



SECURITY AND EMERGENCY COMMITTEE OF CABINET HANDBOOK

The Handbook is designed to assist officers to understand the Security and Emergency Committee of Cabinet (SECC) process and prepare papers for submission to the SECC.

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 SECC 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**

SECURITY AND EMERGENCY COMMITTEE OF CABINET PROCEDURES

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1. Membership

The Security and Emergency Committee of Cabinet (SECC) is a Standing Committee of Cabinet with the following membership:

- Premier (Chair); State Development; Trade and Investment; Economic Diversification;
- Minister for Emergency Services (Deputy Chair); Corrective Services; Defence Industries; Veterans; Racing and Gaming.
- Deputy Premier; Treasurer; Minister for Transport; Sport and Recreation.
- Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley
- Minister for Agriculture and Food; Fisheries; Forestry; Small Business; Mid West
- Attorney General; Minister for Commerce; Tertiary and International Education; Multicultural Interests.
- Minister for Energy and Decarbonisation; Manufacturing; Skills and TAFE; Pilbara
- Minister for Police; Road Safety; Tourism; Great Southern.
- Minister for Local Government; Disability Services; Volunteering; Youth; Gascoyne
- Minister for the Environment; Community Services; Homelessness
- Minister for Health; Mental Health.
- Any other Ministers invited by the Chair.

2. Role

The role of SECC is to support actions that enhance the security and emergency preparedness of the State of Western Australia, including with regards to defence-related matters.

3. Key Responsibilities

The SECC has preparedness and response responsibilities.

Preparedness

The SECC's preparedness responsibilities are ongoing and relate to the State's preparation for the prevention of, response to, and recovery from state security incidents (i.e. acts, or threats of action, that are state security-related) and emergencies, including security and emergency-related risks associated with defence matters.

In relation to preparedness, the SECC's responsibilities include:

- a) maintaining an awareness of Western Australia's security environment and hazard environment.
- b) maintaining an awareness of members' roles in the state security and emergency coordination arrangements, including through the Committee's participation in relevant exercises;
- c) assessing the suitability of Western Australia's state security and emergency related legislation;

- d) oversight of Western Australia's state security and emergency management capabilities and arrangements;
- e) maintaining an awareness of security and emergency risks associated with Western Australia's role in national defence matters;
- f) oversight of Western Australian Government-owned and/or operated critical infrastructure's engagement in national security and resilience-related activities, and awareness of Western Australian critical infrastructure preparedness and resilience; and
- g) providing direction to relevant State agencies on measures to enhance the State's security, taking account of relevant inter-jurisdictional arrangements including those related to defence matters, and those established under the *Intergovernmental Agreement on Australia's Counter-Terrorism Arrangements*.

For the purposes of the SECC, state security-related capabilities and arrangements include:

- a) prevention and mitigation measures, including:
 - i investigative capabilities;
 - ii the State's defence industry activities;
 - iii the State's countering violent extremism activities;
 - iv security and emergency management arrangements related to the State's engagement in defence matters.
 - v protective security measures at Government-owned and operated critical infrastructure and crowded places; and
 - vi actions that encourage the development and maintenance of protective security measures by non-government owners and operators of critical infrastructure and crowded places;
- b) incident response and consequence management capabilities and arrangements;
- c) recovery arrangements; and
- d) the interoperability of State agencies' capabilities with each other and with other jurisdictions.

Response

The SECC's response responsibilities are activated when a decision is made by the Premier to convene the SECC in relation to the occurrence or imminent occurrence of a state security incident or emergency, including an incident associated with defence matters.¹ This may be one that occurs in Western Australia, in another Australian jurisdiction or in an international jurisdiction.

The SECC supports the whole-of-government (WoG) response to an incident. Its response responsibilities include:

- a) agreeing a coordinated WoG media and public information strategy;
- b) providing policy advice to public authorities;
- c) overseeing any liaison with the owners and operators of critical infrastructure, defence-related facilities and crowded places; and

- d) coordinating communication between the State and other Australian governments in relation to any relevant strategic-level inter-jurisdictional considerations.²

The SECC **does not** direct the operational response to a state security incident or emergency. Management of the operational response to a state security incident or emergency is the role of the appropriate office-holder/agency (e.g. Commissioner of Police in relation to a terrorist-related incident).

1 Where the State Disaster Council is not established under the *Emergency Management Act 2005*.

2 For example, in relation to considering the requirement for any declaration of a National Terrorist Situation and contributing to the national strategy in a National Terrorist Situation.

4. Meeting times

In relation to its preparedness responsibilities, the SECC will ordinarily meet twice a year. The SECC may also have extraordinary meetings when required. In relation to its response responsibilities, the SECC will meet as required.

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

SECC recommendations will be relayed by Executive Government Services via excerpts of the relevant SECC minutes and Cabinet Decision to the relevant Minister once Cabinet has approved the SECC's recommendations.

6. Deadlines for submissions

Submissions are to be lodged with Executive Government Services 10 working days prior to each SECC preparedness meeting.

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. Ministers seeking to retain an item on a specific SECC agenda must accompany the submission with a written request (addressed to the Premier 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.

If the SECC is meeting in its response role, submission deadlines will be advised in accordance with the circumstances of the event.

7. Agenda

The agenda is set by the Premier as Chair.

SECC members wanting to add an item to the agenda should provide the title and a short description of the item to Executive Government Services who will then present them to the Chair for their consideration.

8. Distribution of papers

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

- Chief of Staff, Office of the Premier
- Deputy Chief of Staff, Office of the Premier
- Parliamentary Secretary to Cabinet
- Director General, Department of the Premier and Cabinet
- Deputy Director General, Intergovernmental Relations and Strategic Priorities, Department of the Premier and Cabinet
- State Security and Emergency Management Directorate, Department of the Premier and Cabinet
- Chiefs of Staff to SECC Ministers

9. Attendance by officers at meetings

- Parliamentary Secretary to Cabinet
- Director General, Department of the Premier and Cabinet
- Deputy Director General Intergovernmental Relations and Strategic Priorities, Department of the Premier and Cabinet
- Chiefs of Staff to SECC Ministers on an 'as required' basis on invitation
- Departmental officers on an 'as required' basis on invitation

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.

Sensitive Law Enforcement and National Security Information

If sensitive law enforcement and/or national security information is being considered by the SECC, the advisors permitted to attend discussions on these matters may be limited to those with the appropriate level of security clearance and/or who have a need to know.

If necessary, advisors attending SECC discussions may be required to sign nondisclosure agreements.

10. Secretariat and departmental support

Executive Government Services within DPC provides secretarial support to the Committee. The State Security and Emergency Management Directorate within the Department of the Premier and Cabinet (DPC) provide SECC with policy advice to assist with the decision-making process.

11. Presentation and assembly of documents

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

Paper

- 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 of the SECC submission should be lodged with Executive Government Services. The document(s) should be clipped together, **not stapled**.

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 SECC 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 a high resolution electronic version should be provided to EGS.

The set of attachments accompanying the original submission can be single or double sided, preferably in black and white and unstapled.

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 SECC.

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 SECC is being asked to do, ie, note/endorse/approve.

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. Lodgement of SECC submissions

All submissions to the SECC must be Ministerially endorsed.

The submission should be addressed to the Premier, as Chair of the SECC, 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

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

Receipt of SECC submissions will be acknowledged by Executive Government Services. However, the Premier, as Chair of the SECC, sets the agenda and determines the relative priority of the agenda items.

13. DPC Minutes (Appendix C)

DPC Minutes differ from a normal submission in that they can only be used by DPC and only require the approval of the DPC Director General.

The use of DPC Minutes is authorised for those agenda items which:

- are not politically contentious;
- do not involve sensitive material; or
- do not relate to the State Government’s priorities or election commitments.

APPENDIX A

SECURITY AND EMERGENCY COMMITTEE OF CABINET	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, SECURITY AND EMERGENCY 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)
HON
MINISTER FOR

DATE

DPC MINUTE TO THE SECURITY AND EMERGENCY COMMITTEE OF CABINET (SECC) MEETING OF (INSERT DATE)

TITLE

PURPOSE AND KEY POINTS

BACKGROUND

COSTING/FINANCIAL IMPLICATIONS

Impact on State Finances	[Current year] \$'000	[Forward Estimate year \$'000 ^{1]}	[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

RECOMMENDATION

That the SECC:

SECURITY AND EMERGENCY COMMITTEE OF CABINET PROCEDURES DURING EMERGENCY SITUATIONS

The procedures outlined in this appendix are to be read in conjunction with the Security and Emergency Committee of Cabinet Handbook. They are to apply as advised by the Premier and govern a business continuity and/or State of Emergency scenario.

State of Emergency Declaration - establishment of the State Disaster Council

If a State of Emergency is declared, a State Disaster Council (SDC), chaired by the Premier, is established under Section 63 of the *Emergency Management Act 2005* (the Act).

If a State of Emergency is declared by the Minister under the Act and an SDC is established, the membership of the SDC may mirror that of the SECC, if convened. As such the Premier may determine to run the SECC and the SDC concurrently.

Where an SDC is established, Executive Government decisions would continue to be made by the SECC and may take effect prior to endorsement by Cabinet.

In accordance with Subsection 63(8) of the Act, an SDC will cease to be established as determined by the Premier.

SECC/SDC Procedures Under a Business Continuity or State of Emergency Scenario

The SECC/SDC will convene meetings as required under the direction of the Chair.

Meetings will be held in the Maali Meeting Room, Level 14, Dumas House, 2 Havelock Street, West Perth, or an appropriate alternative location in the circumstances.

The Chair may direct that the SECC meet at a different venue and at different times than stated in the SECC Handbook.

Executive Government Services at the Department of the Premier and Cabinet (DPC) will continue to provide secretarial and administrative support, including notetaking, in liaison with the State Security and Emergency Management Directorate, DPC.

Executive Government Services will be responsible for arranging meeting invites and will immediately notify all attendees and stakeholders via email of any changes as soon as they occur.

Meeting Attendance

All attendees to SECC/SDC 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 SECC/SDC members and invitees remotely to a meeting.

Executive Government Services will be responsible for issuing instructions for meeting attendance and ensuring participating members are appropriately briefed.

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.
- No-one other than invited attendees may attend or listen to meetings.
- Meetings are not to be recorded or screen captured.
- A secure internet connection must be used to dial-in to 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.

Under exceptional circumstances in a business continuity or state of emergency scenario, Ministers and Commissioners attending meetings in person may be granted permission by the Chair to maintain possession of their mobile phones to allow for communication with staff while the meeting is in progress.

Decisions and Actions

Decisions and actions are to be treated as decisions of a Cabinet Subcommittee (the SECC) and have effect when endorsed by the Parliamentary Secretary to the Cabinet (i.e. may take effect prior to endorsement by Cabinet).

The decisions and actions of the meeting, as approved by the Parliamentary Secretary to the Cabinet, will be distributed by Executive Government Services to meeting attendees as soon as possible after each SECC/SDC meeting.

Minutes

The deliberations of SECC/SDC meetings are reported back to Cabinet by way of a Cabinet submission, under the signature of the Premier, requesting that Cabinet approve the recommendations contained in the Minutes of the SECC/SDC meeting at the earliest opportunity.