

# HealthylivingNT

## Staff Meeting Minutes

Tuesday 21 February 2023 @ 3pm

**Present:** Anne, Mary, Chrissie, Mengying, Shani, Anissia, Andrea, Jenon, Evelyn,

**Apologies:** Anna, Lee-Ann, Laila

**Accept Previous Minutes:** Anne, Mary

### Previous Action items:

#### Business Arising

Name	Action	Status
Education Team	Health Promotion Checklist for Communities	Completed
Education Team	Clinical Governance Policy to Education Meeting	Completed
Education Team	Clinical Incident reporting – complete form for any incident	Completed
All Staff	Fill out forms for any product usage	Completed
Darwin staff	Clean up in kitchen	Completed
Darwin staff	Keep Consult 6 free for Endocrine Clinic	Completed

#### General Business

- Communication and handling of the Diabeteshelp inbox referrals and emails– to be referred onto the Education meeting.
- FBT year last pay 30 March – check Paywise email, may be able to buy an FBT card to take any excess funds. Issues or queries to Mary.
- Information scanned to Shani and into her tray.
- Scam emails into junk email folder.
- Staff and education meeting scheduled meetings in Zoom.
- Staff entitled to 10 annual paid days of domestic violence leave, to be noted as special leave and involve mandatory reporting – policy and information to be circulated.
- Check 3CX phone app is on.

#### Corona Virus (COVID19)

##### HLNT current policies through to June 2024

- Gov has released 3 dose or 5 COVID vaccine available to all, also can get at same time as flu vax.
- Recommended to get flu vax – any cost incurred can be reimbursed with receipt.
- Also send through to Shani for upload to HR partner.
- HLNT policy is COVID vax highly recommended for staff and no longer mandatory.
- HLNT continues to have duty of care to ensure COVID screening processes remain in place
- Close contacts staff need to advise manager prior to coming into office and have a negative rat test everyday prior to coming into office.
- If unwell please stay home for 7 days and test.
- Cleaning regime to stay in place – weekly surface spray to continue, wipes and hand sanitiser.

# HealthylivingNT

## Quality

- Quality next meeting **Monday 27 February 2023 – are we having any more Quality meeting?**
- Policies for review [..\Documents Review Staff Meetings](#)

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

- **Status of Staffing** –New staff welcome - Andrea Rossides part-time private dietetic service two days per week Consult 8. Anissia relocating to Port Augusta in March. Andrea will commence full time dietitian position, with Laila taking on more clinical work. Looking at additional part-time HP activity person to work with Lee Ann.
- **Drivers Licence** – check driver’s license is current, provide copy to admin.
- **Ochre card** – Ensure update Ochre Card within 3 months of due date.
- **Healthy Living News & Territory Way** –Editorial rounds started TW151
- **Social media** – send any items to Lee Ann images into folder [O:\IMAGES\Social Media](#)  
Using doc template [O:\IMAGES\Social Media\Template Social media image and caption.docx](#)
- **Monthly Activities** – enter remote trips and all activities with times and details in TM2 database.
- **OH&S issues/Building Issues** – Two new air cons installed next Monday, a further issue with aircon in Consult 2 which also needs to also be replaced.
- **Ensure after groups** – clean up after each group, safety protocols remain in place.

## Alice Springs Business

- Security door issues from underground car park.
- Janice unable to return to work full time at moment, next review 24 February with a gradual return to work.
- Haley will have her baby induced 13 March.
- 3.50pm log off.

## Darwin Business

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## New Action item

### Meeting closed

Name	Action	Status
All Staff	<a href="#">Paywise</a> FBT year last pay 30 March – can purchase card	Ongoing
Education Meeting	Diabeteshelp inbox referrals and emails	Ongoing
All Staff	Check 3CX phone app is on	Ongoing

**Log Off:** 3.50 pm

## Next meeting

**7 March 2022**