



# **TOURISM INVESTMENT COMMITTEE OF CABINET HANDBOOK**

The Handbook is designed to assist officers to understand the Tourism Investment Committee of Cabinet (TICC) process and prepare papers for submission to the TICC.

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 TICC 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](mailto:cabinet@dpc.wa.gov.au)**

## Contents

1.	<b>Membership</b>	1
2.	<b>Role</b>	1
3.	<b>Key Responsibilities</b>	1
4.	<b>Meeting times</b>	1
5.	<b>Reporting to Cabinet</b>	1
6.	<b>Deadlines for submissions</b>	2
7.	<b>Agenda</b>	2
8.	<b>Distribution of papers</b>	2
9.	<b>Attendance by officers at meetings</b>	2
10.	<b>Secretariat and departmental support</b>	3
11.	<b>Presentation and assembly of documents</b>	3
12.	<b>Lodgment of TICC submissions</b>	5
	<b>APPENDIX A</b>	6
	<b>APPENDIX B</b>	7

## **1. Membership**

The Tourism Investment Committee of Cabinet (TICC) is a Committee of Cabinet with the following membership:

- Minister for Tourism (Chair)
- Minister for Sport and Recreation
- Minister for Regional Development
- Minister for Creative Industries
- Minister for Planning and Lands
- Minister for the Environment
- Minister for Aboriginal Affairs

## **2. Role**

The role of TICC is to support the efficient and effective delivery of tourism investment in Western Australia.

## **3. Key Responsibilities**

The key responsibilities of the TICC include:

1. providing strategic guidance and oversight of all major tourism attractions and infrastructure investment proposals, including establishing key Government priorities;
2. strengthening collaboration and coordination across agencies to drive timely delivery of approvals through government processes;
3. identifying and removing barriers to tourism investment; and
4. investigating potential legislative reforms to elevate and expedite government approvals and investment decisions.

## **4. Meeting times**

The TICC 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 TICC meetings are reported back to Cabinet by way of a submission. The recommendations of each TICC 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 TICC meeting.

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

TICC'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-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 TICC agenda must accompany the submission with a written request (addressed to the Minister for Tourism as Chair) to waive the 10-day working 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 Tourism, as Chair of the TICC, sets the agenda and determines the relative priority of agenda items.

Agenda items are compiled from:

- submissions referred for consideration by Cabinet;
- submissions in response to requests for information by the Expenditure Review Committee; and
- direct submissions from Ministers.

All submissions are to be completed in accordance with the TICC submission template.

## **8. Distribution of papers**

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

- Chiefs of Staff for member Ministers
- Director General DPC
- Other Directors General as determined by the Chair

## **9. Attendance by Ministerial and public sector officers at meetings**

All attendees to TICC 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 TICC 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**

Convention requires any attendee at a Cabinet or Cabinet Sub-committee meeting to leave any mobile or portable communication devices outside the room prior to the meeting.

## **10. Secretariat and departmental support**

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

## **11. Presentation and assembly of documents**

It is important that quality of presentation is maintained in TICC 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**

Only the original of the TICC submission should be lodged with Executive Government Services. The document(s) should be clipped together, **not stapled**. See separate details on supplying attachments.

## **Assembly of documents**

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

- Summary Sheet (Appendix A)
- Minute (Appendix B)
- Attachments (optional)

These documents together comprise a TICC submission.

It is not necessary to send a covering memo with the submission, unless it provides additional information relating to the lodgment 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.

The set of attachments accompanying the original 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).

**Ten (10) copies are to be submitted if the attachments are in bound form or cannot be reproduced easily on a photocopier.**

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 TICC.

## 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**.

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

**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.

**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 TICC submissions

All submissions to the TICC must be Ministerially endorsed.

The submission should be addressed to the Minister for Tourism, as Chair of the TICC, and lodged with Executive Government Services at:

Executive Government Services  
Department of the Premier and Cabinet  
Level 3, 2 Havelock Street  
West Perth WA 6005  
[Cabinet@dpc.wa.gov.au](mailto:Cabinet@dpc.wa.gov.au)

When Cabinet recommends that a submission it has considered be referred to the TICC, there is no need for Ministers to lodge the submission again with the TICC. Executive Government Services will manage the lodgment.

Receipt of TICC submissions will be acknowledged by Executive Government Services, however, the Minister for Tourism, as Chair of the TICC, sets the agendas and determines the relative priority of the agenda items.

## APPENDIX A

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



MINISTER FOR

SUBMITS TO

CHAIR, TOURISM INVESTMENT COMMITTEE OF CABINET

TITLE

RECOMMENDATION(S)

PURPOSE AND KEY POINTS

BACKGROUND

COSTING/FINANCIAL IMPLICATIONS

Impact on State Finances	[Current year] \$'000	[Forward Estimate year 1] \$'000	[Forward Estimate year 2] \$'000	[Forward estimate 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 ENTER (name, title, agency)

## **CONSULTATION**

**(signed)**  
**MINISTER FOR**

**DATE**