

HealthylivingNT

Staff Meeting

Tuesday 8 March 2022 @ 3pm

Present: Anne, Tammy, Laila, Anissia, Leanne, Sharron, Melanie, Mary, Janice.

Apologies: Chrissie, Karen, Shani, Danielle, Mary

Accept Previous Minutes: Leanne, Melanie

Previous Action items:

Business Arising

Name	Action	Status
All Staff	Replace small scales	Received
Chrissie/Mel/ Dietitians	Check and update first aid kits and resuscitation equipment, Melanie following up. HPM to update first aid HPM kit	Ongoing
Educators	First Aid and CPR training	Ongoing
Shani	How to transfer phone calls for staff	Ongoing
Chrissie	Follow up wifi availability Palmerston clinic.	Ongoing

General Business

- FBT 31 March 2022 reminder to use up your FBT. No FBT for last end pay FBT year. Mary will speak to all who have not maxed out their salary sacrifice.
- Stocktake on Surface Pros – down one surface pro. Look at remote use capacity surface pros.
- Loan switch is labouring – new switch is due mid-March.
- TM2 issues with server connection. Anne to contact UK parent company tonight. Address problem continue with spreadsheet and Central for groups. Copying to individual and into Outlook diary.
- Diabetes, Food, Cardiac, Diabetes 2 – Outlook

Corona Virus (COVID19) Issues

- Updated CHO directions - Booster shots mandated.
- Anne masks for Staff N95 or P2 masks for workplace for another 2 weeks.
- CHO directions masks for Health care centres and recommended for clients for Big Rivers area. HLNT will continue with its current mask policy for staff in the office, combined with continued hand hygiene and infection controls such as cleaning. Wearing of masks by clients will be strongly recommended and we may need to update SMS messages accordingly.
- Screening to continue with contractors.
- Updated COVID remote Work plan circulated.

Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- Businesses, workers or community can collect Rapid Antigen Tests for free NT Health – East Arm
- Booster shots mandated, so please ensure you get your boosters.

HealthylivingNT

Quality

- Quality meeting Monday 14 March 2022
- Cardiac representative to join Quality group - Melanie.
- 7th Edition V1.1 standards are available refer to printed packs <O:\QUALITY\Quality 2021-2023\1.1-1 QIC Health and Community Service Standards 7th Edition Version 1.1 .pdf>

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

- **Status of Staffing** – Alice Springs positions several enquiries, new HPM Lee-Ann Reader starting 14 March and Office assistant Anna Tran 22 March
- **Staff Movements** – Sharron and Laila will be there on Monday 14 March.
- **Drivers Licence** – check driver's license current and send to Admin.
- **Ochre card** – Ensure update Ochre Card within 3 months of due date.
- **Healthy Living News & Territory Way** –TW 147 enews draft, HL enews sent, next TW148 planning complete – articles due April.
- **Social media** – send any items to Danielle.
- **Monthly Activities** – enter all activities with times and details TM2 database.
- **OH&S issues/Building Issues** – more issues with ceiling leaks in training store room.
- **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

- Issue with NDSS supplies ordered but delivered to Darwin
- Compounded with slow mail deliveries to Alice Springs
- 3.40pm Log off

Darwin Business

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New Action item

Name	Action	Status
Tammy	Set up temporary alternative dairy system	Completed
Admin/Educators	System temporary diary appointments	In progress
Tammy	TM2 issues	In progress
Admin	NDSS order delivery to Alice Springs	In progress
Melanie/HPM	First aid kits and resuscitation equipment HPM to update first aid HPM kit	In progress
Educators	First Aid and CPR training	In progress
Shani	How to transfer phone calls for staff	In progress

Meeting closed

- 3.50pm

Next meeting

22 March 2022

HealthylivingNT

Staff Meeting Minutes

Tuesday 22 March 2022 @ 3pm

Present: Mary, Anna, Anne, Shani, Mel, Lee-Ann, Anissia, Janice, Chrissie

Apologies: Karen, Mengying, Laila, Leanne, Tammy, Sharron

Accept Previous Minutes: Chrissie, Mel

Previous Action items:

Business Arising

Name	Action	Status
Tammy	Set up temporary alternative dairy system	Completed
Admin/Educators	System temporary diary appointments	In progress
Tammy	TM2 issues	In progress
Admin	NDSS order delivery to Alice Springs	In progress
Melanie/HPM	First aid kits and resuscitation equipment HPM to update first aid HPM kit	In progress
Educators	First Aid and CPR training	In progress
Shani	How to transfer phone calls for staff	In progress

General Business

- Mary will send an email about final pay FBT 31 March 2022 reminder to use up your FBT.
- Shani update vaccine register as booster shots mandated.
- TM2 issues occurring with
- 2021 Performance Report close to finalisation.
- Grant Healthy Lifestyle program \$30,000 at Bagot and Knuckeyes Lagoon – Lee Ann.
- COVID inspection – required additional signage.
- Board looking at HLNT Strategic Goals in April. All Staff asked to contribute any comments.

Corona Virus (COVID19) Issues

- Updated CHO directions.
- Anne masks for Staff N95 or P2 masks for workplace for another 2 weeks.
- CHO directions masks for Health care centres and recommended for clients for Big Rivers area. HLNT will continue with its current mask policy for staff in the office, combined with continued hand hygiene and infection controls such as cleaning. Wearing of masks by clients will be strongly recommended and we may need to update SMS messages accordingly.
- Screening to continue with contractors.
- Updated COVID remote Work plan circulated.

Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- Businesses, workers or community can collect Rapid Antigen Tests for free NT Health – East Arm
- Booster shots mandated, so please ensure you get your boosters.

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Quality

- Quality next meeting Monday 11 April 2022
- Staff discussion HLNT Strategic Goals 2021-24 [HLNT strategic goals 2021-24.pdf](#)
- 7th Edition V1.1 updated standards further discussion [O:\QUALITY\Quality 2021-2023\1.1-1 QIC Health and Community Service Standards 7th Edition Version 1.1 .pdf](#)

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

- **Status of Staffing** – Welcome new HPM Lee-Ann Reader and new Office assistant Anna Tran
- **Staff Movements** –
- **Drivers Licence** – check driver's license current and send to Admin.
- **Ochre card** – Ensure update Ochre Card within 3 months of due date.
- **Healthy Living News & Territory Way** – TW148 planning articles due 4 April.
- **Social media** – send any items to Danielle and Lee Ann added to FB
- **Monthly Activities** – enter all activities with times and details TM2 database.
- **OH&S issues/Building Issues** – check ceiling leaks in training store room due for insect spray and RACE aircondition clean.
- **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

- pm Log off

Darwin Business

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New Action item

Name	Action	Status
Admin/Educators	System temporary diary appointments – TM2	In progress
Tammy	TM2 issues with upgrade to be resolved	In progress
Admin	NDSS order delivery to Alice Springs	In progress
Melanie/HPM	First aid kits and resuscitation equipment HPM to update first aid HPM kit	In progress
Educators	First Aid and CPR training	In progress
Shani	How to transfer phone calls for staff	In progress
Dietitians	Check Hypo kit	

Meeting closed

- 3.40 pm

Next meeting

5 April 2022