

RAAMC COMMITTEE

HOC/OUT/2007/

See distribution

MINUTES OF THE RAAMC EXTRAORDINARY COMMITTEE MEETING HELD AT HOC CELL CONFERENCE ROOM BLD 108 LATCHFORD BARRACKS ON 27 JUN 07

Members present:

BRIG A. Gill	Chairman / Head of Corps
COL B. Perks	Representative Honorary Colonel (arrived 1315h)
LTCOL S. Fletcher	Deputy Head of Corps (Full Time)
LTCOL D. Wright	Deputy Head of Corps (Reserve)
MAJ E. Angelini	Secretary / SO2 Corps

By Invitation:

MAJ F. Reidy	SO2 Health Trades, ALTC (for Corps RSM & C.F. Marks Award only)
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Apologies:

MAJ K. Smith	A/SO2 Corps
WO1 M. Jesenkovic	RAAMC RSM
CAPT M. Carroll	Property Member

OPENING ADDRESS

1. The Chairman welcomed all present to the Extraordinary RAAMC Meeting. He declared the meeting open at 1145 hours.

ITEM 1 – PREVIOUS MINUTES

2. The previous minutes from the 02 Apr 07 meeting were not presented, due to time constraints. These will be considered in-conjunction with these Minutes at the next Committee meeting.

ITEM 2 – AGENDA ITEMS

3. **Corps Conference.** Committee discussed the Program for the Corps Conference; namely the proposed speakers. The committee decided to amend the Special Ops speaker to LTCOL Andy Williams.

Decision: Contact LTCOL Williams, ascertain availability and provide guidance on Conference direction.

Action: DHOC (FT)

4. **Invitations to Guest Speakers.** SO2 Corps raised the requirement to forward the Invitations to guest speakers in a timely manner. Committee considered Invitations and suggested amendments were raised.

Decision: Make amendments to Invitations for BRIG Gill signature and fwd to members.

Action: MAJ Angelini.

5. **CIC Invitation.** Committee discussed protocol for inviting CIC and the ADC feedback that the CIC wants to be actively involved in the Corps.

Decision: Draft letter to CA & VCDF requesting the attendance of the CIC to the Corps Conference

Action: DHOC PT

6. **Corps Dinner.** Committee discussed a relevant Guest Speaker for the Corps Dinner. It was decided that the best person to deliver an address relevant to the Conference Theme would be the HON COL for QLD COL John Taske.

Decision 1: contact COL Taske and ascertain availability and draft letter requesting his attendance.

Action: HOC (contact) & MAJ Smith (letter).

Decision 2: formally invite WO1 Rod Scott to Corps Dinner.

Action: HOC (contact) & MAJ Smith (letter).

7. **Corps Bow Tie.** SO2 Corps raised the proposed Corps Bow Tie (black tie monogrammed with Corps Badge). This Bow Tie would be available only to the attendees of the 2007 Conference. The DHOC FT highlighted that this would be a one-off expenditure available only to the Corps Members who attend that 2007 Conference. This Tie was seen as an alternative means of promoting 'Espirt de Corps' amongst members. The cost of each Bow Tie was approximately \$17.00. All Committee members here happy with the intent of the Bow tie and it was felt that it would be well received by Corps Members. The Committee discussed at length, the appropriate manner to fund for the purchase of the Ties. All members agreed that Defence Funds and Alternate Sponsorship money would not be appropriate expenditure avenues for this item. The Committee decided that the only way to fund this would be via a Partial Subsidy from the Corps Funds, with Members contributing to the remainder of the cost.

MED MIN 08/07. It was proposed that \$700.00 of Corps Funds be expended to Subsidise the cost of the Corps Bow Tie (100 Ties @ \$7.00 each). The remaining \$10.00 would be derived from the Members contribution to the Dinner.

Proposed: LTCOL Wright
Seconded: BRIG Gill
CARRIED

Decision: Order and arrange delivery of Corps Bow Ties.

Action: MAJ Angelini & MAJ Smith.

8. **Corps Mentor.** Committee discussed the Corps Mentor positions identified. HOC raised his concerns that the HSAR of each region had not been considered in the original draft. These members were included. SO2 Corps raised her concerns about getting a list to the ALTC Sponsor, so that Undergraduates can be informed of their regional and technical contact. Committee decided that the request for support to the Corps Mentoring would be required to be placed through COMD LC-A, COMD SOCOMD & Surgeon General, for their concurrence before positions could be clearly identified. COL Perks raised his concern about the requirement for professional Mentoring for Specialist Corps Members (i.e. RMOs). HOC & DHOC FT confirmed that this role would be fulfilled by the Proposed Technical Corps Mentor.

Decision 1: Amend and fwd letters to LC-A, SOCOMD & Surgeon General to HOC.

Action: MAJ Angelini & MAJ Smith.

Decision 2: Fwd Contact List to Steve Madsen (ALTC Sponsor) once confirmed.

Action: DHOC FT.

9. **Queen's Birthday Honours.** HOC acknowledged the nine Corps members who received Queen's Birthday Honours for 2007. He had sent a congratulatory letter on the behalf of the members of the Corps to all recipients.

10. **Corps RSM.** Committee discussed at length the appointment for the Corps RSM for 2008. Normally the appointment of Corps RSM is a positional appointment with the RSM of the School (Army School of Administration and Health). As this position is currently being filled by a RAANC member (2007 – 2008) and the current Corps RSM, is to be posted as RSM ALTC in 2008 and therefore not available to be the Corps RSM, a new member is required to be identified and appointed. The Committee was very aware that in 2008 there will be major ceremonial requirements, unique to the Corps in the modern era, for the laying up of the Queen Mother's Banner and the consecration of the Governor General's Banner. The Committee is also aware that the Corps presence at the School requires intensification because the CO & RSM are not and will not be RAAMC for 2007 & 2008. Hence the relative merits of appointing a Corps RSM in a location other than ALTC or a Corps Warrant Officer within ALTC were discussed. MAJ Reidy, currently SO2 Health Trades at ALTC and prior to that CA Health at SCMA was asked to attend and brief the meeting to assist the Committee in its deliberations of a complex and very important matter. The Committee sought his experience from SCMA and ALTC. MAJ Reidy expressed his concern that the Corps Employment Warrant Officer position within LTC was not being utilised to the full extent by Corps Members. This position is an information source for all ECNs across RAAMC. MAJ Reidy highlighted that he was prepared to fund this position to travel with the HOC & Corps RSM on their regional Visits. The Committee also discussed the MOU with ALTC and the possibility for Extra Regimental Appointment for the Committee, which could provide better support to Corps Members. The Committee also discussed the relevance of considering the most senior Corps RSM as an appointee.

MED MIN 09/07. It was proposed that a Corps RSM be appointed for 2008 (name withheld) and that a subcommittee be raised consisting of the Corps Employment Warrant Officer and the RAAMC Trade Master to report directly to the Corps RSM and to be available to the Corps Committee as required.

Proposed: BRIG Gill
Seconded: LTCOL Wright
CARRIED

Decision 1: Discuss Corps Committee decision with most senior Corps RSM.

Action: BRIG Gill.

Decision 2: Include Corps Employment Warrant Officer in Regional Visits.

Action: Corps RSM.

Decision 3: Approach COMDT ALTC for raising of Extra Regimental Appointments.

Action: BRIG Gill (via letter drafted by MAJ Smith).

Decision 4: Announce Appointment of Corps RSM prior to Corps Conference.

Action: BRIG Gill (with assistance by MAJ Smith).

Decision 5: Conduct formal handover during Corps Conference.

Action: BRIG Gill & WO1 Jesenkovic.

11. **C.F. Marks Award/ JNCO Representation.** MAJ Reidy raised his concern that recently, the C.F. Marks has been awarded to primarily SGTs or WOs within the Corps. He felt that award was a perfect opportunity to acknowledge JNCO's within the Corps. The Committee agreed with MAJ Reidy and made it very clear that it would welcome opportunities to recognise and acknowledge excellence in JNCO and any other rank within the Corps. The Committee regrettably had to highlight to MAJ Reidy that it can only consider those members nominated and submitted to the Committee for consideration. Thus the responsibility rests with supervisors at all levels and in particular with those in key appointments – CO, OC, RSM, CSM. The Committee discussed alternative options to acknowledge JNCO's within the Corps who are performing to an outstanding level.

MAJ Reidy proposed that a JNCO be invited to a Corps Committee Meeting to express their views and those of a broad range of fellow JNCOs, to the Committee. The Committee agreed as this would be beneficial to Committee Members in providing them with potentially insightful and valuable information as well as providing a JNCO with a unique opportunity to raise concerns in an environment where many stakeholders are represented. The Committee decided the following aspects:

- a. a JNCO would be invited to one Corps Committee Meeting each year. This member would be expected to be high performing JNCO who would represent their peers;
- b. this member would not attend the whole meeting;
- c. this member would be given one hour in which to present to the Corps Committee. The Committee would engage with the member to promote discussion and questions and provide answers and comments.

- d. where appropriate, discussion points would be loaded on Website for all members to consider;
- e. member would be selected from regional areas where Committee meeting was being conducted; and
- f. Corps RSM would be responsible for liaising with Units and selecting appropriate member.

Decision: Select JNCO for next Committee Meeting to be conducted in Sydney (early September).

Action: Corps RSM.

12. **Hon Col Awards.** COL Perks raised concerns about the requirement to expend funds for the Corps presentation to the outgoing REP HON COL (COL Overton).

Decision: Investigate costs of award for Committee Consideration in an email session.

Action: DHOC (FT).

13. **Corps Committee Minutes.** COL Perks expressed his concerns about the timeliness of the release of the final Corps Committee Minutes. The Committee discussed this and it was felt that the Secretary should release a draft to all attending members within seven days after the completion of a meeting. The Committee members should then immediately provide feedback to the Secretary to allow for the release of the final copy of the Committee Minutes within fourteen days after the completion of a Meeting. The Committee agreed within this suggestion.

Action: All Committee Members.

14. **Appt of BRIG Rosenfeld to Committee.** COL Perks also raised the possibility of appointing BRIG Rosenfeld to Committee. Committee agreed and felt that he should replace BRIG Alexander IAW Corps Standing Orders. However the HOC Defence Funds would be unable to fund for any travel conducted by BRIG Rosenfeld. The Committee discussed conducting Visits/Committee meetings in his location to be able to provide an interface.

Decision: Include BRIG Rosenfeld on Committee Minutes Distribution and inform of Committee's decision.

Action: MAJ Angelini (Distribution) & MAJ Smith (inform).

15. **Paulatim Contract / Editor.** SO2 Corps raised concerns about the 2007 Paulatim namely the contract and the Editor. The Committee has a current contract tabled with one company and another one recently (two weeks prior to meeting) drafted by another company. Due to the recent hospitalisation of the SO2 Corps, the second Contract has not been fully investigated. She also felt that a specific individual should be identified for the position of Editor for articles needed to be sourced and screened; raising of signals requesting for articles was not enough, there needed to be a dedicated individual to push Units for contributions. Currently all articles sent to the SO2 Corps are being loaded to an dedicated area within the HOC Cell g drive, Corps RSM also has access to this g drive. Lyn Gallagher (Admin Clerk HOC Cell

will be able to burn the loaded articles and fwd to the identified Editor). The deadline for contributions is currently the 15 Sep 07. Committee discussed these facts and issues and decided on the following:

- a. **Contract** - consider contract options in an out of email session (lead by MAJ Angelini).
- b. **Editor Option 1** – approach identified GRES member to ascertain their availability. Corps RSM to assist with verbal liaison with Units
- c. **Editor Option 2** – duties to be shared amongst Corps Committee. Corps RSM to assist with verbal liaison with Units

Decision: Approach GRES member and inform on success of Option 1 – unsuccessful, move to Option 2.

Action: DHOC FT

16. **Hon COL Appts.** SO2 Corps raised issue that the HON COL Appts for TAS, VIC and WA have not yet been forwarded to RSM Ceremonial for CA consideration.

Decision: Continue to request CVs for nominees and draft letter for CA consideration

Action: HOC (with assistance from LTCOL Wright and MAJ Smith).

17. **MOU with ALTC.** SO2 Corps raised that even though the MOU with ALTC is only current till 01 August 2007, she has received confirmation from ALTC that this will not be considered till the ALTC HOC Capability meetings in Nov 2007.

Decision: Release current committee suggested changes as tracked changes to members of the Committee and include as Agenda item for next Committee Meeting.

Action: MAJ Angelini (release tracked changes) & Corps Committee (consider at meeting).

18. **RAAMC.com Website.** DHOC FT announced that the RAAMC.com Website has been raised by a professional Web Administrator. COL Perks and DHOC FT requested that the Minutes acknowledge the efforts by COL John Overton and MAJ John Straskye in ensuring that the development of this Website was a success. This Website will provide an invaluable link with all Corps Associations. Committee felt that this would be an appropriate expenditure from the Hon COL Funds. Committee discussed the funding required for project namely the following areas:

- a. Initial setup – approximately \$865.00;
- b. Ongoing maintenance (additions of Associations and changeover of Corps positions)

Decision 1: Provide Invoice to Committee re: setup costs and indicative ongoing costs.

Action: DHOC FT

Decision 2: Liaise with HON COLs to seek concurrence for expenditure.

Action: REP HON COL

19. **RACGP QA & CPD Program.** SO2 Corps raised request by CAPT White Course Manager HSW for funding for the RACGP QA & CPD Program. This was a one-off payment required for the accreditation of the RMO Intro course to ensure that attendees gain accreditation points. The Committee discussed this and felt that this was Training Command issue (linked with training) and not an appropriate use of HOC funds.

Decision: Refer matter to ASAH, HSW.

Action: SO2 Corps.

20. **Certificate of Appreciation.** SO2 Corps raised a request received for members to gain a Certificate of Appreciation from the Corps for work done towards the Monash University and the AMAC placement. HOC felt that a letter (under his signature) would be more appropriate.

Decision: Draft letter for HOC Signature.

Action: MAJ Smith (with assistance from WO1 Steve Keogh Trade Master HSW, ALTC)

21. SO2 Corps also raised that database for Certificate of Appreciations that had been recently raised. This did not contain addresses to forward to members; she did not have the resources to manage the Address list for the 100 plus members on database. She suggested that this should only be raised once requested by the member's Unit. The Committee did not agree with this and discussed methods to rectify this issue.

Decision 1: Draft HOC Covering letter (generic, A5, colour)

Action: MAJ Angelini

Decision 2: Contact Reprographics Albury Wodonga to print Certificates and HOC covering letter.

Action: Corps RSM

Decision 3: Fwd to HOC for signature.

Action: Corps RSM.

Decision 4: Source Unit address for each member.

Action: DHOC FT (with assistance from Corps RSM).

Decision 5: Release Certificate to Unit, with an Individual Folder and HOC covering letter (as per Decision 1).

Action: Member to be identified.

CLOSING REMARKS

22. The Chairman thanked all present for attending the meeting. The next meeting will be held during early Sep 07 in Sydney.

23. There being no further business the Chairman declared the meeting closed at 1445 hours.

A.J. GILL
Brigadier
Chairman

Jun 07

E.A. ANGELINI
Major
Secretary

Jun 07

Enclosures:

1. Action Points – RAAMC Committee Meeting 02 Apr 07 & 27 Jun 07

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

ACTION POINTS - RAAMC COMMITTEE MEETING 02 APR 07

Para	Topic	Action Point	Member Tasked	Action Taken	Action Complete
(a)	(b)	©	(d)	(e)	(f)
4	Corps Associations	Negotiate with Associations to commence plan	DHOC (FT) & DHOC (PT)		
5	RAAMC.com	Continue to develop RAAMC.com	SO2 Corps	See Action Points 29 Jun 07	
6	DG Portraits	Identify appropriate time to invite	Corps Committee (email session)		
8	Corps Mentors	Draft letter to LCOMD requesting spt for Corps Mentors	SO2 Corps	See Action Points 29 Jun 07	
11	Employment specification for Officers	Report next meeting	SO2 Health Trades		
13	Swivel Chairs and Desk	Inform past senior members of the Corps of final resting place	DHOC (PT)		
15	Distribution List	Fwd to HOC	SO2 Corps	fwd	yes
17	Colonel Harkness Relative	Contact relative	HOC		
18	Colonel-in-Chief	Clarify wearing of colour patch & amend SOs	Corps RSM		
19	Paulatim Contract	Consider viability of Company Offer	Corps Committee (email session)	See Action Points 29 Jun 07	
20	Paulatim Editor	Contact certain Reservists to ascertain interest	DHOC (PT)	See Action Points 29 Jun 07	
22	Historic RAAMC video tapes	Contact past members to ascertain Historical significance and source cheaper alternative	Rep Hon COL & SO2 Corps		
23	DG Pers Implementation Issues	Contact ALTC and ascertain status	Corps RSM		
24	Property Insurance	Fwd list to Committee Members	Prop Member		
25	Corps Cards	Fwd pdf to requesting Units	Corps RSM		
26	Rep Hon COL Trophy	Fwd photo of completed trophy to DHOC (FT)	Corps RSM		
28	Corps Conference	Decide further aspects	Corps Committee (email session)	See Action Points 29 Jun 07	
29	Hon COL Appts	Request for BIO & Draft appointment request	DHOC (PT) & SO2 Corps	See Action Points 29 Jun 07	

Para	Topic	Action Point	Member Tasked	Action Taken	Action Complete
(a)	(b)	©	(d)	(e)	(f)
30	Hon COL Appts	Ascertain status of requests	SO2 Corps	Request not yet reached RSM Ceremonial	
52	National Memorial	Investigate cost with ASEME	Corps RSM		
39	Certificate of Appreciation	Raise MAJ Jones & LTCOL Likeman	SO2 Corps	Certificate printed and sent	
40	Obstetrics Workshop	Investigate sponsorship money	DHOC(PT)		
42	DHOC Report	Transcribe in area	SO2 Corps	Complete	Yes
45	Colonel-in Chief	Release signal	SO2 Corps	Complete	yes
46	NPMA Appointments	Amend AWMA RO	SO2 Corps	Complete	yes
48	AHU Brief	Include in Conference	SO2 Corps	Complete	yes
49	Marks Award funding		Rep Hon COL & DHOC (PT)		
50	Diploma in Medical Lab Tech	Release for attendance on course	SO2 Corps, CAPT Loveridge & Corps RSM	Complete	yes
51	Corps Subscriptions	Release signal	SO2 Corps	Complete	yes
60	Radiographer ECN 340	Ascertain status of brief	DHOC (FT)		
62	Strategic Plan	Various Actions (see minutes)	Corps Committee (email session)		
66	RAAMC Presentation Folders	Source Quote	SO2 Corps	Ordered to be picked up by CAPT Carroll	

ACTION POINTS - RAAMC COMMITTEE MEETING 27 JUN 07

Para	Topic	Action Point	Member Tasked	Action Taken	Action Complete
(a)	(b)	©	(d)	(e)	(f)
3	Corps Conference	Contact LTCOL Williams	DHOC (FT)		
4	Invitations to Guest Speakers	Amend & Send	MAJ A	Invites sent 29 Jun 07	yes
5	CIC Invitation		DHOC PT		
6	Corps Dinner		HOC		
7	Corps Bow Tie		MAJ A & MAJ S	100 Corps Bow tie ordered 29 Jun 07	
8	Corps Mentor		MAJ A & MAJ S	LAND Comd Minute released 29 Jun 07	
		Fwd contact lis	DHOC FT		
10	Corps RSM		Various		

11	JNCO Representation	Select for next mtg	Corps RSM		
12	Hon COL Awards		DHOC FT		
13	Corps Comm Minutes		Corps Committee		
14	Appt of BRIG Rosenfled		MAJ A & MAJ S	BRIG added to Distribution List 29 Jun 07	
15	Paulatim Contract / Editor		DHOC FT		
16	HOL COL Appts		HOC		
17	MOU		MAJ A & Corps Committee	Released MOU with tracked changes to Corps Committee 28 Jun 07	
18	RAAMC.com		DHOC FT & REP HON COL		
19	RACGP Program		MAJ A	Matter referred to HSW 27 Jun 07	yes
20	Certificate of Appreciation		MAJ S	Matter referred to WO1 Keogh	
21	Data base		Various		