

## Midland Regional Senior Administrator 2<sup>nd</sup> Quarter Report (Oct – Dec 2015)

### Overview

Another full on end of the year with the organising of workshops held in November and December to start gathering feedback from the sector for the Midland AOD Residential Continuum project. It was also productive with completing the Midland MH&A Infant Perinatal Workshops and CEP evaluation reports.

The team was given the opportunity to participate in the bi-annual Healing Our Spirits Worldwide conference which was a highlight for 2016 being among diverse cultures yet circumstances make us one in finding resolutions for our communities – very uplifting and connected event.

We also welcomed a new team member David Ireland – Midland MH&A Clinical Workstation Coordinator who began his walk with the region in December among four strong women.

With the winding down of the end of the year, organising was underway for the 2016 regional network meetings to confirm dates and venues.

### Service Development

#### Midland AOD Residential Continuum Project

- Organise workshops to be held in the region
  - Regional flyer and registrations
  - Venues and catering
  - Attend Tairāwhiti and Waikato workshops to provide project support

#### Midland Co-Existing & Midland Infant Perinatal Workshop Reports

- Final editing of evaluation reports

### Relationships and Partnerships

- Coordinate the Midland forums for month of October to December and organise venue, catering & accommodation and organise temps to provide administrative support where required. Editing of minutes.
  - Midland Addictions Network
  - Midland Te Huinga o Nga Pou Hauora
  - Midland Generating Action for Family Whānau Network
  - Midland Portfolio Managers Network
  - Midland Clinical Governance Network
  - Midland OST Network
  - Midland Clinical Inpatient Care Network
  - Midland Clinical Workstation Network
  - Nga Hau E Wha
    - Reconcile financial report
    - Provide budget options to recover overspend
- Te Kupenga Net Trust
  - Editing and formatting of strategic plan

### Administration / General

- Provide administrative support to Midland Director for recruitment of Midland Clinical Workstation Coordinator
- Organise travel arrangements for the Midland team
- Organise timesheets for payroll
- Preparation of invoices through Oracle and submit for payment
- Responding to email requests from Midland team and the region
- Provide support to regional projects
- Develop Midland MH&A Induction Manual
- Update Midland website updates
- Organise annual calendar and secure venues for 2016 meetings