

Date: 27 March 2018

Disability Advisory Committee

Terms of Reference

AEC Disability Advisory Committee

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Background

The Australian Electoral Commission (AEC) is an independent statutory authority established by the Australian Government to maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.

The AEC's Disability Advisory Committee (the Committee) is the primary mechanism through which the AEC communicates with, and understands issues for, people with disability.

Aim

The aim of the Committee is to enable the AEC to promote greater accessibility, inclusion and participation in the electoral process by people with disability.

Role

The role of the Committee is to:

- seek feedback from relevant Australian peak disability organisations on the programmes and services that the AEC delivers,
- understand new and emerging issues of concern for people with disability,
- collaborate with our Electoral Council of Australia and New Zealand (ECANZ) partners in the delivery of accessible electoral services across jurisdictions,
- learn about initiatives being developed in other sectors for people with disability, and
- seek the assistance of Committee members in promoting relevant AEC initiatives to their members.

Committee secretariat functions

The Committee will be Chaired by a senior executive officer of the AEC, with Secretariat support for the Committee provided by staff from the AEC.

Membership of the Committee

The Committee includes representation from Australian peak disability organisations and members of the ECANZ.

The composition of the representative disability organisations should, as far as practicable, represent the broad diversity of people with disability.

ECANZ is a consultative council of the electoral commissions from electoral authorities of the Commonwealth, state and territories of Australia and New Zealand.

Membership of the Committee will be by invitation from the AEC. Members can resign their membership at any time by notification to the AEC.

At the discretion of the Chair, visitors, presenters or observers who are not members of the Committee can, by invitation, be invited to attend meetings, parts of meetings or to participate in other activities of the Committee.

Interested disability organisations who are not members of the Committee are invited to register to receive a copy of the AEC's annual *Report on Progress against the Disability Inclusion Strategy 2012-20*, and other relevant information. Interest can be registered via DAC@aec.gov.au.

Membership review

To ensure that Committee membership is representative of the community of people with disability, the Chair of the Committee will review the Committee membership once every three years.

Reporting to the Committee

The AEC will provide a formal written report to the Committee on an annual basis consistent with the whole-of-government reporting approach. Currently, this is in the form of the AEC's *Report on Progress against the Disability Inclusion Strategy 2012-20*.

Meetings

The Committee will aim to meet once per calendar year. An agreed Agenda, as well as other relevant meeting papers will be circulated to the Committee prior to the meeting.

Minutes of actions, discussions and decisions arising from the meeting will be recorded by the AEC and circulated to the Committee following the meeting.

The AEC will also endeavour to communicate with Committee members out of session, and Committee members are invited to provide feedback on the programmes and services that the AEC delivers at any time.

Implementation of actions and recommendations

Whilst the Committee exists to enable the AEC to promote greater accessibility, inclusion and participation in the electoral process by people with disability, some actions and recommendation may also be relevant to other ECANZ Committee members. Any implementation of, or response to, these recommendations is the responsibility of the individual ECANZ member. While the benefits of a uniform approach are recognised, it is acknowledged that limitations and restrictions exist as a result of external factors such as varying legislative frameworks.

Committee contact

Enquiries should be directed to the contact officer:

DAC Secretariat

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