[Your name]  
[Address]

[Date]

Hon Chris Penk  
Minister for Small Business and Manufacturing  
Freepost Parliament  
Private Bag 18 888  
Parliament Buildings  
Wellington 6160

[Greeting eg Dear Minister]

[Introduce yourself]

* *What is your role?*
* *What town/city region are you in?*
* *How many beds in your facility, and what levels of care do you provide?*
* *How many years has your facility been providing care in your community?*

[Say why you are writing. You can use the points below as a starting point]

* *Say that you work for/own/manage a small/medium business contracted to provide care to NZers on behalf of the government.*
* *Aged care is the largest public/private partnership the government has.*
* *Inform the Member of Parliament that the actions of a government agency are negatively impacting your ability to provide services to the government.*
* *ACA chief executive, Hon Tracey Martin has informed us that Te Whatu Ora | Health NZ has attended the annual funding discussions armed with no financial data or information about when they might be able to provide a potential increase figure to funding rates.*
* *This situation has occurred on a number of other occasions and appears to be deliberate.*
* *The longer the process stretches on, the more likely it is that gazetting for the maximum contribution will be delayed and the agreed increase won’t be paid from 1 July.*
* *In the past there have been situations where the sector hasn’t even received backpay. Last year backpay wasn’t received until December.*

[Acknowledge the situation for older NZers and the health system in general]

* *Entering aged residential care is not a decision taken lightly by anybody.*
* *Around 25 percent of people over 85 need aged residential care with the average length of stay being 18 months.*
* *We need to be there to care for these people (you can mention here why you do the work you do)*
* *Acknowledge that the health system needs aged care now and into the future to provide recovery care and respite care services which will release hospital bed days, making our hospitals more efficient.*

[Explain how years of underfunding have affected aged care/ your facility/your work]

* *Significant consequences for businesses*
* *Significant consequences for older NZers who are living superannuation and low incomes*
* *What will happen if there isn’t a decent increase in funding this year*

[Let the Minister know your expectations]

* *I expect you, as the Minister for Small Business and Manufacturing, seek assurances from your ministerial colleagues with delegations for health that Te Whatu Ora | Health NZ will conduct this annual agreement discussion in good faith, to recognise the true cost of care and be transparent and honest about what they can afford to purchase for those elder New Zealanders who need our care.*

[Sign off eg Yours sincerely]