



# Terms of Reference

## Disability Lived Experience Advisory Panel



Easy Read

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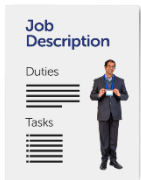
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## What LEAP does



LEAP is short for the Disability Lived Experience Advisory Panel.



LEAP gives advice about their **lived experience**.

Lived experience means the things you have been through in your life.



LEAP is a group of 10 people with disability and family members.



Department of  
**Communities**

LEAP gives advice to the Disability Division at the WA Government Department of Communities.



LEAP helps the Disability Division to include the voices of the disability community in our work.



LEAP members give advice about issues the Disability Division works on.



LEAP is a place where members can learn how to speak up.



LEAP does not make decisions for the WA Government.



LEAP members stay in the job for 2 years.

## Principles



**Principles** are rules for how we behave on LEAP.



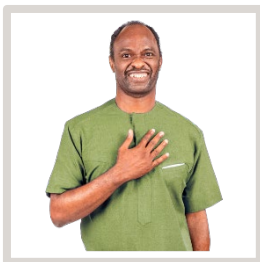
We are **trauma informed**.

Some people have been hurt badly in the past.

This means we help these people feel safe.



We help people from different cultures feel safe.



We are responsible for what we say and do.



We help people to speak up.



We show respect.



We are caring.



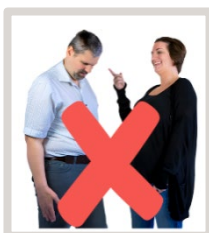
We include everyone.



We celebrate our differences.



We are honest.



We do not judge other people.

## LEAP jobs



### LEAP members

- Speak up about their life experiences



- Speak up for other people like them



- Listen to other ideas even if they don't agree



- Read the papers and plan what they want to say before meetings

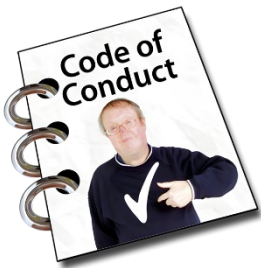


- Ask for support from us if they need it

## Follow government rules



Members must follow these 3 government rules.



1. **Code of Conduct** tells us the right way to act when we work for the Government.



2. **Confidentiality** tells us what information we must keep private or secret.



3. **Conflict of interest** is when we are honest about how a LEAP issue affects us in our own lives.

## The Chair job



The **Chair** is a special LEAP member who runs the meeting.

The Chair must



- Check the agenda is OK



- Keep everyone on time



- Make sure everyone gets to talk



- Make sure members understand

**Understand**



## The Secretariat job

The **Secretariat** is a group of workers at Disability Division who support LEAP.



The Secretariat must

- Organise meetings



- Send meeting papers



- Write meeting notes and send them to members



- Help the Chair make meetings go well

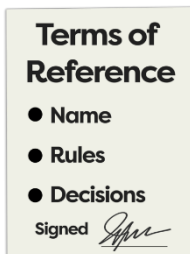
The secretariat must also



- Work together with other staff in the Disability Division on LEAP issues



- Support members and make sure everyone is included



Find out more about LEAP jobs in the big version of this document.

## Guests



Guests can visit LEAP meetings when they are invited.

They must follow the LEAP rules too.

## Meetings



LEAP meetings are once every 6 weeks.



Meetings are usually in Fremantle.



Sometimes meetings will be in Perth city.



Members should come to most meetings in person.



We will pay for 2 members who live far from the city to come to 2 meetings a year in person.



Members can join meetings online.



Each meeting has 4 hours work

- 2 hours to get ready for the meeting
- 2 hours at the meeting



Members are paid \$200 for each meeting.



Members cannot ask someone else to go to the meeting for them.



Members may go to extra meetings called **out of session meetings** twice a year.

## Support



Members can get the supports they need.

For example

- Easy Read
- Help to get ready for meetings



Members can bring a support person if they need.



Members can also get free counselling.



LEAP meetings are made to include everyone.

- We use easy words
- We talk about 1 big idea each meeting

## Who is responsible for LEAP



The bosses at Disability Division can ask LEAP for advice at any time.



LEAP will think about what they asked and decide what to say back.



The Disability Division may look at how well LEAP is going.

This is called an **evaluation**.



These terms of reference were approved by the Disability Division in May 2026.