



Voluntary Bonding Scheme for Veterinarians Application and Information Pack

About the Voluntary Bonding Scheme for Vets

The Voluntary Bonding Scheme for Veterinarians is available to all graduates who apply for the Scheme and who meet the eligibility criteria as detailed in the attached terms and conditions.

What do I get?

If you have satisfied the criteria, and your responsibilities under the Scheme, you will be eligible for taxable incentive payments of \$11,000 per year for a maximum of five years. Payments are made after three, four and five years.

MAF will notify you when you are due to receive incentive payments, and/or request any further information needed to make the payment.

How do I apply?

To apply for the Scheme you must:

- fill out and sign an application form providing any evidence requested;
- get your practice principal (or manager) to fill out and sign the required section on the application form;
- sign the terms and conditions; and
- send in the documents within the timeframes specified.

Once MAF receives your application, it will be checked and you will be notified in writing if you are accepted. If MAF needs any additional information to prove your eligibility we will give you the chance to provide it.

When must I apply?

Existing graduates (completed your qualification since 2005)

If you have completed your veterinary science qualification since 1 January 2005 and you were working as a vet on 23 February 2009, your application for the Scheme must be received by MAF by 22 February 2010.

New graduates (completed your qualification since 2009)

If you have completed your veterinary science qualification since 23 February 2009 and you are working as a vet, your application for the Scheme must be received by MAF **within 12 months** of completing your veterinary science qualification.

MAF will not accept any applications received outside these timeframes.

BEFORE YOU START – READ THIS PAGE

Eligibility

You are **only** eligible to apply for the Scheme if you:

- are a New Zealand citizen or permanent resident;
- have a Bachelor of Veterinary Science from Massey University completed since January 1, 2005;
- are registered to practice in New Zealand and hold a current practicing certificate;
- have a permanent, full-time position in an eligible practice;
- work with production animals as part of this position.

Eligible practices

Eligible practices are those that employ vets to work with production animals (as opposed to companion animals), and are in an area qualifying for the Scheme. In 2009, the areas qualifying are:

- Gisborne District (excluding the urban area of Gisborne city);
- Wairoa, Central Hawkes Bay and Tararua districts;
- Buller, Grey and Westland districts;
- Southland and Gore districts.

About this pack

The terms and conditions are at the back of this application pack. It is important you read and understand them before you apply, and sign them before you send in your application.

This pack also includes two forms:

- the application form for you to fill out;
- the Eligibility of Practice Form, which needs to be filled out by your employer.

Following these is some information about the application process and a checklist to help you keep track of the information you need to provide.

Some words in this application are defined in the attached terms and conditions.

For more information

To get more information on this Scheme:

- Refer to the terms and conditions of this Scheme (on page [x] of this pack)
- Visit <http://www.maf.govt.nz/mafnet/rural-nz/voluntary-bonding-Scheme.htm>
- Email <mailto:vetscheme@maf.govt.nz>

Voluntary Bonding Scheme for Vets Application Form

Applicant details

Name:	<input type="text"/>	Date of Birth:	<input type="text"/>
Address:	<input type="text"/>	Postal	<input type="text"/>
	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>	(if different)	<input type="text"/>
Gender	MALE / FEMALE	Email address:	<input type="text"/>
Phone:	<input type="text"/>		
	(home)		(mobile)
	<input type="text"/>		
	(work)		

I would prefer to receive information about my application by: **email** **mail**

New Zealand citizenship/residency

- I am a New Zealand citizen **OR**
- I have permanent residency status in New Zealand.

Qualification

Date completed Bachelor of Veterinary Science at
Massey University

/ /	[DD/MMYYYY]
/ /	[DD/MMYYYY]

Date completed highest veterinary science qualification

Registration to Practice

- I am registered to practice in New Zealand and have a current practicing certificate.

VCNZ registration number:

APPLICATION FORM CONTINUED...

Employment/offer of work

I am currently working in a full time, permanent position OR

I have been offered a full time, permanent position

Name of place of work:	
Work address:	
Practice principal or manager	
Principal's contact phone:	
Principal's email address:	
First day of employment in this practice is/was:	[DD/MMYYYY]

Student loan details

I have a Student Loan account with Inland Revenue YES NO

If yes, my IRD number is

Graduate application

I, wish to apply for the Voluntary Bonding Scheme for Veterinarians.

I understand and agree that if I have a Student Loan, any incentive payments I receive under the Scheme will be paid against my student loan.

All information I have given in this application form is true. I acknowledge that failure to comply with the terms and conditions of the Scheme, or the provision of incorrect information on this application form, may result in the Ministry of Agriculture and Forestry declining to grant incentive payments.

I understand that if accepted into the Scheme for veterinarians that to be eligible for the incentive payments as set out in the schedule of payments in the terms and conditions, I must maintain the status on which I was granted eligibility, for a minimum of 3 years.

I will complete a Confirmation of Eligibility form each year as required by the Ministry of Agriculture and Forestry.

I will notify the Ministry of Agriculture and Forestry of any changes to my status or the information I have provided.

I have read and agree with the terms and conditions of the Scheme.

Signed:	Date:
---------	-------

APPLICATION FORM CONTINUED...

Office Use Only

Accepted into scheme on:	Declined eligibility for scheme on:
Bonding period start date:	Reason for declining application:
Applicant notified:	

Privacy Statement

Pursuant to the Privacy Act 1993, the Ministry of Agriculture and Forestry advises that:

- this form collects information about applicants for the purpose of the allocation of incentive payments under the **Voluntary Bonding Scheme for Veterinarians**, improving the scheme and associated research; and
- applicants do have rights of access to, and correction of, person information supplied to, and held by, the Ministry of Agriculture and Forestry.

Voluntary Bonding Scheme for Vets Eligibility of Practice Form

PRACTICE PRINCIPAL OR MANAGER TO COMPLETE.

Name (of practice principal/manager):	
Name of applicant:	
Name of Practice:	
Address of practice:	
Practice contact details: (phone and email)	

I (name) confirm that
 (applicant's name) has a full-time,
 permanent position at (practice name).
 (applicant's name)
 start date of employment is/was / / [DD/MM/YYYY]

I confirm that (Name of practice) is a (type of practice) and meets the definition as set out in the terms and conditions for the voluntary bonding Scheme for veterinarians for an eligible practice.

I confirm that as part of (name of applicant's) position in the practice (name of applicant) will practice production animal veterinary medicine.

I confirm that (name of practice) has a system in place to provide support for a new graduate.

I agree that I will co-operate with the Ministry of Agriculture and Forestry to enable the applicant to receive incentive payments to which they are eligible.

Name:

Signed:	Date:
---------	-------

Voluntary Bonding Scheme for Vets

Checklist and application process

Checklist

To help you keep track of the information you need to apply, here's a checklist (you don't have to tick these boxes for your application to be processed).

- Has the practice principal or manager has completed the **Eligibility of Practice form** to attest that the practice is eligible?
- Have you filled in all applicant details, confirmed your **citizenship/residency** and the completion of my **Veterinary Science qualification**?
- Have you included your **IRD number** (if I have a student loan)?
- Have you signed and dated the **Graduate Application** section?
- Have you read and signed (??) the **Terms and Conditions**?

Where to send this form

Please send your completed **application form**, **Eligibility of Practice form** and a signed copy of the terms and conditions to:

Veterinary Bonding Scheme
Ministry of Agriculture and Forestry
PO Box 2526
Wellington 6140

Application process

Once your application is received, it will be processed within 20 working days. If any information is missing, MAF will write to you or email you and ask you to provide it within a timeframe specified in the letter or email.

If your application is approved, you will be notified by mail or email, depending on the preference you indicated in the application.

Each year you are in the Scheme, you will need to provide a Confirmation of Eligibility form, confirming you are still working in an eligible practice. This will be available from the MAF website.

If you change workplace at any stage, you will need to let MAF know.

For more information

To get more information on this Scheme:

- Refer to the terms and conditions of this Scheme (on page [x] of this pack)
- Visit <http://www.maf.govt.nz/mafnet/rural-nz/voluntary-bonding-scheme.htm>
- Email <mailto:vetscheme@maf.govt.nz>

Voluntary Bonding Scheme for Vets

Terms and Conditions

Terms and Conditions for the transition year beginning 23 February 2009

This document contains the terms and conditions on the voluntary bonding Scheme for veterinarians.

1.	Definition of terms	1
2.	Background	2
3.	Eligibility Criteria	2
3.1.	Understaffed, rural areas	2
3.2.	Eligible Graduates	2
3.3.	Existing Graduates	2
3.4.	Eligible Practices	3
4.	Incentive Payment	3
4.1.	Bonding Period	3
4.2.	Incentive Payment	3
5.	Other Provisions	4
5.1.	Absences or leave	4
5.2.	Termination of employment	4
5.3.	Exceptional circumstances	4
5.4.	Change of practice	5
5.5.	Change of “understaffed, rural areas”	5
6.	Responsibilities	5
7.	Dispute Resolution Process	5
8.	Acceptance by Graduate	5

1. Definition of terms

- 1.1. *Capability to support a Graduate* means that the practice has a system in place whether formal or informal to ensure that there is support for the graduate in their transition from study to work.
- 1.2. *Full-time* means employment for at least 35 hours per week.
- 1.3. *Graduate* means either an Eligible Graduate or Existing Graduate.
- 1.4. *Practice* includes a place of work that is not a veterinary practice e.g. New Zealand Food Safety Authority or a meat processing facility.
- 1.5. *Significant proportion* means that servicing production animals are a core focus of the practice either because it is the only practice servicing production animals in the area or because more than 50 percent of the work of the practice is servicing production animals.
- 1.6. *Veterinary science qualification* means a Bachelor of Veterinary Science or any post-graduate qualification completed immediately after completing a Bachelor of Veterinary Science.
- 1.7. *Week* means 5 full-time working days e.g. 14 weeks is 70 full-time working days.

2. Background

- 2.1. The aim of the Voluntary Bonding Scheme for Veterinarians (**the Scheme**) is to support the retention of veterinarians in understaffed, rural areas to assist New Zealand to maintain world-class standards in biosecurity, animal welfare and food safety.
- 2.2. The Scheme also aims to make a significant contribution to repayment of student loans for those Graduates who have them, but will be available to those without loans or those who have already paid off their loan.
- 2.3. The first year of the Scheme will be a transition year to allow the Ministry of Agriculture and Forestry (**MAF**) to work with veterinary organisations to review eligibility for the Scheme and ensure that it continues to target areas with the greatest need. The transition year will be from 23 February 2009.

3. Eligibility Criteria

The Scheme is available to persons who, in the opinion of MAF, meet all eligible criteria outlined in clauses 3.1 to 3.4.

3.1. Understaffed, rural areas

3.1.1. In the transition year of the Scheme “understaffed, rural areas” are the territorial authority districts of:

- Gisborne (excluding the urban area of Gisborne city)
- Wairoa
- Central Hawkes Bay
- Tararua
- Grey
- Westland
- Buller
- Southland and Gore

as defined in Part 2 of Schedule 2 of the Local Government Act 2002.

3.2. Eligible Graduates

3.2.1. An Eligible Graduate is a person who:

- is a New Zealand citizen or permanent resident;
- has a Bachelor of Veterinary Science from Massey University;
- is registered to practice as a veterinarian in New Zealand and holds a current practicing certificate;
- has, or will have been offered, a permanent, full-time position in an eligible practice;
- practices production animal veterinary medicine as part of this position; and
- applies for the Scheme within 12 months of completing their veterinary science qualification.

3.2.2. In the transition year, an Eligible Graduate is defined as someone who meets the criteria above and whose first date of employment is after 23 February 2009.

3.3. Existing Graduates

3.3.1. In the transition year the Scheme is also available to Existing Graduates. Existing Graduates are graduates who meet the criteria in clause 3.2.1 (apart from the last)

and who completed their veterinary science qualification in 2005 or later, and are already working in an understaffed, rural area, as at 23 February 2009.

3.3.2. An Existing Graduate must apply for the Scheme by 22 February 2010.

3.4. Eligible Practices

- 3.4.1. An Eligible Graduate or Existing Graduate must work in an Eligible Practice, defined as a veterinary practice where:
- a significant proportion of the work undertaken by the practice must include servicing production animals; and
 - the practice must have the capability to support a Graduate.

4. Incentive Payment

A Graduate is eligible to receive an incentive payment in accordance with clauses 4.1 and 4.2.

4.1. Bonding Period

- 4.1.1. The bonding period for Eligible Graduates commences on the first date of employment in an Eligible Practice (**the Commencement Date**).
- 4.1.2. For Existing Graduates, the bonding period will commence on 1 January 2009 (**the Commencement Date**).
- 4.1.3. The minimum bonding period needed to be completed to receive an incentive payment under the Scheme is three years.
- 4.1.4. The maximum bonding period allowed under the Scheme is five years.
- 4.1.5. A year means a calendar year that runs from the Commencement Date to the anniversary date of the Commencement Date and then from anniversary date to anniversary date in years 2 to 5 of the Scheme.

4.2. Incentive Payment

- 4.2.1. Graduates are entitled to incentive payments for each year that they are eligible for the Scheme. The amount of the incentive payment is a taxable amount of \$11,000 (NZD) each year.
- 4.2.2. Payment for the first three years will be made as a lump sum at the end of three years completed in the Scheme, with an annual payment for the fourth and fifth completed year as set out below:

Bonding period	Incentive Payment before tax)	Payments made (before tax)
Year 1 completed	\$11,000	\$0
Year 2 completed	\$11,000	\$0
Year 3 completed	\$11,000	\$33,000
Year 4 completed	\$11,000	\$11,000
Year 5 completed	\$11,000	\$11,000
TOTAL AMOUNT ELIGIBLE FOR	\$55,000	\$55,000

- 4.2.3. Graduates will be required to pay any and all taxes and other liabilities due on any incentive payments.

- 4.2.4. MAF will notify eligible graduates when they are due to receive incentive payments and request any further information needed to make the payment.
- 4.2.5. MAF will determine the method for delivery of incentive payments before the end of the transition period (22 February 2010).

5. Other Provisions

5.1. Absences or leave

- 5.1.1. Where a Graduate continues to be in full-time employment in an Eligible Practice, the Graduate may take absences of up to 14 weeks in total in a year, as defined in clause 4.1.5, without affecting the bonding period. Absences mean any leave such as maternity, paternity, retraining, annual leave and sick leave, which has been agreed to under the Graduate's employment contract.
- 5.1.2. Where a Graduate is absent for more than 14 weeks but less than 20 weeks in a year the amount of time taken beyond 14 weeks in a year will be added to the bonding period before the next incentive payment will be made. The anniversary date for the Graduate will be adjusted taking into account the added time i.e. moved forward.
- 5.1.3. The maximum time that may be added to a bonding period in any year is 10 weeks. Where this limit is breached MAF will consider whether the Graduate is still eligible for the Scheme and if not whether to make a pro rata payment.
- 5.1.4. Where a Graduate anticipates being absent for 24 weeks or more in a year they must advise MAF as soon as possible prior to taking the absence to enable MAF to determine whether the Graduate is still eligible for the Scheme.
- 5.1.5. For the avoidance of doubt, the bonding period is not affected if a Graduate takes less than 14 weeks of absences in a year.

5.2. Termination of employment

- 5.2.1. Where a Graduate's employment is terminated (for whatever reason) and the Graduate is not moving to another position also eligible for an incentive payment under the Scheme, they will no longer be eligible for incentive payments under the Scheme unless exceptional circumstances exist.

5.3. Exceptional circumstances

- 5.3.1. Where circumstances exist which would ordinarily terminate a Graduate's eligibility under the Scheme, and these circumstances are exceptional, a Graduate can apply to MAF to remain eligible for incentive payments or a pause as described below. Types of circumstances that might be deemed exceptional include employment disputes, family sickness or bereavement or personal sickness and injury.
- 5.3.2. Where MAF considers that an exceptional circumstance exists a Graduate may receive a pro-rata payment based on the length of the bonding period completed, or be granted a 'pause' on the Scheme completion requirements until they resume work in an eligible position which meets the Scheme eligibility criteria. Decisions under this clause are at the sole discretion of MAF.
- 5.3.3. The maximum pause that will be granted under clause 5.3.2 will be 24 weeks and the anniversary date will be adjusted accordingly.

- 5.3.4. To apply for exemption under “exceptional circumstances” Graduates must apply to MAF within 2 months of their employment being terminated.

5.4. Change of practice

- 5.4.1. If a Graduate changes practice and their new position is in an eligible practice and they meet the eligibility criteria of the Scheme they may reapply for the Scheme.
- 5.4.2. Any time taken between ceasing and recommencing employment will be considered an absence and clause 5.1 applies with necessary modifications.

5.5. Change of “understaffed, rural areas”

- 5.5.1. Graduate accepted into the Scheme remain eligible even if, during the (maximum of) five years they are eligible, the areas determined as “understaffed, rural areas” change.

6. Graduate Responsibilities

- 6.1. Graduates accepted into the Scheme must:
- notify MAF of any matter that effects the eligibility Criteria in clause 3.2 to 3.4;
 - notify MAF of any change of employment;
 - confirm their continued eligibility by filling out the Confirmation of Eligibility form, each year, including notification of any absence taken beyond 14 weeks in a 12 month period.
- 6.2. Graduates with a Student Loan account with Inland Revenue must apply any incentive payments they receive under the Scheme to make repayments to Inland Revenue against their student loan.

7. Dispute Resolution Process

- 7.1. Should a Graduate disagree with any decision made by MAF, they may outline the reasons in writing to the scheme administrator:

Veterinary Bonding Scheme
Ministry of Agriculture and Forestry
PO Box 2526
Wellington 6140

- 7.2. A panel will be convened to review the decision made, including a panel member from outside of MAF. Decisions of the panel will be final.

8. Acceptance by Graduate

I agree to the terms and conditions:

Name:

Signature:

Date: