

Terms of Reference:

State Advisory Committee Victoria South Australia and Tasmania (SACVSAT)

Purpose

SACVSAT provides advice and input to Optometry Australia's CEO and Secretariat staff on:

- emerging issues in optometry and eye care;
- clinical and technical optometric advice and feedback;
- policy issues and/or advocacy strategies; and
- the development or updating of member resources and information.

The Committee will provide information and advice regarding issues raised by the Secretariat. It will provide members with an opportunity to have input into the work of their association. Committee members are encouraged to advocate for membership renewals and Optometry Australia's policy agenda more broadly.

Governance

The Committee is an advisory committee that provides advice and guidance to Optometry Australia's CEO and Secretariat staff. The Committee is not a decision-making body and cannot take action without the express approval of the CEO.

Secretariat support is provided to the Committee by Optometry Australia, with attendance from the VIC, SA and TAS State Leads as required. In addition, the Optometry Victoria South Australia (OV/SA) and Optometry Tasmania (OTAS) Boards may each also nominate a Board representative to attend meetings.

The CEO will provide reports on the recommendations of the Committee to the OV/SA and OTAS Boards as required, and Board feedback to the Committee will be provided by the Secretariat. Members may request that discussion items be raised to the attention of the OV/SA and OTAS Boards, if desired.

Membership

The Committee has up to 20 members, made up of representatives from Victoria, South Australia and Tasmania. Members may be invited by the Optometry Australia CEO to participate, or individuals may nominate to become a member. The Secretariat is required to ensure appropriate representation from all three states is maintained.

The OV/SA and OTAS Boards may, from time to time, review the membership of the Committee and may proffer names of potential new members. Committee members themselves should have some input into succession planning and new member appointments. All Committee members must be members of Optometry Australia

Membership of the Committee should generally reflect the diversity of the optometry sector which means, where possible, participants will come from a range gender identities and backgrounds, and work in: independent optometry, public health optometry, corporate optometry, academic optometry, rural, regional and metropolitan locations, as well as early, mid and late career optometrists and optometrists from culturally and linguistically diverse (CALD) backgrounds. With the approval of the Optometry Australia CEO, the Committee may invite interested parties from outside Victoria, South Australia and Tasmania, and/or Optometry Australia membership to attend meetings as an observer.

The Secretariat will maintain a brief biographical log of members, an interests register and a members' skills and attributes matrix.

Meetings and communication

The Secretariat will appoint a Chair (or Co-chairs) who shall be responsible for chairing and facilitating meetings. Quorum shall be 50 per cent of current Committee members. As far as reasonably practicable, no more than 50 per cent of members should resign in any twelve-month period in order to preserve institutional knowledge. For this reason, the Secretariat shall keep accurate records regarding commencement and resignation dates of all Committee members.

While the scope of the Committee is unlikely to encompass the need for motions to be passed or a vote to be carried, in the case of this occurring, a simple majority of votes from those present will be deemed sufficient. Consensus opinion will be sought where possible. There may be a need to vote on recommendations, and any member can call for a vote.

The Committee shall convene virtually at least twice a year, with scope for additional meetings where need arises. In September 2023, particularly post integration between OVSA, OTas and OA, the Committee agreed to meet up to four times across 2024. This is to be reviewed in January 2025.

Matters arising between meetings will be circulated to members by the Secretariat by email, up to six times a year. This may include requests for input, advice and opinion of matters germane to the Committee.

The Secretariat shall be responsible for arranging Committee meeting dates. Minutes kept will be brief and will record dissenting views when requested (including reasons). The Secretariat may arrange optional face to face meetings of the Committee at local in person events (e.g. conferences).

Determination of agenda

Committee members are welcome to suggest items for inclusion in the next meeting's agenda at any time between meetings or during a committee meeting itself; however, suggestions for the next meeting should be submitted to the Secretariat at least two weeks before the next meeting.

Procedural timeline

Meeting dates will be proposed for each calendar year in the preceding year.

Committee papers including the agenda, minutes of the previous meeting and papers for discussion will be circulated at least one week prior to the meeting.

Draft minutes will be circulated to members, after review by the Chair and Secretariat, one month following the meeting.

Review of these Terms of Reference

These Terms of Reference are intended to be flexible and can be modified from time to time as considered necessary and appropriate by the Committee and Secretariat.

Date reviewed: April 2024

Next review due: January 2025