

## Midland Regional Senior Administrator 4<sup>th</sup> Quarter Report (Apr – Jun 2013)

### Overview

This quarter has been busy with additional service development work occurring within the region and the organisation required to ensure these are run as efficiently as possible.

### Service Development

- Consumer worker Competency Framework project editing of documentation, organise the teleconferences
- Family Whānau worker Competency Framework project editing of documentation, organise the teleconferences
- Perinatal and Infant MH&A Pathway Phase I project editing of documentation and organise teleconferences
- Tri-party Service User Competency project in partnership with Te Pou and NDSA organise teleconferences
- Editing of Midland Forensics report

### Relationships and Partnerships

- Coordinate the Midland forums for month of May and organise venue, catering & accommodation and organise temps to provide administrative support
  - Midland Addictions Forum (Cancelled)
  - Midland Nga Purei Whakataa Ruamano forum
  - Midland Generating Action for Family Whanau
  - Midland He Tipuana Nga Kakano (consumer)
  - Midland Portfolio Managers forum
  - Midland Clinical Governance network
  - Midland DAO forum (additional – organise flyers)
  - Nga Hau E Wha (additional – finances & website updates)
- Edit minutes for all regional meetings & Nga Hau E Wha

### Workforce

- Eating Disorders Forum – certificates
- Support the recruitment process for the Midland Workforce Planning lead – editing of documentation
- Midland Supervision scholarships, organise flyers and administration

### 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
- Organise new laptops for the team (upgrades)
- Update Midland website
- Study – Hauora Maori Diploma (10-12 April, 8-10 May and 19-21 June)

### 1<sup>th</sup> Quarter (Jul-Sept 013) Activities

- Consumer worker Competency Framework project, organise the workshops
- Family Whānau worker Competency Framework project, organise the workshops
- Midland Family Whānau, Youth & Consumer Summits