



HEALTH COORDINATION COMMITTEE OF CABINET HANDBOOK

The Handbook is designed to assist officers to understand the Health Coordination Committee of Cabinet (HCCC) process and prepare papers for submission to the HCCC.

It is important that high standards are maintained. Submissions that do not comply with the required standards outlined in the Handbook will not be accepted.

As a Sub-Committee of Cabinet, the principles contained in the Cabinet Handbook apply.

Enquiries regarding the HCCC process or specific submissions should be directed to:

**Executive Government Services
Department of the Premier and Cabinet
Western Australia
Telephone (08) 6552 5666
Email cabinet@dpc.wa.gov.au**

HEALTH COORDINATION COMMITTEE OF CABINET PROCEDURES

Contents

1.	Membership.....	1
2.	Role	1
3.	Key Responsibilities.....	1
4.	Meeting times.....	1
5.	Reporting to Cabinet	2
6.	Deadlines for submissions	2
7.	Agenda.....	2
8.	Distribution of papers.....	2
9.	Attendance by officers at meetings	3
10.	Secretariat	3
11.	Presentation and assembly of documents	3
12.	Lodgment of HCCC submissions.....	5
APPENDIX A HCCC Submission Template		7

1. Membership

The Health Coordination Committee of Cabinet (HCCC) is a Committee of Cabinet with the following membership:

- Minister for Health; Mental Health (Chair)
- Minister for Health Infrastructure
- Minister for Aged Care and Seniors
- Minister for Preventative Health
- Minister for Medical Research

The Minister for Disability Services may attend as a member and consider items relevant to the Disability Services portfolio as determined by the Chair on an as needed basis.

2. Role

The role of the HCCC is to support the delivery and implementation of the Government's priorities, policies and reforms related to Western Australia's health system.

3. Key Responsibilities

The key responsibilities of the HCCC include:

- Overseeing the implementation of strategic health reforms and policies in Western Australia that improve the quality of service and experience across the entire lifecycle of a patient and all cohorts.
- Enhancing the development, training, and retention of the health workforce to ensure a skilled and sustainable health system.
- Overseeing the delivery and maintenance of health infrastructure to support service delivery, including the delivery of the new Women's and Babies Hospital.
- Promoting innovation and adoption of advanced digital technologies in the WA health system.
- Monitoring the performance of health services to ensure they meet the needs of the community.
- Facilitating collaboration and overseeing negotiations between the State and Commonwealth Government, particularly in regard to the new five year National Health Reform Agreement (NHRA) and to improve the interface of the WA health system with service systems that are the responsibility of the Commonwealth
- Supporting research and evidence-based practices to inform health policy decisions.

4. Meeting times

The HCCC will meet quarterly.

Regular meetings will be held in the Maali Room, Level 14, Dumas House, 2 Havelock Street, West Perth. Extraordinary meetings will be held wherever is considered appropriate in the circumstances.

5. Reporting to Cabinet

The deliberations of HCCC meetings are reported back to Cabinet by way of a submission. The recommendations of each HCCC meeting are incorporated into a Cabinet submission, prepared by Executive Government Services (EGS) under the signature of the Chair, requesting that Cabinet approve the recommendations contained in the minutes of the HCCC meeting.

HCCC recommendations will be relayed by EGS via excerpts of the relevant HCCC minutes and Cabinet Decision to the relevant Minister once Cabinet has approved the HCCC's recommendations.

6. Deadlines for submissions

All submissions must be received by EGS at least 10 working days prior to the meeting at which the matter is scheduled for consideration. Failure to comply with the 10-working day rule will, in the first instance, result in the Chair removing the item from the agenda and listing it on the next meeting's agenda.

Minister's seeking to retain an item on a specific HCCC agenda must accompany the submission with a written request (addressed to the Minister for Health; Mental Health as Chair) to waive the 10-working day rule. The request should outline the reason(s) for the urgency, as well as why the submission could not be lodged within the specified timeframes. The Chair will adjudicate on the inclusion of late items on the agenda.

7. Agenda

The Minister for Health; Mental Health, as Chair of the HCCC, sets the agenda and determines the relative priority of agenda items.

Agendas will be compiled from Ministerially endorsed submissions received by EGS that have been lodged in compliance with the 10-working day rule (see above).

All submissions are to be completed in accordance with the HCCC submission templates (Appendix A).

8. Distribution of papers

As well as HCCC members, others who receive agendas and papers are:

- Director General, Department of the Premier and Cabinet
- Director General, Department of Health
- Chief of Staff, Office of the Minister for Health; Mental Health
- Executive Director, Department of Health
- Social Policy Director, Office of the Premier
- Chiefs of Staff for member Ministers

9. Attendance by officers at meetings

- Director General, Department of the Premier and Cabinet
- Director General, Department of Health
- Chief of Staff, Office of the Minister for Health; Mental Health
- Executive Director, Department of Health
- Social Policy Director, Office of the Premier
- Chiefs of Staff for member Ministers
- Officers from other departments on an 'as required' basis on invitation

All attendees to HCCC meetings are subject to approval by the Chair. The Chair may determine which attendees are permitted to attend meetings in person or remotely, depending upon the circumstances.

Videoconferencing (e.g. Microsoft Teams) or telephone hook-ups may be used to connect HCCC members and invitees remotely to a meeting.

EGS will be responsible for issuing instructions for meeting attendance and ensuring participating members and invitees are fully prepared.

Members and invitees who have been permitted to participate virtually are to be reminded of the following security protocols:

- Meetings are subject to Cabinet confidentiality.
- Meeting invites are for invited attendees only and under no circumstances are to be copied or forwarded on to others without approval of the Chair.
- Meeting invitees are not to have anyone else in the room who has not been invited.
- Meetings are not to be recorded or screen captured.
- A secure internet connection must be used to dial meetings (i.e. public Wi-Fi cannot be used).

Mobile Phones & Portable Communication Devices

Convention requires any attendee at a Cabinet or Cabinet Sub-committee meeting to leave any mobile or portable communication devices, i.e. smartwatches, laptops etc, outside the room prior to the meeting.

10. Secretariat

EGS, within the Department of the Premier and Cabinet, provides secretarial and administrative support to the HCCC.

11. Presentation and assembly of documents

It is important that quality of presentation is maintained in HCCC submissions and that all submissions are consistent with the following guidelines.

- submissions must be printed single-sided on white A4 size paper;
- submissions should not be longer than eight (8) pages (excluding attachments); and

- the layout of the template must not be altered in any way, including deletion of headings. Where headings are not applicable, insert “Not applicable”.

Alternatively, digital submissions can be submitted in accordance with Cabinet Handbook protocols through established MS Team channels.

Number of copies

If lodging in hard copy, only the original HCCC submission should be delivered to EGS. The document(s) should be clipped together, **not stapled**.

If lodging a HCCC submission electronically with a digital signature, via MS Teams, a hard copy is not required.

Assembly of documents

Submissions should be assembled in the following order, working from the top down:

- Summary Sheet (Appendix A)
- Minute (Appendix B)
- Attachments (as required)

These documents together comprise a HCCC submission.

It is not necessary to send a covering memo with the submission, unless it provides additional information relating to the lodgement of the submission. Submissions should not be sent in plastic covers.

Print size and spacing

Except in pre-printed attachments, print size should not be smaller than 10 point or larger than 12 point and line spacing should be single on both the minute paper and any attachments.

Margins and page numbering

A 2cm margin should be allowed on the left hand side of each page. This is essential for the collation of papers.

Only the Minute should be page numbered (not the Summary Sheet). The page number should be shown at the bottom right hand corner of the page and be indicated as page 1 of 2 etc. Pages of the Minute should be numbered consecutively.

Colour Charts and Graphs

Please **do not** insert coloured charts and/or graphs within the body of the Minute, rather make reference to them as an Attachment.

Attachments

Supporting papers (maps, attachments, tables etc.) should be on A4 paper whenever possible and preferably an electronic version should be provided to EGS.

The set of attachments accompanying the original hard copy submission can be single or double sided, preferably in black and white, and unstapled. This need not apply where multiple copies are being provided (for large, coloured or bound documents).

All attachments should be clearly identified by number at the top right hand corner of the first page of the attachment. Attachments should also be paginated.

The attachments must also be identified in the body of the minute if they are to form part of the official record of the HCCC.

Submission Template

Minister for: list the Ministerial portfolio relevant to the submission.

Title of minute: Should be succinct and relevant. Written in **Bold** and **UPPERCASE**.

Purpose and Key Points: Should address the purpose, current status, work underway and other key points relevant to the submission.

Background: Should highlight relevant information which has contributed to the development of the submission.

Costing/Financial Implications: Please be aware that all submissions with financial implications will also need to be submitted to the Expenditure Review Committee for consideration.

Consultation: List government agencies and non-government organisations that were consulted in preparing the submission.

Recommendation: The recommendations in the Minute should be numbered (i.e. not in point form) and clearly state what the HCCC is being asked to do, ie, note/endorse/support.

Signature and date: The responsible Minister is to sign and date the submission. An unsigned or undated submission will not be processed. Copied/scanned signatures will not be accepted under any circumstances.

All headings must remain on the submission. If the heading is not applicable, leave the heading and insert the words "Not Applicable" under the heading.

12. Lodgment of HCCC submissions

All submissions to the HCCC must be Ministerially endorsed, addressed to the Minister for Health; Mental Health as Chair of the HCCC, and lodged with EGS either in hardcopy or electronically.

HCCC submissions signed with a digital signature should be lodged via MS Teams, no hard copy is required.

HCCC original hard copy submissions should be lodged with EGS at:

Executive Government Services
Department of the Premier and Cabinet
Level 3, 2 Havelock Street
West Perth WA 6005

Receipt of HCCC submissions will be acknowledged by EGS, however, the Minister for Health; Mental Health, as Chair of the HCCC, sets the agendas and determines the relative priority of the agenda items.

APPENDIX A

<h1>HEALTH COORDINATION COMMITTEE OF CABINET</h1>		Office Use Only
		Date Received:
TITLE OF SUBMISSION		
MINISTER'S NAME, TITLE AND RELEVANT PORTFOLIO		
PURPOSE (objective of proposal)		
COSTING/FINANCIAL IMPLICATIONS		
Is proposal covered by existing/approved forward estimates? <input type="checkbox"/> Yes <input type="checkbox"/> No		
HAS THE DEPARTMENT OF TREASURY AND FINANCE EVALUATED FINANCIAL IMPLICATIONS OF PROPOSAL?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
WHO HAS BEEN CONSULTED		
RECOMMENDATION		
SIGNATURE		DATE

MINISTER FOR ...

SUBMITS TO

CHAIR, HEALTH COORDINATION COMMITTEE OF CABINET

TITLE

PURPOSE AND KEY POINTS

BACKGROUND

COSTING/FINANCIAL IMPLICATIONS

Impact on State Finances	[current year] \$'000	[forward year 1] \$'000	[forward year 2] \$'000	[forward year 3] \$'000
Adjustment to Approved Expense Limit	-	-	-	-
General Government Net Operating Balance	-	-	-	-
Total Public Sector Net Debt	-	-	-	-
Additional FTEs	-	-	-	-
Cash at Bank	-	-	-	-
Other (<i>please specify</i>)	-	-	-	-
Additional Appropriation	-	-	-	-

Footnote: Above information verified by [Name], Chief Financial Officer, [Agency]

CONSULTATION

RECOMMENDATION

(signed)
HON
MINISTER FOR ...

DATE