

Date: 19 March 2026

# Disability Advisory Committee

Terms of Reference

# AEC Disability Advisory Committee

## Terms of Reference

### 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 consults and collaborates with the disability sector to understand issues for people with disability and their electoral participation.

### 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 is comprised of representatives from Australian peak disability organisations, invited by the AEC for the expertise and insights that they bring to advance accessibility in the electoral process. Membership aims, as far as practicable, to reflect the diversity of people with disability, including varied lived experiences, service sectors and advocacy perspectives.

ECANZ representatives also participate where their involvement supports the development and delivery of best practise inclusive electoral events.

Members may resign at any time by providing written notice to the AEC.

At the Chair's discretion, visitors or subject-matter experts may be invited to contribute to specific agenda items or activities.

To facilitate evidence-based planning and meaningful co-design opportunities, members will:

- share relevant updates, insights or work from their organisation or community that may help inform AEC planning
- provide feedback on AEC initiatives, pilots and products when requested
- participate in targeted consultations or working groups aligned with their expertise.

## 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 the Committee with ongoing reporting on accessibility and inclusion initiatives across the AEC, including updates on supports for electors with disability, associated outcomes, and progress achieved.

Following each federal electoral event (including elections and referendums), the AEC publishes a formal report detailing how the election was delivered, including operational performance, key statistics, challenges faced, and outcomes achieved. This report is made publicly available on the AEC website.

## Meetings

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

If a member is unable to attend a meeting, they may nominate a proxy to attend in their place.

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 may 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

While the Committee supports the AEC to advance accessibility, inclusion and participation in the electoral process for people with disability, some actions or recommendations may also be relevant to other ECANZ representatives. Implementation of, or responses to, these recommendations remain the responsibility of each individual ECANZ representatives. It is recognised that differing legislative and operational frameworks may limit the extent to which uniform implementation is possible.

## Committee contact

Enquiries should be directed to the contact officer:

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