

ACT VETERINARY PRACTITIONERS BOARD

POSITION DESCRIPTION

POSITION DETAILS

Board/Committee: ACT Veterinary Practitioners Board

Location: Canberra

Position title: Veterinary Practitioner Member position

Closing date: 23 October 2026

Position requirements: Must be a registered veterinary practitioner

BOARD OVERVIEW

The [ACT Veterinary Practitioners Board](#) (the Board) is a statutory Board established under the [Veterinary Practice Act 2018](#) (the Act). The Board is responsible for regulating and registering veterinary practitioners and veterinary premises, as well as setting the standards and fees applicable to veterinary practitioners and premises in the ACT.

The Board is also responsible for investigating complaints against veterinary practitioners or specialists, taking disciplinary action where necessary and developing and monitoring codes of professional conduct for veterinary practitioners and standards for veterinary premises. The Board also develops relevant policies and ensures sound financial management and governance of the Board.

The Board cooperates harmoniously with other jurisdictions in Australia and New Zealand in a common approach relating to veterinary practitioners and premises, and works closely with the Australasian Veterinary Boards Council. It also works with the ACT Human Rights Commission on the investigation of complaints against veterinary practitioners.

The Board provides relevant, accurate, and timely advice to the public and veterinary practitioners and premises on matters relevant to the profession, and aims to support and work with the veterinary profession wherever possible. The Minister for City and Government Services must appoint the seven Board members who comprise of:

- the President who must not be a person who:
 - a) works in a veterinary practice; or
 - b) has a material interest in a veterinary practice;
- four members who are registered veterinary practitioners and have been registered for a continuous period of at least three years immediately before the day of appointment;
- one member who is not a veterinary practitioner, to represent community interests; and
- one member who is not a veterinary practitioner.

The functions of the Board are listed at Section 91 of the Act and provide the terms of reference for the Board.

BOARD MEETINGS

Board meetings are held monthly, with a combination of face-to-face and virtual meetings, with no meeting held in December.

The Board's deliberations, information received and discussions are to be treated as confidential at all times. All members must sign a Code of Conduct and Conflict of Interest Declaration prior to commencing duty.

Board members are expected to contribute to business outside of scheduled meetings in order to meet the obligations and functions of the Act. This includes responding to emails and reviewing accompanying documents, and attending out of session meetings as required and agreed by the Board. Board members are expected to contribute to meetings and deliberations, and the overall good governance of the Board. There may be opportunities to attend events outside of formal requirements and in some cases without remuneration, at the discretion of Board members, for e.g. social events or communication events.

Board members are remunerated under section 10 of the *Remuneration Tribunal Act 1995* in accordance with [Determination 13 of 2025](#) at a rate of \$18,000 per annum for the President and \$825 per diem for members.

POSITION OVERVIEW (DUTIES / RESPONSIBILITIES)

There is one expected Veterinary Practitioner Member vacancy commencing in March 2027 with the successful candidate to be appointed for a period of three years.

The Veterinary Practitioner member is expected to bring relevant experience to Board discussions and decisions to support the Board in equitably carrying out the objects of the Act. This includes, but is not limited to:

- knowledge of the veterinary profession in the ACT and Australia;
- strong and demonstrated clinical expertise in small and/or large animals;
- assisting the Board with analysing practitioner and premises applications for registration;
- analysing, reviewing and summarising the practice of veterinary science by veterinary practitioners and premises in the ACT;
- reviewing and assisting with the development of veterinary policy for the ACT;
- assisting the Board in communicating to the public matters relating to the veterinary profession;
- guiding equitable decisions that ensure strong governance outcomes; and
- assisting the Board in educating, and when required taking disciplinary actions against, veterinary practitioners and premises through investigations in the ACT.

POSITION REQUIREMENTS / QUALIFICATIONS

The position of Veterinary Practitioner will be filled by a person who:

- is a registered veterinary practitioner; and
- has been registered for a continuous period of at least three years immediately before the day of appointment.

Experience with veterinary policy development and committee/board governance is desirable.

HOW TO APPLY

To apply for the advertised position, complete and submit the following:

1. Your expression of interest coversheet.
2. Your curriculum vitae with details of your:
 - a. work history;
 - b. experience on boards, councils or committees;
 - c. membership of professional or community organisations including membership of non-government boards and committees; and
 - d. other relevant experience.
3. An expression of interest (of no more than two A4 pages) outlining your suitability in accordance with the position overview above.
4. Applicants who are employed by a Commonwealth, State, or Territory government agency must obtain the necessary approval from their employer prior to submitting an application. Evidence of the relevant approval must be provided as part of the application process.
5. A completed and signed copy of the Declaration of Private Interests Form (attached).

Expressions of interest should be emailed to: CED.Vetboard@act.gov.au

Applications close: 11:59pm on Friday, 23 October 2026.