

Introduction

The following information is provided to assist veterinary practitioners and members of the public who have been asked to appear before the Board for either an oral representation (summons to appear) or an interview (request to appear).

Interviews and oral representations are held at either the Board's offices (below) or via teleconference and you will be informed of which option in the letter of notification or summons.

If you have any questions regarding your appearance before the Board please contact the Board staff:

Telephone 02 8338 1177
Email admin@vpb.nsw.gov.au

Procedure

1. If attending in person please identify yourself to the receptionist upon arrival.
2. You will be introduced to the Complaints Committee or Board members conducting the interview or oral representation.
3. For an oral representation, the Board may ask that your evidence be given after you take an oath or make an affirmation.
 - a. An oath is where you swear or promise before your god that all evidence provided by you to the Board will be truthful
 - i. I swear by Almighty God that the evidence I shall give will be the truth, the whole truth and nothing but the truth.
 - b. An affirmation is for those who object to taking the oath
 - i. I solemnly and sincerely declare and affirm that the evidence I shall give will be the truth, the whole truth and nothing but the truth.
4. The Chairperson will advise you that information and evidence before the Board is confidential and not for discussion or publication.
5. Interviews and oral representations are generally recorded using a multi-disc CD recording device (in person) or using teleconferencing software. You will be provided with a copy of the recording after the interview or oral representation.
6. At the commencement of the interview or oral representation you will be asked to state your name for the purposes of voice recognition should a transcript be required in the future.
7. You will be asked questions relevant to the complaint or issue under investigation and to provide any further information or evidence that you have brought with you.
8. If served with a summons to give evidence you must not, without reasonable excuse, fail to attend as required, fail to comply with a requirement to be sworn or affirm, fail to answer a question, or fail to produce a required document as outlined in the summons. You will not be excused from answering any question or producing a document if required by the Board on the grounds of self incrimination.
9. You will be given an opportunity to ask questions.
10. You may be accompanied by a support person however this person is not permitted to comment or ask questions.