



WEEK ONE COMMENCING 26 MARCH 2024

ACTION	FLEET ADMIN	FTS	ACCOUNTS PAYABLE	RAO	COMMS ASO	COMMENCING PRACTICE
Change Signature	✓	✓	✓	✓	✓	✓
Union Meetings	✓	✓	✓	✓	✓	✓
Tshirt at Team Meetings	✓	✓	✓	✓	✓	✓
NO Overtime	✓	✓	✓	✓	✓	✓
Speaking to the Media & Social Media	✓	✓	✓	✓	✓	✓
Discoverer Reports	✓	X	X	X	X	X
Fuel Cards	✓	X	X	X	X	X
Not attend Team meetings	✓	X	X	X	X	X
Patient Care Record Limit of 14 PCR per hour	X	X	✓	X	X	X



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Non attendance to Accounts Payable or FTS team meetings. Instead AP employees will continue other tasks (eg. Processing invoices, responding to emails and following up accounts)	X	X	✓	X	X	X
LIMIT on INVOICES ENTRIES no more than 60 per day per officer.	X	X	✓	X	X	X
Cease input to management diaries including rescheduling, accepting and creating meeting invties, and managing availability, unless correspondence affects staff health and safety.	X	X	X	✓	X	X



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