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**Terms of Reference**

**Notifications Sub-Committee**

**1. Purpose**

The Veterinary Surgeons Board of South Australia (VSBSA) is an independent statutory authority that regulates the provision of veterinary treatment to protect the public interest and animal health, safety and welfare.

Pursuant to section 15 of the *Veterinary Practice Act 2003* (Act), the Board has established a Notifications Sub-Committee and under section 16 of the Act, delegated the function or power to receive, investigate, and act on complaints from the public about veterinary surgeons to ensure those in the profession achieve and maintain high professional standards of competence and conduct in their provision of veterinary treatment.

**2. Functions**

The functions of the Sub-Committee, in accordance with Part 13 (g) of the Act, in conjunction with the Registrar, include:

1. assessing complaints regarding the conduct of registered veterinary surgeons or veterinary services providers (which may include processes under which the veterinary surgeon or veterinary services provider voluntarily enters into an undertaking)
2. notifications regarding medical fitness of veterinary surgeons
3. alleged commission of offences against the Act
4. considering reports and their recommendations
5. deciding the course of action for managing a complaint, including:
   1. Investigation
   2. Conciliation
   3. Complaint resolution; or
   4. Lay a disciplinary complaint before the South Australia Civil and Administrative Tribunal (the SACAT)
6. taking urgent interim action where necessary including by imposing:
   1. suspension
   2. conditions
7. recording and explaining the reasons for decision.

**3. Delegations**

Pursuant to section 16(10(b), the Sub-Committee is delegated the power to hear and determine proceedings regarding medical fitness under Part 5 Division 3.

**4. Membership**

The Sub-Committee comprises of a minimum four members made up of:

* One community representative
* One legal representative
* Two veterinary representatives, where one has experience as a large animal veterinarian, and one has experience in small animal veterinarian.

The Sub-Committee has the ability to seek advice from an advisor into particular cases.

Should a Sub-Committee member have a conflict of the interest, there is provision for membership to be changed to deal with that notification.

The Registrar is not a member of the Sub-Committee but attends meetings with the Sub-Committee to consider notifications. The Registrar will participate in the meeting and keep minutes of the meeting.

If a member of the Sub-Committee ceases to be a Member of the Board, they also cease to be a Member of the Sub-Committee.

**5. Quorum**

A quorum comprises of three members, one member being a community member, the legal representative and one veterinary representative.

The chairperson is a member nominated by the Board as is not to be the Presiding Member.

**6. Meeting Requirements**

The Committee will meet monthly with meetings to be held virtually.

**7. Records and Reporting**

The minutes of the Notifications Sub-Committee is a record of all decisions made at the meeting.

The minutes must be approved and signed by the Chair of the meeting.

The minutes are considered by the Board at the following meeting.

**8. Resources**

The Registrar is responsible for the Sub-Committee’s meeting requirements, preparation of the agenda and ensuring decisions are actioned within the timeframe specified.

**9. Remuneration**

Members of the Committee are not remunerated for performing regulatory functions delegated by the Board.

**10.Expectations and Obligations**

Members are expected to prepare for the Notifications Sub-Committee meeting in advance by

reviewing all the complaint material on the agenda.

**11.Review**

The terms of reference are to be reviewed within the first 12 months of approval and then every 2 years thereafter.

**Approved 27 April 2023**