

## **Terms of Reference**

### **Northern Territory Advisory Committee (NTAC)**

#### ***Purpose***

The Northern Territory Advisory Committee (NTAC) is intended to provide Northern Territory-based members with an opportunity to have input into the work of their Association.

With specific reference to the Northern Territory context, Members provide 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.

Members will also be asked to provide feedback and advice regarding issues raised by the Secretariat.

Members are encouraged to advocate for membership renewals and policy agendas being led by Optometry Queensland Northern Territory and Optometry Australia more broadly.

#### ***Governance***

NTAC is an Advisory Committee in that it provides advice and guidance to Optometry Australia's CEO and Secretariat staff. NTAC is not a decision-making body. Secretariat support is provided to NTAC by Optometry Australia.

The CEO will provide reports on the recommendations of NTAC Members to the OQNT Board as required, and Board feedback to NTAC Members will be provided by the Secretariat.

The NTAC is convened for two-year terms. At the end of each term, the Secretariat will invite expressions of interest, and current members may reapply for a maximum of two terms.

#### ***Membership***

NTAC has up to 6 members, made up of diverse representatives from the Northern Territory. Members may be invited by the Optometry Australia CEO to participate, or individuals may nominate to become a member.

All NTAC Members must be financial members of Optometry Australia.

The Secretariat will maintain a brief biographical log of members, an interests register and a members' skills and attributes matrix. The Secretariat is required to ensure appropriate representation from Alice Springs, Darwin, and Katherine is maintained, and ensure adequate succession planning is undertaken.

Membership of NTAC 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. Members should also represent a diversity of early, mid and late career optometrists and those from culturally and linguistically diverse (CALD) backgrounds.

With the approval of the Optometry Australia CEO, NTAC Members may invite interested parties from outside the Northern Territory, and/or Optometry Australia membership to attend meetings as an observer.

### ***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 NTAC Members.

While the scope of NTAC 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.

NTAC shall convene virtually at least twice a year, with scope for additional meetings where need arises.

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 NTAC scope.

The Secretariat shall be responsible for arranging NTAC 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 NTAC at local in person events (e.g. conferences).

### ***Determination of agenda***

NTAC members are welcome to suggest items for inclusion in the next meeting's agenda at any time between or during NTAC meetings. Ideally, 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.

NTAC meeting 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***

Changes to these Terms of Reference can be suggested at any time, and will be discussed by the Chair and the Secretariat.

Date reviewed: October 2024

Next review due: October 2026