

# HealthylivingNT

## Staff Meeting Minutes

Tuesday 25 January 2022 @ 3pm

**Present:** Anne, Mary, Tammy, Leanne, Janice, Danielle, Jodie, Melanie, Anissia, Mengying, Sharron

**Apologies:** Chrissie, Lalia, Amelia

**Accept Previous Minutes:** Mel, Anissia

### Previous Action items:

#### Business Arising

Name	Action	Status
All Staff	Remain aware current travel restrictions, vaccination requirements and mask wearing.	Ongoing
All Staff	Ensure all enabled for Zoom contact in case of lockdown scenario.	Ongoing
All Staff	As people get boosters please inform Shani	Ongoing

#### General Business

- Business Continuity plan update with Zoom for contact instead of Redback at 9am all can dial in via mobile 3CX via SIP.
- Updated COVID 19 safety plan submitted and updated cleaning plan – circulated?
- All staff to answer phones if they hear it ring
- Additional ringing lunch room and resource PC, check headsets are ringing as well – follow up with Mark Area9. Space between leaving message – External issues Sharron’s mobile still not ringing on 3CX Android – are updates affecting connections?
- New NDSS access point in Casuarina – Shani will do a paragraph and image for TW.
- First Aid and CPR training due for educators – Shani is booking.
- Staff to continue Mental Health screening for referral.
- Discussion of update Whats On poster presentation – everyone to do some input!

#### Corona Virus (COVID19) Issues

- Updated CHO directions 6 January 2022 [CHO DIRECTIONS EXERT JANUARY 2022.docx](#)
- 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** 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.

#### Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- Businesses, workers or community members can collect Rapid Antigen Tests for free from NT
- Recommended to get Booster vaccination.

# HealthylivingNT

## Quality

- Review of policies following updated documents in **Staff Meeting 2022 folder**
- [G0015 HLNT Occupational Office Health Safety 1221 V9.0 FINAL Combined.pdf](#)
- HLNT Corporate Governance Statement Updated 1221 V9.0
- Clinical Governance Policy 1221 V4
- Cultural Safety Policy 122021 V2.0
- Cybersecurity Policy and Procedures 1221 V5.0
- HLNT Employee and Contractor Privacy Policy 1221 V1.0
- HLNT Legislative Compliance Register V5.0 1221
- HLNT Privacy Policy 1221 V8.0
- January meeting cancelled – next Quality meeting Monday 14 February 2022

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

- **Status of Staffing** – Laila on holidays, Alice Springs positions – still no interest, Julia's position not refunded. In March PHN will be providing a part time psychologist, Karen to restart 5 February. Advertised for part time HPM.
- **Staff Movements** – Amelia full time work Diabetes in Schools and Jodie with projects. Sharron in Alice Springs next week.
- **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.
- **Social media** – Please send any items through to Jodie.
- **Monthly Activities** – enter all activities with times and details TM2 database.
- **OH&S issues/Building Issues** – 8 lights out in ASP office.
- **Risk Assessment** – check COVID testing, travel restrictions and lock out protocols.
- **Ensure after groups** – Clean up after each group, reminder safety and COVID protocols.

## Alice Springs Business

- No business
- Log off 4pm

## Darwin Business

- Front door fixed!
- New roof leaks along back wall Admin side
- Electricians Thursday fix power point in Heart Foundation office

## New Action item

Name	Action	Status
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
All Staff	All staff to answer phones if they hear it ring	Ongoing
Educators	Continue Mental Health screening for referral	Ongoing

## Meeting closed

- 4.10 pm

## Next meeting

**8 February 2022**

# HealthylivingNT

## Staff Meeting Minutes

Tuesday 11<sup>th</sup> January 2022 @ 3pm

**Present:** Janice, Shani, Chrissie, Mengying, Laila, Anissia, Sharron

**Apologies:** Leanne, Amelia, Mary, Anne, Tammy, Mel

**Accept Previous Minutes:** Chrissie, Anissia

### Previous Action items:

#### Business Arising

Name	Action	Status
All Staff	Remain aware current vaccination requirements.	Ongoing
Education Staff	Remain aware of travel restrictions and rapid testing requirements.	Ongoing
All Staff	Ensure all enabled for Zoom contact in of lockdown	Ongoing
Shani	HR Partner reports	Ongoing

#### General Business

- [New 3CX phone system reminder to pick up button for ringing calls and able/disable phone app.](#)
- [All staff to answer phones if they hear it ring](#)
- 2022 Reports through HR partner – Shani

#### Corona Virus (COVID19) Issues

- Close contact (resides with infected - in contact for over 4 hours indoors with infected - informed by NTG they are a close contact)
- Updated CHO directions 6 January 2022 [CHO DIRECTIONS EXERT JANUARY 2022.docx](#)
- Review of COVID19 safety plan
- Anyone with cold/flu symptoms, stay home at get a RAT

#### Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- Businesses, workers or community members can collect Rapid Antigen Tests for free from NT
- Recommended to get Booster vaccination.

#### Quality

- Quality meeting Monday 24 January 2022

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

- **Status of Staffing** – Psychologist funding not extended.
- **Staff Movements** –
- **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 due January 2022.
- **Social media** – Please send any items through to Jodie.
- **Monthly Activities** – enter all activities with times & details TM2 database.
- **OH&S issues/Building Issues** – 8 lights out in ASP office.

# HealthylivingNT

- **Risk Assessment** – check COVID testing, travel restrictions and lock out protocols.
- **Ensure after groups** – Clean up after each group, reminder safety and COVID protocols.

## Alice Springs Business

### Alice Springs log off

- 3:59pm

## Darwin Business

- Any lockdown contact will be via Zoom.

### New Action item

Name	Action	Status
All Staff	Remain aware current travel restrictions, vaccination requirements.	
All Staff	Ensure all enabled for Zoom contact in of lockdown	
All Staff	Send through new COVID-19 certificates after boosters	
Chrissie	Update COVID-19 safety plan and cleaning schedule	
All Staff	Review format of What's on poster	

## Meeting closed

- 3:59pm

## Next meeting

**25 January 2022**