

SOP 9 - COMMUNICATION

AIM

1. The aim of this SOP is to provide guidance to RLOs in the effective use of communication in relation to the:
 - a. various means by which all Members of TDLS, but particularly RLOs, can provide and access information;
 - b. promotion of a more inclusive esprit de corps within TDLS; and
 - c. regular updating and provision of information in a timely, consistent and accurate manner.
2. The SOP imposes certain requirements on the LEG managers, NPM, LRM, RSSRs, and PLOs.

SOURCES OF INFORMATION

Regional contacts

3. An important source of information is through personal contact with PLOs and other RLOs. All Members of TDLS are encouraged to participate by taking each opportunity to meet with other Members in their Region, on a professional and social basis. When appropriate, social functions are to be organised on a tri-Service basis.
4. The RSLG is required to convene a meeting of the members of their Panel at least bi-monthly.
5. The RSLG in each region is to prepare and conduct a tri-Service local training programme. The programme is to be prepared by the RSLG and published in advance in the TDLS newsletter.
6. RSSRs, when appropriate, should encourage RLOs to introduce themselves to the senior members of defence units within their Region. RSSRs should encourage those ships/units/bases/commands to use the services of PLOs and RLOs to provide training assistance to those units and participate in their activities and exercises, when appropriate. RLOs are encouraged to visit the messes of units within their regions.

National contacts

7. The TDLS National Leadership Forum is a tri-Service group comprising some 30+ nominated senior PLOs, RLOs, and APS staff within TDLS, which is representative of all regions across Australia. The TDLS National Leadership Forum meets at least annually to discuss issues and matters of national concern within TDLS. The members of the RSLGs are to ensure that all PLOs and RLOs within their Regions are offered the opportunity to raise matters of legitimate concern to the forum, and that they are fully debriefed on the outcomes of any forum meetings.
8. The three Services and TDLS sponsor and conduct seminars and conferences, in addition to establishing project working parties. When appropriate, the responsible

persons for seminars, conferences and projects are to seek participation through TDLS newsletter.

LEG managers

9. LEG managers are to ensure that RLOs receive regular updates of relevant information.

Contact Directories

10. The NPM is to ensure that the TDLS Contact Directory (covering PLOs and RLOs) is updated and distributed electronically to all PLOs and RLOs by the end of March, June, September and December in each year. If members of a Panel are without an email facility, the RSLG is to distribute a hard copy of the Directory to those members.

11. A current Contact Directory is to be maintained by the NPM for RLOs in the form set out at annex A.

12. The LRM is to nominate annually an RLO from each Service who is to be responsible for updating the consolidated RLO Contact Directory for that Service on a quarterly basis. The nominated RLO is to forward the consolidated Directory to the NPM NLT 14 days before the date for distribution of it to the RSLGs.

13. RSSRs are to advise their nominated Service RLO of any changes to their Panel NLT the last day of February, May, August and November in each year. Notifiable changes include new appointments, retirements, promotions, and amended postings and contact details.

TDLS newsletter

14. The TDLS newsletter is the main communication channel for all TDLS Members supplemented by direct email to Members when appropriate.

15. TDLS newsletter is distributed by the NPM regularly. The publication is to be used as a means of communicating the following:

- a. Editorial Comment by publisher
- b. Promotions, Posting and Retirements
- c. Personal Milestones
- d. News and Information
- e. Update from the Office of the DGTDLs
- f. Update from the Office of the General Counsel
- g. Update from LRM
- h. Updates from each of the LEGs
 - i. International Law & Agreements LEG

- A. Operations & International Law
- B. Agreements
- ii. Military Law LEG
 - A. Discipline Law
 - B. Military Administrative Law
- iii. Litigation, Claims, Insurance & ADR LEG
- iv. Information Access LEG
- v. Update from Command LEG
- i. Update from HMB
- j. Update from the Office of the JAA
- k. Update from the Office of the DMP
- l. National Practice Notes
- m. Training, Seminars and Conferences
- n. Legislative Changes
- o. IT Links and resources
- p. Service opportunities
- q. Projects & Working Parties
- r. Personnel Policy Developments and Changes
- s. Questions & Answers

16. DGTDLs, HOC (in relation to Service matters), LRM, LEG managers, JAA, DMP, HMB and NPM are to ensure that material relevant to their areas of responsibility is submitted for publication 3 working days prior to the publication date of TDLS newsletter.

17. RSSRs and regional PLOs are to ensure that material is submitted for publication 3 working days prior to the publication date of TDLS newsletter. Regional material is to cover matters of general personal and professional interest.

18. All Legal Officers are to disseminate information relating to training, seminars and conferences through TDLS newsletter, at the earliest opportunity.

19. The Director MLC is to ensure that a list of training and PD courses to be conducted or sponsored through MLC is published in each edition of TDLS newsletter, accompanied by relevant details and other information access details.

20. All PLOs are to notify requirements for backfilling/relief manning at least two months in advance, and RLOs may signify their availability for such roles through TDLS newsletter.

21. Other relevant service opportunities available to RLOs (including overseas postings) should be communicated through TDLS newsletter.

Defence Managers Toolbox

22. The Defence Manager's Toolbox is a useful resource for RLOs and is available on Defence Restricted Network as well as in CDROM form from Information Services Division.

TDLS Database

23. The LRM is responsible for the maintenance and management of RLO personnel data on the TDLS database.

