



AUSTRALIAN ARMY
Headquarters Forces Command

Victoria Barracks, PADDINGTON NSW 2021

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See distribution

COMD FORCOMD DIRECTIVE 114/14

FORCOMD ASSISTANCE DOGS

References:

- A. DI(A) PERS 33-1 *Support to Wounded, injured and Ill members* of 16 Oct 13
- B. COMD FORCOMD Directive 11/14 *Framework and process for management of wounded, injured or ill personnel in FORCOMD*
- C. Commonwealth *Disability and Discrimination Act 1992* – Sect 9
- D. NSW *Companion Animals Act 1998*
- E. QLD *Guide, Hearing and Assistance Dogs Act 2009*
- F. ACT *Domestic Animals Act 2000*
- G. NT *Anti Discrimination Act 1992*
- H. SA *Dog and Cat Management Act 1995*
- I. TAS *Guide Dogs and Hearing Dogs Act 1967*
- J. VIC *Domestic Animals Act 1994*
- K. WA *Dog Act 1976*
- L. HLTHMAN Vol 24 Part 6 Ch 3 *Veterinary products*
- M. LWP – CA (ENGRS) 2-5-1 *Explosive Detection Dogs*
- N. SUPMAN 4 (Ed 7) Ch 4 *Forage scales of issue*
- O. Australian Army Block Scale 03/01 Issue Number 7 *Dog Handling Equipment* dated 16 July 2013
- P. HD 604 *Use and disclosure of health information by Defence health personnel*

BACKGROUND

1. Effective and high quality support and management of our Wounded, Injured and Ill (WII) is essential to ensure FORCOMD personnel are returned to duty through recovery and rehabilitation, or successfully transitioned from the Army. Due to the diverse nature of individual members' healthcare and welfare support needs, WII management involves a broad range of services, support agencies, and programs.

2. A relatively new field of support available within FORCOMD to assist the recovery of our personnel is the provision of an assistance dog. FORCOMD Assistance Dog (FAD) is the term designated for a service dog that is individually trained to provide specialised assistance to a FORCOMD individual in accordance with State or Territory legislation, and has approval to access military bases.

AIM

3. The aim of this directive is to outline the policies and procedures for use of a FAD within FORCOMD establishments.

FRAMEWORK

4. The key principle of the WII framework is that unit commanders retain command, control and administration of their WII personnel at all times. FORCOMD members who are allocated a FAD are to be managed under the WII framework IAW References A and B. The use of an assistance dog is legislated under Reference C, and under individual State and Territory Acts listed at References D to K.

Definitions

5. Definitions which apply to this Directive are in Annex A.

Roles and responsibilities

6. In addition to the personnel and agencies that support WII members (outlined in Reference B), there are a number of specific responsibilities regarding the allocation of FAD to individuals or to staff members or an SRC. Roles and responsibilities which apply to this Directive are outlined in Annex B.

USE OF FAD

7. **Authority to use.** For the purpose of this Directive, a FAD is the HQ FORCOMD term designated for an assistance dog assigned by an authorised provider to a FORCOMD individual. FAD can only be allocated to a member undergoing rehabilitation, or to a staff member of an SRC. FORCOMD units and other organisations are not authorised to use or hold a FAD.

8. **Candidates for FAD.** Members who are eligible for the allocation of a FAD are MEC J32, J43, J44, J51 or J52, receiving treatment for long term and complex mental health concerns.

9. **Assistance dog providers.** Several agencies provide assistance dogs to individuals, and it is essential that dogs are trained to meet the individuals' needs. Assistance dog providers and trainers are required to be accredited, and applicants are to ensure they meet respective State requirements.

10. **FAD standards.** FAD must have advanced obedience training, and public access training. Annex A lists the different types of dogs used in rehabilitation and healthcare. The key difference between an assistance dog, a companion dog, and a therapy dog, is that assistance dogs can reduce debilitating symptoms of some psychological health concerns and can provide a number of benefits to their owner. Some of the benefits of FAD are outlined in Annex C.

11. **Legislative requirements.** FAD are required to meet respective State and Territory legislation requirements including registration, vaccination, certification and any additional tests, such as the QLD Public Access Test (PAT), prior to gaining approval for base access. Noting the varying requirements across States and Territories, as a minimum FAD should be trained to meet the standards outlined in Annex D.

FAD APPLICATION PROCESS

12. FORCOMD members who wish to gain approval for a FAD to access military bases and units are required to apply through their chain of command.

13. Unit COs are to conduct an Individual Welfare Board (IWB) for the member as the mechanism to liaise with the respective rehabilitation specialists and discuss allocation of a FAD. The intent for the allocation of a FAD to FORCOMD members is to assist in their recovery. Once the member is upgraded, the FAD will no longer require access to military bases. The member's requirement for the FAD, is to be reviewed at each IWB and identified in the member's Individual Welfare Plan (IWP), and communicated to the member.

14. **Individual application.** Once identified and supported by member's unit, the application is to be coordinated through respective Fmn/TC Health and Wellbeing Officer (HWO). The application form for FAD is attached at Annex E. An application checklist is also provided at Annex F. The FAD application process for individuals is outlined in Annex G. The process for FAD base access approval is:

- a. Individual confirms their intent to apply for FAD to the chain of command
- b. Healthcare professional provides support for the application
- c. Individual's chain of command conducts an assessment of the workplace, holds an IWB, and if suitable recommends application
- d. The application is passed to the Fmn/TC HWO who is to coordinate:
 - (1) Recommendation from the unit CO of any Military Working Dogs (MWD) or Explosive Detection Dogs (EDD) located on base
 - (2) Recommendation from the DSRG Base Support Manager (BSM) for FAD base access.
 - (3) Presentation of the FAD application to the SADFO (or their delegate) for approval
 - (4) Tracking and archiving of approved FAD applications.

15. **SRC application.** A staff member of an SRC may volunteer to be allocated a FAD for use with WII individuals attached to the SRC. The application process for staff of an SRC is:

- a. OIC SRC confirms intent for an SRC staff member to apply for a FAD to the chain of command. A staff member of the SRC must be identified to be the primary carer of the FAD, and a care plan is to be developed if any of the responsibilities for caring for the FAD will be shared with other SRC staff. The OIC SRC is responsible for detailing any restricted areas to the FAD, and drafting a workplace agreement for the SRC staff member, which is to be forwarded with the application. A template for the workplace agreement is provided in Annex H.
- b. There is no requirement for HC professional supporting comments, or an IWB
- c. The application is passed to the Fmn/TC HWO who is to coordinate:
 - (1) Recommendation from the local unit CO of any MWD or EDD located on base
 - (2) Recommendation from the local DSRG BSM for FAD base access
 - (3) Presentation of the FAD application to the SADFO, or their delegate, for approval

(4) Tracking and archiving of approved FAD applications.

16. **Registration.** FAD are required to be certified and registered in accordance with the local, State or Territory regulations. Proof of this registration is to be provided with the base application. Initial registration fees may be covered by the assistance dog provider, or may be free under State or Territory legislation; however, personnel assigned FAD are responsible for coordinating and maintaining any ongoing registration requirements.

17. **Vaccination.** FAD are required to be vaccinated prior to gaining base access, including C5, heartworm, flea and tick treatments. Information pertaining to vaccination and veterinary products is outlined in Reference L. The assistance dog provider may initially coordinate this prior to handover; however, personnel assigned FAD remain responsible for ensuring vaccinations are up to date. Assistance dog providers may have an ongoing sponsorship arrangement with a veterinary service for vaccinations. If available, ADF veterinary services may be used to support FAD allocated to SRC staff. All FAD with base access must have proof of current vaccinations.

FAD ADMINISTRATIVE REQUIREMENTS

18. **Access to military areas.** Although FAD will be approved to access military bases, a number of areas will remain restricted. These areas are to be detailed in the individual's workplace acknowledgement, and depending on State or Territory regulations, and military base activities, may include areas such as:

- a. MWD or EDD areas
- b. Safety Critical Areas
- c. food preparation areas
- d. health facilities including:
 - (1) an in-patient ward
 - (2) a procedure room
 - (3) areas where standards of hygiene are maintained at a significantly high level for the purpose of preventing infection or spread of disease.

19. **Command considerations.** Once an individual is identified as a FAD applicant, the member's CO is required to conduct an assessment on their suitability. The CO is the approving authority for access of FAD to their unit work areas. The CO is to consider common access areas within their garrison. Given the provision of FAD is a relatively new concept, the CO is to be proactive in liaising with other units and agencies within the garrison. Part of the application for base access is the CO's recommendation and statement regarding the suitability of the work place and any areas to for the FAD to be restricted or prohibited from entering. These considerations are to also to include the member's working arrangements and living circumstances, compliance with their rehab plan, suitability for a dog in their work environment, and any other cultural or personal sensitivity. Any limitations are to be detailed in the individual's workplace agreement at Annex H.

20. **Suitability of accommodation.** Prior to submitting a FAD application, the member and their chain of command should seek advice from the FAD provider as to the suitability of the member's living accommodation. In some circumstances, live-in accommodation on-base

and some types of rental accommodation may not be suitable for a FAD, and could potentially reduce the effectiveness of the FAD in the member's recovery.

21. **Health of FAD.** Personnel allocated a FAD are to read Reference M, Chapter 11 – *Infectious and contagious diseases*, which provides information regarding symptoms and treatment of common dog diseases. If personnel allocated a FAD have concerns relating to the health of their dog, advice is to be sought from their local veterinarian provider.

22. **Funding.** Currently there is no policy relating specifically to support of FAD. Fmn/TC should apply the intent of IAW References N and O to ensure that members assigned a FAD are supported effectively. Funding is also available for FAD from existing SRC allocations.

23. **Pet insurance.** Emergency treatment for dogs can be costly and individuals assigned a FAD should consider pet insurance options to cover their FAD in case of emergency, particularly where members retain ownership of the FAD post rehabilitation. For FAD assigned to SRC staff Pet Insurance may be provided through SRC funding.

24. **Kennelling.** Personnel allocated FAD remain responsible for the care of their dog during their absences. In the event that an alternate carer cannot be identified, individuals assigned FAD will be responsible for any expenses associated with kennelling of their FAD. SRC staff assigned a FAD are to seek assistance within the staff of the SRC to care for the dogs during any absence. Alternate kennelling may be provided using SRC funds if required. At no time is a FAD to be kennelled with MWD or EDD.

25. **Mistreatment.** The responsibility for ethical handling and treatment of the FAD rests with the member. Mistreatment of FAD is considered a serious offence, and all instances of animal cruelty or abuse are to be immediately reported to the chain of command and/or the assistance dog provider. Animal cruelty, including neglect or abandonment, are to be reported via phone or online form to the RSPCA Inspectorate team in the respective State or Territory. If any form mistreatment is confirmed, the FAD may be removed from the member at the discretion of the member's CO.

26. **Off base military activities.** Military activities occurring off base may not be appropriate in terms of duty of care for the FAD or to other individuals. There may also be concerns related to permits or access for dogs. FAD are not permitted to attend external base military activities without prior approval of the CO.

27. **Dog bites.** Bites or injuries sustained from a FAD are to be raised to the chain of command and actioned on *Sentinal* as a WHS injury.

28. **Ownership of FAD.** Members should anticipate that the assistance dog provider will provide FAD on the agreement that the member will retain ownership after MEC upgrade or transition from the ADF. This arrangement must be formally discussed between the member and the assistance dog provider prior to accepting the FAD, and included in the FAD application. Decisions to return a FAD to the provider must only occur following consultation with the member, the member's chain of command, and the assistance dog provider.

29. **Death of FAD.** If a FAD dies the individual assigned is to notify their chain of command and the assistance dog provider in writing, and provide the circumstances of the death. Disposal of the dog is to be in accordance with local legal and veterinary regulations. In the event that a member's FAD is severely injured or ill and requires to be put-down, written advice must be provided by the treating veterinarian, and the disposal is to comply with any terms and conditions outlined by the assistance dog provider.

30. **Ongoing training requirements.** Periods of training between the owner and the FAD are likely to be required during the initial allocation and for ongoing development. These training serials will be determined by the assistance dog provider. Personnel allocated a FAD are to meet all ongoing training requirements in accordance with terms and conditions outlined by the assistance dog provider.

31. **Training activities.** FAD are not permitted to attend Field Training Activities or to attend Military Training Ranges. FAD are not permitted to accompany their owners on any military courses.

32. **Certificate of disability.** Some States or Territories may require the member to provide a certificate of disability in order to be allocated an assistance dog. If required, the member's treating health professional should be consulted.

33. **Release of personal health information.** Release of personal health information is to be in accordance with Reference P. If an individual's health information is to be disclosed, the member must be given the opportunity to make an informed choice, and must provide consent in writing by completing Webform PM 615 – *Consent for the release of health information*.

34. **Reporting.** Fmn/TC HWO are responsible for the recording and tracking of FAD applications, archiving approved applications, and planning reviews and renewals of ongoing FAD allocations. Initially, FAD applications will be paper based coordinated through Fmn/TC HWO. Following the rollout of the WII SharePoint management tool, all FAD details are to be recorded in SharePoint.

35. **Potential administrative difficulties.** The provision of FAD is a relatively new initiative in Army. As such, unforeseen administrative difficulties may arise. Commanders and staff are to be proactive in resolving such issues at the garrison level. The pillars of the WII framework in Reference B provide guidance. Following resolution of any administrative difficulties, the outcomes should be forwarded to HQ FORCOMD Health and Wellbeing.

CONCLUSION

36. The use of FAD is an additional support option available to assist FORCOMD WII members in their recovery and rehabilitation. The use of FAD will require a flexible approach by commanders and close liaison with supporting units and other garrison organisations to ensure that the benefit to the supported member's recovery is maximised.

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MAJGEN
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16 Oct 14

Annexes:

- A. Definitions
- B. Roles and responsibilities for use of FAD
- C. Benefits of FAD
- D. Training standards for FAD

- E. FAD application form
- F. FAD application checklist
- G. FAD application process
- H. FAD handler acknowledgement template

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ANNEX A TO
COMD FORCOMD DIRECTIVE 114/14
OCT 14

DEFINITIONS

1. **Assistance dogs.** The Disability and Discrimination Act 1992 – Sect 9 outlines the requirements for an assistance dog, and this is further defined under State and Territory Acts. There may be some variation between State and Territory respective laws and these regulations are to be considered when applying for an assistance dog. For the purpose of this Directive, the types of dogs are defined as follows:
 - a. **Service dogs:**
 - (1) **Guide dogs.** Guide dogs take directional commands and find an appropriate path of travel. They indicate changes in elevation – even allowing for the handler to avoid obstacles at head-height – avoid oncoming traffic, navigate around obstacles and locate objects on command. The handler makes most of the decisions for the team, but guide dogs are carefully conditioned to refuse the Forward command under certain circumstances where it would be unsafe to proceed.
 - (2) **Hearing dogs.** Hearing dogs are trained to alert their handler to specific sounds, primarily in the home setting. Some hearing dogs are trained to work outside the home, alerting their handler to specific sounds in public settings and vehicles. Instead of barking, hearing dogs get the attention of their handler by touch – either a nose-nudge or pawing – then the dog leads the handler to the source of the specific sounds. Some trainers may teach the dog to lie down next to the handler to indicate a smoke alarm, after alerting the handler to the sound with a touch.
 - (3) **Assistance dogs.** An assistance dog supports people with a disability other than vision or hearing impairment. Some assistance dogs have mastered more than 50 tasks to assist their handler. A number of the performed tasks may also prove useful to individuals with hidden disabilities such as psychiatric disorder and potentially life-threatening medical problems or conditions which cause chronic pain.
 - b. **FORCOMD Assistance Dog (FAD).** A FORCOMD Assistance Dog is the HQ FORCOMD term designated for an assistance dog allocated by an authorised provider to a FORCOMD individual, which is approved to access a military base in support of that member.
 - c. **Therapy dogs.** A therapy or emotional support dog is a support dog for a person with health challenges and may work with that person to provide emotional comfort and promote a positive state of mind. These dogs may or may not have been task-trained, and generally support the person at home. Therapy or emotional support dogs are not classified as assistance dogs.
2. **Assistance dog provider.** Any agency approved under State or Territory law to train, test and provide assistance dogs is approved as a FAD provider. It must be noted that State and Territory legislation requirements may differ in order to be recognised as a trainer or training organisation, for example QLD trainers and institutions who want to certify assistance dogs must be approved under the QLD Guide, hearing and assistance dog Act 2009. FAD are to meet all State or Territory legislative requirements.

3. **Certificate of disability.** A certificate of disability is a document stating that an individual has a disability. This may be required under some State or Territory legislation for the individual to be issued an identity card to support access of their assistance dog to public areas, and it also distinguishes a certified assistance dog from a pet or companion dog. It must be signed by a registered health practitioner, medical practitioner, occupational therapist, physiotherapist or speech therapist.
4. **Individual Welfare Plan (IWP).** The IWP is a written record of the decisions, outcomes and recommendations from an IWB. It outlines the agreed and intended course of action to manage the WII member's injury/illness, rehabilitation, wellbeing and welfare support. If an individual is allocated a FAD the IWP is to include the relevant information.
5. **Informed Choice.** An individual is to be provided with adequate information for them to make a decision on whether to consent to the release of their personal or sensitive health information. In order for an individual to make a decision based on informed choice, they are to be informed of the intended use of the medical and health-related information, the impact the information has on their health, well-being and welfare support plans and the consequences and/or possible effects should the medical and health-related information be not made available. This ensures the individual takes all the above information into consideration prior to deciding if consent will be provided.
6. **Public Access Test (PAT).** QLD legislation requires an assistance dog to conduct a PAT to assess that the dog is safe and effective in a public place or a public passenger vehicle, and able to be controlled by the handler. The PAT indicates the minimum standard that a dog must achieve to be considered safe and effective, and the PAT can only be conducted by an approved individual or training institution approved under the QLD Guide, hearing and assistance dog Act 2009.

ANNEX B TO
COMD FORCOMD DIRECTIVE 114/14
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ROLES AND RESPONSIBILITIES FOR USE OF FORCOMD ASSISTANCE DOG

Overall Coordination and Management

1. Commanders remain responsible for the overall health, wellbeing and welfare of all members under their command, are to retain command and control of their WII members at all times, and provide ongoing administrative support. Commanding Officers play a significant role in identifying and supporting individuals suitable for allocation of FAD, as well as ensuring comprehensive assessment of workplace suitability for the use of FAD. The allocation of a FAD to an individual is to be reviewed at their IWB.

Senior ADF Officer (SADFO)

2. Base SADFO, or their delegate, are the approving authority for FAD allocated to individuals, or staff of SRCs, to gain access to FORCOMD bases and units. SADFO are responsible for ensuring respective organisations, including DSRG and RAE units (if applicable) support the application. In the event that the base SADFO is RAN or RAAF, the application is to be raised through the Senior Army Officer on base.

Health Professional Support

3. Health Professional in support of the allocation of a FAD to an individual is critical to providing advice to their chain of command. FORCOMD members who wish to utilise FAD on base must have written support from their treating Health Professional.

Defence Support and Reform Group (DSRG)

4. The DSRG Base Support Manager (BSM) on each base is accountable for the coordination and administration of base wide plans including Security, WHS and Base Support Agreements. Allocation of FAD to an individual or staff of an SRC must gain support of the respective DSRG BSM to ensure the assistance dogs are appropriately registered and vaccinated.

Military Dog Commanders

5. Local unit Commanders who are responsible for the management of Military Working Dogs (MWD) and Explosive Detection Dogs (EDD) are to recommend applications for FAD. Management, housing, training and access to MWD and EDD require special considerations, and the access of non-military dogs within the same base requires close consultation with the military dog unit Commander. Where applicable, persons requesting allocation of a FAD to a base that utilises MWD or EDD must gain support from the unit Commanding Officer; this also includes bases with RAAF working dogs. MWD and EDD working dog unit Commanders are to designate any areas restricted to FAD and note this on the application for and member's workplace acknowledgement form.

Welfare Support

6. **Formation/ Training Centre (Fmn/TC) Wellbeing Officers.** Unit Welfare Officers (UWO), and Fmn/TC Health and Wellbeing Officers/Warrant Officers (HWO/HWWO) are responsible for advising the chain of command and supporting individuals who wish to be allocated FAD. Fmn/TC HWO are the conduit between organisations required to support FAD applications for base entry, and are to maintain regular consultation with key contacts.

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Fmn/TC HWO are to record details of all personnel allocated FAD and provide statistics to HQ FORCOMD G1 Branch on request.

7. **Army – Support to wounded, Injured and Ill Program (A-SWIIP).** A-SWIIP is still developing overarching Defence assistance dog policy and will liaise with RAN, RAAF and DSRG organisations.

8. **HQ FORCOMD.** The HQ FORCOMD G1 Personnel Branch, WII Section is responsible for the development and provision of this Directive and provision of any further guidance on the use of FAD within FORCOMD units.

BENEFITS OF FORCOMD ASSISTANCE DOGS (FAD)

1. FAD can provide support their handlers in a number of ways including:
 - a. Provide a buffer or a shield for the handler in crowded areas by creating a physical boundary
 - b. Extinguish flashbacks or assist in coping with emotional overload by bringing handler into the “here and now”
 - c. Stand behind handler to increase feelings of safety, reduce hyper-vigilance, and decrease the likelihood of the handler being startled by another person coming up behind them
 - d. Conducting an environment search
 - e. Wake handler to alarm, or wake handler from nightmares
 - f. Turn on/off lights
 - g. Help balance unsteady handler/provide physical support for balance
 - h. Remind/alert handler to take medication
 - i. Interrupt obsessive behaviours
 - j. Alert handler to change in mental state (i.e. panic attack, anxiety attack, manic episode, etc).
2. The success of an assistance dog also extends beyond the immediate tasks provided by the dog, through the development of the human-canine relationship to provide:
 - a. Provide relief from feelings of isolation
 - b. Increase sense of wellbeing, or increase sense of security
 - c. Give a sense of purpose for living
 - d. Increase self-efficacy and self-esteem
 - e. Provide a safe and secure relationship in which one can give and receive love and affection without the possibility of rejection
 - f. Provide dependable and predictable love, affection and nonjudgmental companionship
 - g. Provide motivation to exercise
 - h. Facilitate social interactions.

TRAINING STANDARDS FOR FORCOMD ASSISTANCE DOGS (FAD)

1. Training standards for FAD will be determined by the assistance dog provider in order to ensure the dogs meet State and Territory legislation. Some States and Territories require providers to be legislated under respective Acts, and assistance dogs may be required to pass public access testing to be certified. Proof of the FAD achieving these levels is required to be submitted with the application to gain military base access. As a minimum FAD should be able to conduct the following:
 - a. The dog must be completely at ease around all people, including men, women and children and in a wide variety of environments
 - b. The dog must be in good health and fully vaccinated to a minimum of Canine 5 (C5) level and parasite free. A veterinarian certificate must be available confirming these requirements.
 - c. The dog must show no unreasonable levels of aggression to any other dog whilst under the control of the handler/recipient.
 - d. The dog must promptly respond to the handler/recipient's call to sit, drop, stay, and come when off-lead.
 - e. The dog must be able to walk alongside the handler/recipient's in a controlled manner, on a variety of different surfaces, in public places such as parks, shopping malls, shop-scapes, and not show extreme discomfort or distress.
 - f. Dog must be at ease and remain under control of the handler/recipient in a heavy pedestrian traffic scenario such as a train station, airport, and shopping centre.
 - g. Dog must be at ease in a private motor vehicle and public transport.
 - h. The dog must demonstrate minimal reaction and/or a prompt recovery to loud noises and sudden movements.
 - i. The dog must not urinate or defecate inappropriately in public places.

Military Working Dog/ Explosive Detection Dog Commanding Officer Recommendation			
Are any work areas restricted access to FAD	Yes	No	Comments:
Comments:			
Application is:	Recommended		Not Recommended
Signature	Printed Name	Rank	Date
Base Support Manager			
Proof of Breed attached	Yes	No	Comments:
Proof of Sex attached	Yes	No	Comments:
Proof of Training attached	Yes	No	Comments:
Proof of Registration as Assistance Dog attached	Yes	No	Comments:
Proof of Vaccinations	Yes	No	Comments:
Application Entered into Register	Yes	No	Reference Number:
Comments:			
Application is:	Recommended		Not Recommended
Signature	Printed Name	Rank	Date
Base Senior ADF Officer			
Application is:	Approved	Not Approved	Renewal Date (12 months):
Signature	Printed Name	Rank	Date
Distribution: Original to FMN/ TC Health Wellbeing Officer. Copy to local DSRG, Members Unit, and Member. File ref - X4614643			

**ANNEX F TO
COMD FORCOMD DIRECTIVE 114/14
OCT 14**

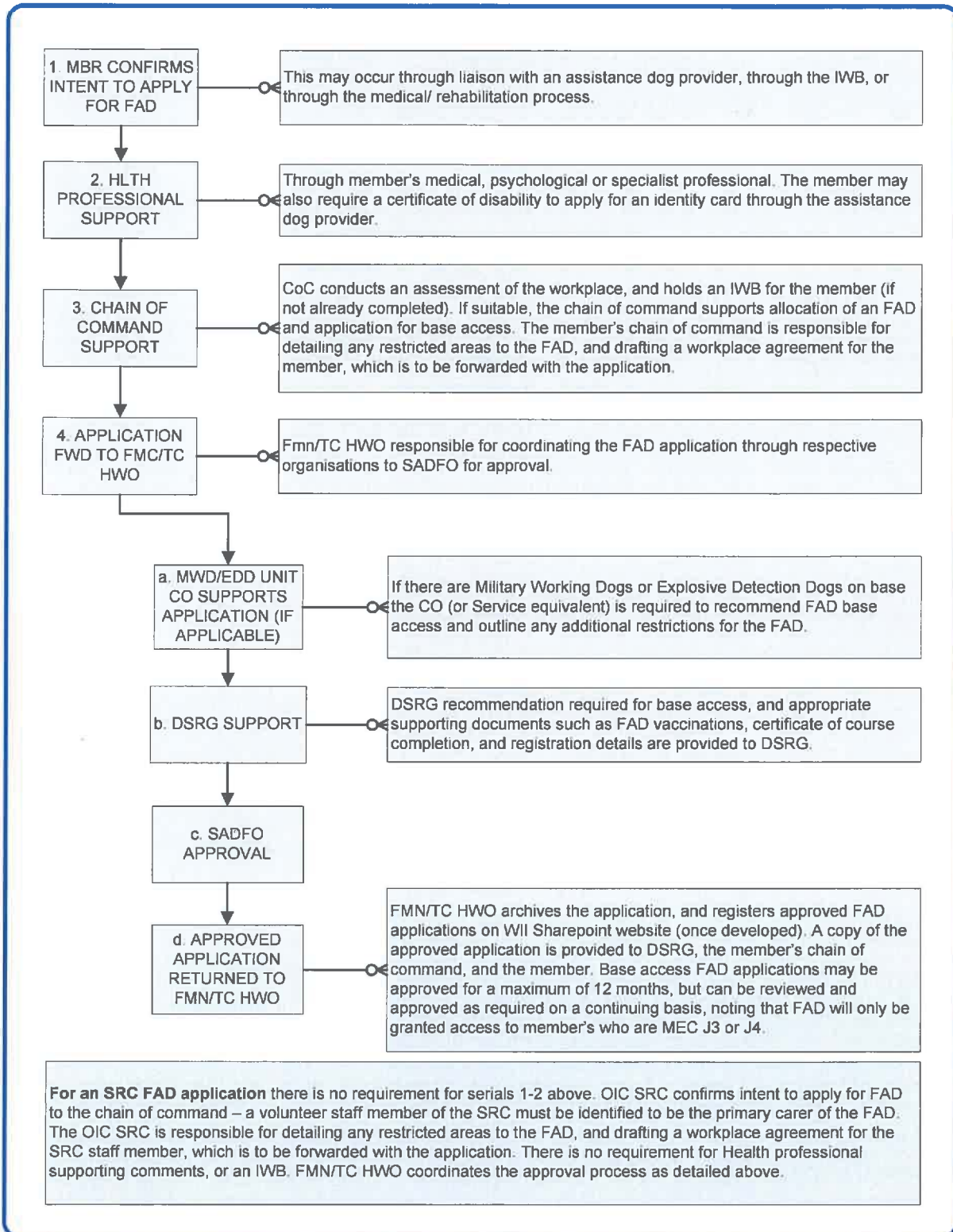
FORCOMD ASSISTANCE DOG APPLICATION CHECKLIST

Applicant's Details																							
Family name:	Given Names:																						
PMKeys Number:	Unit:																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Does the assistance dog provider meet State/ Territory laws and training regulations?</td> <td style="width: 10%; text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center; padding: 5px;">YES</td> <td style="width: 10%; text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center; padding: 5px;">NO</td> </tr> <tr> <td style="padding: 5px;">Are registration and dog training certification attached?</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;">NO</td> </tr> <tr> <td style="padding: 5px;">Is evidence of dog's current vaccinations attached?</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;">NO</td> </tr> </table>				Does the assistance dog provider meet State/ Territory laws and training regulations?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Are registration and dog training certification attached?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Is evidence of dog's current vaccinations attached?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO					
Does the assistance dog provider meet State/ Territory laws and training regulations?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO																			
Are registration and dog training certification attached?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO																			
Is evidence of dog's current vaccinations attached?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO																			
Medical Officer/ Health Professional recommendation:																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Is supporting recommendation from a health professional attached?</td> <td style="width: 10%; text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center; padding: 5px;">YES</td> <td style="width: 10%; text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center; padding: 5px;">NO</td> </tr> </table>				Is supporting recommendation from a health professional attached?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO															
Is supporting recommendation from a health professional attached?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO																			
Applicant's Commanding Officer recommendation:																							
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ANNEX G TO
 COMD FORCOMD DIRECTIVE 114/14
 OCT 14

FORCOMD ASSISTANCE DOG APPLICATION PROCESS



ANNEX H TO
COMD FORCOMD DIRECTIVE 114/14
OCT 14

FORCOMD ASSISTANCE DOG - HANDLER ACKNOWLEDGEMENT TEMPLATE

To: SADFO (*Insert Base Name*)

I,
(PMKeys) (Rank) (Name in Full) (Unit)

Hereby acknowledge that:

1. I have read and understood COMD FORCOMD Directive 114/14 – *FORCOMD Assistance Dogs* and I am fully aware of my responsibilities regarding use of a FORCOMD Assistance Dog.
2. I agree to any terms and conditions outlined by the assistance dog provider regarding care and training for the FAD.
3. As a result of gaining approval for my assistance dog to access a military base I am accountable for the control and management of the dog at all times.
4. I understand that base access for my assistance dog may be removed at any time as directed by the SADFO, based on advice from DSRG and my chain of command.
5. I acknowledge that my assistance dog will no longer require base access if I am MEC upgraded to MEC J1 or J2.
6. I acknowledge that the following areas are restricted, and are not accessible by my assistance dog:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
7. I agree to notify my chain of command should my circumstances change regarding my assistance dog.

.....
(Signature of member) (Commanding Officer signature)

.....
(Name of member in full) (Name of Commanding Officer)

Date: Date:

Original of this form is to be forwarded with application to respective SADFO for approval. Copy to be provided to member, unit, and Fmn/TC HWO.



HEADQUARTERS FORCES COMMAND

Victoria Barracks
Oxford Street,
PADDINGTON NSW 2021

FORCOMD MANAGEMENT OF WOUNDED, INJURED AND ILL MEMBERS MANUAL

s22



FA McLachlan, AO
MAJGEN
COMD FORCOMD

25 Sep 18

This HQ FORCOMD Manual provides Command and Support staff the necessary information and procedures to ensure the ongoing successful management of Wounded, Injured and Ill members. This manual replaces COMD FORCOMD Dir 11/14 Framework and Process Management of Wounded, Injured or Ill personnel in FORCOMD.

ANNEX L TO
FORCOMD MANAGEMENT OF WII MEMBERS MANUAL
SEP 18

ASSISTANCE DOGS

1. Assistance dogs are a relatively new field of support available to ADF members, and may assist in recovery and adjustment to daily life for WII members with certain conditions. This document provides guidance to WII members, commanders and regional Senior ADF Officers (SADFO) regarding the policies and procedures for the use of assistance dogs in Army and [Appendix 1](#) outlines the application process workflow.
2. An assistance dog as defined by the Disability Discrimination Act 1992, is an animal which:
 - a. is accredited under State or Territory legislation or by an accredited animal training organisation
 - b. has been trained to assist with disabilities to alleviate the effect of the disability and to meet standards of hygiene and behaviour that are appropriate for an animal in a public place.
3. Assistance dogs are provided to members by organisations external to Defence, with whom Defence does not have contractual arrangements or formalised agreements. As such, members are to familiarise themselves with the content of this Annex and acknowledge access to Base facilities by assistance dogs is not guaranteed. Base SADFO or their delegate, are the approving authority for requests for assistance dog access to a military base. Access to a military base will be denied if the assistance dog does not meet State and Territory legislation relating to training standards, registration, certification, vaccination and accreditation.
4. Companion dogs which provide emotional comfort or promote a positive frame of mind to members are not classified as assistance dogs and cannot gain public access rights as there is no requirement for accredited dog training. Such companion dogs are also referred to as therapy or emotional support animals. Companion dogs will not be considered for base access.
5. **Training standards.** Relevant State and Territory Legislation requires an assistance dog to have advanced obedience training and have passed their public access test. It is important for members to understand that at the time an assistance dog is provided to them they will not be fully trained and/or accredited IAW State or Territory legislation. Not all organisations claiming to provide assistance dogs provide trained animals. Noting the varying requirements across States and Territories, members are responsible for researching the standards for training in their state or territory of residence.
6. There are ongoing training requirements for a period of time after initial allocation of an assistance dog (6 months to 2 years). During the time between provision of an assistance dog and State or Territory accreditation, these dogs are to be referred to as assistance dogs in training. On-going training requirements are determined by the assistance dog provider depending on individual handler and assistance dog progress and State or Territory legislative requirements. Members with assistance dogs in training may apply for base access prior to meeting the state/territory requirements, providing as a minimum their assistance dog is trained to meet the standards outlined below. In these cases the member must indicate the anticipated time until full accreditation IAW state/territory guidelines are anticipated to be met. SADFO may wish to review base access rights on a regular basis in these cases to ensure that training continues to progress.

7. Members should also note base access granted by the SADFO applies only to the base for which that SADFO has authority. Where members with an assistance dog or assistance dog in training are posted between locations, the SADFO in the gaining region may consider granting interim access for a period of up to 6 months to allow the assistance dog to reach the accreditation standard in their new location so as not to disadvantage the member and their ongoing recovery.

8. Members with approval for their assistance dog to access the Base facilities are to meet all ongoing training requirements IAW the terms and conditions outlined by the assistance dog provider and state or territory requirements.

9. **Certification and registration.** Assistance dogs are required to be certified and registered IAW State and Territory regulations. Proof of the registration must be provided with the application for assistance dog. Initial registration fees may be covered by the assistance dog provider or may be free under State or Territory legislation. Members allocated an assistance dog will be responsible for maintaining any ongoing registration requirements. If an assistance dog is found to be unsuitable or is declared dangerous, menacing or nuisance, certification may be revoked.

10. **Vaccination.** Assistance dogs are to be vaccinated prior to gaining base access and must have had C5, heartworm, flea and tick treatments. Proof of current vaccinations must be provided with the application for assistance dog base access. The assistance dog provider may initially coordinate the vaccinations and treatments prior to handover but members allocated an assistance dog are responsible for ensuring vaccinations/treatments are kept up to date. Assistance dog providers may have an ongoing sponsorship arrangement with a veterinary service for vaccinations.

11. **Restricted dog breeds.** From 30 Jun 2017 dogs of the following Restricted Breeds and classification will not be given new approval to access Defence bases under the assistance dog policy:

- a. Pit Bull Terrier/American Pit Bull
- b. Dogo Argentino
- c. Fila Brasileiro
- d. Japanese Tosa
- e. Perro de Presa/Presa Canario
- f. Any dog declared a "Dangerous Dog" in any Australian State or Territory.

12. If there is any doubt of the breed of a particular dog, the onus is on the member to prove the dog is not of a Restricted Breed before it is approved for access. If a dog is declared a dangerous dog by a state, territory or municipal authority, it will no longer be permitted to access Defence Bases.

13. **Eligibility.** Anyone may apply to an external assistance dog provider for allocation of an assistance dog; however, only members who are MEC J31, J32, J34, J43, J51 and J52 may apply for base access for their assistance dog. Members who are MEC J40 and previously MEC J31, J32, J34, J43, J51 and J52 or recommended for one of these MEC are also eligible to apply for base access for their assistance dog. WII members who meet the eligibility criteria

outlined above are to apply for an assistance dog through their chain of command to the Base SADFO. WII members are to refer to the [Checklist](#) for utilising assistance dogs.

14. It is considered members who meet a deployable MEC do not require an assistance animal in the workplace. Access for assistance dogs whose handlers are MEC J42, will be considered in extenuating circumstances.

15. Soldier Recovery Centres and other rehabilitation entities (i.e. rehabilitation platoons) are not permitted to maintain a facility for assistance dogs. Concerns with this direction are to be raised through the chain of command to the relevant functional command HQ.

16. **Certificate of disability.** Some States or Territories may require a member to provide a certificate of disability in order to be allocated an assistance dog. The member's treating health professional must be consulted to meet the local legislative requirements.

17. **Roles and responsibilities.** There are a number of specific responsibilities relating to the request and granting of base access for an assistance dog to WII members or to posted staff of an SRC as previously mentioned.

18. **Application process for WII members.** WII members who meet the eligibility criteria are to submit an application for base access for an assistance dog through their chain of command for approval from their Base SADFO or delegate. WII members are to complete the [Assistance Dog Application](#) forms.

19. Applications for assistance dogs are to be coordinated through the member's CoC. If the member's treating health professionals (MO and/or rehabilitation coordinator) support the member's application for an assistance dog, they are to provide written supporting documentation for inclusion with the application. The member must have a confirmed diagnosis of a mental health condition and recommendation for an assistance dog from a Psychiatrist.

20. From the CoC through to Fmn/TC HQ the following is required:

- a. obtaining of endorsement from the E&IG Base Support Manager (BSM) for assistance dog access to base
- b. provision of the application for assistance dog to the SADFO or their delegate for base access approval
- c. tracking and archiving of approved access applications.

21. If the application is approved, the member completes the Assistance Dog Handler Acknowledgement in the [Assistance Dog Application](#) forms.

22. **Approval authority.** Although unit commanders are the approving authority for access of assistance dogs to their unit work areas, Base SADFO or their delegate are the approving authority for assistance dog access to military bases and requests will be denied if the assistance dog does not meet State and Territory legislation pertaining to training, registration, certification and vaccination.

23. **Reporting.** Units are responsible for tracking assistance dog applications, recording the information and keeping records of approved applications. The member's CoC is responsible for conducting regular reviews of the member's assistance dog allocation.

24. **Impact of MEC upgrade.** If a member with an assistance dog is upgraded to MEC J1 or J2, the assistance dog's access to the base will be reviewed and the member should anticipate base access will not continue. The member, in conjunction with their CoC should liaise with the assistance dog provider to discuss arrangements pertaining to the assistance dog following the members' upgrade to a deployable MEC.

25. **Restricted access to military base areas.** Assistance dogs which have been given approved based access by the Base SADFO (or delegate) will be restricted from certain military base areas. These areas are to be listed in the Assistance Dog Handler Acknowledgement form and depending on State or Territory regulations and military base activities, may include areas such as:

- a. Military Working Dog or Explosive Detection Dog areas
- b. Safety Critical Areas
- c. food preparation areas
- d. food service and communal dining areas
- e. health facilities including
 - (1) an in-patient ward
 - (2) a procedure room
 - (3) areas where standards of hygiene are maintained at a significantly high level for the purpose of preventing infection or spread of disease.

26. **Administrative requirements for assistance dogs with base access.** Members with assistance dogs approved for base access are to ensure that the following administrative requirements are adhered to:

a. **Health of assistance dog.** Members are to read Reference Y for information pertaining to symptoms and treatment of common dog diseases. Advice must be sought from a vet for any health concerns with the assistance dog, at the members cost. Additionally assistance dogs must conform to the following:

- (1) assistance dogs must be desexed. A desexing certificate signed by a registered veterinarian must be submitted as evidence of surgical sterilisation
- (2) assistance dogs must maintain currency in the following vaccinations:
 - (a) distemper
 - (b) hepatitis
 - (c) parvo virus
 - (d) para-influenza (kennel cough 1)

- (e) bordatella bronchiseptica (kennel cough 2).
 - (3) assistance dogs must be treated at least every three months with an all-worming product containing praziquantal
 - (4) assistance dogs must be treated with an oral or topical flea control product that provides constant protection against fleas
 - (5) SADFOs may seek support from an Army Veterinary Officer to assist with validating assistance dog health compliances. Where appropriate, SADFOs can nominate a Veterinary Officer for support on an on-going basis, noting that Army Veterinary Officers are not available in all locations and some are Army Reservists
 - (6) a base's nominated Army Veterinary Officer is authorised to conduct a health inspection, including microchip scan, of any approved assistance dog at any time it is on a Defence base (at no cost to the owner). Any assistance dog found to be non-compliant with these health requirements or diseased (e.g. infested with fleas) will have access denied until the non-compliance or disease issue has been rectified to the satisfaction of the SADFO on the advice of the base's nominated Veterinary Officer.
- b. **Pet insurance.** Emergency treatment for dogs can be costly and member assigned an assistance dog should consider pet insurance options to cover any emergency veterinary services.
 - c. **Kennelling.** The member allocated an assistance dog is responsible to organise appropriate care or kennelling for the dog during periods they are absent or unable to care for the animal. Additionally they are responsible for any expenses associated with kennelling if there is no alternate carer for the period of absence.
 - d. **Dog bites.** Any bites or injuries sustained from an assistance dog are to be raised to the chain of command and actioned on Sentinel as a WHS injury. The chain of command informs the assistance dog provider of the incident.
 - e. **Treatment of assistance dog.** The member provided with an assistance dog is responsible for ensuring the dog is treated ethically. Mistreatment of an assistance dog is considered a serious offence. All instances of animal cruelty or abuse including neglect or abandonment are to be reported immediately to the chain of command, assistance dog provider and to the RSPCA. If any form of mistreatment is confirmed, it is likely the assistance dog will be removed from the member by the RSPCA.
 - f. **Death of an assistance dog.** The member with an assistance dog notifies their chain of command and the assistance dog provider in writing detailing the circumstances of the death. Disposal of the dog must be IAW local legal and veterinary regulations. In the event that a member's assistance dog is severely injured or ill and requires to be put-down, written advice must be provided by the treating veterinarian, and the disposal must comply with any terms and conditions outlined by the assistance dog provider.

27. **Conduct standards when on base.** Members are to maintain close control of their assistance dog when on base. This ensures that the day-to-day operations of the base and the safety of other members and animals present on base are maintained. In order for this to occur members will be required to have their assistance dog on a lead at all times whilst on base. Exceptions include whilst in an SRC and in the immediate proximity to the member's workspace.

28. Members are to be aware of access restrictions which may apply specifically to their base and adhere to these restrictions at all times. Failure to maintain standards of conduct may result in base access for the assistance dog being reviewed.

29. **Off base military activities.** Assistance dogs are not permitted to accompany the WII member on any military courses, Field Training activities, and on Military Training Ranges.

Training standards for assistance dogs

30. Training standards for assistance dogs will be determined by the assistance dog provider in order to ensure the dogs meet State and Territory legislation. Some States and Territories require providers to be legislated under respective Acts, and assistance dogs may be required to pass public access testing to be certified.

31. Proof of training must be submitted with the application for assistance dog in order to request access to a military base. As a minimum the assistance dog should meet the following requirements:

- a. the dog must be completely at ease around all people, including men, women and children and in a wide variety of environments
- b. the dog must be in good health and fully vaccinated to a minimum of Canine 5 (C5) level and parasite free. A veterinarian certificate must be available confirming these requirements
- c. the dog must show no unreasonable levels of aggression to any other dog whilst under the control of the handler/recipient
- d. the dog must promptly respond to the handler/recipient's call to sit, drop, stay, and come when off-lead
- e. the dog must be able to walk alongside the handler/recipient in a controlled manner, on a variety of different surfaces, in public places such as parks, shopping malls, shop-scapes, and not show extreme discomfort or distress
- f. the dog must be at ease and remain under control of the handler/recipient in a heavy pedestrian traffic scenario such as a train station, airport, and shopping centre
- g. the dog must be at ease in a private motor vehicle and public transport
- h. the dog must demonstrate minimal reaction and/or a prompt recovery to loud noises and sudden movements
- i. The dog must not urinate or defecate inappropriately in public places.

Appendix:

1. [Assistance Dog Application Process Flowchart – for WII Members](#)

**APPENDIX 1 TO
ANNEX L TO
FORCOMD MANAGEMENT OF WII MEMBERS MANUAL
SEP 18**

ASSISTANCE DOG APPLICATION PROCESS FLOWCHART – FOR WII MEMBERS

