

HealthylivingNT

Staff Meeting Minutes

Tuesday 8 February 2022 @ 3pm

Present: : Anne, Mary, Tammy, Leanne, Janice, Danielle, Jodie, Melanie, Anissia, Chrissie, Karen

Apologies: Shani, Mengying, Sharron

Accept Previous Minutes: Mary, Anne

Previous Action items:

Business Arising

Name	Action	Status
All Staff	Remain aware current travel restrictions, vaccination requirements and mask wearing.	Ongoing
All Staff	All staff to answer phones if they hear it ring	Ongoing
All Staff	As people get boosters please inform Shani	Ongoing
Shani	First Aid and CPR training due for educators	Ongoing
Educators	Continue Mental Health screening for referral	Ongoing

General Business

- [Business Continuity plan updated with Zoom](#) dial in via mobile 3CX SIP.
- Staff to continue Mental Health screening for referrals.
- Remote trips are as advised – Chrissie
- Phone issue updates – all have been looked at except headphones – make Resource stand alone.
- FBT end year 31 March 2022 use FBT up; no FBT last pay end of March can put into Super.
- Laptops HP – need dongles as problems not hot spotting! Is this a security issue?
- Reminder to continue with service referral and spreadsheet for Mental Health.

Corona Virus (COVID19) Issues

- Updated CHO directions - Booster shots mandated
- See Anne stock of masks for Staff N95 or P2 masks for workplace
- If sick or have any signs of a cold or COVID symptoms, do not come into the office. If you are well enough to work but still have symptoms, contact your manager for work from home options.
- If you have been COVID positive, Healthy Living NT will require a negative RAT test the day prior to return to work. If unable to purchase a RAT test, advise your manager.
- **Remote service delivery as advised** - Bio security zones in place. Check current requirements for each clinic one week prior to visit; both NT CHO and individual clinic procedures need to be followed – permits, RAT tests etc.
- Cleaning regime update with some different products.

Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- Businesses, workers or community members can collect Rapid Antigen Tests for free from NT
- Booster shots mandated, so please ensure you get boosters

HealthylivingNT

Quality

- Quality meeting Monday 14 February 2022
- 7th Edition standards V1.1 have now been released.

Standing Items (Items include webpage, IT, HR, Policy & Procedure reviews)

- **Status of Staffing** –Alice Springs positions several enquiries, PHN to provide part time psychologist, Advertised for new HPM.
- **Staff Movements** – Sharron will be going down regularly to Alice Springs. Annette still doing lot of Alice Springs work.
- **Drivers Licence** – check driver's license current and send to Shani.
- **Ochre card** – Ensure update Ochre Card within 3 months of due date.
- **Healthy Living News & Territory Way** –TW 147 articles in editing rounds. HL enews draft. TW147 enews draft.
- **Social media** – Please send any items to Daniel – Healthy lunch box week!
- **Monthly Activities** – enter all activities with times and details TM2 database.
- **OH&S issues/Building Issues** – still issues with ceiling leaks.
- **Risk Assessment** – check COVID testing, travel restrictions and safety protocols.
- **Ensure after groups** – Clean up after each group, reminder safety and COVID protocols.

Alice Springs Business

- Mobile Office phone – not available.
- Log off 3.50pm

Darwin Business

- New roof leaks along back wall Admin side ongoing.
- Scales need to be recalibrated.
- Need new items first aid kits and resuscitation.
- New resource on website Lets Get Going! And next enews!

New Action item

Name	Action	Status
Admin	Scales recalibrated	Ongoing
Admin	Check and update first aid kits and resuscitation equipment	Ongoing
Admin	3CX phone issues	Ongoing
Educators	To complete First Aid and CPR training	Ongoing
All Staff	As people get boosters please inform Shani	Ongoing
Shani	Update dongles for remote use with laptops	Ongoing
Shani	First Aid and CPR training due for educators	Ongoing

Meeting closed

- 3.50pm

Next meeting

22 February 2022