



## RAAMC COMMITTEE

HOC 07/06

See distribution

### MINUTES OF THE RAAMC COMMITTEE MEETING HELD AT ASAH, ALTC ON 17 FEB 06

#### Members present:

BRIG A. Gill	Chairman / Head of Corps
BRIG Alexander	
LTCOL S. Fletcher	Deputy Head of Corps (ARA)
LTCOL D. Wright	Deputy Head of Corps (RES)
MAJ E. Angelini	Secretary / SO2 Corps
MAJ G. Jones	Paulatim Editor
MAJ D. McCuaig (arrived 1125h)	SO2 Health Trades
WO1 M. Jesenkovic	RAAMC RSM

#### Apologies:

COL Overton	Representative Honorary Colonel
CAPT M. Carroll	Property Member

#### OPENING ADDRESS

1. The Chairman welcomed all present, in particular BRIG Alexander, Director General Health Reserve Army and LTCOL Fletcher, who will provide a valuable Land Command Link as the new Deputy Head of Corps (ARA). He also welcomed the new ARA SO2 Corps; MAJ Angelini, he stated that as the Committee had been without a full-time SO2 Corps for a while her work and input will be valued He declared the meeting open at 1035 hours.

#### ITEM 1 – PREVIOUS MINUTES

2. The previous minutes from the 19 Oct 05 meeting were presented.

3. **MED MIN 01/06.** It was proposed that the minutes of the 19 Oct 05 meeting be accepted as a true and accurate record.

**Proposed** :.WO1 Jesenkovic

**Seconded** : MAJ Jones

**CARRIED**

## ITEM 2 – BUSINESS ARISING

4. The business arising from the 21 Mar 05, 14 Jul 05 and 19 Oct 05 meetings have been combined where possible and are as follows:

- a. **Corps Website (21 Mar 05).** Corps RSM stated that this item is still outstanding; with regard to the identification of information that can be transferred from intranet to internet sites.

**Decision:** Defence policy of transferring information needs to be determined. If this information cannot be transferred, then building a separate site on the Internet needs to be investigated.

**For Action:** Corps RSM.

- b. **Director General Portraits (21 Mar 05 & 14 Jul 05).** Corps RSM stated that the locations of the portraits have been determined but have not yet been placed on the Website. The Corps RSM additionally stated that the Corps Committee has previously decided not to insure these items, due to the diverse locations. Possible avenues to counteract not insuring items was discussed.

**Decision:** Place locations of items on Corps Website. Investigate possible relocation of items to HSW (naming individual classrooms) and the Simulation Wing.

**For Action:** SO2 Corps (Investigate relocation) and Corps RSM (Place information on website & Investigate relocation).

- c. **Guidance Officers/Mentors LTS (14 Jul 05).** HOC discussed the need to identify Mentors for the various Medical students and Residents in the Defence community. The possible candidate would be the DHSAR in each state. The HOC acknowledged that there would be Chain of Command issues. The Committee discussed that mentoring should be considered across all Long Term Schooling Groups. LTCOL Fletcher volunteered to be the Mentor for GSO RAAMC Officers.

**Decision:** Approach Senior Reservists and LTCOL Steve Shaddock with a view to identifying possible Mentors; in-conjunction with the responsibilities outlined in ATI.

**For Action:** SO2 Corps (liaison with BRIG Alexander required).

- d. **RAAMC Fund contributions (14 Jul 05).** The 2005 PAULATIM Article clearly outlined the four groups the contributions have been arranged into and the means that an individual can pay Corps Funds. Methods to encourage contribution were discussed; including the release of a signal and use of Unit networks.

**Decision:** Investigate if Corps Funds contributions are tax deductible and release signal to inform Units of procedures to subscribe to Corps.

**For Action:** SO2 Corps (Investigate tax exemption) and Corps RSM (release signal).

- e. **RAAMC Colour Patch (14 Jul 05).** Corps RSM has investigated this issue and has identified that the HOC Cell is entitled to utilise the old DGAHS patch whilst performing Head of Corps duties (see enclosure 1). These can be purchased from Arcade Embroidery at the cost of \$70.00. The Corps RSM recommended that the colour patches be purchased utilising funds from the RAAMC Suppliers Account.

**Decision:** Corps colour patches are purchased utilising Suppliers Account, these will be maintained by the SO2 Corps to be distributed within the HOC Cell and amongst the Representative Colonels for each region.

**For Action:** SO2 Corps.

- f. **2004 Harkness Award (14 Jul 05).** The Corps RSM believes that the recipient has received the Harkness Award.

**Decision:** Confirmation that this award has been given to 2004 recipient.

**For Action:** Corps RSM.

- g. **Consultants \$5000.00 (Honorary Colonel Fund).** Funds are able to be placed in a separate area within RAAMC Defcredit account. A/SO2 Corps (WO2 Reidel) is still awaiting contact from relevant members of the Honorary Colonel's fund.

**Decision:** Once deposited into Defcredit account this money will be only utilised at the discretion of the Honorary Colonels (Authority COL Overton).

**For Action:** SO2 Corps (liaise with COL Overton).

- h. **Corps Tie.** Corps RSM reported that he has spoken with Christies and has identified four possible designs for the Corps Tie.

**Decision:** Selection of the Corps Tie will be raised at the next Committee meeting, to enable the Ties to be ready for sale during the Corps Conference in Jun 06.

**For action:** Corps RSM.

- i. **Employment specification for Officers.** SO2 Hlth Trades reported that due to circumstances beyond his control there has not been any action on this item since that last committee meeting.

**Decision:** Await decision from the Strategic Level before DOCM-A is approached.

**For Action:** SO2 Health Trades.

- j. **2003 Centenary Conference Statement of Affairs.** SO2 Corps stated that a deposit from the remaining funds of the 2003 Conference is reflected in the latest RAAMC Defcredit Statement. The SO2 Corps also stated that apart from the Honorary Colonel's fund, all RAAMC NPMA accounts have been transferred to SO2 Corps, for management as Secretary and Treasurer. The Corps RSM also stated that the Corps Committee has received leftover items from the 2003 Conference that yet to be sold, as Corps was awaiting a price list from 2HSB.

**Decision:** Confirm that all Defcredit Accounts and ABN relating to the 2003 Centenary Conference has been deleted. Contact 2 HSB to ascertain the price list and place the remaining items in the Corps shop area of the RAAMC Website

**For Action:** SO2 Corps (Confirm accounts and ABN) and Corps RSM (Corps Shop items).

- k. **Lavarack Barracks Memorial.** Corps RSM stated that he had contacted the Lavarack Barracks RAAMC personnel and that a grant had been requested for the Memorial. Discussion was held regarding the relevance of this Memorial for the Corps Committee. The Corps RSM stated that this was a memorial that recognised the contributions made by RAAMC personnel and that this type of memorial was not available in Lavarack Barracks. Lavarack Barracks would also be requesting funds from the other Health Services Corps, so that this Memorial would be representative of all Health Corps. The Committee also discussed the caveats and procedures for future grants; with a view to promoting the Subscription of Corps funds.

**MED MIN 02/06.** It was proposed that a Grant of \$250.00 be allocated from the RAAMC Corps fund for the purposes of developing a Memorial in the Lavarack Barracks.

**Proposed :.**WO1 Jesenkovic  
**Seconded :** LTCOL Wright

**CARRIED**

**Decision:** A Minute be drafted to the Lavarack Barracks Members detailing that Corps Committee required a photo of the completed Memorial for the Corps Website, along with a Article for the 2006 Paulatim; and that all members are made aware of the contribution by Corps funds to the Memorial. Corps Standing Orders are being amended to details the procedures for future requests for Grants.

**For Action:** SO2 Corps and Corps RSM.

- l. **RAAMC Replacement Colonel-in-Chief.** This item will be raised during HOC Report.
- m. **Literary Award Paulatim (COL A.G. Bulter award).** Paulatim Editor suggested that the COL A.G. Bulter award be raised in recognition of valuable contributions made to the Paulatim magazine. MAJ Jones has done considerable research into the exploits of COL Bulter and was able to present to the Committee a draft citation and criteria for selection for the proposed award (see enclosure 2). The appropriate title, appropriate prize, suitable criteria and possible recipients was discussed by the Committee

**Decision:** The award would be known as the COL A.G. Bulter Literary Prize, the value of the prize would be initially set at \$100.00 and will also include a framed certificate. Due to time constraints, the selection criteria and identification of suitable recipients will be resolved via out of session email with all Committee members.

**For Action:** SO2 Corps (liaison with Paulatim Editor).

- n. **National Memorial.** A Minute was released requesting response from RAANC and RAADC with regards to raising a committee for the creation of this National Memorial. The RAAMC committee members will be SO2 Corps and Corps RSM. There has been no response from the RAANC or RAADC HOC. The committee also discussed that 2 Field Ambulance Association (via Mr Terry Woolmer) have expressed an interest to be involved with this committee and that there are possibly grants available through Defence Veterans Australia (DVA) for this project.

**Decision:** The other Health Services Corps will be directly contacted with a view to identify relevant members to create the National Memorial Committee.

**For Action:** HOC

- o. **RAAMC Association.** As committee had previously decided that a completely new RAAMC Association would not be raised, rather membership of the Australian Field Hospital Association will be encouraged. This membership would be discussed at the Corps Conference and details would be placed on Corps Website.

**Decision:** Regional Representative Colonels are contacted with a view to encourage members being more active with the relevant Regional Association.

**For Action:** HOC and BRIG Alexander

- p. **RAAMC Committee.** BRIG Alexander attended the Corps Committee meeting. It is intended that he will continue to attend these meetings.
- q. **Communication – Units/Corps Committee.** Committee discussed the requirement for the Corps to be informed when past RAAMC members have either passed away or been seriously ill. This would ensure that suitable acknowledgement is made by the Corps, commensurate with the member's rank and past employment within the Corps (i.e. attendance at funerals and/ or articles in the Paulatim).

**Decision:** Representative Honorary Colonels and HOC Regions are informed of procedure to keep the Head of Corps and the Corps RSM informed.

**For Action:** SO2 Corps (Liaison with COL Overton)

- r. **Regional Activities for RAAMC Personnel.** Corps RSM released a signal to Corps members detailing the requirements for bids to conduct regional activities and the committee approval process. Corps RSM and HOC have promulgated to units a suggested Corps Activity Day for regional areas. There has not been any interest in the requests for submissions for funding. DHOC ARA suggested that this process is formalised and a signal is sent out calling for units to submit bids for regional activities in 2006. These Regional Activities are an excellent opportunity for RAAMC Members to see what their Corps Subscriptions can do.

**Decision:** Signal to be released and formal procedures to be developed and placed in Corps Standing Orders.

**For Action:** SO2 Corps and Corps RSM

- s. **RAAMC Standing Orders.** Review of RAAMC Standing orders was completed, and released on 30 Nov 05. New copies were promulgated to relevant members and placed on Corps Website in Chapter Order.
- t. **NPMA Corps Funds (RAANC & RAADC).** Committee identified that this item not relevant to RAAMC Corps Committee, it is a SO2 Corps (Hlth Svcs) issue.

**Decision:** The management of Corps funds and Awards, be raised with RAANC and RAADC separately. Not required to be reported in next committee meeting.

**For Action:** SO2 Corps

- u. **HOC Activities/Phasing/Financial Bids FY 06/07.** The A/SO2 and the Corps RSM had not received any information on proposed activities for FY 06/07. This information is required to enable a calendar of Corps activities to be produced and also to assist in the compilation of financial bids for FY06/07.

**Decision:** This will be resolved via out of session email.

**For Action:** SO2 Corps (liaison with Committee members).

- v. **Donations of multi-copy textbooks.** Committee members are awaiting relevant paperwork from COL Overton, in order to commence investigation into this proposed source of funds. The Committee also discussed the use of Unit funds to purchase CMA textbooks during the period 2004 – 2005. Currently, Units would not be reimbursed this expenditure.

**Decision:** Relevant paperwork is sourced from COL Overton and that the reimbursement of Unit funds be further investigated.

**For Action:** SO2 Corps (Donations) and DHOC-ARA (reimbursement).

- w. **Historic Swivel Chairs.** Historic Swivel Chairs have always belonged to the RAAMC Property Register. The chairs were originally used by the Australian War Cabinet headed successively by Prime Minister's Menzies, Curtin and Chifley when in session at Army Headquarters, Victoria Barracks, Melbourne. The War Cabinet Room remained unused and the furnishings undisturbed until approximately 1976 when the chairs were recovered by the Director General Medical Services and refurbished from Corps funds. The chairs were subsequently matched with a desk, which had been used continuously by DGMS' from Federation, to furnish the office of the contemporary DGMS and his successors including Director General Army Health Services and early Surgeon's General, Australian Defence Force. The conditions of these items are varying and may require repair works to be completed. The committee discussed possible sources of funds for the repair of these items and the historical significance

behind the acquisition of this furniture. The committee also discussed recovering the DGMS desk which is currently in use by BRIG Caligali (CofS HQ TC-A).

**Decision:** The AWMA Army Museum be contacted to ascertain if there are any funds available for repair, additionally the use of funds from the Government program “Their Service our Heritage” be investigated. Past RAAMC members be contacted to ascertain the “story” behind the furniture. BRIG Caligali be contacted regarding return of RAAMC desk.

**For Action:** SO2 Corps (in absence of Property Member), BRIG Alexander / LTCOL Wright (Historical Significance) and DHOC- ARA (RAAMC Desk)

- x. **Silverware and other RAAMC Property.** Requires further investigation detailing the items that have been returned to Victoria Barracks.

**Decision:** Any items of Corps significance are placed on the RAAMC Corps Property ledger.

**For Action:** SO2 Corps (liaison with COL Overton).

### ITEM 3 – HOC REPORT

5. **Defence Health Symposium** – will be held in Brisbane 19 –22 Oct 06. This will clash with Exercise Swift Eagle, the HOC stated that unfortunately this can not be avoided. Registration will cost approximately \$750.00 and Units will not be funded from the Head of Corps Funds.

6. **RAAMC Replacement Colonel-in-Chief** – HOC stated that there had been a discussion paper written on the replacement Colonel-in-Chief. He would pass this around Committee members for their input, prior to presenting to the Chief of the Army. The Committee discussed in depth the various options involving Colonel in Chief and Colonel Commandant and the implications of this very important decision. The Committee decided that a Colonel Commandant was not a favoured option and that the appointment of a Colonel-in-Chief would be pursued. The majority of the committee felt that the time and opportunity was now to have an Australian citizen (as opposed to a member of Royal personage) as Colonel-in-Chief. The committee decided that it would be appropriate to select a position rather than an individual. The committee decided that the preferred position from which to appoint a Colonel-in Chief was the Governor-General.

**Decision:** As a result of discussion the committee developed the following plan of action:

- a. Seek opinions of past members of the RAAMC raise at next committee meeting, and,
- b. present three options to CA (for his guidance).

**For Action:** BRIG Alexander and HOC.

### ITEM 5 – DHOC (ARA) REPORT

7. DHOC stated that he had recently commenced his role, and did not have a report.

**ITEM 6 – DHOC (GRES) REPORT**

8. Nothing directly to report.

**ITEM 7 – CORPS RSM REPORT**

9. **Key Rings** – RSM stated that along with the Corps Tie, it is planned to have the details of the Corps key ring finalised, in time for a launch during the 2006 Corps Conference.

**Decision:** Present update at next committee meeting

**For Action:** Corps RSM

10. **Banner Double Booking** – RSM sought guidance on the release of the RAAMC Banner for the 01 Jul 06. Two Units (1 HSB – Sydney & 9 CSSB Adelaide) had requested this banner. Due to geographical locations, it was impossible for both Units to have the Banner. The committed decided that the preference would be for 9 CSSB as this was a Freedom of the City Parade, where the other Logistic Corps Banner would be parading.

**Decision:** Inform Units of Committee decision.

**For Action:** Corps RSM

11. **RAAMC Awards** – RSM spoke about the procedure for the awarding the various RAAMC awards and the requirement for prior knowledge of the ceremony, so that the relevant components can be prepared.

**ITEM 8 – SO2 CORPS REPORT**

12. **Treasurer Report** – SO2 Corps presented the RAAMC Treasurer Report (see enclosure 3). She highlighted the large amount of funds in the “everyday account” of the RAAMC Corps Funds. The seemingly low number of Corps Funds contributions was discussed.

**MED MIN 03/06.** It was proposed that an amount of money be transferred from the National Access to the Flexi Term Savings.

**Proposed .:** MAJ Angelini  
**Seconded :** WO1 Jesenkovic

**CARRIED**

13. **Financial Audit of RAAMC NPMA.** SO2 Corps raised concerns that the RAAMC records indicate that the last Audit of this account was conducted in 1997. Additionally the NPMA books have not be kept as accurately as required by the MPA. The DHOC-ARA stated that he believed that the funds where audited during 2003. However there is no records of that audit.

**Decision:** The AWMA President of the Audit board is contacted and the RAAMC NPMA funds are placed on the AWMA Audit program. The NPMA account is raised in accordance with MPA guidelines.

**For Action:** SO2 Corps

14. **Re-phasing of Suppliers Account and ARTS.** – SO2 Corps raised the requirement to re-phase the Suppliers Account and ARTS for FY 05/06. There may be a possibility to gain more funds for Corps Conference. The Corps RSM highlighted that detailed phasing had been conducted as part of original bid.

**Decision:** Investigate original phasing and liaise with HOC.

**For Action:** SO2 Corps

15. **Civil Schooling and Overseas Training.** – SO2 Corps stated that she will be working on the RAAMC response for Civil Schooling and Overseas training. The committee discussed the various overseas training that was available, SO2 Corps will contact interested Committee Members.

16. **2005 RAAMC Corps Funds Expenditure.** SO2 Corps raised expenditure that had been made during 2005 without formal Committee approval (see enclosure 3). The committee discussed the expenditure and all members present were satisfied that this expenditure was reasonable expenditure of Corps Funds.

**MED MIN 03/06.** It was proposed that the 2005 expenditure be formally approved by the RAAMC Corps Committee.

**Proposed .:** WO1 Jesenkovic  
**Seconded :** LTCOL Wright

**CARRIED**

## **ITEM 9 – SO2 HEALTH TRADES REPORT**

17. The HOC formally thanked the SO2 Health Trades; on the behalf of RAAMC, for his efforts in the success of the Medical Assistant Pay case.

18. The SO2 Health Trades spoke about the next steps for this pay case, namely the impact on Transition training, the release of the Implementation Plan by the DG PERS-A, the impact on the CMA and the plan to place an information piece in the Army Magazine.

19. **PTI** – SO2 Health Trades reported that the developing of the Rehabilitation and Advanced course was ongoing, and that ALTC was having direct interaction with the Directorate of Rehabilitation.

20. **Trade Seminar** – SO2 Health Trades raised that the seminar is an opportunity for the “right input to influence discussion of trade”. The structure and the attendance of the RAAMC Trade Seminar was discussed. The committee decided that there is a need for a wider input from RAAMC and that the seminar could be held as an offset to the Corps Conference. The committee identified that this would require further review.

**Decision:** Investigate options for the conduct of the 2007 Trades Seminar.

**For Action:** SO2 Health Trades and Corps RSM

## ITEM 10 – PAULATIM EDITOR REPORT

21. The HOC formally thanked the Paulatim Editor; on the behalf of RAAMC, for his efforts in the success of the 2005 Paulatim.

22. **2006 Paulatim** – Paulatim Editor requested that all committee members contribute to the 2006 Paulatim. He also requested that a signal be released calling all other members for contributions.

**For Action:** Corps RSM

23. **Distribution** – The Editor highlighted that 2,200 copies of Paulatim 2005 were printed; up from 1,500 and 2,000 in 2003 and 2004 respectively. Bulk quantities of the magazine were delivered by Millbank Publishing directly to units and headquarters where they were broken down for distribution to members. Also, the Corps RSM posted a personal copy to individual contributors and authors. MAJ Jones suggested that some of the remaining copies could be distributed externally to showcase the RAAMC to a wider readership. For example, he dispatched a copy to the editor of the RAMC (UK) magazine and to a US Army Medical Department historian. The HOC informed members that he had personally forwarded a copy to the Chief of Army and to the Chief of Defence Force with a pleasing response. He also advised that he would be sending a copy of the past three editions of Paulatim to the Australian War Memorial as a permanent record of the achievements of the Corps, particularly encompassing operations in East Timor, Iraq, Bougainville and Banda Aceh. BRIG Alexander requested for a quantity of 2005 Paulatim for use as a recruiting tool, these will be sent by staff from ASAH..

**Decision:** Distribution List is reviewed, to ensure widest distribution both within and outside the RAAMC.

**For Action:** Paulatim Editor and Corps RSM

24. **Archiving** – The Editor also stressed the importance of maintaining copies of the Paulatim for posterity. The SO2 Corps suggested that all copies should be bound and kept within the Head of Corps Cell.

**Decision:** Previous copies of Paulatim are sourced and bound in chronological order.

**For Action:** SO2 Corps and Corps RSM

## ITEM 11 – PROPERTY MEMBER’S REPORT

25. No Report.

## ITEM 12 – GENERAL BUSINESS

26. **RAAMC Presentation to RMC-A trainees.** The DHOC-ARA raised concern about the possible lack of suitable RAAMC involvement in presentations to RMC-A trainees.

**Decision:** Liaise with RMC-A to ensure that RAAMC presentations are delivered by a young GSO Lieutenant accompanied by a senior RAAMC Officer.

**For Action:** DHOC- ARA

27. **Corps representation at RMC Graduations/awards activities.** The DHOC-ARA raised concern about the possible lack of adequate RAAMC representation at RMC graduations.

**Decision:** Liaise with RMC-A.

**For Action:** DHOC-ARA

28. **Corps presence at ALTC (especially Med Asst march out parades).** – The DHOC-ARA suggested that there could be more RAAMC Corps Committee representation at BMAC parades. The committee discussed that in the past, these March Outs had been attended by high ranking Defence Medical personnel.

**Decision:** Investigate the possibility ASAH inviting either the HOC or DHOC to these parades.

**For Action:** Corps RSM

29. **Establishment of a Corps Strategic Plan.** – DHOC ARA suggested that RAAMC should consider a Corps Strategic Plan in order to bring the Corps in line with the Hardening and Networked Army (HNA) concept. The DHOC-ARA felt that this should be considered out to at least 10 years. See RAADC plan

**Decision:** All Corps Committee members are to brainstorm Issues to DHOC-ARA, for his collation into the Strategic Plan. A draft plan is to be tabled at the next Committee Meeting with a view to release the document by the end of 2006.

**For Action:** DHOC-ARA

30. **Corps Standing Orders.** The following proposed amendments to Corps Standing Orders were discussed.

- a. **NPMA Constitution.** – SO2 Corps raised the requirement to clearly delineate the NPMA roles of the committee. This could be achieved through the augmentation of Corps Standing Orders to include roles for the Committee. The Committee discussed that value of expenditure that could be approved in “out of committee sessions”, this value was set at \$300.00.

**Decision:** A chapter is written for the Corps Standing Orders that includes the requirements of the MPA.

**For Action:** SO2 Corps

- b. **Guidelines for Consultant / Honorary Colonels.** – SO2 Corps proposed that a guideline for Consultant/Honorary Colonels could be included as part of standing orders. COL Overton had raised this in previous Corps minutes.

**Decision:** A summary is included in the relevant Corps Standing Order Chapter

**For Action:** SO2 Corps

- c. **2 Fd Ambo Past Members Association Instructor of the Year Award.** – SO2 Corsp said that this award commenced in 2004, however there is no formal documentation identifying the intended recipient and the selection criteria. This award was not awarded during 2005. The Committee discussed if this award should be awarded to all RAAMC Instructors or only Instructors within Health Services Wing, Army School of Administration and Health (HSW, ASAH).

**Decision:** 2 Fd Ambo be contacted in order to clarify the original intent, namely the identification of intended recipient and award selection criteria, this information is then drafted for inclusion in Corps Standing Orders.

**For Action:** SO2 Corps and Corps RSM

- d. **Representative Honorary Colonel Award.** SO2 Corps suggested that Chapter 11 of Corps Standing Orders could be amended to include further administrative detail about the Representative Honorary Colonel's Certificate of Recognition. The Committee also discussed an appropriate 'trophy' for this award. The Rose Bay RSL Club had given a military item to RAAMC. The committee discussed using this item as a trophy, namely the requirement to chrome the item, the locality that the item would be housed and contacting the RSL club to get a history behind the item.

**Decision:** Administrative details of the award are clarified and investigation is made into the cost of chroming the item and finding a suitable location at ASAH for housing the item. If the item is to be used for this award a suitable Thank you letter is to be sent to the RSL club, along with a copy of 'Little-by-Little'.

**For Action:** SO2 Corps

- e. **Sir Neville Howse Award.** SO2 Corps queried the history of this award and the responsibility for the management of the award. The committee discussed this and the Paulatim Editor highlighted that the 2003 edition of the Paulatim contained an article about the Sir Neville Howse award.

**Decision:** Article is reviewed and information is confirmed at next Committee meeting.

**For Action:** SO2 Corps

31. **Corps Website.** The following were suggested as possible inclusions into the website.

- i. **Arrangement for the sale of 'Little by Little'.** SO2 Corps raised how there is no clear documentation listing how to purchase '*Little by Little*', she suggested including an amount for postage and handling (if applicable).

**Decision:** The committee decided that it would be appropriate to include a postage and handling cost to the sale of '*Little by Little*'.

**For Action:** SO2 Corps

- ii. **'Little by Little' publishing contract.** The SO2 Corps also raised documentation that she had found relating to the release of the remainder of the 'Little by Little' books to RAAMC in lieu of payment of Royalties (see enclosure). She queried if any Committee member was aware of the decision made. No Committee member was aware of the decision that was made. This decision was not included as an item in any Corps Minutes.

**Decision:** The payment of royalties is investigated.

**For Action:** SO2 Corps (in consultation with COL Wells and WO1 Murphy).

32. **Corps Property held at Army Museum.** SO2 Corps referred to an email dated back to 2002 discussing RAAMC items of historical significance that was required to be catalogued. SO2 Corps had contacted the Museum at Bandiana and found that project is on hold, will be contacted by MAH Graham Docksey in the later half of the year, this may require input from Health Svcs. This will be considered by the Committee at the relevant time.

33. **Paulatim Publishing Contract.** SO2 Corps highlighted that the Publishing Contract will expire on Jul 07. She also highlighted that other Logistic Corps has contracts with Millbank, but the contractor sends out to more addressees, she queried whether the audience of Paulatim could be expanded. She also highlighted that according to the contract RAAMC should receive \$1500.00 with each issue of the Paulatim, no records of receiving this money could be found. The committee discussed this and no member recalls the money ever being received.

**Decision:** Distribution list is reviewed to ensure appropriate distribution (especially through Land Comd) both within and outside the Corps. Past SO2 Corps is contacted regarding payment of the contractual royalties.

**For Action:** Paulatim Editor & Corps RSM (Distribution list) and SO2 Corps (Royalties).

34. **RMC-A Memorial to Health Service Personnel.** SO2 Corps raised correspondence dating back to relating to a Memorial at RMC-A. The Committee discussed this and no Committee member had knowledge of this request.

**Decision:** Contact RMC-A to ascertain if this request is still current and conduct a reconnaissance of the site and forward recommendations to the RAAMC committee.

**For Action:** HOC and DHOC (Reserve).

35. **2006 RAAMC Conference** – The theme for the Conference was discussed. The Committee decided to incorporate the Harden and Networked Army into the conference theme. The titles "A Corps for the future 2006 – 2013" and "Hardening the Corps 2006 – 2012" were suggested. The Guest speakers, program and working groups were also discussed. The following outstanding actions were identified:

- a. **Program.** Incorporation of ANTA. For Action – Corps RSM
- b. **Working Groups.**
  - i. Incorporation of specialist trades – SO2 Corps and Corps RSM.

- ii. Incorporation of GSO Discussion Group (to be chaired by DHOC-ARA) – SO2 Corps and Corps RSM
- iii. Liaise with DFRT and Army Safe for Environ Health Working Group – SO2 Corps and Corps RSM.
- c. **Release of Information Signal** – Corps RSM
- d. **Guest Speakers and Facilitators**– Identification and confirmation - Corps Committee.
- e. **Release of Invitations** - SO2 Corps and Corps RSM.
- f. **Release of Administrative Instructions.** SO2 Corps and Corps RSM.

### **CLOSING REMARKS**

20. The Chairman thanked all present for attending the meeting. The next meeting will be held during April in Sydney.

21. There being no further business the Chairman declared the meeting closed at 1545 hours.

**A. GILL**  
Brigadier  
Chairman

Mar 06

**E.A. ANGELINI**  
Major  
Secretary

Mar 06

### **Enclosures:**

1. A.G. Butler Award
2. Demand for Supply of Unit Colour Patch
3. RAAMC Corps Fund Expenditure 2005
4. RAAMC Corps Fund Treasurer Report
5. Action Points – RAAMC Committee Meeting 17 Feb 06

### **Distribution:**

Chairman  
Committee Members  
Honorary Colonel Eastern Region  
Honorary Colonel Queensland Region  
Honorary Colonel Southern Region  
Honorary Colonel Central Region

Honorary Colonel Western Region  
RAAMC CO's  
CA RAAMC, DOCM-A  
CM RAAMC, SCMA  
SO2 RAAMC Trades, Dev Gp, ALTC  
SI Health Services Wing ALTC  
RAAMC RSM's  
RAAMC Intranet Site

## Colonel Arthur Graham Butler Award

(title - Award/Medal/Prize/Prize Medal (TBC))

### Preamble

Colonel Arthur Graham Butler DSO, VD, MB., Ch.B., BA (born Kilcoy, Qld 1873) was reputed to be the first Medical Officer ashore at the dawn landing at ANZAC on 25 April 1915. As Regimental Medical Officer of the 9th Battalion he was one of the few Medical Officers at Gallipoli to be awarded the Distinguished Service Order, principally for his heroism and devotion to duty in the first few critical days of the landing. General Sir Brudenell White, Chief of Staff 1 Anzac Corps, wrote, 'In the list of heroes and heroic actions, Graham Butler's name and deeds would stand out in bold relief. Entirely absorbed in the professional care of his men, he was totally unaware of personal danger, hardship or privation ..... In the AIF one grew accustomed to the term 'devotion to duty' – there was so much of it. But Graham Butler was the personification of that devotion. He merely did not give himself wholly to his work because it was his duty. Something in his nature impelled him to complete disregard of himself, and there was no sacrifice which he was not ready to make, naturally and whole heartedly, for those he served'.



Later in the war Butler was Deputy Assistant Director of Medical Services at General Birdwood's headquarters in France and he was conspicuous for his outstanding service, particularly in the bitter winter on the Somme in 1916 and in the grim fighting at Passchendaele in 1917. Towards the end of the war Butler was selected to gather and collate medical war records. He used this time to visit medical commanders at the front to instruct them on how he wished they should keep their unit war diaries and other records, including operational and training data, sketches and local maps. These would later prove to be an invaluable source of research for his writing of the monumental historical volumes of the Australian Army Medical Services in the First World War.

With the termination of his AIF appointment in 1919 Butler returned to private practice in Brisbane and for several years he was Senior Visiting Paediatrician at Brisbane's Hospital for Sick Children. In 1923, against his wish but in a sense of public duty, he responded to the request of his old AIF commander, now the Minister for Defence, Sir Neville Howse, VC to write the military medical history of the medical services at war. He relocated to Canberra where for a time he was Medical Officer to the Royal Military College, Duntroon and then Medical Officer of Health for Canberra. Before long he immersed himself totally in the work of writing and he did so at great financial sacrifice and later with impending blindness. Butler imagined he would complete the task in a few years but in the event it took him over 20 years and to almost the end of his working life. From the mass of unpublished material he assembled he lamented that it was not possible for him to prepare and publish a volume on humanitarianism in war.

Notwithstanding his own difficulties, he also found time and energy to care for his war comrades taking a keen interest in all matters affecting ex-servicemen and he was an active member of the Returned Soldiers', Sailors' and Airmen's Imperial League of Australia. The text of a brass plaque in honour of Graham Butler at the Church of St John the Baptist in Canberra

reads ‘To the Glory of God, and in affectionate memory of Colonel Arthur Graham Butler A.A.M.C., D.S.O., V.D., M.B., Ch.B., B.A., who departed this life on 27th February, 1949 aged 76. A practical Christian, a gallant soldier, a national war historian, a kindly physician, a man loved by all; he fought the good fight; he finished the course; he kept his Faith. Erected by his returned servicemen comrades in the A.C.T.’

-2-

The Colonel Arthur Graham Butler Award (Medal/Prize/Prize Medal) commemorates the life and work of this outstanding Australian soldier and historian and is awarded annually by the Royal Australian Army Medical Corps for literary merit.

### **AWARD CRITERIA**

The Colonel Arthur Graham Butler Award (Medal/Prize/Prize Medal) will be awarded annually to the author of the essay, article or written first hand account published in the RAAMC Magazine – Paulatim which is judged to be the most significant, in open competition, of any aspect which embodies the ethos of the history and heritage of the Royal Australian Army Medical Corps (RAAMC).

The competition is open to all ranks of the Australian Defence Force and the Australian Public Service and to past members of the RAAMC. Preference for the award will be given to contributions from present or past members of the RAAMC and for contributions relating to individuals, events, developments or endeavor, relating to the Corps. A subsequent award/s may be made to the same person.

All contributions will be considered strictly on merit. Publication of entries will be at the discretion of the Editor, Paulatim or on the recommendation of the Judging Panel.

### **THE AWARD (Prize/Medal/Prize Medal)**

The Colonel Arthur Graham Butler Award (Medal/Prize/Prize Medal) will be a bronzed medallion with the likeness of Colonel Butler embossed on the obverse side and the RAAMC badge on the reverse side. The rim of the medallion will be embossed with the words ‘Paulatim Magazine - For Literary Merit’(or Literary Prize/Literary Award/Medal). The winners name and the year will be engraved on the reverse side.

(A cash prize could also be given (funded by the magazine’s publisher perhaps - worth exploring)).

### **JUDGING PANEL**

The judging panel for the award will comprise:

- RAAMC Head of Corps (HOC)
- Corps RSM
- Editor, Paulatim
- Honorary Representative Colonel; and
- a respected published author, either a member of the RAAMC or someone with close ties to the Corps.

A quorum will comprise the RAAMC HOC, Corps RSM and Editor, Paulatim.

**ENCLOSURE 2 TO**

**MAR 2006**

ENCLOSURE 3 TO

MAR 2006

## RAAMC Corps Fund Expenditure 2005

<b>Date</b>	<b>Description of Good/ Supplier</b>	<b>Cheque #</b>	<b>Amount</b>
8-Jul-05	Engraving / Todays Trophy	973843	16.50
14-Jul-05	Presentation Luncheon / United Services Club - Brisbane	973844	811.20
14-Jul-05	Framing C.F. Marks Award/ Picture Perfect Framing Company	973845	165.00
11-Aug-05	Practice Flag, Cord and Tassle / Spear of Fame Pty Ltd	973846	115.50
16-Sep-05	Flowers for BRIG Bannister / Jenstep Pty Ltd	973847	63.25
	Simpson & Donkey Statues/ RACOL Casting Pty Ltd		1030.80
24-Oct-05	Food & Consumables for RAAMC Dinner / Latchford Officer Mess	973848	916.80
11-Nov-05	Supplies/ Catering for RAAMC Mtg / Henry's Bakery, BI LO and Telstra	973850	169.05
8-Nov-05	Wines & Spirits for RAAMC Dinner / Dan Murphys	973849	Cancelled
		<b>Total</b>	3288.10

ENCLOSURE 4 TO

MAR 2006

**RAAMC CORPS FUNDS TREASURER REPORT**

RAAMC Corps Fund - National Access		10857.53
RAAMC Corps Fund - Flexi Term Savings		9431.12
	<b>Total</b>	<b>20288.65</b>
CF MARKS - National Access - National Access		114.47
CF MARKS - Term Deposit		3473.31
	<b>Total</b>	<b>3587.78</b>
G. HARKNESS Medal -National Access		102.33
G. HARKNESS Medal -Cash Management		1061.16
	<b>Total</b>	<b>1163.49</b>
Corps Fund Subcriptions Nov 2002 - Dec 2005	<b>Total</b>	<b>50</b>

## ACTION POINTS – RAAMC COMMITTEE MEETING 17 FEB 06

Serial	Topic	Action	Member
(a)	(b)	©	(d)
1	Corps Website	Investigating Intranet vs Internet	Corps RSM
2	Director General Portraits	Sourcing possible location vic ALTC	SO2 Corps & Corps RSM
3	Guidance Officers/ Mentors LTS	Approach Senior RAAMC identify Mentors	SO2 Corps (liaison with BRIG Alexander)
4	RAAMC Fund contribution	Investigate Tax exemption & Release signal	SO2 Corps & Corps RSM
5	RAAMC Colour Patch	Order & distribute	Corps RSM
6	2004 Harkness Award	Confirm awarding	Corps RSM
7	Consultants \$5000 (Hon COL fund)	Deposit funds into RAAMC acct (separate location)	SO2 Corps (liaison with COL Overton)
8	Corps Tie	Source suppliers, present next meeting	Corps RSM
9	Employment spec for Offrs	Awaiting action from DOCM-A	SO2 Health Trades
10	2003 Centenary Conf Statement of Affairs	Confirm all Accts and ABN are obsolete & Confirm Corps shop prices	SO2 Corps & Corps RSM
11	Lavarack Barracks Memorial	Draft Minute detailing requirements & amend CSO re: grants	SO2 Corps & Corps RSM
12	Literary Award Paulatim	Confirm selection criteria & suitable recipients	SO2 Corps (liaison with Paulatim Editor)
13	National Memorial	Liaise with other HOC	HOC
14	RAAMC Association	Encourage more activity	HOC & BRIG Alexander
15	Comms – Units/Corps Committee	Inform Rep Hon COL of procedure	SO2 Corps (liaison with COL Overton)
16	Regional Activities for RAAMC Pers	Signal released and CSO developed	SO2 Corps & Corps RSM
17	NPMA RAANC & RAADC	Not relevant to RAAMC Corps Committee	SO2 Corps
18	HOC Activities FY 06/07	Determine activities for FY 06/07	SO2 Corps (liaison with Committee Members)
19	Donations of Multi-copy textbooks	Source paperwork for COL Overton & re-imburement of Unit funds is investigated	SO2 Corps & DHOC-ARA
20	Swivel Chairs	Investigate repair, investigate history and request return of desk	SO2 Corps, BRIG Alexander / LTCOL Wright & DHOC-ARA
21	Silverware & other RAAMC Property	Further investigate and notate significant items	SO2 Corps (liaison with COL Overton)
22	Replacement Colonel-in- Chief	Seek opinions of past members & present options to CA	BRIG Alexander & HOC
23	Key Rings	Source suppliers, present next meeting	Corps RSM
24	Banner Double Booking	Inform Units of Committee decision	Corps RSM
25	Financial Audit of NPMA	Place on AWMA RAB program	SO2 Corps
26	Re-phasing of Suppliers Acct and ARTS	Investigate original & liaise with HOC	SO2 Corps
27	2006 Paulatim	Release Signal	Corps RSM
28	Distribution	Investigate Distribution List	Paulatim Editor & Corps RSM
29	Archiving	Investigate binding of previous Issues	SO2 Corps & Corps RSM
30	RAAMC Presentation to RMC-A trainees	Finalise details of RAAMC presentations	DHOC-ARA

## E-2

<b>Serial</b>	<b>Topic</b>	<b>Action</b>	<b>Member</b>
(a)	(b)	©	(d)
31	Corps Rep at RMC Grads	Liaise with RMC	DHOC-ARA
32	Corps Rep at HSW Grads	Ensure HOC/DHOC gets invite	Corps RSM
33	Estab Corps Strategic Plan	Raise draft document next Committee Mtg	DHOC-ARA
34	Corps Standing Orders Amendments	NPMA Constitution/ Guidelines for Hon COL	SO2 Corps
35	2 Fd Ambo Award	Original intent & draft CSO	SO2 Corps & Corps RSM
36	Rep COL Honorary Award	Investigate details of award, chroming of trophy and raising 'Thank You' letter	SO2 Corps
37	Sir Neville Howse	Clarify history & draft CSO	SO2 Corps
38	'Little by Little'	Include postage & handling	SO2 Corps
39	'Little by Little' contract	Confirm Payment	SO2 Corps
40	Paulatim Publishing Contract	Confirm Payment	SO2 Corps
41	RMC-A Memorial to Svc Pers	Contact RMC-A & recon site	HOC & DHOC-PT
42	2006 Corps Conf	Finalise details	SO2 Corps & Corps RSM

**ANNEX A TO**

**MAR 06**

**ACTION POINTS – RAAMC COMMITTEE MEETING 17 FEB 06**

<b>Serial</b>	<b>Topic</b>	<b>Action</b>	<b>Member</b>
(a)	(b)	©	(d)
1	Corps Website	Investigating Intranet vs Internet	Corps RSM
2	Director General Portraits	Sourcing possible location vic ALTC	SO2 Corps & Corps RSM
3	Guidance Officers/ Mentors LTS	Approach Senior RAAMC identify Mentors	SO2 Corps (liaison with BRIG Alexander)
4	RAAMC Fund contribution	Investigate Tax exemption & Release signal	SO2 Corps & Corps RSM
5	RAAMC Colour Patch	Order & distribute	Corps RSM
6	2004 Harkness Award	Confirm awarding	Corps RSM
7	Consultants \$5000 (Hon COL fund)	Deposit funds into RAAMC acct (separate location)	SO2 Corps (liaison with COL Overton)
8	Corps Tie	Source suppliers, present next meeting	Corps RSM
9	Employment spec for Offrs	Awaiting action from DOCM-A	SO2 Health Trades
10	2003 Centenary Conf Statement of Affairs	Confirm all Accts and ABN are obsolete & Confirm Corps shop prices	SO2 Corps & Corps RSM
11	Lavarack Barracks Memorial	Draft Minute detailing requirements & amend CSO re: grants	SO2 Corps & Corps RSM
12	Literary Award Paulatim	Confirm selection criteria & suitable recipients	SO2 Corps (liaison with Paulatim Editor)
13	National Memorial	Liaise with other HOC	HOC
14	RAAMC Association	Encourage more activity	HOC & BRIG Alexander
15	Comms – Units/Corps Committee	Inform Rep Hon COL of procedure	SO2 Corps (liaison with COL Overton)
16	Regional Activities for RAAMC Pers	Signal released and CSO developed	SO2 Corps & Corps RSM
17	NPMA RAANC & RAADC	Not relevant to RAAMC Corps Committee	SO2 Corps
18	HOC Activities FY 06/07	Determine activities for FY 06/07	SO2 Corps (liaison with Committee Members)
19	Donations of Multi-copy textbooks	Source paperwork for COL Overton & re-imburement of Unit funds is investigated	SO2 Corps & DHOC-ARA
20	Swivel Chairs	Investigate repair, investigate history and request return of desk	SO2 Corps, BRIG Alexander / LTCOL Wright & DHOC-ARA
21	Silverware & other RAAMC Property	Further investigate and notate significant items	SO2 Corps (liaison with COL Overton)
22	Replacement Colonel-in- Chief	Seek opinions of past members & present options to CA	BRIG Alexander & HOC
23	Key Rings	Source suppliers, present next meeting	Corps RSM
24	Banner Double Booking	Inform Units of Committee decision	Corps RSM
25	Financial Audit of NPMA	Place on AWMA RAB program	SO2 Corps
26	Re-phasing of Suppliers Acct and ARTS	Investigate original & liaise with HOC	SO2 Corps
27	2006 Paulatim	Release Signal	Corps RSM
28	Distribution	Investigate Distribution List	Paulatim Editor & Corps RSM
29	Archiving	Investigate binding of previous Issues	SO2 Corps & Corps RSM
30	RAAMC Presentation to RMC-A trainees	Finalise details of RAAMC presentations	DHOC-ARA

**A-2**

<b>Serial</b>	<b>Topic</b>	<b>Action</b>	<b>Member</b>
(a)	(b)	©	(d)
31	Corps Rep at RMC Grads	Liaise with RMC	DHOC-ARA
32	Corps Rep at HSW Grads	Ensure HOC/DHOC gets invite	Corps RSM
33	Estab Corps Strategic Plan	Raise draft document next Committee Mtg	DHOC-ARA
34	Corps Standing Orders Amendments	NPMA Constitution/ Guidelines for Hon COL	SO2 Corps
35	2 Fd Ambo Award	Original intent & draft CSO	SO2 Corps & Corps RSM
36	Rep COL Honorary Award	Investigate details of award, chroming of trophy and raising 'Thank You' letter	SO2 Corps
37	Sir Neville Howse	Clarify history & draft CSO	SO2 Corps
38	'Little by Little'	Include postage & handling	SO2 Corps
39	'Little by Little' contract	Confirm Payment	SO2 Corps
40	Paulatim Publishing Contract	Confirm Payment	SO2 Corps
41	RMC-A Memorial to Svc Pers	Contact RMC-A & recon site	HOC & DHOC-PT
42	2006 Corps Conf	Finalise details	SO2 Corps & Corps RSM