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ABN 88 393 171 326

08 August 2019

Jaclyn Symes MP  
Minister for Agriculture  
Department of Jobs, Precincts and Regions  
1 Spring Street  
Melbourne VICTORIA 3000

Dear Minister Symes

### Ministerial Statement of Expectations for the Veterinary Practitioners Registration Board of Victoria for the period 1 July 2019 to 30 June 2021

Thank you for your Statement of Expectations (SOE) dated 21 July 2019 for the Veterinary Practitioners Registration Board of Victoria (the Board). Under Section 62(3) of the *Veterinary Practice Act 1997* (the Act), the Board must consult with you and have regard to your advice and expectations in carrying out its functions and powers. This letter confirms the Board's continued commitment to improving its regulatory functions and provides you with information and advice in accordance with the Act.

#### Improvements and targets

The Board will meet your priorities for improvement through the initiatives outlined below for the period 1 July 2019 to 30 June 2021 (or otherwise amended).

#### Timeliness

The Board recognises the importance of timeliness in relation to our stakeholder interactions. We are committed to improving our performance in relation to timeliness and the communication of timeframes to regulated parties and the community. The Board will continue to progress improvements to the information technology (IT) infrastructure and software used for case management, registrations and other interactions with stakeholders, with a focus on automating processes and capturing data to reduce regulatory and administrative burden. Timeframes that are published in our Service Charter will be adhered to, and feedback from users will be gathered and reviewed to ensure our functions are being delivered effectively.

Improvement	Target
Implement IT infrastructure improvements and introduction of web-based (html) forms, information transfer, electronic payments, automated communications and accurate reporting of administrative processes.	April 2021
Review current advice relating to timing and regulatory processes available on the Board's website and in forms and guidance notes, to ensure clarity.	March 2020

Improvement	Target
Provide status updates of regulatory processes to affected parties at a minimum of every six weeks during the regulatory process (including any anticipated delays).	July 2020
Collect and review data about the time currently taken to submit information for registration and complaints. Where appropriate offer the opportunity to renegotiate requested timeframes for providing information.	July 2020
Collect and review data about workflows and procedures to ensure timeframes published in the Service Charter are delivered effectively.	July 2020

#### Risk-based strategies

The Board recognises the importance of risk-based strategies as effective tools to facilitate effective enforcement and compliance. We recognise that non-compliance by our members may result in adverse consequences for public and animal health. The Board will review its practices in relation to its regulatory and compliance responsibilities, with a greater focus on analysing regulatory issues, identifying regulatory risks and developing objectives and strategies that mitigate these risks. These risk-based compliance objectives and strategies will be published on the Board's website, so they are readily available to regulated parties. During the term of this SoE the Board will also conduct a review of its risk-based compliance objectives and strategies to ensure their continued relevance.

Improvement	Target
Review current practices and develop a risk-based compliance strategy, with a focus on regulatory risks.	December 2020
Publish compliance objectives and principles on the Board's website/newsletters.	February 2021
Review and update all risk-based compliance strategies and operation plans.	June 2021

#### Compliance related assistance and advice

The Board provides a wide range of advisory material to veterinary practitioners and the general public through our website. We acknowledge the importance of providing advice that is both clear and concise, and we will continue to review our website content, fact sheets and guidance notes to ensure that material remains current.

The Board has undertaken a major review of the *Professional Conduct Guidelines for Veterinary Practitioners*. Following extensive consultation with stakeholders, completely revised Guidelines are expected to be published and disseminated by March 2020. Practical guidance will also be provided to veterinary practitioners in the form of explanatory notes and frequently asked questions, to assist veterinary practitioners to understand the Guidelines and the context in which they operate.

Veterinary practitioners have the privilege of being able to use scheduled drugs and poisons under the *Drugs Poisons and Controlled Substances Act 1981*, but they also have a responsibility to prescribe, supply, and use them in a way that constitutes professional conduct. The Board recognises the potential risks to animal and human health and welfare which may result from inappropriate prescribing practices and acknowledges its role in providing information and advice to veterinary practitioners regarding what constitutes professional conduct as reflected in the *Professional Conduct Guidelines for Veterinary Practitioners*.

The Board will work closely with the Department of Jobs, Precincts and Regions and the Department of Health and Human Services to actively promote and make resources about responsible prescribing practices available to veterinary practitioners and the general public.

Improvement	Target
Report annually on performance against the Service Charter's standard of conduct	Annual report
Obtain and review consultation feedback and introduce revised <i>Professional Conduct Guidelines for Veterinary Practitioners</i> .	March 2020
Review the Board's website and all forms to ensure that they are current, accurate, easily understood, written in plain English and accessible to veterinary practitioners as well as the general community.	March 2020
Update the Board's website structure to make it more task-based and user-focussed.	March 2020
Review and redesign support material, including hard copy guidance notes, fact sheets and other content (for example, about prescribing practices), to ensure currency, relevance and accessibility (e.g. HTML and printable versions of materials) for veterinary practitioners and/or public stakeholders.	April 2020
Report on the annual review of all websites and documents relating to regulatory process advice to ensure continued relevance.	Annual report
Develop a review process to respond to issues raised about registration and complaints processes for veterinary practitioners as well as the general community.	December 2020

### Accountability and transparency

The Board recognises the importance of accountability and transparency in its role as a Victorian regulator. As part of our commitment to this, an external audit and review of functioning of the Board was completed in December 2017, to provide impartial feedback on the Board's functioning. A summary of findings and recommendations, and our high-level responses to these, will be made publicly available on the Board's website. We have also undertaken a comprehensive review into stakeholder communications and engagement with the aim of establishing a communications protocol for all interactions with stakeholders. The review and our high-level response will also be made publicly available on the Board's website.

We will continue to undertake regular and effective communication about our activities and processes to all stakeholders, to ensure transparency in our business operations. This will incorporate regular communication about key discussions and decisions about regulatory issues that impact upon veterinary practitioners and the community.

Improvement	Target
Publish at least six summaries of key discussions and decisions about regulatory issues significant to stakeholders and the community on the Board's website.	June 2021
Publish at least six articles with information and resources about antimicrobial resistance (AMR) on the Board's website and quarterly newsletter.	June 2021
Publish a summary of the findings and recommendations of the 2017 external review and high-level response on the Board's website, along with a plan to implement these recommendations.	December 2019
Evaluate the Board's response to the implementation of the 2017 external review recommendations	April 2020

Improvement	Target
Undertake a follow-up external review	May 2021
Undertake an annual strategic planning workshop and develop an action plan.	Annually
Publish high-level findings of its review into stakeholder communications and engagement on the Board's website. Publish high-level response to the review on the Board's website.	November 2019
Develop and implement a comprehensive stakeholder communications and engagement strategy, covering all aspects of interactions with stakeholders.	December 2019

#### Evaluation

An evaluation of the performance improvements contained in the SoE, including reporting against the Board's compliance outcomes, will be included in the annual report.

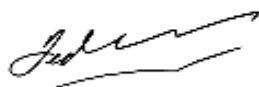
Improvement	Target
Evaluate annually the performance improvements and targets contained in the SOE.	Annual report

#### Reporting

I confirm that the Board will report on the achievement of these targets in its annual report, incorporate the targets into the Board's Corporate Plan, and publish the SoE, as well as this response statement, on the Board's website.

Thank you for your direction on the regulation of veterinary practice in Victoria.

Yours sincerely



Professor Edward Whitem  
President  
Veterinary Practitioners Registration Board of Victoria

**VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA**

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