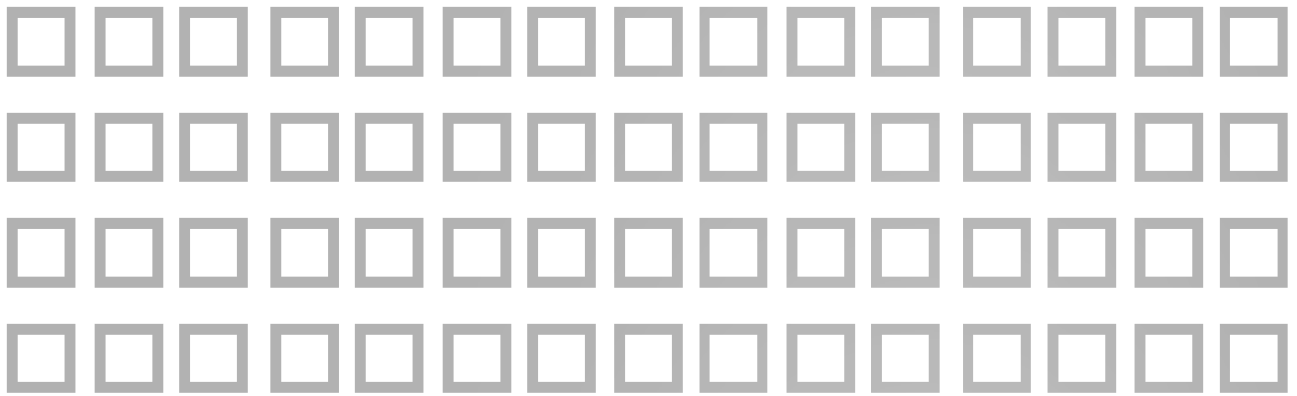


Elections ACT

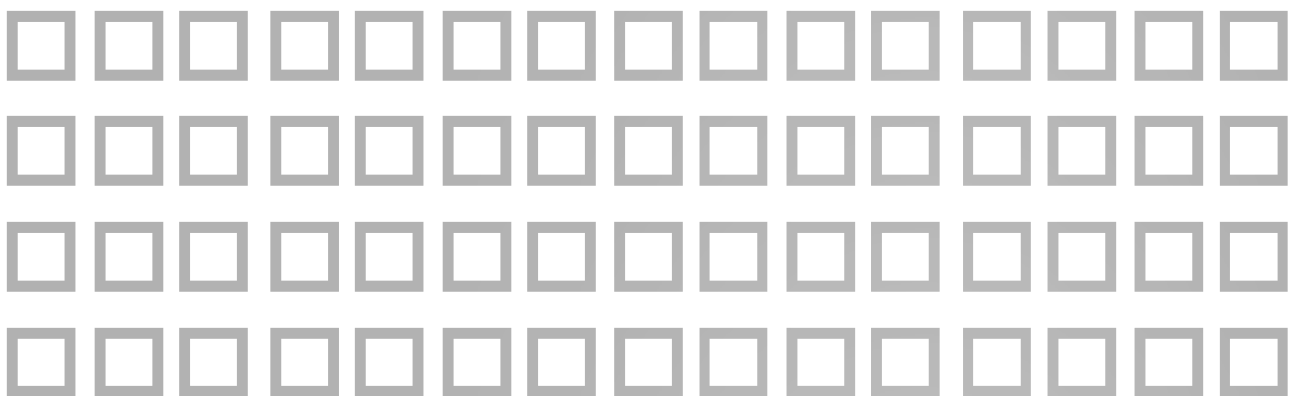
ACT ELECTORAL COMMISSION OFFICERS
OF THE ACT LEGISLATIVE ASSEMBLY



Terms of Reference

ACT Electoral Accessibility Advisory Committee 2024

February 2024



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Introduction

Background

The Commission is an independent statutory authority established under the *Electoral Act 1992* (the Electoral Act). It is responsible for the conduct of elections and referendums for the ACT Legislative Assembly and the provision of electoral advice and services.

The Commission's purpose is to deliver the highest possible standard of trusted, transparent, secure and accessible electoral services. The Commission's values are respect, integrity, collaboration, innovation, independence, impartiality and accountability.

The Commission comprises a part-time Chairperson, a full-time Electoral Commissioner (the Commissioner) and a part-time member. The operating title for the office of the Commissioner and the Commissioner's staff is Elections ACT.

The Commission is determined to ensure that high levels of confidence in electoral integrity and satisfaction with its services continue into the 2024 election and beyond. Two key strategic risks that need to be mitigated to prepare for the next election have been identified: failure to uphold electoral integrity, and failure to meet stakeholder expectations of high quality electoral services.

To meet our purpose and mitigate these strategic risks, our strategic priorities are:

- deliver trusted, transparent, secure and accessible electoral services;
- engage the community and stakeholders to promote electoral awareness, participation and compliance; and
- foster a high performing team in Elections ACT

Aim

The purpose of the committee is to provide an advisory mechanism to the Electoral Commissioner on strategies and resources to promote greater accessibility, inclusion and participation in the electoral process by ACT's diverse communities.

The role of the Electoral Accessibility Advisory Committee

The role of the committee is to advise the Electoral Commissioner on issues and strategies to ensure all electors are empowered and able to vote.

Advice from the committee may be sought in relation to:

- reviewing drafts of the Commission's information and education publications;
- appropriate and effective channels for distribution of information to voters with additional needs in the ACT community;
- appropriate use of terminology in electoral resources and publications;
- strategies to improve the accessibility of polling places and the voting process; and
- user testing and evaluation of systems and resources established to assist voters.

The Commissioner will use the advice received to determine if the resources and systems meet community needs and are consistent with the high standards expected by the community for elections.

Membership

Members are invited to join based on being representatives of organisations that are key stakeholders within the various communities of voters with additional voting requirements and/or the member's ability to represent their community on a personal level through lived experience.

There is no set term for membership. However, the Commission will review membership every election cycle with the aim of achieving a membership that is genuinely representative of the ACT's diverse communities.

While membership of the committee is not limited, it should be kept within a manageable size to allow effective representation, communication and interaction.

Other attendees

Visitors, presenters or observers can, by invitation, be invited to attend meetings, or parts of meetings, to provide input to the discussions or observe the meetings, at the discretion of the Chair.

If members are unable to attend a meeting, they may choose to send a representative in their place. The Chair should be advised of their absence prior to the meeting.

Business operations

The Committee will meet at least once in the year following an election and at least twice in the 12 months before an election. Additional meetings may be held in the lead up to and during the election if required.

Meetings will preferably be held online and will run for a maximum of two hours.

Agenda papers will be provided at least five working days prior to the meeting.

The Deputy Electoral Commissioner will chair the meeting with secretariat support for the Committee provided by staff from Elections ACT.

Draft minutes will be circulated to members of the committee within two weeks of the meeting for comment. Any changes will be incorporated and a final version will be circulated to committee members within three weeks of the meeting. Minutes of the previous meeting will be attached to the agenda for the next meeting.

Secretariat

Secretariat support will be provided by staff of Elections ACT.

Code of conduct

All members will be considerate, respectful and open to different points of view.

Review and update

These Terms of Reference (TOR) will be reviewed periodically and updated at the end of each election year to ensure the relevance and alignment with future elections.

Membership payment

Where a member sits as a private individual, they may claim a membership payment.

Membership payment is \$75 per two hour scheduled meeting.