

See distribution

**MINUTES OF THE MEETING OF RAAMC CORPS COMMITTEE
HELD AT THE UNITED SERVICE CLUB, BRISBANE ON 14 JUL 05**

Present:

COL A. Gill	HOC
COL J. Overton	REP HON COL
LTCOL S. Busch	DHOC (ARA)
LTCOL D. Wright	DHOC (Res)
MAJ D. McCuaig	SO2 Hlth Trades
MAJ G. Jones	Paulatim Editor
WO1 M. Jesenkovic	Corps RSM
WO2 B. Riedel	Secretary

Apologies:

Nil

ITEM 1 – OPENING

1. COL Gill declared the meeting open at 0945 h and welcomed the committee members to the meeting.

ITEM 2 – MINUTES OF PREVIOUS MEETING

2. COL Gill tabled the minutes from the meeting on 21 Mar 04 and asked that they be accepted.

Proposed: COL Gill

Seconded: LTCOL Busch

PASSED

ITEM 3 – BUSINESS ARISING FROM MINUTES

3. **Consultants \$5,000.00 (Honorary Colonel Fund)**– This money is to be transferred to the RAAMC Fund. COL Gill directed that funds would be kept in the RAAMC Fund in a separate account.

For action:

A/SO2 Corps

4. **Director Generals' Portraits.** LTCOL Busch stated that insuring the portraits had proven to be too difficult. The DHOC ARA and Corps RSM raised concerns with moving the portraits to ASAH, as Health Services Wing was already full of artefacts and the Medical Wing of the Museum was not the best location for viewing. HOC directed Corps RSM to place the location of the portraits on the website and for the items to be notated in the property ledgers.

For action:

Corps RSM

Property Member

5. **Corps Tie.** The Corps RSM to continue with this issue.

6. **Certificate of Service.** The Corps RSM provided an example of the certificates for the committee member's viewing and stated that there is currently two certificates, one for members who have served for twenty years and over and a certificate of appreciation for members who have served for less than twenty years.
7. **Banner Box.** The Corps RSM presented photos of the new Queen Mother's Banner box to the committee for viewing
8. **National Memorial.** No progress as yet Corps RSM to continue with this issue.
9. COL Gill mentioned as a general point the amount of activity currently in the Corps in particular the ORs trade pay and how this information had been hard to disseminate. HOC discussed the increase in OH&S qualifications and employers 'stealing' personnel across the officer and other ranks. He also mentioned the large number of medical personnel deployed around the world and the positive feedback from Operation SUMATRA ASSIST. COL Gill discussed the profile of health at the one and two star level and the completion of agreed vacancies, with 2007 a bad year for medical officers with pharmacists and radiographers being thin on the ground.

ITEM 4 – AGENDA ITEMS

10. **Health Services Conference 2006.** The HOC raise the issue of new dates for the 2006 Health Services Conference and an agreed location. The DHOC ARA stated that ALTC would be a better option than Sydney due to the infrastructure and accommodation availability. Three dates were put forward 5-10 Jun, 3-7 Jul and 18-22 Sep 05. The committee discussed combining the Trade Seminar with the Health Service Conference and planning for a tri-Service conference or Medical Corps only conference. The week 5-10 Jun 05 was selected as the most suitable dates pending scheduling of major exercises and brigade activities.

Decision:

DHOC to discuss dates, location and a combined Corps Conference options with HOC RAANC and HOC RAADC.

For action:

DHOC

11. **Employment Specification for Officers.** HOC raise the issue of employing a small working group to draft the employment specifications for officers. The SO2 Hlth Trades suggested using the template developed by RAE but also emphasised the need to consult with SMEs to gather the pre-requisite information prior to commencing this task. The SO2 Hlth Trades stated that it would be difficult for his area to complete the task without the assistance from a project officer provided by consultation with DOCM-A Career Adviser MAJ Cindy Eirtiz.

For action:

HOC to discuss with CA DOCM-A

12. **Colonel –in–Chief.** LTCOL Wright has continued the investigation into the various options for presenting to the CA a new COL in Chief and has provided a brief to the HOC. It was agreed that the first option be, a member of the Royal Family and the Governor General as the next suitable option. The HOC has sent a request for information with the NZ Medical Corps on their proposed action, no answer from them as yet. Major Jones stressed the importance of the decision in light of the RAAMC culture, heritage and title. Rep Hon Colonel raised the issue of not accepting a lesser royal and the need for action. SO2 Hlth Trades discussed passing on Colonel-in-Chief affiliations between British and Australian related Corps.

Decision:

HOC to seek advice from CA vide a brief on a page providing history, proposed options and how to proceed.

For Action:

HOC

13. **Guidance Officers/Mentors LTS.** HOC raised the issue of the need to provide Guidance Officers/Mentors for LTS, as there is currently 30 or more medical students/residents in the system. Major Jones stated that this task used to be provided by Reserve units. The committee discussed the mentor's role, written instructions and current personnel available to provide the support. The DHSAR in each state was suggested as a possible candidate.

Decision:

HOC to discuss with DOCM-A CA to identify personnel and chain-of-comd issues.

For action:

HOC

DHOC (ARA)

14. **ASAH Update.** The DHOC updated the committee on training and development issues at ASAH.

15. **Appointment/Role SO2 HOC Corps Hlth Svcs 2006.** The DHOC informed the committee that DOCM-A had been unable to fill the position in 2005. Capt (MAJ WEF Jan 2006) Erin Angelini to fill the role in 2006 on her return from maternity leave.

DHOC Reserves

16. DHOC (Res) main issue the Colonel-in-Chief position has already been discussed by the committee.

Corps RSM

17. **RAAMC Fund contributions.** The Corps RSM has travelled to Darwin, Townsville and Brisbane and spoken to Corps members on the issue of contributions. The Corps RSM proposed to simplify the amount of money collected by having an annual contribution of the following amounts:

- a. MAJ and above \$50.00;
- b. WO2 to CAPT \$35.00;
- c. CPL TO SGT \$25.00; and
- d. PTE to LCPL \$15.00.

18. The Corps RSM suggested two methods of payment – direct credit or by collection from area representatives. The Rep Hon COL offered to write to ex-serving members on his mailing list/Historical Committee asking them to contribute to the RAAMC Fund. The DHOC raised some concerns with the collection of funds by regional representative in regards to accountability and visibility of contributions.

Recommendations:

HOC that contribution rates are reorganised into four groups and that the method of collection is further investigated by the Corps RSM.

19. **Regional Activities for RAAMC personnel.** Corps RSM proposed the conduct of regional activities to foster esprit-de-corps and as a return for payment of contributions. It was suggested that the format used by RAEME is followed ie Sport Day and bar-b-que. DHOC raised the issue of releasing personnel for activities through their unit chain-of-comd. The committee discussed the methods of distributing funds to the Corps members for the conduct of activities.

Decision:

DHOC/Corps RSM release Information Bulletin to Corps members detailing the requirements for bids to conduct regional activities and the committee approval process.

For action:

SO2 Corps Hlth Svcs
Corps RSM

20. **Key Rings.** The Corps RSM presented to the committee a proposal to sell key rings to Corps members to help raise funds for the Corps Fund. The committee suggested setting the sale price for the key rings at \$5.00 and that they are unnumbered.

21. **Standing Orders.** The Corps RSM requested that the committee reviews and updates the sponsors in the RAAMC Standing Orders.

22. **RAAMC Colour Patch.** The Corps RSM presented to the committee a proposal to introduce a RAAMC Colour Patch for the HOC appointments to wear when conducting official duties. Diagrams of the chosen design were submitted to the committee. The submission is supported by RSM-A and needs to be forward to AHQ through RSM Ceremonial.

Proposed: COL Gill

Seconded: DHOC

For action:

Corps RSM

SO2 Corps Hlth Svcs

23. **ARTS and Supplier Funds allocations.** The A/SO2 Corps presented to the committee Health Services Corps funding allocations including ARTS for FY 05/06 and expenditure for 04/05.

24. **Corps accounts.** The A/SO2 Corps presented to the committee a summary of expenditure, deposits and balances for the RAAMC Fund, C.F. Marks and Harkness Memorial Medal accounts. The HOC raised the issue of presentation of the Harkness Award for 2004; he presented the certificate but not the medal. The Corps RSM to investigate and report back to HOC through DHOC.

For action:

Corps RSM

25. **2003 Centenary Conference Statement of Affairs.** The A/SO2 Corps presented to the committee the distribution of profits from the 2003 Centenary Conference provide by MAJ Roger Holmes, J551 Hlth DJFHQ. The DHOC asked that the committee accept the arrangements for distribution of profit, as per MAJ Holmes e-mail.

Proposed: COL Gill

Seconded: LTCOL Busch

26. **Travel/Representational Tasks 2006.** The A/SO2 Corps asked that the committee provide a calendar for travel/representational tasks for 2006 to allow for accurate commitment/phasing of Corps funds. The HOC requested that HOC and DHOC planned activities be promulgated on the DHS website.

SO2 Hlth Trades

27. The SO2 Hlth Trades presented to the meeting an update of trade management issues including the following topics:

- a. new TMPs for basic PTI course, CFL course, and drug testing;
- b. Module 2 Bravo – Parts A, B and C on hold as implementation plan not signed;
- c. MARC – old Field Nursing Course;
- d. CMA – DFRT and ECRC in Dec 05;
- e. Med Asst – Primary Health Care Guidelines and Vol Two Guidelines;
- f. ECRC submission - suggested name changes med assist – medical operator/technician;
- g. major changes to prevent medicine training;
- h. underwater medicine training;
- i. radiographer trade capability – ORs to Offrs, and
- j. SED Review – WO1 in all cells.

Paulatim Editor

28. In his opening remarks, Major Jones mentioned that Paulatim was setting the standards for military journals according to Millbank publications and had increased in size from 2003 to 2004.

29. Major Jones raised the issue that the deadline for articles for the 2005 Paulatim was 01 Aug 05. The HOC directed that a signal be sent out notifying members of the Corps of the deadline. He also suggested contacting LTCOL Whelan, CO 1 HSB for photographs for the cover from Banda Aceh.

30. The A/SO2 Corps suggested to the Editor that consideration be given to a Literacy Award for contributors of articles similar to other military magazines.

Action: Promulgation end-date for submission Paulatim articles.
Corps RSM

REP HON COL

31. COL Overton spoke of the Professional Development Program Clinical Evenings in the NSW Region.

32. **National RAAMC Association.** COL Overton stated that the Field Amb Assoc is very much alive and well. He asked the committee to let him know if there was enough interest for a Field Hosp Assoc.

COL Overton raised the issue of the National RAAMC Assoc of how to run it nationally, when would they meet and would they dilute the effectiveness of the other associations.

33. **Representative Honorary Colonel Award.** COL Overton raised the issue of the Rep Hon COL Award, stating that there were not enough mechanism to reward soldiers both ARA and Ares and that he has developed guidelines for the implementation of the Award.

34. **Consultant Colonels.** COL Overton raised the issue of consolidating guidelines for Consultant Colonels in particular terms of employment, commissioning, educational activities, deployments, charges for services and signing on for specified periods.

35. The HOC spoke to the HON Col about funds being available for travel to official functions in accordance with the Defence Instruction. The Paulatim Editor Major Jones asked if funds could be made available for travel related to the publication of the RAAMC magazine Paulatim.

ITEM 5 – NEW BUSINESS

36. **Memorial.** WO1 Jesenkovic raised the issue of a request he had received to provide funding for a plaque to be laid at the base of a flagpole at the Lavarack Barrack Medical Centre to honour the members of the Corps that had fallen from that region. The HOC and DHOC agree to provide partial funding from the Corps Funds. The Corps RSM to obtain costing from Lavarack Barrack Medical Centre.

37. **Next Meeting.** The next RAAMC Committee Meeting is scheduled for Oct 05 on a date to be advised.

38. **Closure.** The HOC closed the meeting at 1230 h.

A. J. GILL
COL
Chairperson

14 Jul 05

B.J. RIEDEL
WO2
Secretary

14 Jul 05

Attachments:

1. Agenda
2. Financial records, Corps Fund, C.F. Marks and Harkness Accounts

Distribution

HOC
REP HON COL
DHOC ARA
DHOC ARes
SO2 Hlth Trades
Paulatim Editor
Corps RSM
Secretary
File



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RAAMC CORPS COMMITTEE MEETING 14 JUL 05 – AGENDA

Meeting to start at 0930 h

Venue - Royal Room, United Service Club, Wickham Tce, Brisbane

Welcome

Apologies

Minutes from previous meeting

Business arising from minutes

Agenda items:

HOC:

- HLTH SVCS Conference – 2006
- Colonel-in-Chief
- Guidance Officer/Mentors LTS

DHOC FT:

- ASAH update
- Appointment/Role SO2 HOC Corps Hlth Svcs 2006

DHOC Reserve:

CORPS RSM:

- Corps Fund Contributions
- RAAMC Regional Activities for RAAMC Personnel
- RAAMC Key Ring
- RAAMC Standing Orders
- RAAMC Colour Patch

SO2 CORPS:

- ARTS and Supplier Funds allocations
- Corps accounts (Corps Fund, Harkness, Marks)
- 2003 Centenary Conference Statement of Affairs
- Travel/Representational Tasks 2006

SO2 Hlth Trades (MAJ McCuaig)

- Trade Issues

Paulatim Editor (MAJ Jones)

- Paulatim 2005

Rep Hon COL:

- HON COL Report
- RAAMC Association

General Business

CORPS COMMITTEE MEETING RAAMC
14 JULY 2005

RAAMC ACCOUNTS AS AT 30 JUN 05				
Account	Balance	Receipts	Expenditure	Remarks
RAAMC Fund Opening Bal \$2960.89	*1 NA \$3,030.63 *2 TD \$9,313.51 Total \$12344.14	\$99.95 (Deposits) \$59.80 (Trade Seminar Funds) \$157.55 (Insurance Refund-Horse Float) Total: \$317.30	Invoice: \$99.52 Framing \$98.04 Framing Total: \$197.56	*4 Stock on hand Current Balance: \$3,030.63
G. Harkness Medal	NA \$102.67 *3 CM \$1053.17 Total - \$1155.84	NIL	Invoice: \$178.34 Framing	2004 Presented.
C.F. Marks Award	Invest \$3,373.31 NA \$42.98 Total - \$4216.29	NIL	Transfer Invest to NA account \$800	2004 Presented
Sir Neville Howse	Total \$2661.62			

*Notes:

- 1 NA= National Access Account
- 2 TD= Term Deposit
- 3 CM= Cash Management
- 4 Stock (Muscat 77) (Glasses 26) Total Stock value = \$1670