

HealthylivingNT

Staff Meeting Minutes

Tuesday 29 November 2022 @ 3pm

Present: Anne, Mary, Toni, Tammy, Helen, Janice, Mengying, Evelyn, Anissia, Shani, Chrissie, Jenon.

Apologies: Kaye, Laila, Karen, Caroline, Mel.

Accept Previous Minutes: Anne, Mary

Previous Action items:

Business Arising

Name	Action	Status
All Staff	November 11 National updates COVID	In Progress

General Business

- Laptops log off the profile especially if alternatively using Citrix Remote and Internal login.
- Metred downloads working for educators.
- TM2 reminder to ensure you log off the application not just Exit, especially if alternatively using Citrix Remote and Internal login.
- Internal communications Mary – ensure let admin and other staff know where you are!
- Ensure close inner security door.
- Christmas shutdown processes attached for discussion.
- Christmas leave dates, emergency contact and staff passwords for end of year submit to Mary.
- All assets – surface pros and laptop equipment, ensuring all power cables are in the bag, to Tammy prior to leave or by 16 December for updates.
- OH&S Cyclone awareness and procedures discussion for staff.

Corona Virus (COVID19)

National decision to cease isolation, NT updates, changes 11 November 2022. COVID still impacting businesses etc.

HLNT current policies through to June 2024

- HLNT continues to have duty of care to ensure COVID screening processes remain in place – [circulated new screening – consent form.](#)
- 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 client or visitor new screening consent form.](#)
- 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.

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Quality

- Quality next meeting Monday 5 December 2022

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

- **Status of Staffing** –
- **Staff Movements** –
- **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** – HL enews sent, TW150 graphics, next TW151 planning meeting – circulate to education meeting next week Tuesday 6 December 2pm.
- **Social media** – send any items to Danielle and Lee Ann.
- **Monthly Activities** – enter all activities with times and details TM2 database.
- **OH&S issues/Building Issues** – check front sliding door.
- **Cyclical/Emergency Procedures** – Cyclone procedure discussion.
- **Risk Assessment** –
- **Ensure after groups** – clean up after each group, safety protocols remain in place.

Alice Springs Business

- 3.50pm

Darwin Business

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New Action item

Meeting closed

Name	Action	Status
All Staff	TM2 log off properly	In progress
All Staff	Leave contact to Mary	In progress
All Staff	Surface pros and laptop assets to Tammy	In progress
All Staff	Christmas shutdown schedule	In progress

Log Off: 4 pm

Next meeting

13 December 2022