



9 April 2019

Dear Fellow

Enclosed in this package are

- The required Statutory Notice of the 2019 Annual General Meeting
- A Proxy Form
- The minutes of the 2018 Annual General Meeting
- The results of the 2018 elections to Council.

Please note that the Financial Report for 2018 is available on the College website at <https://www.surgeons.org/media/25798931/Financial-Report-2018.pdf>

If a Fellow is unable to attend an AGM, that Fellow may lodge a proxy vote. Should you wish to do this, a proxy form is enclosed. Please note that any proxy votes must be received by the Company Secretary at 250-290 Spring Street, East Melbourne VIC 3002 (fax +61 3 9249 1217 or scan and email R.A.C.S@surgeons.org) at least 48 hours before the scheduled meeting.

Yours sincerely

Mr John Biviano
Acting Chief Executive Officer and Company Secretary



NOTICE OF ANNUAL GENERAL MEETING 2019

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Royal Australasian College of Surgeons is to be held in the World Ballroom C, Centara Grand & Bangkok Convention Centre, 999/99 Rama 1 Road, Pathumwan, Bangkok, Thailand, 10330 on Thursday 9 May 2019 at 5.30 pm.

AGENDA

- 1 To confirm the Minutes of the Annual General Meeting held on Thursday 10 May 2018 (a copy of the minutes is **attached**).
- 2 To receive a report from the President on behalf of the Council.
- 3 To receive a report from the Treasurer, and consider the Finance Report available at <https://www.surgeons.org/media/25798931/Financial-Report-2018.pdf>
- 4 To appoint PKF Australia as auditors for 2019 – Partner Steve Bradby.
- 5 To receive the results of the election for Elected Members of the Council. (**Attached**)

By Order of Council

DATED this 9th day of April 2019

Mr John Biviano
Acting Chief Executive Officer and Company Secretary

PROXIES (*Proxy Form Attached*)

- 1 *A Fellow who is entitled to attend and vote at the AGM may appoint a proxy to attend and vote at the AGM in his/her place.*
 - 2 *A proxy so appointed must be a Fellow of the College.*
 - 3 *A person appointed as a proxy may only vote on the taking of a poll at the meeting to which the proxy relates.*
 - 4 *An instrument appointing a proxy shall be in writing under the hand of the appointer and shall not be deemed as valid unless the instrument used to appoint the proxy is deposited at the Melbourne office not less than 48 hours before the scheduled time for the meeting (ie by 5.30 pm AEST Tuesday 7 May 2019)*
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PROXY FORM*

For the Annual General Meeting of the Royal Australasian College of Surgeons to be held in the World Ballroom C, Centara Grand & Bangkok Convention Centre, 999/99 Rama 1 Road, Pathumwan, Bangkok, Thailand, 10330 on Thursday 9 May 2019 at 5.30 pm.

I of
(Name – please print clearly) (Address)

.....
being a Fellow of the Royal Australasian College of Surgeons do hereby appoint

..... of
(Name of Proxy – please print clearly) (Address of Proxy)

.....
as being a Fellow of the Royal Australasian College of Surgeons, to attend and vote at the above meeting in my place.

DATED this day of 2019

Signature

Should you wish to direct your Proxy how to vote, please insert an “X” in the appropriate box below, otherwise your proxy may vote as he/she thinks fit.

	FOR	AGAINST
Agenda item 1	<input type="checkbox"/>	<input type="checkbox"/>
Agenda item 2	<input type="checkbox"/>	<input type="checkbox"/>
Agenda item 3	<input type="checkbox"/>	<input type="checkbox"/>
Agenda item 4	<input type="checkbox"/>	<input type="checkbox"/>

- *An instrument appointing a proxy shall be in writing under the hand of the appointer and shall not be deemed as valid unless the instrument used to appoint the proxy is deposited at the Melbourne office not less than 48 hours before the scheduled time for the meeting (ie by 5.30 pm AEST Tuesday 7 May 2019)*
- *The completed proxy form may be faxed to +61 3 9249 1217 or emailed to R.A.C.S@surgeons.org*



ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

**Minutes Recording
The Proceedings
Of the
Annual General Meeting
Of Fellows**

HELD IN

Pymont Theatre, Sydney Convention & Exhibition Centre, 14 Darling Drive
Sydney NSW 2000

ON

Thursday 10 May 2018 at 5.30 pm.



Present

Mr John Batten – President, Chair
32 Fellows

Apologies

Prof Frank Billson
Prof Robert Black
Mr Wylie Gibbons
Mr Ian Gollow

Prof Jeffrey Hamdorf
Prof Adrian Hibberd
Em Prof Errol Maguire
Prof Sam Mellick

Miss Indra Nordstrand
Mr Charles Roe
Mr Richard Vaughan
A/Prof John Yeo

Welcome

The President welcomed those present to the Annual General Meeting.

1 Confirmation of Minutes of the AGM held on 11 May 2017

On the motion of Mr John Batten seconded by Dr Cathy Ferguson:

It was RESOLVED:

That the minutes of the Annual General Meeting of Fellows of the Royal Australasian College of Surgeons held in Hall L, Ground Level of Adelaide Convention Centre, North Terrace, Adelaide SA 5000 on Thursday 11 May 2017 at 5.30 pm be confirmed.

2 Report from the President

The President referred to the governance and management section in the circulated 2017 annual report and highlighted the following:

Appointment of CEO Ms Mary Harney

The President noted the appointment of CEO Ms Mary Harney, who commenced in the role in October 2017, and was ably assisting RACS to define and achieve its goals.

AMC Reaccreditation

RACS was successful in achieving, with a gratifying number of commendations, Australian Medical Council (and Medical Council of New Zealand) reaccreditation for the next four years. The conditions and recommendations had been anticipated and an implementation and reporting plan was in place.

RACS' Relationship with the Specialty Societies

The President and CEO undertook a comprehensive consultative process with the Specialty Training Board Chairs and the leadership of the Specialty Societies early in 2018. Valuable information was shared and was contributing to RACS' strategic, business and advocacy plans going forward. A respectful and productive relationship, for the benefit of all stakeholders, is the goal.



Building Respect and Improving Patient Safety

The members of the independent Expert Advisory Group reconvened at the end of 2017 to review progress on implementation of the recommendations of their original report. They commented favourably on RACS' significant success in securing:

- The engagement of Fellows, Trainees and International Medical Graduates in undertaking the Operating With Respect and Foundation Skills for Surgical Educators courses that have been developed and made available across Australia and New Zealand.
- The number of memoranda of understanding with hospital and jurisdictional stakeholders to embed a culture of Building Respect and Improving Patient Safety in the workplace.
- Progress in increasing diversity within the training programs and on RACS committees.
- Improvements in the complaints handling processes.

An independent evaluation of the RACS' Building Respect and Improving Patient Safety program was underway.

Rural and Remote Surgical Workforce

RACS' Specialty Training Boards were working with others, including the Commonwealth appointed Rural Health Commissioner, to assist selection into training and workforce distribution of surgeons wishing to work in rural and remote areas.

Advocacy

RACS continued its advocacy to government and other agencies on matters that impact on the surgical wellbeing of the communities we serve, including Indigenous ear health, alcohol related harm and global health issues.

The President thanked his Council colleagues, Fellows and staff for their support during the past year.

On the motion of Mr John Batten, seconded by Dr Cathy Ferguson:

The meeting RECEIVED the report from the President.

3 Report from the Treasurer

The Treasurer A/Prof Julie Mundy gave a presentation on the previously circulated 2017 Financial Report which is also available on the College website <https://www.surgeons.org/media/25650686/rpt-2017-12-31-2017-financial-report.pdf>

The meeting noted the small surplus, enabling improved services to Fellows, Trainees and IMGs.

The meeting noted RACS was in a sound financial position and the auditors gave the 2017 accounts an unqualified audit opinion.

The Treasurer thanked the honorary advisers and staff for their input over the past year.

On the motion of A/Prof Julie Mundy, seconded by Dr Cathy Ferguson:

The meeting RECEIVED the financial report for 2017 from the Treasurer.



4 Appointment of auditors PKF Australia for 2018

In keeping with good practice, RACS undertook a tendering process for external auditors to replace the previous auditors who had provided good service to RACS over a number of years. Council approved the resulting recommendation from the Risk Management and Audit Committee.

Accordingly, on the motion of A/Prof Julie Mundy, seconded by Dr Cathy Ferguson:

The meeting APPOINTED PKF Australia as RACS Auditors for 2018 - Partner Steve Bradby.

5 Results of the election for Elected Members of Council 2017

Congratulations were extended to the following Councillors who were declared elected:

FELLOWSHIP ELECTED COUNCILLORS

There were **FOUR (4)** Fellowship Elected Councillor positions to be filled. The successful candidates in alphabetical order were:

Re-elected to Council

A/Prof Phill Carson (GEN, NT)

Prof Andrew Hill (GEN, NZ)

Newly elected to Council

Dr Christine Lai (GEN, SA)

Dr Maxine Ronald (GEN, NZ)

SPECIALTY ELECTED COUNCILLORS

There were **FIVE (5)** vacancies to be filled. The successful candidates were:

Re-elected to Council

A/Prof Julie Mundy, Cardiothoracic Surgery (QLD)

Re-elected to Council

Prof David Fletcher, General Surgery (WA)

Previously appointed, now elected to Council

A/Prof Christopher Perry, Otolaryngology Head & Neck Surgery (QLD)

Re-elected to Council

Dr Anthony Sparnon, Paediatric Surgery (SA)

Re-elected to Council

Mr John Crozier, Vascular Surgery (NSW)



6 Changeover of Office Holders

The President congratulated and extended best wishes to the following Office Holders who were elected at the February 2018 Council meeting. The Office Holders formally took office at the conclusion of the meeting.

President	Mr John Batten
Vice President	Dr Catherine Ferguson
Treasurer	A/Prof Julie Mundy
Censor in Chief	Mr Anthony Sparnon
Chair, Professional Development & Standards Board	Mr Richard Perry
Chair, Court of Examiners	A/Prof Phillip Carson
Chair, Board of Surgical Education & Training	Mr Adrian Anthony
Chair, Prevocational & Skills Education Committee	A/Prof Kerin Fielding
Chair, Professional Standards	Mr Bruce Hall
Chair, Professional Development	Dr Sally Langley
Chair, Fellowship Services	Ms Ruth Bollard
Chair, Research and Academic Surgery	Prof Andrew Hill
Chair, Surgical Audit	Mr John Crozier
Chair, External Affairs	Ms Annette Holian
Chair, Board of Regional Chairs	Prof David Fletcher

The following retiring Councillors were farewelled with thanks:

Prof Jonathan Serpell, Chair Prevocational & Skills Education Committee
Mr Lawrie Malisano, Chair Professional Standards Committee

The meeting closed at 6.00 pm.



5 October 2018

RESULTS OF 2018 ELECTIONS TO COUNCIL

FELLOWSHIP ELECTED COUNCILLORS

There were **NINE** Fellowship Elected Councillor positions to be filled. The successful candidates in alphabetical order were:

Re-elected to Council

Adrian Anthony (GEN, SA)
Ruth Bollard (GEN, VIC)
Jennifer Chambers (VASC, NSW)
Kerin Fielding (ORTH, NSW)
Annette Holian (ORTH, VIC)
Christopher Pyke (GEN, QLD)

Newly elected to Council

Sarah Coll (ORTH, QLD)
Lawrie Malisano (ORTH, QLD)
Henry Woo (UROL, NSW)

SPECIALTY ELECTED COUNCILLOR

There was **ONE** Specialty Elected Councillor position to be filled. The successful candidate was:

Re-elected to Council unopposed

Gregory Witherow (ORTH, WA)

The results will be received at the Annual General Meeting in Bangkok on Thursday 9 May 2019, when newly elected Councillors take office.

The poll results are verified by Mr Ralph McKay of BigPulse.