



**Veterans' Review Board**

# **2026 Member Appointment Application**

**SENIOR MEMBERS | SERVICES MEMBERS | MEMBERS**

# 1. About the opportunity

The Veterans' Review Board (VRB) is a specialist, high-volume tribunal providing independent merits review of decisions concerning the entitlements and compensation of veterans, serving members of the Australian Defence Force and their families. The VRB seeks to resolve applications fairly, informally, efficiently and at the earliest appropriate opportunity.

Applications are invited for appointment as part-time Senior Members, Services Members and Members in Sydney, Melbourne, Brisbane, Adelaide, Canberra and Perth. Regional applicants are welcome; however, the Board cannot pay travel costs to a Board office for applicants based outside these locations. Approved interstate travel for sittings is paid in accordance with applicable Remuneration Tribunal allowances.

Appointments are made by the Governor-General on the recommendation of the Minister for Veterans' Affairs for a term of up to five years.

# 2. Remuneration and work arrangements

Remuneration and allowances are set by the Remuneration Tribunal. Currently, the daily fee is \$1,078 for a Senior Member and \$923 for a Services Member or Member.

Work is sessional and scheduled quarterly in three-month blocks. Members indicate their availability and may be offered sittings during the relevant period. Because workload varies, no minimum amount of work is guaranteed.

On dispute resolution days, members will usually conduct five outreach events of approximately 15–30 minutes each. On hearing days, three applications are generally listed in the morning, with preparation before hearings and completion of reasons ordinarily occurring that day. Members must be available for full business hours on sitting days and able to prepare clear reasons and work collaboratively on multi-member panels.

Successful applicants will receive induction training and are expected to participate in the Board's continuing professional education program, *Learn and Connect*.

### **3. Selection criteria**

#### **Essential requirements**

- Ability to manage cases using dispute resolution skills and conduct hearings fairly and efficiently.
- Ability to make decisions and deliver clear, concise and cogent oral and written reasons in a timely manner.
- Conceptual and analytical skills, including identifying relevant issues, determining facts, interpreting and applying legislation, and assessing competing arguments and evidence.
- Experience with electronic case management systems, digital material and virtual hearings using Microsoft Teams.
- Ability to contribute to multi-member panels and professional education.
- Organisational skills, including meeting deadlines and working under pressure.
- Strong communication and interpersonal skills.
- Integrity, impartiality, tact and courtesy.

#### **Desirable attributes**

- Knowledge of issues affecting veterans, serving ADF members and their families.
- Medical or health professional experience.

Applicants interested in appointment as a Services Member must submit a nomination/ recommendation letter from a national ex-service organisation for appointment to the VRB.

## 4. Applicant details

|                                      |  |
|--------------------------------------|--|
| Full name                            |  |
| Preferred title                      |  |
| Residential address                  |  |
| Suburb, State/Territory and postcode |  |
| Telephone                            |  |
| Email                                |  |
| Current occupation and employer      |  |
|                                      |  |

## 5. Equity and diversity

|                                                               |                                                |                          |
|---------------------------------------------------------------|------------------------------------------------|--------------------------|
| Gender (optional)?                                            | Man or Male                                    | <input type="checkbox"/> |
|                                                               | Woman or Female                                | <input type="checkbox"/> |
|                                                               | Non-binary                                     | <input type="checkbox"/> |
|                                                               | [I/They] use a different term (please specify) | <input type="checkbox"/> |
|                                                               | Prefer not to specify                          | <input type="checkbox"/> |
| Do you have a disability?                                     | Yes                                            | <input type="checkbox"/> |
|                                                               | No                                             | <input type="checkbox"/> |
|                                                               | Prefer not to provide                          | <input type="checkbox"/> |
| Do you identify as Aboriginal and/ or Torres Strait Islander? | Yes – Aboriginal                               | <input type="checkbox"/> |
|                                                               | Yes - Torres Strait Islander                   | <input type="checkbox"/> |
|                                                               | Yes - both                                     | <input type="checkbox"/> |
|                                                               | No                                             | <input type="checkbox"/> |
|                                                               | Prefer not to provide                          | <input type="checkbox"/> |

|                                                                                                                    |                       |                          |
|--------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------|
| <b>Are you from a non-English speaking background?</b>                                                             | Yes                   | <input type="checkbox"/> |
|                                                                                                                    | No                    | <input type="checkbox"/> |
|                                                                                                                    | Prefer not to provide | <input type="checkbox"/> |
| <b>Have you served in the Australian Defence Force?</b>                                                            | Yes                   | <input type="checkbox"/> |
|                                                                                                                    | No                    | <input type="checkbox"/> |
|                                                                                                                    | Prefer not to provide | <input type="checkbox"/> |
| <b>Are you a family member of someone who has served, or is currently serving in the Australian Defence Force?</b> | Yes                   | <input type="checkbox"/> |
|                                                                                                                    | No                    | <input type="checkbox"/> |
|                                                                                                                    | Prefer not to provide | <input type="checkbox"/> |

## 6. Position preferences and availability

|                                                                   |                           |                          |
|-------------------------------------------------------------------|---------------------------|--------------------------|
| <b>Position sought</b><br><i>Please tick all that apply</i>       | Part-time Senior Member   | <input type="checkbox"/> |
|                                                                   | Part-time Services Member | <input type="checkbox"/> |
|                                                                   | Part-time Member          | <input type="checkbox"/> |
| <b>Preferred location(s)</b><br><i>Please tick all that apply</i> | Sydney                    | <input type="checkbox"/> |
|                                                                   | Perth                     | <input type="checkbox"/> |
|                                                                   | Melbourne                 | <input type="checkbox"/> |
|                                                                   | Brisbane                  | <input type="checkbox"/> |
|                                                                   | Adelaide                  | <input type="checkbox"/> |
|                                                                   | Canberra                  | <input type="checkbox"/> |

|                                                                      |     |                          |
|----------------------------------------------------------------------|-----|--------------------------|
| <b>Available for full business hours on sitting days in registry</b> | Yes | <input type="checkbox"/> |
|                                                                      | No  | <input type="checkbox"/> |
| <b>Any limits on availability</b>                                    |     |                          |

## 7. Applicant statement

Attach an expression of interest of no more than 1,100 words addressing the selection criteria. You may also use the space below.

## Supporting documents

|                          |                                                                                                                                                                               |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Completed application form                                                                                                                                                    |
| <input type="checkbox"/> | Expression of interest (maximum 1,100 words)                                                                                                                                  |
| <input type="checkbox"/> | Declaration of Private Interests                                                                                                                                              |
| <input type="checkbox"/> | Current curriculum vitae (maximum 2 pages), including current and former memberships of government, statutory, advisory and non-government bodies                             |
| <input type="checkbox"/> | Applicants interested in appointment as a Services Member must submit a nomination/ recommendation letter from a national ex-service organisation for appointment to the VRB. |

## 8. Referee Details

Please provide details for two (2) referees:

|                         |  |
|-------------------------|--|
| Title and full name     |  |
| Position                |  |
| Telephone               |  |
| Email                   |  |
| Relationship to referee |  |

|                         |  |
|-------------------------|--|
| Title and full name     |  |
| Position                |  |
| Telephone               |  |
| Email                   |  |
| Relationship to referee |  |

## 9. Applicant declarations

Please answer each question and provide details where required.

|                                                                              |     |                          |
|------------------------------------------------------------------------------|-----|--------------------------|
| <b>Do you hold any other Commonwealth, state or territory public office?</b> | Yes | <input type="checkbox"/> |
|                                                                              | No  | <input type="checkbox"/> |
| Details:                                                                     |     |                          |

|                                                                                                                                                                                         |     |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------|
| <b>Do you hold any office or membership in a statutory, advisory or non-government body, including membership on other Australian Government or State/ Territory Government boards?</b> | Yes | <input type="checkbox"/> |
|                                                                                                                                                                                         | No  | <input type="checkbox"/> |
| Details:                                                                                                                                                                                |     |                          |
| <b>Is there any actual, potential or perceived conflict of interest relevant to appointment?</b>                                                                                        | Yes | <input type="checkbox"/> |
|                                                                                                                                                                                         | No  | <input type="checkbox"/> |
| Details and proposed management:                                                                                                                                                        |     |                          |
| <b>Are there any matters that may affect your suitability or capacity to perform the role?</b>                                                                                          | Yes | <input type="checkbox"/> |
|                                                                                                                                                                                         | No  | <input type="checkbox"/> |
| Details:                                                                                                                                                                                |     |                          |
| <b>Do you consent to pre-appointment screening, including a National Police Check, social media checks (public facing accounts) and other appropriate due diligence?</b>                | Yes | <input type="checkbox"/> |
|                                                                                                                                                                                         | No  | <input type="checkbox"/> |
| <b>Do you agree to your referees being contacted (contact will only be made if a candidate is in real contention of being found suitable for the role)</b>                              | Yes | <input type="checkbox"/> |
|                                                                                                                                                                                         | No  | <input type="checkbox"/> |

I declare that the information in this application and its attachments is true and complete to the best of my knowledge. I understand that appointment is subject to assessment, due diligence, statutory requirements and approval processes, and that no appointment or minimum amount of work is guaranteed.

|                            |  |             |  |
|----------------------------|--|-------------|--|
| <b>Applicant signature</b> |  | <b>Date</b> |  |
|----------------------------|--|-------------|--|

## 10. How to apply

Email the completed form and all supporting documents to:

**VRB.Member.Appointments@vrb.gov.au.**

The assessment process will be run in accordance with the Australian Government's Appointment Framework.

Applications will be assessed against the selection criteria. Suitable applicants may be shortlisted for interview. The appointment process is detailed and applicants should allow up to six months between the close of applications and notification of outcomes.

For further information, contact the Executive Officer, Ms Ariane Mandavy, on 0475 167 644.