



Disability Lived Experience Advisory Panel (LEAP)

Terms of Reference

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Document control

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| Owner | Executive Director Disability Engagement and Stewardship | | |
| Custodian | LEAP Secretariat (Governance and Coordination Team) | | |
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Approvals

| Version | | |
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| 1 | 8 January 2025 | Executive Director Office of Disability |
| 2 | 4 May 2026 | Executive Director Disability Engagement and Stewardship |
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Purpose

Statutory Decision making Advisory Consultative

The purpose of the Disability Lived Experience Advisory Panel (LEAP) is to give advice from their personal lived experience that informs policy, strategy and program considerations within the Disability Division.

The LEAP supports the Division to empower the voice of people with disability. LEAP's lived experience advice will assist the Division to deliver targeted services and build a WA system that puts the rights of people with disability at its centre.

The LEAP was established in November 2024.

Scope

The LEAP will be invited to provide personal lived experience considerations on specific issues managed by Disability Division. This may include topics across disability policy, strategy, legislation and service delivery.

The LEAP is a non-statutory advisory body. It does not have legislated powers or delegated authority to make decisions or act on behalf of the State Government.

Objectives

Supported by the Secretariat and in consultation with key Disability Division staff, the LEAP will provide specific and timely advice on issues where it has a role in influencing change.

The LEAP will build the Division's internal lived experience engagement capability and provide evidence for best practice engagement processes. This will support broader consultation and co-design processes integral to ongoing disability policy work.

The LEAP will build the capacity of members to be lived experience leaders, with benefits for personal development and the broader disability community voice in Western Australia.

Principles

The LEAP will be guided by the following principles:

- Trauma-informed
- Culturally safe
- Accountable
- Empowering
- Respect
- Caring
- Inclusive
- Diversity
- Integrity
- Non-judgmental



Membership

Composition

The LEAP will have up to ten members, including the Chair. All members must have lived experience of disability. For LEAP, lived experience means having a disability, or playing an important unpaid role in the life of a loved one with disability. The majority of members should be people with disability.

The panel seeks to represent the diversity of Western Australia's disability community by including a wide range of lived experiences. This includes experiences shaped by different identities, life stages, communities, and engagement across multiple service systems.

Remuneration

LEAP members are remunerated per 'advisor' rates in line with the Department's Community Paid Participation Policy. The current rate for half-day (4 hour) engagements is \$200. This rate applies to LEAP meetings and includes 2 hours for pre-reading and preparation, and 2 hours meeting time. Out-of-session meetings are paid at the same rate.

Members may be reimbursed for reasonable out-of-pocket expenses directly related to participation in the LEAP, including:

- Support costs to participate in meetings
- Transport costs (taxis, parking etc.)

Proxies

Members are encouraged to attend all meetings; proxies are not permitted.

Term

For members other than the Chair, LEAP terms are two years, with the possibility of a one-year extension exercised at the discretion of the Disability Division. However, these terms are flexible based on the needs of the group and the individual member.

The Chair's term of appointment and remuneration will be determined by agreement with the Disability Division.

Roles and Responsibilities

Role of the Chair

The role of the Chair is to provide inclusive facilitation and leadership for the LEAP.

The Chair is responsible for:

- Ensuring the LEAP discharges its obligations under this Terms of Reference.
- Providing input on agendas and meeting papers as required.
- Opening meetings, introducing agenda items, delegating to others when required.
- Supporting members to keep discussions focused, constructive and within timeframes throughout the meeting.
- Encouraging the participation of all members in discussion.
- Ensuring meeting records properly reflect LEAP discussions.
- Dealing with conflicts of interest.
- Ensuring members are aware of the confidential nature of any documents, discussions or decisions as appropriate.
- Ensuring sufficient time is allowed at each meeting to deal with each agenda item and make a fully informed decision.
- Ensuring the LEAP is provided with adequate information in accessible formats,
- Meeting quarterly with the Chairs of similar lived experience and advisory groups within the Disability Division to share knowledge and address common issues.

Where the Chair cannot attend, they must nominate another appropriate LEAP member to act as Chair or the meeting should be rescheduled.

Role of members

LEAP member responsibilities are to:

- Contribute information about their lived experience from an individual perspective.
- Express the concerns of others who have similar experiences.
- Contribute an informed individual and community perspective to discussions.
- Participate in discussion respectfully, including being mindful of language and terminology.
- Follow LEAP's guiding principles by remaining caring, culturally safe, inclusive, trauma-informed, accountable, and non-judgemental.
- Participate actively and constructively in meetings.
- Make sure they are ready for meetings by reading agendas, papers and completing other preparation as needed.
- Consider and respond to out-of-session requests within the given timeframe.
- Request additional support from the Secretariat as required.
- Work together to make sure the LEAP is achieving its purpose and objectives.

- Follow the Public Sector Code of Ethics and Communities' Code of Conduct, including around confidentiality and conflicts of interest.

If a member does not meet their responsibilities, their term may be ended.

Role of the Secretariat

The Chair and the LEAP will be supported by a Secretariat from the Disability Division.

The Secretariat is responsible for:

- Scheduling meetings.
- Drafting agendas.
- Recording and sharing minutes.
- Preparing all papers according to these Terms of Reference.
- Progressing out-of-session items appropriately.
- Supporting the Chair to ensure discussion is accessible, inclusive and productive.
- Coordinating observers or guests to attend meetings if required.
- Communicating LEAP insights back to the relevant areas in the Disability Division.
- Providing feedback to LEAP on the outcomes of the panel's advice and any next steps.
- Providing accessible resources and papers to ensure participants can engage.
- Conducting accessible induction and capacity building to support members' participation as needed.
- Arranging pre-brief and post-brief meetings with participants who may require this additional support.
- Ensuring communications between meetings are accessible and include clear instructions for members.
- Updating other key stakeholders in the Division on LEAP activities.
- Ensuring the agenda, key documents, discussion papers and records of meetings are stored within Department of Communities' record management software.
- Ensuring members are paid for their time.

Guests and observers

Observers and guests are required to respect the requirements of the LEAP as directed by the Chair or members at the time and to declare any conflicts of interest. Guests may be invited to LEAP meetings, and it is the decision of the Chair if they remain for the entire discussion/meeting. Observers may occasionally attend to learn about lived experience engagement. Members should be notified of guests or observers attending prior to the meeting.

Meetings

Meetings will be run in a way that is focused, accessible and inclusive.

Unless otherwise required, each meeting will focus on one main topic, so discussions are not rushed or overwhelming.

An agenda and meeting papers will be shared in plain English and other accessible formats at least one week before the meeting. Meeting papers should include important information and discussion questions. This is an accessibility measure to ensure members have adequate time to process information and prepare responses.

Meetings will follow the agenda, and the Chair will clearly indicate when the discussion moves to a new item.

Most of the meeting time will be used for open discussion. Presentations by guests will be limited to 5–10 minutes wherever possible and will not include important new information.

Inclusive meeting practices

Meetings will follow recognised inclusive meeting practices to support people with cognitive disability and ensure everyone can participate equally. This includes:

- Using plain language, avoiding jargon, acronyms and complex wording.
- Speaking clearly and at a steady pace and allowing time for people to think and respond.
- Asking one question at a time and explaining ideas in small, clear steps.
- Ensuring only one person speaks at a time.
- Giving participants questions or topics in advance where possible.
- Not moving between topics quickly; ideas raised outside the agenda will be noted for later consideration.
- Speaking directly to participants, not to support people or interpreters.
- Treating all participants as equals, respecting lived experience and different views.
- Creating a safe environment where people feel comfortable to ask questions or disagree.
- Being mindful of power imbalances and actively inviting input from all members.

Inclusive participation tools – such as red, yellow and green cards – may be used to support understanding, questions and agreement.

Accessibility

All members will be requested to provide any access and inclusion requirements relevant to the role. The secretariat will assist and support reasonable adjustments as required.

The WA Government is committed to ensuring that all in-person and online meetings are accessible, for example by providing captioning and Auslan interpreting support.

Meeting papers will be provided in additional accessible formats to meet the needs identified by members. For example, Easy Read or screen-reader friendly formats.

Confidentiality

Members must follow confidentiality requirements per the Department of Communities' Code of Conduct. This means members must not disclose information from LEAP discussions or papers unless required to do so to meet agreed LEAP responsibilities.

The LEAP will be discussing personal lived experiences which may be of a sensitive nature. It is essential for all members to keep this information confidential. Any personal stories or comments from LEAP members used by the Disability Division will be deidentified to protect individual privacy. Members will be required to sign a confidentiality agreement.

Conflicts of Interest

Members must follow conflict of interest clauses per the Department of Communities' Code of Conduct. A declaration of conflict of interest is required where a member or guest has competing professional or personal interests, whether actual, potential or perceived. There will be a standing agenda item for all conflicts of interest.

The Chair will determine the appropriate action to manage the conflict (e.g. leaving the room for the relevant item).

Schedule and frequency of meetings

Regular LEAP meetings are held every 6 weeks, excluding December and January.

A calendar of regular meetings will be developed by the Secretariat/Chair at the beginning of the work period and circulated with LEAP members.

Extraordinary meetings may be called at the discretion of the Chair.

Members may be invited to attend up to two additional half-day out of session meetings per year. These will be for urgent work requiring specific expertise of LEAP members. Not all members need to be involved in every out of session meeting.

Attendance

The regular meeting location is Department of Communities' Walyalup (Fremantle) office.

Meetings will occasionally be held in the Department of Communities' Boorloo (Perth) office to support member attendance.

Members can attend meetings online via Teams but are encouraged to attend a majority of meetings in person to support group cohesion.

Up to two regional, rural and remote members will be reimbursed to travel to two meetings per year in person. Other attendance will be online via Teams.

It is expected that members will make every effort to attend all meetings. If a member is unable to attend this should be communicated to the Chair and Secretariat prior to the meeting. Frequent absences may result in ending a member's term.

Meeting records

Records of meetings are to be kept. Accessible versions will be made available at least 7 days before the following meeting.

The records must include:

- Date and time of the meeting.
- Attendees present.
- The group's key lived experience insights on the topic discussed.

Out of Session

Where an issue is urgent and requires LEAP input, papers may be circulated with the Chair's approval to members for consideration out of session.

Out of session communications will be limited and provided in accessible formats as required. The same confidentiality and conflict of interest requirements apply to items circulated out of session.

Members are requested to respond to out of session items within the given timeframe. Members may also contact the Secretariat out of session if they have further responses to items discussed in a LEAP meeting. The Secretariat will keep a record of all out of session items.

Reporting requirements

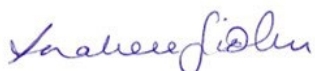
The Disability Division Deputy Director General and/or Executive Director Disability Engagement and Stewardship may at any time make a request of, or communicate with, the LEAP via the Secretariat. The LEAP is to consider and provide a response.

Review

The LEAP may be intermittently evaluated based on the requirements as outlined within these Terms of Reference. LEAP members will have the opportunity to contribute to any evaluation of the LEAP.

Approval

Approved by the Executive Director Disability Engagement and Stewardship.



Analiese Sidhu

A/Executive Director Disability Engagement and Stewardship

04 / 05 / 2026