

HealthylivingNT

Staff Meeting Minutes

Tuesday 21 March 2023 @ 3pm

External Staff: Zoom Staff Meetings use Meeting ID: 858 7573 0829 Passcode: 090395

Present: Ann, Chrissie, Mary, Shani, Mengying, Janice, Laila, Andrea, Helen, Karen, Mel, Anna, Carolyn.

Apologies: Lee Ann, Kaye, Jenon, Evelyn.

Accept Previous Minutes: Andrea, Anne

Previous Action items:

Business Arising

Name	Action	Status
Education Meeting	Diabeteshelp inbox referrals and emails	Completed
Staff	3CX sheet on how to answer messages and missed calls.	Ongoing
All Staff	Quality – evidence submissions into O drive	Ongoing

General Business

- FBT expenditure prior to the end of 31 March 2023
- Statistics please ensure record updates to sheets – TM2 and Statistics sheets, client's Cardiac group etc re Cardiac and Diabetes meetings on statistics. Ensure any activities are recorded including incidental. Ensure statistics are recorded into Central.
- Internal door fixed front reception.
- Heart Foundation to move out next two weeks – IT to be dismantled after that move.
- Ensure send certificates for training etc to Shani.

Corona Virus (COVID19)

HLNT current policies through to June 2024

- Gov has released 3 dose or 5th COVID vaccine available to all. April can also get flu vax at same time.
- Recommended to get flu vax – any cost incurred can be reimbursed with receipt.
- Also send through report 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 you have COVID please stay home for 7 days and test.
- Cleaning regime to stay in place – continue weekly surface spray, wipes and hand sanitiser.

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Quality

- Quality self-assessment completion 30 April 2023
- On-site assessment 8-9 June 2023 in Janice and Helen diaries; awaiting time table for interviews with staff.
- Passed our NADC qualification, still awaiting certificate.
- Any policies for review can be accessed [..\Documents Review Staff Meetings](#)

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

- **Status of Staffing** – Part-time HP activity person advertised to work with Lee Ann interviews later this week. Aboriginal Health Practitioner position interview tomorrow.
Alice Springs –Samantha working part time. Janice is on part time return to work. Evelyn on holidays for 6 weeks.
- **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** –TW151 packed Thursday and HL March enews sent. Next edition articles **due 5 April**.
- **Social media** – items to Lee Ann images into the folder [O:\IMAGES\Social Media](#)
Using doc template [O:\IMAGES\Social Media\Template Social media image and caption.docx](#)
- **Monthly Activities** – enter all activities with times and details in TM2.
- **OH&S issues/Building Issues** – internal door fixed.
- **Ensure after groups** – clean up after each group, safety protocols remain in place.

Alice Springs Business

- Helen is back at work.
- Security door remains locked in underground car park. Has this not been resolved.

Darwin Business

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New Action item

Meeting closed

Name	Action	Status
Staff	3CX sheet on how to answer messages and missed calls.	Ongoing
All Staff	Quality – evidence submissions into O drive	Ongoing
Education Staff	Statistics updates	Ongoing

Zoom Staff Meetings use Meeting ID: 858 7573 0829 Passcode: 090395

Log Off:3.38 pm

Next meeting

4 April 2022

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Staff Meeting Minutes DRAFT

Tuesday 7 March 2023 @ 3pm

Present: Anne, Mary, Tammy, Evelyn, Karen, Kaye, Andrea, Mel, Beverly, Janice, Haley

Apologies: Chrissie, Mengying, Anissia, Jenon, Anna, Helen

Accept Previous Minutes: Kaye, Andrea

Previous Action items:

Business Arising

Name	Action	Status
All Staff	<u>Paywise</u> FBT last pay 30 March reminder to expend FBT Living/meal monies or can purchase a card prior to date for any excess	Ongoing
Education Meeting	Diabeteshelp inbox referrals and emails	Ongoing
All Staff	Check 3CX phone app is on	Ongoing

General Business

- 3CX sheet on how to answer messages and missed calls.
- Policy Family and domestic violence was circulated and discussed assistance for employees should they need it, encouraging staff to come forward as it would be dealt with in confidence.
- Quality – evidence submissions into O drive

Corona Virus (COVID19)

HLNT current policies through to June 2024

- Gov has released 3 dose or 5th 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 – continue weekly surface spray, wipes and hand sanitiser.

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Quality

- Quality next meeting scheduled 9am **Monday 20 March 2023**
- Policies for review [..\Documents Review Staff Meetings](#)
- Policy [Family and domestic violence circulated](#) and discussed.

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

- **Status of Staffing** – Advertised additional part-time HP activity person to work with Lee Ann.
Alice Springs – Haley finishes Wednesday 8.3.23 and Samantha has started on a part time basis 9am – 2.30pm Thurs and Friday next week mornings.
Janice has a part time return to work over this period, assessment tomorrow for return to work.
Helen is back next week.
Evelyn on holidays for 6 weeks.
Anissia finishes Thursday **23 March lunch** Harmony week.
Aboriginal Health Practitioner offer made awaiting reply.
- **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 TW151 and HL enews March this week.
- **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 leave, remote trips, all activities with times and details in TM2.
- **OH&S issues/Building Issues** –Consult 2 has been fixed; water leaks will be fixed.
- **Ensure after groups** – clean up after each group, safety protocols remain in place.

Alice Springs Business

- Security door issues from underground car park – not resolved by LJ Hooker however security door locked.

Darwin Business

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New Action item

Meeting closed

Name	Action	Status
Education Meeting	Diabeteshelp inbox referrals and emails	Ongoing
Staff	3CX sheet on how to answer messages and missed calls.	Ongoing
All Staff	Quality – evidence submissions into O drive	Ongoing
All Staff	Paywise – be aware FBT expenditure by 31 March	Ongoing

Join Zoom Staff Meetings use Meeting ID: 858 7573 0829 Passcode: 090395

Log Off: 3.35pm

Next meeting

21 March 2022