

**Health and Wellbeing Check for Three Year Olds Expert Group  
Meeting 1  
2 December 2011  
DRAFT MINUTES**

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**Date:** Friday, 2 December 2011  
**Time:** 10.00am- 4.00pm  
**Venue:** Scarborough House, Level 1, Conference Room 2,  
Department of Health and Ageing, Canberra

**Members:**

Professor Frank Oberklaid (Chair)  
Dr Elisabeth Murphy (Deputy Chair)  
Professor Stewart Einfeld  
Professor Lyn Littlefield  
Dr Michael Fasher (present 10:00am-1:00pm)  
Dr Elspeth McInnes  
Dr Jan Pratt  
Dr Cathrine Neilsen-Hewett  
Professor Sue Kruske (present 10:00am-2:00pm via teleconference)  
Ms Christine Long, APHDPC representative (via teleconference)

**Department of Health and Ageing:**

Ms Georgie Harman, First Assistant Secretary, Mental Health and Drug Treatment Division  
Mr Shane Porter, Assistant Secretary, Medicare Financing and Analysis Branch  
Ms Tracy Thompson, Director, Medicare Financing and Analysis GP, Nursing and Midwifery  
Section

**Apologies:**

Professor Helen Milroy  
Ms Pam Cahir  
Ms Suzy Saw

**Secretariat – Australian Government, Department of Health and Ageing, Child Mental  
Health Section:**

Ms Renaye Lucchese, Director  
Mr Bruce Hogbin, A/g Assistant Director  
Ms Karen Dobinson  
Ms Natalie Bortolotto  
Mr Peter Varley

The meeting commenced at 10:10am.

## ITEM 1. ADMINISTRATION MATTERS

### Item 1.1 Welcome, Introductions and Apologies

- The Chair welcomed members and advised of apologies.
- The Chair introduced himself and his field of expertise and invited members and Departmental representatives to introduce themselves.
- Professor Einfeld requested that a list of Government officers supporting the group be provided to members.

#### Decision/s:

- Members **NOTED** the attendance, apologies and expertise/background of members and guests at the meeting.

#### Action/s:

- Secretariat to provide members with a list of Government officers supporting the group.

### Item 1.2 Conflicts of Interest and Confidentiality

- Ms Georgie Harman, First Assistant Secretary, was invited to speak to the issue of conflicts of interest and confidentiality. Ms Harman spoke about potential conflicts of interest that may relate to the provision of funding/procurement for the work of the group, and asked members to err on the side of caution and declare potential conflicts. Ms Harman then invited members to raise any potential conflicts of interest.
- The Chair declared potential conflicts of interest he may have regarding the work that Centre for Community Child Health has undertaken in this area. He stated that the Centre may be interested in applying for funding to undertake work associated with the three year old health check. Members were advised that the Chair had provided written advice to the Department of Health and Ageing about these conflicts of interest.
- Members were advised that a Deputy Chair has been appointed to help mitigate these concerns, to allow the Chair to absent himself from relevant discussions.
- Professor Littlefield declared a conflict of interest may arise if the Australian Psychological Society should seek funding to undertake the mapping exercise and/or training. At this point she was not sure if that would be the case.
- It was noted that members would be asked about conflicts of interest at each of the meetings.

#### Decision/s:

- Members **NOTED** the conflicts of interest declared by members.
- Members **NOTED** the Deed of Confidentiality.

#### Action/s:

- Members to keep the group informed of any conflicts of interest which may arise.

- The issue will be revisited at each meeting of the Expert Group.

### **Item 1.3 Draft Terms of Reference**

- The Chair introduced the Terms of Reference, advised they were in draft form, and sought comment from members.
- There was discussion on the use of the term 'assessment instrument'. There was agreement that the description 'instrument' would be more accurate.
- Professor Littlefield advised she was not sure about the terminology 'stepped mental health' and would like to see a broader term used in the Terms of Reference.
- Ms Harman pointed out that the draft Terms of Reference have been endorsed by Minister Butler and encouraged the group to focus on the work the Minister has set. Ms Harman advised the group that she is happy to take suggestions for changes to the draft Terms of Reference
- The Deputy Chair recommended removing the reference to the National Framework for Universal Child and Family Health Services from item 3 as this document is not in the public domain.

#### **Decision/s:**

- Members **NOTED** the draft Terms of Reference.
- Members **AGREED** to amend the draft Terms of Reference.

#### **Action/s:**

- To propose amendments to the draft Terms of Reference as follows:
  - remove 'assessment' and leave as 'instrument' from item 1, Objectives and Responsibilities;
  - remove 'stepped mental health care packages' and replace with 'mental health services' from item 1, Objective and Responsibilities;
  - remove the reference to the 'National Framework for Universal Child and Family Health Services' from item 2, Objectives and Responsibilities; and
- Secretariat to submit the amended draft Terms of Reference to Minister Butler for approval.

## **ITEM 2. MENTAL HEALTH REFORM PACKAGE 2011-2012**

- Ms Harman provided an overview of the 2011 Federal Budget, *Delivering National Mental Health Reform* Package, outlining six priority areas of the package.
- Ms Harman suggested, with the Chair's agreement, to invite representatives of FaHCSIA to sit in as observers on future meetings. The Chair also suggested that representatives of DEEWR should also be included and that representatives could also be invited to present.
- Professor Einfeld stated that a lot of work has not been conceived with children in mind and that it would be interesting to map possible links between existing initiatives and what could be included under work for the Health and wellbeing check for three

year olds. The Chair flagged that this point could be noted for further discussion or included in the group's recommendations to Government.

- Professor Einfeld noted DoHA's investment in developing a single national e-mental health portal to provide online training and support to professionals in the mental health field. Professor Einfeld suggested there may be opportunity to collaborate on this project in the development of the training package for the Health and Wellbeing Check for Three Year Olds.

**Decision/s:**

- Members **NOTED** the Mental Health Reform Package 2011-12.
- Members **NOTED** the work currently being undertaken by DoHA to develop a national e-mental health portal, and the potential for collaboration in the development of the training package for the health and wellbeing check.

**Action/s:**

- Secretariat to invite representatives of FaHCSIA and DEEWR to attend as observers and to present at the next meeting.

**ITEM 3. CHILD MENTAL HEALTH SURVEY**

- The Chair advised members that due to the apology from Ms Suzy Saw, the Child Mental Health Survey will be included on the next meeting agenda.

**Decision/s:**

- Members **NOTED** an apology from Ms Saw.

**Action/s:**

- Ms Saw will be invited to present on the Child Mental Health Survey at the next meeting of the Expert Group.

**ITEM 4. MEDICARE HEALTHY KIDS CHECK**

**Item 4.1 Discussion: Medicare Healthy Kids Check**

- Mr Shane Porter gave a presentation on the Medicare Healthy Kids Check (HKC), aimed at four year old children.
- Mr Porter advised that the purpose of the check was a basic health check, to ensure that children were healthy, fit and ready to learn for school.
- Dr Fasher requested a copy of the table displaying the uptake of the HKC. Mr Porter agreed to distribute the presentation to members following the meeting.
- Mr Porter advised that funding for the four year old health check will continue until the expanded check is available.
- The Deputy Chair suggested that a communications strategy be considered, so that consumers and health providers are well informed of the transition from the four year old to the three year old health check.

**Decision/s:**

- Members **NOTED** the requirements of the existing HKC.

**Action/s:**

- Secretariat to circulate copies of the HKC power point presentation slides to members out-of-session.
- Secretariat to circulate a summary of state and territory activities under the HKC Implementation Plan (National Partnership Agreement), to members out-of-session.

**ITEM 5. BACKGROUND TO THE NATIONAL CHILD HEALTH AND DEVELOPMENT CHECK**

- The Chair gave a presentation on work carried out by the Centre for Community Child Health (CCCH) on the feasibility of a National Child Health and Development (NCHD) check.
- Members were provided with hard copies and the Chair advised that electronic versions will be distributed to members out-of-session.
- Ms Long indicated that there was a formal response to the report by the Child Health and Wellbeing Subcommittee (CHWS). The Deputy Chair asked if Ms Long was able to circulate the report on behalf of CHWS.

**Decision/s:**

- Members **NOTED** the two papers prepared by the CCCH.

**Action/s:**

- Secretariat to circulate the two papers developed by the CCCH by email to members out-of-session for discussion at the next meeting.
- The Chair to present further information on the health domains of the proposed NCHD check at the next meeting.
- Ms Long to provide, on behalf of the CHWS, the CHWS's response to the proposed NCHD check for consideration by the group.

**ITEM 6. WORK PLAN**

- The Chair introduced the draft Work Plan and noted the agenda paper provided. There was consensus that discussion of the content and development component of the emotional wellbeing and development check would be postponed until the next meeting.

**Item 6.1 National Mapping Exercise**

- The Chair introduced the mapping exercise as a point of discussion.
- There was significant discussion around the focus of the mapping exercise, including:
  - what services should be mapped;

- whether it should be a mapping of local or national services;
  - if the mapping should only include mental health services; and
  - how much detail for local services should be included.
- Ms Harman suggested that the mapping service would allow professionals who had undertaken an assessment to refer to relevant services if required.
  - The Deputy Chair commented that the Expert Group needs to know what is included in the expanded health check before decisions are made about the mapping exercise.
  - It was suggested that a representative of the National Health Call Centre Network be invited to speak to the next meeting of the Expert Group.
  - Ms Harman suggested that an outline could be drafted to illustrate how quickly the group can move through each step of the mapping exercise. This will assist in determining when the work will be able to be completed.

#### **Item 6.2 Development of the Training Package**

- Members identified key issues and aspects to be considered in developing a training package, including:
  - the length and complexity of the training, with particular reference to longer training being harder for clinicians to take time off to attend;
  - whether training will be able to be offered online, and if online training is appropriate for all aspects of a check. This includes the issue of whether online training is used by all clinicians;
  - whether there will be an accreditation system with incentives for GPs to complete the training;
  - how long will the check take and how long will the child or parents be present in the room.
- It was noted that it is difficult to design the training package without knowing the content of the check.

#### **Decision/s:**

- Members **AGREED** to postpone the discussion of the expansion of the tool until the next meeting.
- Members **AGREED** to decide on an outline with milestones for the mapping exercise before commencing work.

#### **Action/s:**

- Secretariat to provide the group with further information on the call centre model(s) prepared by Victoria and Queensland.
- Secretariat to invite the National Health Call Centre Network to present to the Group.
- Secretariat to draft an outline for the Group's consideration.

## **ITEM 7. OTHER BUSINESS AND NEXT MEETING**

- The Chair advised members of the time constraints of the work of the group and suggested two days for the next meeting in early February, preferably Thursday and Friday.
- The Chair indicated that meetings will most likely be held in 2012 in the months of February, April, June, and August if required.

**The meeting closed at 3:20pm.**

### **List of acronyms**

APHDPC	Australian Population Health Development Principal Committee
APS	Australian Psychological Society
CCCH	Centre for Community Child Health
CHWS	Child Health and Wellbeing Subcommittee
CMHS	Child Mental Health Stakeholder Group
COAG	Council of Australian Governments
DEEWR	Department of Education, Employment and Workplace Relations
DoHA	Department of Health and Ageing
FaHCSIA	Department of Families, Housing, Community Services and Indigenous Affairs
GP	General Practitioners
HKC	Healthy Kids Check (Medicare)
NCHD	National Child Health and Development Check