



**Australian Government**  
**Department of Health**

Ministerial Submission – Standard

Version (1)

Date sent to MO:25/03/2022

**RECEIVED**

29 MAR 2022

Parliamentary Section

To: Minister Hunt

cc: Assistant Minister Coleman

**Subject: Approach to developing national guidelines to include social and emotional wellbeing indicators in early childhood health checks**

**Critical date: 8 April 2022 to commence funding and activity before the end of 2021-22.**

**Recommendation/s:**

1. Agree to the Department engaging the National Mental Health Commission to lead the development of the national guidelines.

s22

- 2.

1. Agreed/Not agreed/Please discuss

2. Agreed/Not agreed/Please discuss

Signature .....

Date: 28/3/2022

Media Release required? YES/ NO

Comments:

Contact Officer:	Matthew Short	Acting Assistant Secretary, Mental Health Services Branch, Mental Health Division	Ph: (02) 6289 s22
Clearance Officer:	Mark Roddam	First Assistant Secretary, Mental Health Division	Ph: (02) 6289 s22

**Issues:**

1. In the 2021-22 Budget, \$0.5 million was provided over two years (2021-22 to 2022-23) to develop national guidelines to support states and territories to include social and emotional wellbeing indicators in early childhood health checks.
2. The Department seeks your approval to engage the National Mental Health Commission (NMHC) to lead this work. Christine Morgan, CEO of the National Mental Health Commission has agreed for the NMHC to undertake this work pending ministerial approval.
3. The NMHC is ideally positioned to lead this work given their recent role engaging and consulting with the mental health sector and jurisdictions in the development of the National Children's Mental Health and Wellbeing Strategy.

s22

7. The Department will continue to maintain visibility of the work through regular engagement with, and updates from, the NMHC.

s22

**Election Commitments / Budget Measures:**

In the 2021-22 Budget, you announced funding of \$0.5 million over two years (2021-22 to 2022-23) to develop national guidelines to support states and territories to include social and emotional wellbeing indicators in early childhood health checks.

s22

**Consultations:**

The Mental Health Division Finance Business Partner, the National Mental Health Commission and the Procurement Advisory Services were consulted in the preparation of this submission.

#### MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING IN RELATION TO THE PROVISION OF SERVICES TO DEVELOP THE NATIONAL GUIDELINES.

Between

**Commonwealth of Australia** as represented by the Department of Health  
ABN 83 605 426 759

and

National Mental Health Commission  
ABN 83 537 016 476

File reference: <sup>A</sup>[Insert reference](#)<sup>A</sup>

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## MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING IN RELATION TO THE PROVISION OF SERVICES TO DEVELOP THE NATIONAL GUIDELINES.

### Date

This Memorandum of Understanding (MOU) is dated ^day(numeric) month(name) year(numeric) in full^.

### Parties

This MOU is made between the following parties:

1. **Commonwealth of Australia as represented by the Department of Health**  
ABN 83 605 426 759  
Sirius Building, 23 Furzer Street, Phillip ACT 2606 (Health)
2. **National Mental Health Commission** ABN 83 537 016 476  
Level 29, 126 Phillip Street, Sydney, 2000 (the Commission)

### Context

This MOU is made in the following context:

- A. The parties have agreed to enter into this Memorandum of Understanding (MOU) to set out the terms and conditions of the operational and funding arrangements for the delivery of the Activity.
- B. The Activity implemented under this MOU will be agreed in writing between the parties in Schedule 1 under this MOU.

### 1. Interpretation

#### 1.1. Effect of this Memorandum of Understanding

- 1.1.1. The parties agree that this MOU is not intended to create legal obligations between them, and that its sole purpose is to set out the basis upon which the Activity will be performed. However, the parties will act and cooperate in good faith in accordance with the terms of this MOU.
- 1.1.2. Nothing in this MOU affects each party's existing obligations to comply with applicable Commonwealth, State or Territory policies and legislation.

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## 1.2. Definitions

1.2.1. Unless the contrary intention appears a term in bold type has the meaning shown opposite it:

<b>Activity</b>	means the Activity described in Item 1 of Schedule 1
<b>Business Day</b>	means a weekday that is not a public holiday in the Australian Capital Territory.
<b>Completion Date</b>	47C, 47G
<b>Contact Officer</b>	for a party means the person specified under clause <u>2.52-7</u>
<b>Fees</b>	the fees specified in Item 3 of Schedule 1
<b><u>Intellectual Property</u></b>	<u>means business names, copyrights, patents, trademarks, service marks, trade names, designs and similar industrial, commercial and intellectual property.</u>
<b>Term</b>	refers to the period described in clause 2.1.

## 1.3. Interpretation principles

1.3.1. In this MOU, unless the contrary intention appears:

- a. words importing a gender include any other gender;
- b. words in the singular include the plural and words in the plural include the singular;
- c. clause headings are for convenient reference only and have no effect in limiting or extending the language of provisions to which they refer;
- d. words importing a person include a partnership and a body whether corporate or otherwise;
- e. a reference to dollars is a reference to Australian dollars;
- f. a reference to any legislation or legislative provision includes any statutory modification, substitution or re-enactment of that legislation or legislative provision;
- g. if any word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning;
- h. a reference to an Item is a reference to an Item in the Schedule;
- i. the Schedule and any Attachments form part of this MOU;
- j. if any conflict arises between the terms and conditions contained in the clauses of this MOU and any part of the Schedule (and Attachments if any), the terms and conditions of the clauses prevail;

- k. if any conflict arises between any part of the Schedule and any part of an Attachment, the Schedule prevails; and
- l. a reference to writing is a reference to any representation of words, figures or symbols, whether or not in a visible form.

#### **1.4. Variations**

- 1.4.1. Any variation to this MOU will be agreed in writing and signed by both parties.

### **2. Activity**

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#### **2.1. Term**

- 2.1.1. The terms of this MOU commence on the date it is signed by both parties and unless terminated earlier,<sup>47C, 47G</sup>
- 2.1.2. The Term of this MOU may be extended by either party giving the other party written notice at least 60 days before the Completion Date.

#### **2.2. Description of Activity**

- 2.2.1. The Activity under this MOU is delivering on the 2021-22 Federal Government budget commitment to develop national guidelines to include social and emotional wellbeing indicators in early childhood health checks, so any emotional difficulties can be identified early and in a nationally consistent way.
- 2.2.2. A more detailed description of the Activity is set out in Item 1 of Schedule 1.

#### **2.3. The Commission's performance of the Activity**

<sup>47C, 47G</sup>



47  
C,  
47  
G

—

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## 2.4. Joint responsibilities and cooperation

47C, 47G

2.5. Resolving disputes

2.5.1. s47C

Assistant Secretary, Mental Health Services Branch

matthew.short@health.gov.au

(02) 6289 s22

Deputy CEO, National Mental Health Commission

s22 @mentalhealthcommission.gov.au

(02) 6289s22

s47C

2.6. Engagement of contractors to perform responsibilities under this MOU

2.6.1. s47C

2.6.2. 47C, 47G

**2.7. Contact Officers**

2.7.1. Health's Contact Officer for this MOU is:

Contact Name & Position: s22  
Director, Perinatal and Child Mental Health  
Section  
Telephone: s22  
Email: s22 @health.gov.au

2.7.2. The Commission's Contact Officer for this MOU is:

Contact Name & Position: s22  
Director, Priority Populations  
Telephone:  
Email: s22 @mentalhealthcommission.org.au

2.7.3. Either party may change its Contact Officer by giving written notice to the other party.

**3. Financial arrangements and contributions**

**3.1. Payments**

47C, 47G













s47C

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## SCHEDULE 1 MOU DETAILS

### 1. Activity see clause 2.2

47C, 47G

#### 1.1. Commencement and completion dates

The Activity will commence on **execution of this agreement** and be completed by <sup>47C, 47G</sup>

#### 1.2. Activity goals and objectives

1.2.1. There are three components to this Activity.

1.2.2. Components One and Two are to be completed first and the outcomes of which will inform Component Three.

47C, 47G









547C

**3. Fees and allowances**  
**see clause 3**

47C, 47G

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s47C

*The Department of Health  
ABN: 83 605 426 759  
Sirius Building, Woden, Canberra ACT  
Notice Details: Attention <sup>s22</sup> Director, Perinatal and Child Mental  
Health Section, Mental Health Services Branch*

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Signed as a Memorandum of Understanding

Signatures

SIGNED for and on behalf of )  
Commonwealth of Australia as )  
represented by the Department of )  
Health ABN 83 605 426 759 by:

^Name of signatory^

Signature

In the presence of:

^Name of witness^

Signature of witness

SIGNED for and on behalf of National )  
Mental Health Commission ABN 83 )  
537 016 476 by: )

^Name of signatory^

Signature

In the presence of:

^Name of witness^

Signature of witness

From: RODDAM, Mark <[Mark.Roddam@health.gov.au](mailto:Mark.Roddam@health.gov.au)>

Sent: Friday, 4 March 2022 1:47 PM

To: <sup>s22</sup> [@MentalHealthCommission.gov.au](mailto:@MentalHealthCommission.gov.au)>

Cc: <sup>s22</sup> [@MentalHealthCommission.gov.au](mailto:@MentalHealthCommission.gov.au)>; RISHNIW, Tania  
<[Tania.Rishniw@health.gov.au](mailto:Tania.Rishniw@health.gov.au)>; SHORT, Matthew <[Matthew.Short@health.gov.au](mailto:Matthew.Short@health.gov.au)>; <sup>s22</sup>  
[@health.gov.au](mailto:@health.gov.au)>; <sup>s22</sup> [@health.gov.au](mailto:@health.gov.au)>

Subject: FW: Draft email for Mark to send to the NMHC - national child guidelines [SEC=OFFICIAL]

Hi <sup>s22</sup>

As discussed, I'd like to gauge your interest in the Commission leading a piece of work on child mental health checks.

In the 2021-22 budget, the government committed \$0.5 million over two years (2021-22 to 2022-23) to develop national guidelines to support states and territories to include social and emotional wellbeing questions/indicators in early childhood health checks. <sup>s22</sup>

s47C and s47G

## Background

s22

## Timeframes

s47C and s47G

. We anticipate this work would be undertaken over the next 18 months<sup>s47C and s47G</sup>

s22

Many thanks  
Mark

## **Mark Roddam**

First Assistant Secretary – Mental Health Division



Primary and Community Care Group  
Australian Government Department of Health  
T: 02 6289<sup>s22</sup> | E: [mark.roddam@health.gov.au](mailto:mark.roddam@health.gov.au)  
Location: <sup>s22</sup>  
GPO Box 9848, Canberra ACT 2601, Australia

Executive Assistant | <sup>s22</sup>  
P: 02 6289<sup>s22</sup> | E: <sup>s22</sup> [@health.gov.au](mailto: @health.gov.au)

*The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.*