

Midland Regional Senior Administrator 1st Quarter Report (July – Sept 2012)

Overview

This last quarter has been very busy with the organising of four Midland regional mini conferences from development of flyers through to collecting and collating registrations. During the month of August was exciting to see all the plans for these mini conferences come into fruition.

I have also been privilege to undertake profession development over the past eight months with Tipu Ora doing the Hauora Maori Certificate graduating which the graduation was held on the 21 September.

Service Development

- Attend Lakes DSAC meeting to support the Midland MH&A team
- Youth Forensic Technical Reference Group face to face meeting

Relationships and Partnerships

- Coordinate the Midland Mini Conferences and Day two Meeting organising venues, catering & accommodation and attended to provide administrative and technical support for:
 - Midland Addictions Forum
 - Midland Nga Purei Whakataa Ruamano forum
 - Midland Generating Action for Family Whanau
 - Midland He Tipuana Nga Kakano (consumer)
- Midland Stakeholders forum meetings for month of August – organise and provide admin support
 - Midland Clinical Governance Network
 - Midland Portfolio Mangers Network

Workforce

- Attended the 3 day – Te Ia o Tu Kaha 2012 Conference in Wanganui
- Organise Midland Workforce Advisory meetings and stakeholder travel
- Provide administration support to Midland Workforce Coordinator

Administration / General

- Organise team meetings for the quarter plus minute taking
- Organise travel arrangements for the Midland team and regional forums
- Preparation of invoices through the requisition system and HealthShare to process invoices for payment
- Responding to email requests from Midland team and the region
- Supporting colleagues from other departments as requested
- Update Midland website

Professional Development

- 18– 20 July Hauora Maori Wananga, Rotorua
- 22 – 24 August Hauora Maori Wananga, Rotorua
- 20 & 21 September Hauora Maori Graduation, Rotorua

Second Quarter Activities – October to December

- Organise regional stakeholder teleconference meetings for October
- Provide administration support to Midland Smokefree Coordinator
- Nga Hau e Wha – new contract to organise administration and November meeting
- Organise regional stakeholder face to face meetings for November

- Organise Governance trainings for Midland stakeholders
- Organise Midland CEP Advance Specialist Two Day workshops
- Organise Service Development Plan meetings for the Midland region
- Reduction of hours decrease from 40 to 20 hours per week (as per Administrator request)