

## CoNNO Secretariat Report for June 2011 to September 2012

### Secretariat Team Overview

The CoNNO Secretariat team is based at the Federal Office of the Australian Nursing Federation (ANF) in Melbourne. The team consists of: Anastasia Shianis, Administrative Assistant to the ANF Federal Professional Team; Julianne Bryce, Senior Federal Professional Officer; Elizabeth Foley, Federal Professional Officer; Sotiria Stefanis, ANF Finance Officer; and Kristy Male, Administrative Assistant to the Federal Communications Team. Anastasia organises CoNNO Council and members meetings, attends to agendas and minutes, maintains CoNNO files, coordinates email traffic and accommodates the requests of CoNNO Council and members. Julianne and Elizabeth, field enquiries, draft documents and prepare reports and submissions to the Department of Health and Ageing. Sotiria maintains accounts, financial records and prepares balance sheets for Council and the Department. Kristy provides IT support, format reports, submissions and surveys and along with Anastasia, maintains the CoNNO website. In addition to the CoNNO Secretariat role, Julianne is a member of the CoNNO Council and holds the position of Treasurer.

Many thanks to the CoNNO Secretariat Team, the Chair and the Council and for their continuing work on behalf of CoNNO.

### Council Elections

Following the unification of the Royal College of Nursing Australia and the College of Nursing to form the Australian College of Nursing in July 2012, two positions held by their representatives on Council were vacated. An additional two positions were also vacated at this time due to Belinda Caldwell's resignation from her position at the Australian Practice Nurses Association and Lyn Hinspeter from CRANApplus's retirement from nursing. Lyn and Belinda have been very valuable and significant contributors representing the voice of nursing and midwifery and providing feedback to other national nursing organisations about the work of their organisations. Much thanks to Lyn and Belinda for their time and effort on Council. The Secretariat called for nominations to Council in August and received four responses. Consequently, the four vacancies were filled. New CoNNO Council members are: Linda Oliver (Australian Women's Health Nurse Association); Christopher Cliffe (CRANApplus) – Deputy Chair; Marija Juraja (Australasian College for Infection Prevention and Control); and Julianne Badenoch (Australian Practice Nurse Association). CoNNO Council elected Christopher Cliffe to Deputy Chair in September. An additional two positions are due for re-election in October 2012. These are the Council positions currently held by Kim Ryan and Maryann Craker. These Councillors are eligible for re-election. However, a new Chair will need to be appointed following this election as

Kim Ryan has completed the allowable two consecutive two year terms as CoNNO Chair. Following the September Member Meeting, an email will be forwarded to members calling for nominations. If more nominations are received than there are positions an email ballot will be conducted. Once the election is completed, CoNNO Council will elect the new CoNNO Chair.

### Council Members

Current CoNNO Council consists of:

Kim Ryan (Australian College of Mental Health Nurses) – Chair

Christopher Cliffe (CRANApplus) – Deputy Chair

Julianne Bryce (Australian Nursing Federation) – Treasurer

Helen Gosby (Australian College of Nurse Practitioners)

Robyn Coulthard (Congress of Aboriginal and Torres Strait Islander Nurses)  
Maryanne Craker (National Enrolled Nurses Association)  
Linda Oliver (Australian Women's Health Nurse Association)  
Marija Juraja (Australasian College for Infection Prevention and Control)  
Julianne Badenoch (Australian Practice Nurse Association)

The CoNNO Council meets face-to-face twice a year and via teleconference twice a year.

### **Action items from May 2012**

There are no outstanding items from the May 2012 CoNNO Member Meeting.

### **Correspondence**

The CoNNO Secretariat has circulated emails relating to conferences, media releases, meetings, newsletters and projects to CoNNO members for their involvement, information and further circulation to their respective membership. A listing of relevant events and conferences is available under calendar on the CoNNO website. Details of correspondence sent and received by CoNNO is held by the Secretariat.

### **Member profile survey**

The Secretariat conducts the annual member profile survey to ensure CoNNO's records and website information is up to date. The survey will be emailed to members following the meeting and requests that responses are received by the end of October.

### **Strategic plan review evaluation survey**

CoNNO is undertaking an evaluation of members views in relation to the Coalition's Strategic Objectives outlined in CoNNO's first Strategic Plan 2008 – 2012. This evaluation will also serve to assist CoNNO Council members in reviewing and shaping CoNNO's next Strategic Plan 2012 – 2016. In addition to this, as part of a review of funding arrangements by DoHA, there is a requirement for CoNNO to evaluate the secretariat services provided by the ANF. CoNNO members were sent a request to complete the survey earlier in the year. Some members are yet to respond and others provided incomplete responses. The Secretariat will re-send the survey to those members to whom this applies following the meeting. It would be greatly appreciated if all remaining members could complete the survey by mid November.

### **CoNNO Council meetings**

CoNNO Council met face to face on Thursday 21 June 2012 in Melbourne. Items discussed included: future meeting dates; speakers for the September meeting; the survey for the Strategic Plan Review; Council elections; budget and funding issues; the CoNNO Governance Framework; representative work – Health Workforce Australia (HWA), the National E-Health Transition Authority (NEHTA) and the National Aboriginal and Torres Strait Islander Health Plan (NATSIHP) Stakeholder Advisory Group; the media policy; and CoNNO position statements.

### **Budget and funding**

The ANF, as fund holders for CoNNO, received another 12 months funding for 2012/13 from the Australian Government Department of Health and Ageing in June 2012. In accordance with the 2011/12 CoNNO funding agreement, the Secretariat submitted the final report to DoHA in August this year. The first Progress Report for the new round of funding is due in November 2012.



### **Dates for 2012 CoNNO meetings**

The CoNNO member meetings for 2013 will be held in Melbourne in May and Sydney in October. The next CoNNO Council meeting is scheduled to be held as a teleconference on 16 October 2012. However it is envisaged, following the Council election in October, that the new Council will need to meet face to face before the end of the year to prepare the draft revised Strategic Plan for consideration by members early in 2013.

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