



Access Committee Terms of Reference (2026–2030)

Vision

At Penrith City Council, we recognise the importance of making Penrith a place that is accessible and inclusive for all people, including those in our community who are living with disability

Aim

The Access Committee aims to provide a forum for community members with lived experience of disability to collaborate with Council so we can provide a high standard of access and social inclusion in the Penrith Local Government Area (LGA).

Objectives and strategies

1. To advise on Council policies and procedures to ensure that legislative requirements on access are considered in Council decisions and its operations.
2. To promote the Inclusive Design approach as a means to contribute to social inclusion.
3. To provide a link between Council and people in the community with disabilities.
4. To assist Council on strategic planning matters which can contribute to improved access and social inclusion for people with a disability.

5. To support Council in providing leadership for the broader community to achieve social inclusion of people with disability.

Membership

- Members are appointed for a period of up to 4 years.
- It is expected that there will be up to 8 community members selected.
- The selection criteria listed below will be used to assess expressions of interest from community members.
- Preference will be given to residents living in the Penrith LGA, persons who work or study in Penrith LGA and representatives from non-government organisations based in Penrith LGA.
- Nominations will be called via public notices and through local community networks (including local groups and services).
- If unsuccessful, applicants may be asked to go on an eligibility list in the event that a casual vacancy occurs during the term.

Selection criteria

- You identify as someone living with disability, caring for or supporting a person with disability or working in disability inclusion and access. We also value other elements of diversity (faith, culture, gender, etc.).
- An understanding of access and inclusion barriers in the community.
- A demonstrated capacity to seek out and engage with people living with disability, caring or advocating for someone with disability.
- Be a resident, work or study in the Penrith LGA.
- Provide a statement outlining the reasons why you want to be part of the Access Committee.
- Provide a list of skills, knowledge or experience you will bring to the Access Committee.

Operational guidelines

- The committee will be chaired by an elected member of Council. In the event that a councillor is not present, the Head of City Activation, Community and Place or their nominee shall chair the meeting.
- The committee will be serviced and administered by the City Activation, Community and Place department of Council.
- The committee will report directly to Council at the nearest possible Ordinary Meeting.
- The committee will meet up to 4 times per year.
- The City Activation, Community and Place department will organise orientation, training and planning sessions for members.
- On request, out of pocket expenses incurred by volunteer committee members may be reimbursed by Council, and transport provided to and from meetings, orientation sessions and other relevant events.
- Requests for support with childcare/respite care for the duration of meetings for parents and/or carers will be considered to ensure that the participation of those who represent the needs of children and/or adults with a disability is encouraged.
- If, during their term, a committee member is unable to continue to serve on the committee, then the casual vacancy will be filled from the eligibility list.
- Committee members are expected to attend at least 50% of Access Committee meetings each calendar year, with provisions in place for members to withdraw membership at any time should their circumstances change.