

## Midland Regional Senior Administrator 2nd Quarter Report (Oct – Dec 2013)

### Overview

This quarter's focus was our three Summits with two held in October and the other in November. With the hype of the summits came the Perinatal and Maternal RFP and ICSS workshop and finalising for Midland Family Whānau Competency framework

### Service Development

- Consumer worker Competency Framework project – included as part of the Summit
- Family Whānau worker Competency Framework – included as part of the Summit
- Perinatal and Infant MH&A Pathway Phase 2 workshop attend F2F meeting for minute taking
- Perinatal and Maternal RFP – edit and merge regional reports and send to MoH
- ICSS workshop – Midland region and CYFS collaboration
- Midland Family Whānau, Youth & Consumer Summits

### Relationships and Partnerships

- Coordinate the Midland forums for month of November and organise venue, catering & accommodation and organise temps to provide administrative support
  - Midland Addictions Network
  - Midland Nga Purei Whakataa Ruamano Network
  - Midland Generating Action for Family Whānau Network
  - Midland Portfolio Managers Network
  - Midland Clinical Governance Network
  - Nga Hau E Wha
- Edit minutes for all regional meetings & Nga Hau E Wha

### Administration / General

- Organise team meetings for the quarter
- Organise travel arrangements for the Midland team and regional forums
- Preparation of invoices through the requisition system and process invoices for payment
- Responding to email requests from Midland team and the region
- Update Midland website