



## RAAMC COMMITTEE

HOC/OUT/2006/084

See distribution

### MINUTES OF THE RAAMC COMMITTEE MEETING HELD AT 2HSB CONFERENCE ROOM KESWICK BARRACKS ON 29 NOV 06

#### Members present:

BRIG A. Gill	Chairman / Head of Corps
COL J. Overton	Representative Honorary Colonel
LTCOL S. Fletcher	Deputy Head of Corps (Full Time)
LTCOL D. Wright	Deputy Head of Corps (Reserve)
MAJ E. Angelini	Secretary / SO2 Corps
WO1 M. Jesenkovic	RAAMC RSM

#### By Invitation:

MAJ D. Chapman	1Fd Hospital Association
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#### Apologies:

BRIG P. Alexander	Senior Reserve Consultant
MAJ D. McCuaig	SO2 Health Trades

#### OPENING ADDRESS

1. The Chairman welcomed all present. He declared the meeting open at 0800 hours.
2. **Corps Associations.** DHOC (PT) reminded the Committee that in previous meetings there had been general discussion about Associations within the Corps and concern had been registered that a considerable number of members did not belong to an Association. He introduced MAJ D. Chapman and with the concurrence of the HOC invited him to address the Committee. MAJ Chapman addressed the Committee regarding members from RAAMC joining the 1 Fd Hosp Association (current membership = 428), for the purposes of belonging to a group within ANZAC Day; especially for members who would like to have a more proactive role. The HOC questioned that if incorporated other Units, will the 1 Fd Hosp Association change their name; as this may be a requirement to gain patronage from members of other Units. Committee and MAJ Chapman discussed this and it was felt, that perhaps an 'umbrella' organisation consisting of members from all Associations. HOC stated that the Committee will give this matter further consideration and will consult with all RAAMC Unit Associations to seek their advice and input. HOC thanked MAJ Chapman for his contribution. MAJ Chapman departed the meeting

**Decision.** Draft a letter to Associations proposing the raising of an 'umbrella' style Association.

**Action.** SO2 Corps (draft letter via DHOC (PT) & Corps RSM).

MAJ Chapman, also raised that the 40<sup>th</sup> Anniversary of 1 Aust Fd Hosp that will be conducted on 01 Apr 2008, he requested for a RAAMC Banner parade with a Plaque ceremony. HOC suggested that this should be a consideration for 1HSB, as they have a direct lineage to 1 Aust Field Hospital.

### **ITEM 1 – PREVIOUS MINUTES**

3. The previous minutes from the 14 Aug 06 meeting had been presented to members of the meeting prior to the commencement of the meeting.

**MED MIN 14/06.** It was proposed that the minutes of the 14 Aug 06 meeting be accepted as a true and accurate record.

**Proposed:** BRIG Gill  
**Seconded:** LTCOL Fletcher  
**CARRIED**

### **ITEM 2 – BUSINESS ARISING**

4. **Corps Website.** Corps RSM reported that the content of the Corps Internet Website has been clarified, and also includes the CMA lesson banks. The Committee discussed the website currently owned by MAJ John Straskye [www.RAAMC.com](http://www.RAAMC.com), The SO2 Corps suggested utilising this site for an ‘umbrella’ for all RAAMC Corps Association sites.

**Decision:** Approach MAJ Straskye and Army Web Administrator re: the use of RAAMC.com. Draft a letter of thanks to MAJ Straskye.

**Action.** SO2 Corps.

5. **Director’s General Portraits.** SO2 Corps reported that the Portraits from Brisbane and Sydney had been picked up and are due for delivery to Health Services Wing (HSW), ALTC in early Dec. Once in HSW the portraits will be under the control of the Corps Property member CAPT Matt Carroll and will be on display as a collection within HSW. The Committee discussed rotating the portraits within ALOM. SO2 Corps also stated that once at ALTC professional digital photographs will be taken of each portrait.

**Decision:** Once collection is complete write to living DG’s, release on 2007 Paulatim & Corps Website. Draft a letter of thanks to DCA for additional funding.

**Action:** SO2 Corps (draft letter)

6. **Guidance Officers/Mentors LTS.** Committee discussed that Guidance Officers could be considered in two tiers: Regional Medical and Professional Mentor. The Committee felt that the Honorary Colonel could fulfil the Regional Medical role and that suitable ARA members would be selected for the following areas:

- a. Medical Officer;
- b. Environmental Health Officer;
- c. Pharmacist;

- d. Scientific Officer;
- e. Physiotherapist; and
- f. General Service Officers.

**Decision:** Continue to develop guidelines for these members.

**Action:** SO2 Corps

7. **RAAMC Fund contributions.** Been finalised released on website and Corps Standing Orders amended.

**MED MIN 15/06.** It was proposed that Corps Subscription be amended to reflect a fortnightly allotment.

**Proposed:** MAJ Angelini  
**Seconded:** COL Overton  
**CARRIED**

8. **2004 Harkness Award.** DHOC(FT) reported that the award was damaged when he received it, however it was repaired and he and COL Overton, presented it to the winner LTCOL Whelan.

9. **Corps Tie.** Corps RSM stated that once he has received the Tie sample and quote, he will be sending to Alan Curry for his consideration. Committee discussed gifting a tie to retired star rank officers of the Corps. DHOC (PT) felt that it would be more appropriate if a tie was gifted to a soldier or NCO in Corps units with a view to marketing it amongst current serving members. The Committee decided that this was a better option and that the Corps RSM would liaise accordingly..

**MED MIN 16/06.** It was proposed that once the Corps Ties had been released, a tie would be sent Gratis to a soldier or NCO within each region. The identity of this member would be at the discretion of the Corps RSM.

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

10. **Employment specification for Officers.** Committee discussed and proposed that MAJ Sean Kennaway may be able to provide assistance with this task.

**Decision:** refer matter to SO2 Trade and SO2 Officer Corps Trades.

**Action:** SO2 Corps.

11. **Literary Award Paulatim (COL A.G. Bulter award).** Committee discussed final details of award.

**MED MIN 17/06.** It was confirmed from the Feb 06 Corps Committee meeting, that the COL A.G. Butler Award be made available to only ARA and Active Reserve members and that the prize consist of \$250.00 and a framed certificate.

**Proposed:** COL Overton  
**Seconded:** LTCOL Wright  
**CARRIED**

**Decision:** Ensure that the 2006 Paulatim states that only ARA and Active members can receive award.

**Action:** Corps RSM.

12. **Swivel Chairs and Desk.** SO2 Corps reported that the chairs have been delivered to VB-M, personally to MAJ Mary Reid (VB-M Historic Member). These chairs will be repaired using funds from the VB-M Tour Guides. MAJ Reid will ensure that new plaque will state 'held in trust by RAAMC from x to x', and that all tour guide explain to all members the important history that RAAMC played in preserving these chairs. Committee also discussed the RAAMC desk that is currently being held by HQ TC-A. HQ TC-A had stated to the DHOC (FT), that they were happy to release the desk; providing that RAAMC replaced the desk with another. The Committee felt that it was best for the desk to remain in location, due the costs of a replacement and the inability to find a suitable alternate location for the desk.

**Decision:** Further investigate the history of the chairs and provide relevant dates and story to the VB-M Tour Guides

**Action:** DHOC (PT) and SO2 Corps

13. **Key Rings.** Corps RSM reported that Committee discussed management of Corps Key rings.

**Decision:** Allocate Key Rings to HSW members.

**Action:** Corps RSM

14 **Distribution List.** SO2 Corps reported that the 2006 Distribution List has been updated and forwarded to the Paulatim Editor. She stated that she is awaiting information regarding the points of contacts for the Medical Colleges. Once she has received these addresses, the Paulatim can be forwarded to the various Colleges

15. **RAAMC Presentation to RMC-A trainees & Corps Representation at RMC Graduation/awards activities.** DHOC(FT) stated that he visited RMC and DOCM-A recently to discuss the promotion of RAAMC amongst the RMC-A Cadets. He stated that he was very happy with the results and hopefully will result in further excellent officer allocations to the Corps. Plan to include a RAAMC GSO LT and a GSO LTCOL who can provide first hand knowledge of where a member could go in RAAMC.

16. **Establishment of a Corps Strategic Plan.** This item has been completed and has been released onto Corps Intranet site. No further action required. .

17. **RMC-A Memorial to Health Service personnel.** SO2 Corps reported that she had spoken to MAJ Tamara Rouwhurst at RMC-A. There has been no interest from RMC-A to continue with this project. HOC requested that the SO2 Corps do another final check with RMC-A before this item is removed.

18. **COL Harkness Relative.** BRIG Alexander reported that this task was still ongoing. SO2 Corps will contact BRIG Alexander regarding this matter.

19. **Colonel-in-Chief.** HOC reported that he drafted a letter. Require a covering minute for the Chief of the Army for his action.

20. **Army Combat Badge.** SO2 Corps and Corps RSM had previously submitted a proposal to HOC. Committee discussed that the emphasis on gathering the information is placed with the Corps Association. The SO2 Corps would perform a staff duties role between the Corps Association and the HOC. No further action required.

21. **MAJGEN Gurner's Funeral.** Permission granted eulogy will be in 2006 Paulatim. No further action required.

22. **Treasurer's Report.** SO2 Corps reported that the current Rep Hon COL had confirmed that the HON COL Fund's could be utilised to support the Rep Hon COL award i.e. furnishing the trophy. No further action required.

23. **Paulatim Contract.** SO2 Corps reported that she is speaking two alternate contractors regarding the publishing of the Paulatim. Committee discussed parameters for the Publishing of Paulatim, these where:

- a. 1500 copies (at least),
- b. include colour printing for some Corps Articles (not just advertising);
- c. 80 – 120 pages in length;
- d. Provide editorial space; and
- e. Corps has control over advertising utilised.

**Decision:** Investigate and report back to the next committee meeting.

**Action:** SO2 Corps

24. HOC raised the issue of a Paulatim Editor for 2007. MAJ Jones requires an age extension to continue as Editor, this may not occur in time for 2007. HOC asked that Committee members consider options to discuss at next Committee Meeting. *(Subsequent to this meeting MAJ Jones has since then advised that he will not seek an age extension and will therefore cease his active reserve commitments on 04 Jan 07).*

25. **Outstanding academic performance.** SO2 Corps reported that she had gained the required information from DOCM-A and has drafted a letter, for the HOC signature.

26. **Army Museum at Bandiana.** Corps RSM reported that the Museum have received the money and have completed the printing. The Museum will include the RAAMC Corps Funds as a identified sponsor for the display. No further action required.

27. **Combitube.** HOC reported that he sought the guidance of the internal Consultative groups re: the utilisation of the Combitube. The use of the Combitube by RAAMC personnel was not seen to be favourable amongst the specialist groups, hence this will no longer be pursued.

28. **Representative Honorary Colonel's Appointment.** Letter has been forwarded to RSM Ceremonial to be staffed to CA. RAAMC Committee met with COL Perks on Tue 28 Nov to discuss Corps matters. No further action required.

29. **Individual Proficiency Portfolio.** SO2 Corps reported that this Minute had been sent to COMDT ALTC and SO1 Development Group ALTC. No further action required.

### **ITEM 3 – CORRESPONDENCE**

30. **Out.**

- a. AWM Rose Garden – request for liaison to discuss future RAAMC involvement; and
- b. DCOORD-A – Appointment of Representative Honorary Colonel

### **ITEM 4 – COMMITTEE MEMBER REPORTS**

#### **HOC**

31. HOC stated that Corps Strategic Plan had been signed and the action regarding the Colonel-in-Chief was still ongoing. He had no new significant items to report.

#### **REP HON COL REPORT**

32. COL Overton as the outgoing Representative Honorary Colonel stated that he has had a remarkable time fulfilling the important role of Representative Honorary Colonel. He thanked all committee members for their tremendous support during his tenure; especially the HOC DHOC, Corps RSM. He also thanked MAJ John Straskye; SO2 Ops/Plans Health Services New South Wales. He said examples of the support he has received was:

- a. Corps RSM assisting with the Rep Hon COL Awards – in recognising soldiers. COL Overton stated that there have been four awards presented this year and he has been impressed with the feedback for Unit CO's regarding this award,
- b. MAJ Straskye assisting with the Clinical evenings – to ensure that surgeons are comfortable with their deployed roles.

33. COL Overton will remain as the NSW Honorary Colonel for another 12 months and looks forwards to continuing the Clinical evenings and providing support to LTCOL Mallet:CO 1 HSB.

34. The HOC passed a vote of thanks to COL Overton from the RAAMC Corps Committee for COL Overton for his excellent work as Representative Honorary Colonel with his vision, diplomacy and sage advice which has been of immense benefit to the Corps. He also expressed the Corps gratitude of the Corps for COL Overton remaining as the NSW Honorary Colonel for 2007.

### **DHOC (FT) REPORT**

35. DHOC(FT) reported that he has recently gave a presentation to the LOBC, where he discussed the function and tasks of the Corps Committee, RAAMC Issues and the application of the principles of health support. He stated that it was encouraging to see the quality of Officer that RAAMC is attracting to the Corps.

36. DHOC(FT) visited Perth Visit representing the HOC at the 19<sup>th</sup> annual meeting of the WARAAMC group. The event was very well organised by (ex-WO1) Mick O'Sullivan MM and attended by over one hundred members and former members of the RAAMC, RAANC and the RAADC. I addressed the gathering on Corps initiatives and highlighted significant Corps issues which will have impact over the coming years. Much interest was shown in the newly released RAAMC Strategic Plan, trade and training initiatives and on the new RAAMC display at the Army Museum Bandiana. The visit went very well, however members were concerned about a gap in 'Vietnam' information for the Bandiana Museum.

37. He also conducted an informal visit to the SASR RAP. This visit again highlighted the unique nature of service within the Special Operations Community and the valued contributions of RAAMC members over the recent past. He spoke with RAAMC members present on Corps and trades issues, focussing particularly on the current work being done at ALTC to complete the BMA to SMA and the CMA continuums.

38. DHOC also reported that he has submitted Overseas Training Serials for consideration by the HOC. The HOC considered these and one has been forwarded to HQ TC-A.

### **DHOC (PT) REPORT**

39. DHOC(PT) noted that due to commitments overseas he has not been able to spend as much time recently on Corps Committee matters as would like. However he has assisted HOC with the Colonel-in-Chief submission and the SO2 Corps with identifying the history surrounding the historic chairs from the VB-M War Cabinet Rooms.

40. **Historic RAAMC video tapes.** The DHOC(PT) also identified a number of video tapes that he has found within his workplace. These tapes date back to 1979 and are believed to centre on the war surgery seminar of that year. As a result of this seminar the war surgery handbook was written. He believes that these tapes have significance to the Corps, with identified presenters such as: MAJGEN Watson, BRIG James (later MAJGEN James), COL (later MAJGEN) Rodgers & COL Sir Edward Hughes. The committee discussed this and agreed that the Video tapes are an important part of RAAMC history.

**Decision:** Investigate options for having tapes transferred to DVD for future viewing.

**Action:** SO2 Corps

## SO2 CORPS REPORT

41. **NPMA Report.** SO2 Corps presented a report of the RAAMC Corps Funds.

**MED MIN 18/06.** It was proposed that the Treasurer's Report be accepted as a true reflection of the RAAMC Corps Funds.

**Proposed:** MAJ Angelini  
**Seconded:** BRIG Gill  
**CARRIED**

42. **HOC Funds Report.** SO2 Corps presented a statement of the HOC Supplier's Expenses. The Committee discussed expenditure for the remainder of the financial year.

43. **Paulatim.** SO2 Corps reported that a member of the Eland River Platoon at ALTC, had been scanning previous copies of the Paulatim. She stated that RAAMC now has electronic copies of the available Paulatim editions. The editions that are missing from the collection are 1985, 1987, 1989, 1993 & 1998.

44. **NPMA Audit.** SO2 Corps reported that the Albury Wodonga Regimental Audit Board finally intends to conduct a Audit of the RAAMC NPMA commencing 01 Dec 06.

45. **Plan for involvement within Courses at ALTC.** During 2007 the SO2 Corps wishes to present at every RAAMC (Health Services) ALTC course. During these presentations she will promote the Corps and attempt to get members to contribute to the Corps Funds.

## SO2 HEALTH TRADES REPORT

46. **DG Pers Implementation Issues.** Committee discussed the Implementation plan of the CMA.

**Decision:** Contact ALTC to ascertain status of Media release and implementation plan.

**Action:** Corps RSM

47. **Letter of thanks.** Committee discussed the work done by MAJ McCuaig and it was felt that the Committee should formally thank MAJ McCuaig for the work he has done as the SO2 Trades.

**Decision:** Draft a letter of thanks for HOC (through DHOC(PT)).

**Action:** SO2 Corps

## CORPS PROPERTY MEMBER REPORT

48. **Handover.** SO2 Corps stated that she and CAPT Matt Carroll had conducted a Handover of RAAMC Corps Property. The outstanding action is to complete a check of the Corps Property at Canberra.

**Decision:** Forward list to LTCOL Wright to conduct Spotcheck of items at Canberra

**Action:** Corps Property Member

49. **Insurance and Value of Corps Property.** SO2 Corps stated that the Corps does not currently hold Insurance for any of the Corps Property. She suggested that possibly Insurance was required for the Corps Centrepiece and the Queens Mother Sword. The Committee discussed this and it was felt that the list required further perusal by the Corps Committee.

**Decision:** Forward Property list to Corps Committee detailing value and those items suggested to hold Insurance.

**Action:** Corps Property Member

### **CORPS RSM REPORT**

50. **Appointment of RAAMC RSM.** Corps RSM stated that RAAMC RSM's can now officially hold a RSM position within the CSSB's. This provides more depth to RAAMC RSM's career.

51. **Corps Cards.** Corps RSM reported that the supplier has completed the printing of the Corps Cards, he will now insure that cards are sent to Units where RAAMC personnel serve.

**Action:** Corps RSM

52. **Rep Hon COL Trophy.** The perpetual trophy; a WWI machine gun has now been completed. Require certification to render innocuous.

**Action:** Corps RSM

53. **Paulatim.** Corps RSM stated that he and the Paulatim Editor has completed the final draft of the Paulatim

54. **Nomination dates for Corps Awards.** Corps RSM raised the dates of the Nomination for the Harkness and Marks awards. He stated that if this date was earlier in the year, then the announcement would be ready for the release of the Paulatim.

**MED MIN 19/06.** It was proposed that Nomination dates for the Harkness and Marks Awards be amended to 30 Aug.

**Proposed:** WO1 Jesenkovic  
**Seconded:** COL Overton  
**CARRIED**

55. **Corps Committee Meetings.** Corps RSM raised the frequency of Corps Committee Meetings and the limited allocation of Suppliers Expenses Fund. He stated that less money spent on Corps Committee meetings would allow for the Committee to conduct more Corps Representative Visits to the various Regions.

**MED MIN 20/06.** It was proposed that two RAAMC Committee Meetings be conducted per year. One in the Mar/Apr period; and the other in the Sep/Oct period to coincide the RAANC Corps Conference.

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

#### **ITEM 5 – CORPS STRATEGIC PLAN**

56. DHOC(FT) stated that he has requested that this item be included in future Corps Committee meetings, as compliance of the Corps Strategic Plan is a achievement that the Corps Committee should seriously consider. The Committee agreed and this will be included in future Meetings.

#### **ITEM 6 – GENERAL BUSINESS**

57. **2007 Conference.** SO2 Corps presented a draft Instruction for the Corps Conference. The Committee discussed the dates and the themes for the Conference. The Committee decided to hold a Conference on the fourth week of October. The theme would be 'Health Support in Complex Warfighting: Force Preparation, Force Preservation and Force Protection'

**Decision:** Promulgate on RAAMC Website.

**Action:** SO2 Corps

58. **Harkness & Marks Nominations.** The Committee decided to discuss the Harkness and Marks nominations at the close of the Corps Committee meeting.

59. **Missing Simpson Statuette.** The Corps RSM stated that the manufacturer Racol Casting have provided a replacement Statuette for the Statuette missing from 2004. Once this has been received this will be forwarded to COL Wells.

**MED MIN 21/06.** It was proposed that one Simpson's Statuette is written off the Corps Ledgers.

**Proposed:** WO1 Jesenkovic  
**Seconded:** COL Overton  
**CARRIED**

60. **Duty Statements.** The Corps RSM raised that he has promulgated a draft duty statement for the members of the Corps Committee to raise for each role. He stated that once completed these would be placed in Corps Standing Orders and on the Corps Website. The statements would provide assistance with Handovers and for other members of the Corps to identify the role of each member of the Corps Committee. For Committee consideration in 2007.

61. **Corps Flag.** The Corps RSM reported that the RAAMC flag purchased by the RAAMC Corps Funds has been forwarded to the Overwatch Battle Group in Iraq. This flag will be signed by every RAAMC member allocated to that group. The final location of this flag will be considered by the Committee at a later date.

62. **Hon Col's Appts.** Committee discussed the appointments for Honorary Colonels for 2007. The following members were proposed:

- a. Representative Hon Col –COL Bruce Perks replace COL John Overton;
- b. Hon Col Queensland - extend COL John Taske for 2 years;
- c. Hon Col Eastern Region - extend COL John Overton for one year;
- d. Hon Col Central Region - extend COL Bruce perks for two years;
- e. Hon Col Tasmania – appoint COL Simpson (once receive his CV);
- f. Hon Col Western Region - extend LTCOL Pearce for two years; and
- g. Hon Col Southern Region - remains vacant (require to find an individual for Victoria).

DHOC (PT) advised that COL David Kings had advised him and 28 Nov 06 of an officer who he approached for the position of HON COL Southern Region. This officer had expressed interest and would confirm his availability ASAP.

**Decision:** Ascertain availability of member's and willingness to serve identified tenure.

**Action:** HOC.

63. DHOC (PT) expressed his belief that the position of HON COL has to be a "real job" and should require some work, responsibility and commitment from those appointed. As well as their representational responsibilities, their assistance, advice and support should be sought, as required, on a variety of issues appropriate to their position. However to achieve this they will have to have a clear understanding of their role prior to accepting the appointment and this responsibility rests with the Corps Committee. He recommended that a simple duty statement be prepared and approved by the Committee. Committee also discussed the importance of raising a duty statement for each of these positions. The Committee felt that these positions are of considerable wealth to the Corps and the members should receive strong guidance from the Corps Committee.

**Decision:** Draft duty statement for Committee consideration.

**Action:** SO2 Corps and DHOC (PT).

64. **AWM Rose Garden.** DHOC(FT) stated that he and DHOC(PT) will visit the AWM this Friday . The DHOC(PT) will continue with this project; due to his proximity to the AWM.

65. **Rep Hon Col Awards.** See Para 35 subpara a.

66. **National Memorial.** The SO2 Corps delivered a Powerpoint presentation that identified the format of the current Health Service Memorial at Bandiana. This presentation also contained the Memorials of other Logistic Corps that are housed in the same area. The Committee

discussed current enhancements and further improvements that could be made to the Health Services Memorial. The following plan was proposed:

- a. **Stage One** – the addition of explanatory plaque, detailing the significance of the gates – all Corps to pay; and
- b. **Stage Two** – the addition of a ‘natural’ amphitheatre, as a place of reflection. This could include plants that are significant to each corps, possibility in the form of a hedge.

**Decision:** Liaise with other Health Services Corps through the Memorial Committee, investigate options with Albury/Wodonga and investigate financial assistance through DVA.

**Action:** SO2 Corps.

67. **RAAMC Exchange position.** Committee discussed that this requires further action. To be conducted in an out-of-committee session.

**Action:** HOC & DHOC (PT)

68. **Raising of School of Army Health – 2008.** Committee discussed the relevant Corps Code for the CO of the School of Health with ALTC. Committee felt that RAAMC would be best represented if this position was coded for RAAMC GSO only, as the majority of training was conducted for RAAMC personnel.

**Decision:** Ensure the opinion and advice of the Committee are detailed to ALTC.

**Action:** DHCO (FT)

69. **Harkness and Marks Award Nominations 2006.** At the conclusion of the meeting the designated Corps Committee members considered those nominated for the Harkness and Marks Awards for 2006.

**Decision:** Winners to be announced by HOC and promulgated on the RAAMC website.

**Action:** SO2 Corps

70. **Harkness and Marks Award Nominations 2006.** At the conclusion of the meeting the designated Corps Committee members considered those nominated for the Harkness and Marks Awards for 2006.

**Decision:** Winners to be announced by HOC and promulgated on the RAAMC website.

**Action:** SO2 Corps

**CLOSING REMARKS**

71. The Chairman thanked all present for attending the meeting. The next meeting will be held during Mar 07.

72. There being no further business the Chairman declared the meeting closed at 1200 hours.

***Original Signed***

**A. GILL**  
Brigadier  
Chairman

Dec 06

**E.A. ANGELINI**  
Major  
Secretary

Dec 06

**Enclosures:**

1. Action Points – RAAMC Committee Meeting 29 Nov 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

## ACTION POINTS - RAAMC COMMITTEE MEETING 29 NOV 06

Para	Topic	Action Point	Member Tasked	Action Taken	Action Complete
(a)	(b)	©	(d)	(e)	(f)
2	Corps Associations	Draft letter	SO2 Corps		
4	Corps Website (RAAMC.com)	Approach MAJ Straskye and Army Web Administrator	SO2 Corps		
5	DG Portraits	Contact living DG's, release on Website, Draft Letter	SO2 Corps		
6	Guidance Officers/ Mentors	Continue to develop guidelines for these members	SO2 Corps		
10	Employment specification for Officers	Refer matter to SO2 Trade and SO2 Officer Corps Trades	SO2 Corps		
11	Literary Award	Ensure 2006 Paulatim provides correct information	Corps RSM		
12	Swivel Chairs and Desk	Investigate and provide history of chairs	SO2 Corps and DHOC (PT)		
13	Key Rings	Allocate responsibility of Key Rings to HSW members	Corps RSM		
14	Distribution List	Develop address list of colleges	SO2 Corps		
17	RMC-A Memorial	Contact RMC-A	SO2 Corps		
18	Colonel Harkness Relative	Contact BRIG Alexander	SO2 Corps		
19	Colonel-in-Chief	Draft covering Minute	DHOC (PT)		
23	Paulatim Contract	Investigate and report back to next committee meeting	SO2 Corps		
24	Outstanding academic performance	Draft letter	SO2 Corps		
40	Historic RAAMC video tapes	Investigate options for having tapes transferred to DVD	SO2 Corps		
46	DG Pers Implementation Issues	Contact ALTC and ascertain status	Corps RSM		
47	SO2 Health Trades	Draft letter of thanks	SO2 Corps		
48	Property Handover	Fwd list to LTCOL Wright	Prop Member		
49	Insurance And Value of Corps Property	Fwd list t committee	Prop member		

