

# HealthylivingNT

## Staff Meeting Minutes

Tuesday 1 June 2021 @ 3pm

**Present:** Anne, Mary, Anissia, Karen, Donna, Chrissie, Shani, Leanne, Laila, Danielle, Mengying

**Apologies:** Amelia, Jodie

**Accept Previous Minutes:** Shani, Chrissie

**Previous Action items:**

### Business Arising

All Staff	HR partner process circulated enter receipts	Completed
All Staff	Reminder current hotspots and issues	Continuing
All Staff	HLNT tag line suggestions on whiteboard.	In progress
Tammy	UPS batteries on back order available July 2021	In progress

### General Business

- HR Partner staff need to upload documents – categorise where they go – Tammy & Shani.
- Shani finalising Roster for next 6 months and loading it up.
- HR Partner everyone is entering receipts and following processes.
- HR modules to be uploaded staff documents and set renewal alerts for card updates.
- Note any issues with HR Partner in register located O drive HR Partner  
<O:\HR Partner\HR Partner Issues Register.xlsx>

### Corona Virus (COVID19) Issues

- Updates current hot spots in Melbourne and Victoria – ensure ask if have been to Victoria.
- Check NT Government COVID app open to ensure you can check hotspots and CHO directives.
- Note CHO directions circulated 27 May 2021.
- Continue contact lists and COVID regular cleaning regimen and current screening information.

### Quality

- Document control register and procedure review for next Quality meeting Monday 21 June 2021.
- HLNT tag line like staff suggestions on whiteboard to be taken to Board meeting.
- Improvements to HR Partner system for Quality refer HR issues register.

# HealthylivingNT

- **Status of Staffing** – Psychologist position outstanding. Diabetes Alice Springs and Cardiac Rehab positions in Darwin outstanding.
- **Staff Movements** – Mary away Friday and Monday this week.
- **Drivers Licence** – All driver's license current.
- **Ochre card** – Ochre Card update within 3 months of due date as it takes that long.
- **Healthy Living News and Territory Way** – TW 144 to be packed tomorrow.  
TW 145 articles list for September issue circulated <O:\TERRITORY WAY\Territory Way 145 September 2021\Proposed Articles Territory Way 145 2021.xlsx>
- **Social media** – Please send any items through to Jodi.
- **Monthly Activities** – enter all activities including external into TM2.
- **OH&S issues/Building Issues** – action for Anne to remind Tony about tiles on ceiling/roof.
- **Risk Assessment** – Reminder use two people to move Zoom screen; need sleeve for long HTML cable as Zoom screen.

## Alice Springs Business

- Any issues in Alice Springs.
- Donna has had a lot of complaints about Novo pens have been breaking.

## Alice Springs log off

- 3.30 pm

## Darwin Business

- July delivery UPS battery replacements on back order – Darwin and Alice Springs.

## New Action item

Name	Action	Status
All Staff	Reminder to use 2 people when moving large Zoom screen	
Anne	Remind Tony about tiles replacement of ceiling tiles/roof	

## Meeting closed

- 4.15pm

## Next meeting

15 June 2021

# HealthylivingNT

## Staff Meeting Minutes

Tuesday 15 June 2021 @ 3pm

**Present:** Anne, Mary, Leanne, Tammy, Chrissie, Anissia, Karen, Shani, Amelia

**Apologies:** Mengying, Annette, Laila, Danielle, Jodie, Donna.

**Accept Previous Minutes:** Leanne, Mary

### Previous Action items:

#### Business Arising

All Staff	Reminder to use 2 people when moving large Zoom screen	In progress
Anne	Remind Tony about tiles replacement of ceiling tiles/roof	In progress
Tammy	UPS batteries on back order available July 2021	In progress

#### General Business

- NDSS agreement Dept Health and Diabetes Australia roughly 5% reduction in funding annually. Centralised services, Digital services – national consistency taskforce over next 12 months to change services.
- Late July, NDSS registrations will be centralised including bulk registrations, although face to face registrations will continue to be of benefit to our clients.
- NDSS fact sheets not in budget and to come from NSW, will continue to try for funding for these.
- PHN has issued new guidelines – including mandatory reporting child abuse/protection. Ensure also report domestic violence, be aware of reporting formally.
- Commonwealth tender 0-5 Nutrition program for childcare centres.
- HR Partner staff need to upload documents; designate area for credentialing, certificates etc – Thursday. How long can leave open in advance - 12 months.
- Note any issues with HR Partner in register located O drive HR Partner  
<O:\HR Partner\HR Partner Issues Register.xlsx>
- Enter Christmas leave for next 6 months.

#### Corona Virus (COVID19) Issues

- Updates current hot spots – Melbourne Victoria.
- Check NT Government COVID app to ensure you can check hotspots and CHO directives.
- Continue contact lists and COVID regular cleaning regimen and current screening information.

#### Quality

- Document control register and procedure review for next Quality meeting Monday 21 June 2021.
- HLNT tag line to be taken to Board meeting 19 June 2021.
- Improvements to HR Partner system for Quality refer HR issues register.

# HealthylivingNT

- **Status of Staffing** – Psychologist position an offer of employment made for 6 month contract. Diabetes Alice Springs and Cardiac Rehab positions in Darwin outstanding.
- **Staff Movements** – Mary away following Friday and Monday.
- **Drivers Licence** –All driver's license current.
- **Ochre card** – Ensure update Ochre Card within 3 months of due date.
- **Healthy Living News and Territory Way** – TW 145 articles due for September issue.
- **Social media** – Please send any items through to Jodi.
- **Monthly Activities** – enter all activities into TM2.
- **OH&S issues/Building Issues** – reminder tiles on ceiling/roof. Two more tables Training room.
- **Risk Assessment** – Reminder use two people to move Zoom screen; need sleeve for long HTML cable Zoom screen.

## Alice Springs Business

- Alice Springs – Donna unwell.
- Alice Springs Zoom Room groups are in TM2 and rosters.

## Alice Springs log off

- 3.50pm

## Darwin Business

- July delivery UPS battery replacements on back order.
- Indigenous Resources to be revised with new HLNT logo.

## New Action item

Name	Action	Status
All Staff	Enter Christmas leave	Ongoing
All Staff	Be aware PHN mandatory reporting update on guidelines	Ongoing
Admin	NDSS changes in registrations; to be centralised July 2021	July 2021

## Meeting closed

- 3.50 pm

## Next meeting

**CANCELLED 29 June 2021**