

Terms of Reference

ACT Disability Advisory Committee (DAC) 2016 – 2019

Background

The ACT Electoral Commission, known as Elections ACT, is an independent statutory authority responsible for conducting elections and referendums for the Australian Capital Territory Legislative Assembly. Elections ACT's mission is to provide the ACT community with high quality electoral services that ensure fair and open elections and referendums.

Elections ACT's guiding principles are: transparency, accessibility, impartiality, independence.

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 voters with disabilities. In doing so, the committee will take into account the National Disability framework and relevant ACT Government policy.

The role of the Disability Advisory Committee

The role of the committee is to meet regularly to advise the Electoral Commissioner on issues and strategies to ensure people with disabilities 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 disabilities in the ACT community;
- The 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 with disabilities

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 of the Disability Advisory Committee

Members are invited to join based on being representatives of organisations that are key stakeholders within the community of voters with disabilities and/or their ability to represent that community on a personal level through lived experience.

There is no set term for membership. However, the Commission will review membership every 2 years with the aim of achieving a membership that is genuinely representative of the community of voters with disabilities.

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.

Meetings

- The Disability Advisory Committee will meet at least once per year. Additional meetings may be held in the lead up to and during the ACT Legislative Assembly election if required.
- Agenda papers will be provided at least five working days prior to the meeting.
- The Deputy Electoral Commissioner will chair the meeting.
- Draft minutes will be circulated to members of the committee within 2 weeks of the meeting for comment. Any changes will be incorporated and a further draft will be prepared for review by the Chair. Final approved minutes will be circulated to committee members within 3 weeks of the meeting.
- Minutes of the previous meeting will be attached to the agenda for the next meeting.

Code of conduct

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

Administration

Where a member is a private individual, they may claim for reimbursement of reasonable public transport costs upon the presentation of documentation/receipts.

In instances where the member has any form of impairment that prevents them being able to access public transport, they may request cab charge vouchers to attend meetings. The member is to return the completed stubs to Elections ACT by mail, fax or scan/email.

Secretariat

Secretariat support will be provided by staff of the Electoral Commission.