



**Defence Families of Australia
National Delegate
SELECTION CRITERIA AND DUTIES**

NATIONAL DELEGATES FOR DFA

Appointment

National Delegates are selected by the Convenor and outgoing Delegate, and appointed by the Minister responsible for Defence Personnel.

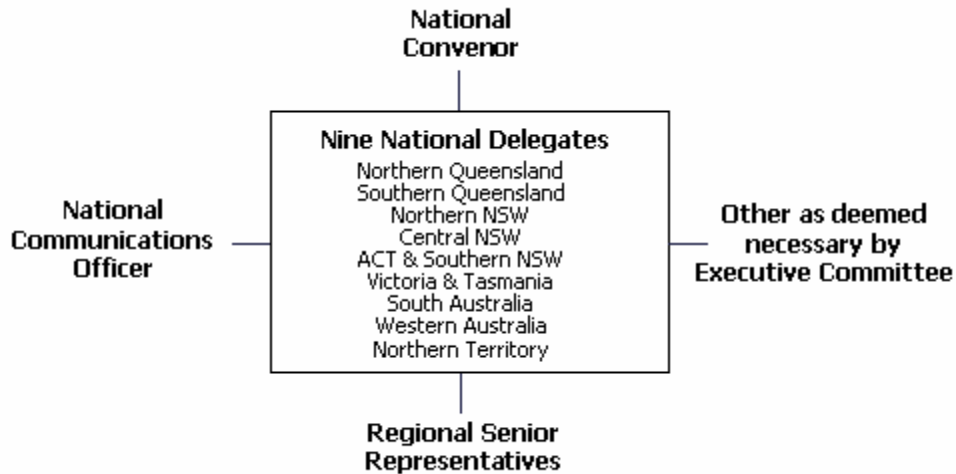
Selection Criteria

- National Delegates must be the partner of a current full time serving member of the Australian Defence Force;
- Should preferably have had prior involvement with the DFA and/or a demonstrated knowledge, empathy and understanding of Defence families;
- Should be available to attend the annual national conference in Canberra and the DFA Weekend Workshops as required;
- Must be available to liaise with local DFA members, Base Commanders, Managers and staff of DHA, DCO, Toll Transitions and Defence as required;
- Must not be a serving member or permanent employee of the Department of Defence, DHA or Toll Transitions;
- Must not be employed as a Defence School Transition Aide.
- Have excellent communication, negotiation and organisational skills and have an ability to discuss and promote DFA issues with diplomacy and tact. Must also have respect for other people's opinions.

Duties

- At Conference 2000 National Delegates voted on minimum work requirements. These duties were introduced to ensure nationally consistent workloads and profiles. A National Delegate will:
- Write introduction letters upon appointment to all relevant parties in your region using the standard letter provided;
- Develop and maintain excellent working relationships with Regional Managers of DHA, DCO, Defence support services (eg: Customer Service Managers – Relocations) and Toll Transitions. This includes meeting or calling these managers at least every quarter;
- Check email every weekday unless otherwise agreed with the Convenor;
- Have contact with Commanding Officers/Units in your region quarterly through either meetings or forwarding on the CO newsletter and establish, with their permission/assistance working relationships with Chief Clerks, Liaison Officers or others as appropriate for contact as required;
- Maintain regular contact with Senior Representatives (at least once per month);
- Attend family groups or call family group coordinators every quarter personally or through delegation to Senior Representatives;
- Hold a regional meeting before and after the conference and forward items for the Conference agenda at least six weeks prior to each conference;
- Prepare submissions on current issues as required;
- Provide feedback to the Convenor on issues as requested;
- Provide reports on the above duties to the Convenor or Executive Committee on a quarterly basis;
- Sign for accepting or discharging of the equipment which comes with the position (computer, fax etc) to keep the DFA register of assets current;
- Organise spouses to assist with storage facility inspections as required with Toll Transitions;
- Maintain a contact list of Commanding Officers, DHA, DCO and TOLL managers, CSM-Rs, Neighbourhood Centres, and Defence Community groups etc in the region.
- Prepare a written summary of current issues in Region to handover to new National Delegate with contact list, upon leaving the position; and

- Must always behave in a manner that will reflect favourably on the DFA and must not use the DFA for personal gain or to further personal issues.



Defence Families of Australia (DFA) was formed in 1986 to represent the views of Defence families. Since that time DFA have been the official representatives of Defence families and has worked to improve conditions for all Defence families. Until August 2002 DFA was known as the National Consultative Group of Service Families (NCGSF).

The aim of DFA is to improve the quality of life for Defence families by providing a recognised forum for their views and by reporting, making recommendations and influencing policy that directly affects families. ADF families can contact DFA to represent them regarding an individual situation or to advocate an issue concerning many families.

DFA (NCGSS/NCGSF) has had many successes at national, local and regional levels. Many issues have been resolved by passing recommendations directly to CDF and the Minister for action. We consider ourselves to be an extremely proactive and empowered group and are extremely proud of our efforts to date, our work in progress and the issues we imagine we will encounter in the future.