

CoNNO SECRETARIAT REPORT MAY – OCTOBER 2009

Secretariat Team

I'd like to acknowledge the work of the CoNNO Secretariat team at the Federal Office of the ANF. Most of you would know Anastasia Shianis, the ANF Professional Team Administrative Assistant. Anastasia organises CoNNO Council and members meetings, attends to agendas and minutes, maintains CoNNO files, coordinates email traffic and accommodates the many requests of myself, Council and the members. Elizabeth Foley, ANF Professional Officer works with the Secretariat in a Project Officer capacity, drafting documents and providing input into reports and submissions. Barbara Hughes, ANF Finance Officer maintains accounts, financial records and prepares balance sheets for Council. Krista McClelland and Kristy Male developed and maintain the CoNNO website. Many thanks to the Secretariat team for their hard work.

Action items from October 2008

The only outstanding item from the May 2009 CoNNO Meeting is the development of the e-Bulletin. Following review of the CoNNO website for which tenders are now being sought, an e-Bulletin will be developed and sent to members.

Resignations from CoNNO Council

Following the resignations from Council by Robyn Cook and Cynthia Smyth earlier this year, nominations were sought in May 2009 for two positions on Council. Belinda Caldwell from the Australian Practice Nurses Association (APNA) and Helen Gosby from the Australian Nurse Practitioners Association (APNA) submitted nominations and were appointed in June 2009. Stephanie Fox-Young has elected to stand down from Council following completion of her eighteen month term. Nominations for a position on Council were sought in September and Robyn Coulthard from the Congress of Aboriginal and Torres Strait Islander Nurses (CATSIN) was appointed. Much thanks goes to Stephanie Fox-Young for her involvement on CoNNO Council. Her leadership and advice has been highly valuable to the governance and work of CoNNO. I would like to formally welcome Belinda Caldwell, Helen Gosby and Robyn Coulthard to Council. We look forward to working with them as CoNNO Council members for the duration of their terms.

Correspondence

On request, the CoNNO Secretariat has circulated emails relating to conferences, meetings, newsletters and projects to CoNNO members for their involvement, information and further circulation to their respective membership. A listing of CoNNO business correspondence is available through the CoNNO Secretariat.

Meetings

The Chair and Secretariat met with Chris Baggoley, CEO of the Australian Commission on Safety and Quality in Health Care (ACSQHC) in Canberra in August 2009 to discuss the Commissions Discussion Paper on achieving the directions established in the proposed National Safety and Quality Framework. The Discussion Paper was sent to the CoNNO membership for feedback and submissions closed on 11 September 2009. The elements of the proposed National Safety and Quality Framework which are: patient focused; driven by information and organised for safety were supported by the CoNNO membership. Additional information was provided by the Chair and Secretariat in relation to nurses involvement in e-Health. Chris Baggoley was invited to meet with CoNNO members at the October meeting in Sydney to provide further information and discussion on the role and work of the Commission.

Budget and funding

The CoNNO Funding Agreement with the Department of Health and Ageing (DoHA) was due to expire on 1 August 2009. Following a meeting of the CoNNO Chair, Kim Ryan with the Department, a submission was developed by the CoNNO Secretariat in June 2009. The submission included a report of CoNNO activities over the last twelve months, the CoNNO Strategic Plan (1 July 2008 – 30 June 2012) and a proposal for a new funding agreement requesting additional funds to improve communication with and support for members. A Deed of Variation for the CoNNO Funding Agreement was signed by the ANF and DoHA at the end of June 2009, which provides ongoing and additional funding for the work of CoNNO. In addition to funding for biannual meetings of the membership, CoNNO Council meetings, administration and policy work, funding has been provided to improve communications by redeveloping the CoNNO website and providing an e-Bulletin and to improve support by offering a mentorship program. Currently, tenders are being sought for the website redesign. The next report to the Department from the CoNNO Secretariat is due at the beginning of January 2010.

**Julianne Bryce, Senior Federal Professional Officer ANF
For CoNNO Secretariat**