



Office of Fair Trading Qld Incorporated Association AI60060 Blue Card Registered Organisation ID 1030694

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ADMINISTRATOR IS A REGISTERED NDTF TRAINER ASSESSOR NO 06791

## PAWSOME ASSISTANCE DOGS INC REGISTERED HANDLER BY-LAWS

### **PLEASE SIGN THIS DOCUMENT**

#### **PROLOGUE**

Registered Handlers are not members of the Association.

They are Registered with the Association for Certification, Training, Assessment and Support.

As such, they are subject to separate By-Laws to those applying to Members of the Association. However, all By-Laws must not contradict the provisions of the Constitution, and therefore generally contain more specific information in relation to the functioning of the Association, within the constraints of the Constitution. The Handler By-Laws must be formulated with reference to the Association's Constitution.

The Constitution covers the fundamental principles but does not prescribe specific day to day procedures for operating the organization, particularly in relation to Registered Handlers.

These By-laws set forth in detail the procedures that must be followed to conduct the business of Registering, Assessing, Certifying, and monitoring Handlers in a professional manner, in collaboration with all other Policies, Procedures, Declarations, Agreements and Standards specified in relation to Registered Handlers.

They contain specific information, which provides further definition to the Articles of the Constitution in relation to PAD Registered Handlers and can be changed more easily than the Constitution can, as the needs of the organization changes.

***NOTE: Wherever the word "Handler" is used, it also refers to Alternate or Secondary Handlers, in addition to the Primary Handler.***

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## **BY-LAW ONE**

**The OBJECTS and Mission Statement of the Association as specified in Part 3 of the Constitution, and which apply to all PAD Registered Handler Teams, are: -**

“PAWsome ASSISTANCE DOGS, SUPPORTING QUALITY OF LIFE THROUGH HANDLER TEAMWORK”

**The Objects of the Association: -**

To provide for those who meet the PAD requirements, an inclusive association and environment, in which to thrive with the support of their Assistance Dog.

### **Mission Statement**

(a) To provide PAD Affiliate and Registered Assistance Dog Handler Teams with organisational registration and support, including training assessment and advice, and public access testing and standards verification, to comply with Federal Guidelines and Laws in relation to the use of Assistance Dogs, and Assistance Dogs in Training. Any individual, with verified disabilities, that would benefit from the support of an Assistance Dog, in order to alleviate the effects of their disability may REGISTER AN INQUIRY, and if accepted by the Executive, apply for PAD Registration. PAWsome Assistance Dogs Inc is an advisory and support hub, for PAD Affiliated and Registered Handler Assistance Dog Teams.

(b) To provide a physical and virtual based community, with the aim to help emotional and mental health, as well as social isolation and loneliness issues, encountered by those who are physically and mentally disabled.

(c) To provide, operate, maintain, and promote a not-for-profit charitable incorporated association, to support, advise, and assist PAD Affiliate and/or Registered Assistance Dog Handlers.

(d) To actively promote the welfare of both PAD Teams, and the General Public with disabilities. Such actions and provisions may be made through the Association's own activities, or by engaging others to undertake activities on its behalf, as well as encouraging social interactions between Handler Teams.

(e) To provide personal and professional advice, support and assistance to PAD Affiliate and/or Registered Handler Teams, and to the General Public with disabilities, who come under the umbrella of the PAWsome Assistance Dogs Inc services and objects.

(f) To listen to and provide PAD Affiliate and/or Registered Handler Teams, and the General Public with disabilities, with information and assistance so that they can make informed choices to enhance quality of life.

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(g) To organize community activities and events that seek to promote and enhance the comfort and welfare of PAD Affiliate and/or Registered Handler Teams, and the General Public with disabilities, who require an Assistance Dog to accompany them in their day-to-day life.

(h) To seek funding, donations, or bequests to the association to support the Objects of the Association.

(i) To do all such things as are ancillary or conducive to, the attainment of all or any of the Objects of the association.

***All Registered Handlers are required to support and assist in the promotion of the Objects and Mission Statement of the Association.***

***Any Breaches in relation to this By-Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

## **BY-LAW TWO**

### **ACCEPTANCE OF, AND CONTINUED REGISTRATION OF PAD HANDLER TEAMS**

The Application Process includes: -

1. Personal contact/ interview with the applicant. **Initial contact requires the completion of the Inquiry Form via the website, no application will be considered without prior receipt of the Inquiry Form and an Interview.**
2. In the Initial Assessment of the Team, and in ongoing review of both Handler and Dog:  
**- there must be a demonstrated bond between the Handler and the Dog, the results in both innate tasking/alerting, in preparation for complex task training.**  
If the dog is of an age, and vaccination standard to be assessed in a public place,
  - a) There must be no aggression in the training or control of the dog by the Handler.
  - b) The dog must show a developing/developed focus on the Handler for directions and reinforcement of good behaviour, or indication of unacceptable behaviour.
  - c) The Team needs to be able to demonstrate that both the Handler and Dog, are safe and effective as a Team in public, and
  - d) It must be demonstrated that the Dog can be controlled by the Primary Handler, or if required, jointly by the Primary and Alternate Handler.
  - e) The dog needs to be walking calmly and with focus on the Handler, not dragging the Handler, or lunging frequently, or unprovoked at other dogs. The dog cannot be reactive. It must not be aggressive – growling, snarling, showing teeth, raising hackles, biting etc.

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- f) **The dog must not show fear of the Handler, Public places or environments, people, children, or equipment.**
- g) **The dog must not show signs of Guarding or be territorial towards the Handler, People, Possessions, Food.** The exception being if the Dog is alerting or protecting the Handler during a medical episode or is displaying Cognitive Behaviour relating to alerting and tasking.
- h) **The Dog must show signs of developed/developing ability to respond to basic commands such as Sit, Stand, Down, Stay, Heel, Focus and walk on a loose lead, as well as tasking/alerting.**
- i) As a Team in public, both Handler and Dog need to present with cleanliness, professionalism, moderated behaviour and etiquette around people and other dogs/animals.
- j) The Dog must be toilet trained. The Handler must be able to either have the dog toilet on command or be able to know the signs that the dog needs to be removed to an appropriate location for toileting. **Male dogs are not permitted to be toileting against buildings, public access aides such as railing posts or stairs, or entrances to buildings.** It must be removed to a garden or greenspace as a female dog would be. Male dogs urinating where the public traverses will be deemed not appropriately toilet trained or in compliance.
3. **Dogs are required to be led by a collar and be always on a lead during public access.** A tether lead may be attached to a secondary harness, but the main point of control must be through the lead, attached to a collar.
4. The application process includes completion of Forms 1, 2, & 3, Veterinarian certificate, as well as signed agreement with all Policies, Procedures, Codes and Standards of PAD. Registration cannot proceed until this process is completed.
5. **Renewal of Registration each year requires Handlers to re-sign and commit to the Handler Policies and Procedures of PAD.**
6. **TO HAVE THEIR REGISTRATION CONTINUED OR RENEWED, THE HANDLER MUST PROVE THAT THE TEAM IS MEETING AND MAINTAINING STANDARD, AND IS CONSISTENTLY IN COMPLIANCE WITH ALL STANDARDS, AGREEMENTS, POLICIES AND PROCEDURES, AND BY-LAWS.**
7. **Failure to comply with any of the rules will result in deregistration.**
8. **The Executive Committee makes the final decision on applications, and on de-registrations. Acceptance is at the Executive's discretion. There is no appeal process, for non-acceptance or de-registration, and no explanation will be provided.**
9. **Handlers are required to be able to use Facebook, and participate in the Closed Handler Group. They are required to provide a digital training journal, accessible to the Administrator and the Secretary ( at a minimum ) for assessment and mentoring. The digital journal must provide consistent and regular updates of training environments, and of meeting the detailed Standards of Public Access.**

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- 10. Distance Teams will be required to use this format to prove their full compliance with all Standards during each Public Access Review month.**
11. If a Handler is not able to use Facebook an alternative arrangement, acceptable to the Executive will need to be made, for their Application to proceed.
- 12. Distance Handlers may be required to be Reviewed by an Approved Trainer, if the Executive is not satisfied with the standard of training and review videos provided in the digital training journal. This will be at the Handler's cost. Failure to provide satisfactory proof of standards may result in de-registration, with out appeal or explanation.**
13. Handlers are required to be eligible for a WWCC relevant to their own state.
14. The Application process may take a few months, if this does not suit the applicant, PAD may not be the association for them.
- 15. Teams are reviewed three times per year. Failure to present for review, or to not meet Standard at the Review, may result in suspension of public access or de-registration.**
16. Teams are required to have **eight active contacts** with the Association per Calendar Year. The Executive determines if contact has been active or passive, or non-existent.
17. A selection of Teams, under the **Compliance Validation Policy**, are chosen each year, from the face-to-face meetings areas, to be independently assessed at the Association's cost. Failure to present for Validation and Compliance assessment may result in the suspension of public access certification, or de-registration. Handlers not attending when required, will be required to pay for a separate independent Assessment. Distance Handlers may be required to be assessed by an approved Trainer at their own cost.

***The Registered Handler must comply with this By-Law***

***Any Breaches in relation to this By-Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any, By-Law any fees paid will be non-refundable.***

### **BY-LAW THREE**

#### **HUMAN RESOURCES ORGANISATIONAL POLICY AND PROCEDURE MANUAL**

This Manual provides a comprehensive guide to the PAD Association Policies and Procedures

The ACNC's five Governance Standards are the basis of all PAD Policies: -

STANDARD 1 Purposes and not-for-profit nature

STANDARD 2 Accountability to members

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STANDARD 3 Compliance with Australian laws

STANDARD 4 Suitability of Responsible Persons

STANDARD 5 Duties of Responsible Persons.

These are defined in the CODE OF CONDUCT In addition, PAD states that PAD adheres to the 13 Australian Privacy Principles (AAPs) as specified by the ACNC and opts in as an APP entity.

***All Registered Handlers are required to sign an agreement to comply with all Human Resources Organisational Policies and Procedures***

***Any Breaches in relation to this By-Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

#### **BY-LAW FOUR**

##### **SAFEGUARDING ALL PERSONS POLICY**

Safeguarding is protecting the welfare and human rights of people that are, in some way, connected with the Association or its work – particularly people that may be at risk of discrimination, abuse, neglect or exploitation.

The Australian legislation definition includes everybody. As such, safeguarding is part the Association's primary duty of care. To Protect Association Members, Registered Handlers, Youth, Children or Vulnerable adults.

***All Registered Handlers are required to sign an agreement to comply with the Safeguarding All Persons Policy***

***Any Breaches in relation to this By-Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

#### **BY-LAW FIVE**

##### **CODE OF CONDUCT**

The Code of Conduct is described in 5 Standards: -

Standard 1: The Purposes and not-for-profit nature of PAD

Standard 2: Accountability to Association

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Standard 3: Compliance with Australian laws

Standard 4: Suitability of the Handler Team to PAD

Standard 5: Duties of the Handler

***All Registered Handlers are required to sign an agreement to comply with the Code of Conduct.***

***Any Breaches in relation to this By Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

#### **BY-LAW SIX**

**PUBLIC ACCESS STANDARDS TRAINING (PAST), PUBLIC ACCESS STANDARDS ASSESSMENT – PROBATIONARY CERTIFICATION (PASA), and the 3-year certification PUBLIC ACCESS STANDARDS CERTIFICATION (PASC)**

Registered Teams must demonstrate that both the Handler and Dog, are safe and effective as a Team in public :-

1. Demonstrate the Dog is able to be controlled by the Primary Handler, or if required, by or jointly with an Alternate or Second Handler.
2. Demonstrate the Dog is able to be controlled and cared for by a non - Primary Handler individual, including a stranger, in case of emergencies.
3. **Meet and exceed the minimum standard required by PAD for a Registered Handler Team in public, regarding professionalism, behaviour and etiquette around people and other dogs/animals, regardless of the Teams training/access status.**
4. A Handler's own mental or emotional health will not be accepted as an excuse for not maintaining this Standard. **If a Handler is not well enough to function professionally and with appropriate etiquette around other Handlers, people or dogs, then the Handler is not to take the dog into public access environments during that time.** Handler's have a self-responsibility to be able to maintain Public Access Standards, for both themselves and the dog, or know to refrain from public access at that time.
5. **Dogs in training must be able to meet the PAST standard within six months of registration** with PAD. Exceptions will be made where dogs have been registered with PAD prior to achieving full vaccinations, which determines when the dog can be safely taken to public environments for training.

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6. **A Handler, who has a dog, that for whatever reason, is inhibited to be able to train with the Handler, must immediately inform the Committee, in writing,** as to why the dog is unable to train at that time. If a dog is sick, injured, has undergone surgery or a procedure, or another circumstance, which prevents training for more than one week, the Handler must advise the Committee in writing of the situation.
7. A dog which is not displaying basic obedience skills of sit, stay, down, focus and walking on a lead within six months of registration, is an indication of the level of commitment to training between Handler and dog. Such Teams may be subject to review.
8. Dogs over the age of 18 months, who are not showing growth towards PAST within the six month period, without reasonable explanation, will be de-registered as unsuitable for AD work with that Handler.
9. **Any dog, over the age of two years, accepted on a probationary registration, must meet PAST within six months to remain registered with PAD.**
10. Teams who are certified at PASA standard, except under exceptional circumstances, will be required to serve a minimum probationary period of one year at this level. **A dog that has not achieved and maintained PASA after one year, may be permitted to continue training for a further twelve months, at which time, the Committee will assess if the Team is ready for PASC or have proven they are not capable of maintaining standard. In which case they will be de-registered.**
11. Teams who are assessed at PASC, are public access certified for three years, provided standard is maintained and all other Standards of PAD are met, including payment of annual fees. PASC does not exclude a Team from the three times per year reviews, or from the Compliance Validation process.
12. PASC certification may incur an additional fee at the time of the assessment.
13. **PASC certification must be assessed in person,** videos are not accepted. PAD may assign a Professional Trainer to do this independent Assessment, the cost of which will be at the Handler's own expense. PASC is assessed at three different locations, on three different occasions, to ensure the Team is fully proofed
14. **DISTANCE HANDLERS may additionally incur a cost involved in travel and accommodation for a PAD Assessor to complete the PASC Certification if a suitable local assessor cannot be arranged.**

***All Registered Handlers are required to meet and maintain each level of assessment, and to progress to the next level of certification within the timeframe specified by the Association.***

***Any Breaches in relation to this By Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

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## BY-LAW SEVEN

### MAINTAINING REGULAR CONTACT WITH THE ASSOCIATION

1. **Registered Handlers have a responsibility to maintain active and regular contact with the Association, in order to be re-registered each January. The minimum requirement for ongoing registration of a Team, is that there must be 8 active contacts per year.**
2. Active Contact requirements may be met by  
Attendance at regular Meetups  
Under special arrangement – temporarily have regular contact with the Committee via Messenger, text messages, phone calls or emails, and regular updates in the digital training journal.
3. **For Remote Teams**, or in special circumstances a Team that is ill or travelling for an extended period, monthly provision of videos showing the Team in public access environments, working together, and complying with the PAD standards for public access certification.
4. **ALL Handlers are to provide a social media platform (specific Facebook Page or Training Album), to which the Administrator and Secretary are given access to monitor the ongoing training of the dog, with regular updates of training methods, achievements, and public access training**
5. **REMOTE HANDLERS** are required to make personal contact with a member of the Committee by phone or Messenger **EVERY MONTH, and must provide video proof of the Team meeting ALL the Public Access Standards a minimum of three times per year.**
6. All Teams, regardless of location, are public accessed reviewed a minimum of three times per year.
7. A selection of Teams will be assigned each year for compliance validation with an independent assessor. Those so assigned must comply to maintain registration.
8. **As part of the Compliance and Validation process, a Handler must be able to identify a minimum of three tasks the dog is either doing, or learning to do, to support the Handler and alleviate the challenges of their disability. The Handler will be asked to identify these Tasks each time they are reviewed, or if the Committee has concerns as to the purpose and role of the dog in supporting the Handler as an Assistance Dog.**
9. **Any Team who will be absent from their registered address, for hospitalisation or travel, or which will involve the use of Accommodation, where their Handler ID and registration may be requested to be verified, must inform the Administrator, immediately.** It is essential the Association is aware of any activities where there may be contact for verification of the Handler/Team's status.

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**10. PAD IS NOT SUITED TO EVERY ONE, and EVERYONE IS NOT SUITED TO PAD.**

The Executive retains the right to de-register any Team, not in compliance, or who does not meet the ethos of PAD as a family, without appeal or explanation. The priority of the Association is the best interests of the Teams who are in compliance and appropriately representing and participating in the Association's Mission Statement and Objectives. The time of the volunteer Committee Members is best invested in those PAD Handlers recognising the responsibility and privilege of being registered with PAD, and supporting their growth and needs, and to not be distracted by needing to chase or monitor Handlers not taking responsibility for compliance as a PAD Handler.

***All Register Handlers must maintain this standard to be accepted for re-registration each year. Special Circumstances will be considered, via written application to the Executive.***

***Any Breaches in relation to this By Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

**BY-LAW EIGHT**

**PAD IDENTIFICATION JACKETS AND DIGITAL ID CARDS**

1. PAD Jackets are provided, at no cost, when the Team has reached the appropriate standard to begin training or be certified for public access.
2. The Jackets may not be altered in any way. No additional patches are to be attached, no alterations to the jackets made without prior written approval.
3. An exception to Rule 2, is that for ANZAC DAY and Remembrance Day when related respectful badges may be worn on the jacket for the day/ week of the commemoration.
4. The Jackets remain the property of PAD., and must be returned if the Team is de-registered, has its public access suspended or leaves PAD.
5. There is a fee for Lost or damaged jackets.
6. Custom jackets, for those with specialised harnesses, or specific needs can be made by arrangement through PAD

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7. PAD has approved a Training jacket for pre-public access standard dogs, they do not have the PAD ID on them but are the same colour. These jackets must be returned to receive a public access jacket. Lost or damaged jacket incur a fee. The jackets are to be used to teach the dog the concept of “working mode”

***Registered Handlers must comply with this By-Law to remain registered.***

***Any Breaches in relation to this By-Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

## **BY-LAW NINE**

### **PROFESSIONAL HANDLING AND PRESENTATION OF AN ASSISTANCE DOG TEAM IN PUBLIC**

1. PAD requires all Teams to behave with professionalism and etiquette when wearing the PAD jacket or using the PAD ID Card for verification of Certification. The Assistance Dog Team must always look like a professional and bonded Assistance Dog Team, of public access standards.
2. **If a Handler is medically impaired in any way**, eg affected by medications; too stressed, depressed or incapacitated in any form to provide proper control of their dog, the dog is not to be taken into public access environments, and the Public Access Jacket and ID Card are not to be used during that period. The Handler is expected to **self-suspend public access** until they have full capacity to be aware of and control, monitor and respond to their assistance dog in public.
3. **All working equipment must be maintained and be in good order and clean when working in public. Jackets must be hand washed. Leads and collars are to be clean, with no frays, knots, or damage.** It is recommended that Teams have separate equipment for recreational use, to that of their Public Access equipment, so that the quality and cleanliness of the working gear is maintained.
4. **The length of the main lead must be appropriate to the height of the dog and the Handler, to enable to maintain a close heel position in public access areas, and when around other dogs.** Dogs cannot be walked on a lead that is too long to keep the dog in close proximity to the Handler, or would allow the dog to approach other humans or dogs.
5. **Dogs must be on a lead, attached to a collar, at all times, during public access work.** The dog must be under the control of the Handler, not off lead, and not simply “following” or “leading” the Handler. The dog must be in an appropriate controlled position in relation to the Handler’s leg/body. Adaptions for those with disabilities preventing the dog from walking in close quarters to the Handler may be discussed with the Committee.

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6. **Dogs are not to be left unattended in a public access environment.**
7. **Dogs are not to be off lead, and wandering, or seeking the Handler in a public access environment.** Cases of medical episodes or emergencies may be the exception to this rule.
8. Those wishing to teach their dogs to “seek” the Handler, must do so in controlled environments out of public access, or have the dog being handled and controlled by an alternate or secondary Handler. **NO DOGS OFF LEAD IN PUBLIC ACCESS ENVIRONMENTS.**
9. **Dogs are to be kept at a minimum of 1.5 mtrs from other dogs, especially working Teams, when in public access. No dog is to be permitted to access another Team’s dog,** to be “in its face” or sniffing it. Dogs are to be kept separated and restrained on the lead at an appropriate distance from each other. The Handler is responsible for ensuring their own dog is not able to access another dog, and to ensure the distance between dogs, and the length of the lead being utilized is appropriate to maintain this separation.
10. **PAD Meetups and Events are not play time for the dogs.** No contact or greeting is permitted between the dogs, unless part of a training exercise. Socialisation, in terms of Assistance Dogs, is the ability to ignore other dogs, not to interact with them. **Teams that are friends, and wish to interact AFTER or BEFORE meetings being held in parks or other general public spaces, must remove the PAD Jacket before the dogs interact.**
11. PAD acknowledges that the Public may not recognise nor understand the concept of **“Cognitive Intelligence Behaviour”** – that is, when the dog appears to be behaving inappropriately, but is in fact tasking or indicating for the protection and well-being of the Handler. Cognitive Intelligence Behaviour is not considered a breach of professionalism by PAD Teams, it is recognised as the dog fulfilling its role.
12. PAD, in recognition of the issues already existing in the Public’s understanding, knowledge, and perception of what an Assistance Dog, does, is for, or looks like, particularly in terms of public behaviour and standards, has made a ruling that **PAD certified Assistance Dogs are not be used in any form of physical competition** (e.g. Photographic competitions are excluded) Trick, Agility, Luring and any other forms of training which are used purely for enrichment, or related to tasking and obedience may be used at the informal level, but dogs may not be involved in any forms of Competition.

An Assistance Dog’s role is to be fully focused on the Handler, and the Handler’s needs. Competitions are contrary to this component of training and certification, due to the distractions from work and the potential separation from the Handler that may be involved. Therefore, no Handler Team registered with PAD may be involved in Formal Competitive Dog work. To do so will result in deregistration.

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***Registered Handlers must comply with this By-Law to remain registered.***

***Any Breaches in relation to this By-Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

## **BY-LAW TEN**

### **SMALL AND SMALL BREED DOGS**

1. PAD recognises that the Breed, Gender, Age, and Size of the Assistance Dog is very specific to each Handler's own needs both medically and personally.
2. After consultation with the Applicant, PAD gives due to consideration to all the factors involved in choosing and registering a dog appropriate to the Handler's needs.
3. PAD accepts small breed dogs, within the constraints of the Recommend Breed Policy, when proven to be the most suitable dog for the Handler.
4. PAD recognises that small breed dogs, and small dogs still in their puppy age and size, need to be treated equally, but also with equity, when assessing the Team for acceptance for registration and with each standard for public access certification.
5. **The Public Access Standards include modifications appropriate to a small dog, but the overarching standard must be met by any dog, regardless of size, to become certified.**
6. Small dogs may be carried, in the arms or by the use of some form of carrier such as a backpack or pet stroller, they may be placed in a commercial shopping trolley provided the trolley is appropriately and fully covered by a clean blanket, towel etc provided by the Handler. PAD can provide signage to attach to strollers and trollies identifying the dog as an Assistance Dog.
7. Small dogs may be placed on a public seat, if essential to the Handler's welfare, provided the seat is covered appropriately by a cover supplied by the Handler. Small dogs must not be on a seat, at a table where consumption of food is involved.
8. **Small dogs must be trained to walk on a loose lead, even if the primary form of transport is to be carried in some form.**
9. **No dog, of any size, may be fed or provided with a drink, from a table, or given a meal or drink, in a public access environment.** The exception is the use of treats, for reward/focus/obedience. If food or water is required during public access, the Team is to leave the public access environment, and feed or water the dog in an area not considered to be limited to public access certified dogs only e.g., a carpark or park.

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10. Exceptions may be where the dog is attending a Handler as an inpatient, or the Handler has an Access and Inclusion agreement in place for a workplace or educational centre. If the water is being supplied in a temporary bowl or a dispensing bottle, this is acceptable, but no water is to be left on the floor and any spillages must be attended to immediately. Provision of water must not cause a potential hazard to members of the public.

***Registered Handlers must comply with this By-Law to remain registered.***

***Any Breaches in relation to this By-Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

## **BY-LAW ELEVEN**

### **COMPLIANCE VALIDATION**

1. In each calendar year, a percentage of all Teams may be selected and required to be public access or training assessed by an independent professional assessor. The Teams selected must comply with this request. This is Part B of the Association's Compliance Validation Policy. Please read the policy for full compliance requirements.
2. The independent Assessor will provide the association with a report on each Team assessed. The Committee will give due consideration to the findings of the Assessor. If the Assessor recommends that a dog or Team is not suitable as an Assistance Dog Team, or that a Team is not to standard in public access, the Committee will act on the advice. Unsuitable Teams will be de-registered. Not Meeting Standard Teams, will be provided with a warning and may have their public access certification suspended pending more training.
3. **The Executive Committee reserves the right to act on the recommendations of the Independent Assessor, including de-registering a Team, without Appeal or Explanation.**

***Registered Handlers must comply with this By-Law to remain registered.***

***Any Breaches in relation to this By-Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

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## BY LAW 12

### ACCEPTED AND RECOMMEND BREEDS POLICY (in Brief)

1. At the time of Inquiry and Application, Handlers will engage in discussions with a Committee Representative regarding the suitability of their dog as an Assistance Dog.
2. **If the dog, is deemed to be unlikely to succeed as an Assistance Dog, but the Handler is provided with a Probationary Exemption**, to give them opportunity to prove their case for acceptance, the Team will be given a set time to bring the dog to Standard, and a set time to prove ability to maintain standard. **If the case is not proven to the Executive's satisfaction, the Team will be de-registered. There will be no appeal, and no explanation will be entered into. Any fees paid will be non-refundable.**
3. **Handlers and Applicants are responsible for reading the complete ACCEPTED AND RECOMMEND BREEDS POLICY prior to the purchasing of a dog.** There is no guarantee that any dog will be accepted, and in particular the breed, or age, of the dog may not be deemed suitable to achieve or maintain the training standards for the working life time frame of an Assistance Dog.
4. **If a dog develops a medical condition – physical, mental or an emotional, which inhibits its ability to meet public access standard on a long-term basis, the Team will be de-registered.** No appeal will be available, and no explanation will be entered into. Any fees paid are non-refundable.
5. **If a dog becomes reactive, aggressive, or is excessively guarding, the Handler will be required to engage a professional trainer**, approved by the Association to assess the dog. The Executive will take the recommendation of the Trainer into account when deciding if the Team is de-registered, or if the dog has its public access suspended till further training shows the dog's behaviour to have improved. If the Team is de-registered, or public access certification is suspended, there will be no appeal, and no explanation will be entered into.
6. **Handlers who consistently fail to monitor the behaviour and positioning of their dogs, in relation to other Teams or dogs in general, may have their public access certification suspended**, or if the dog continues to cause problems for other dogs in the Association, because of poor management by the Handler, the Team may be de-registered. There will be no appeal, and no explanation will be entered into. Any fees paid will be non-refundable.
7. It is essential that Handlers with small dogs in particular, are consistently aware of their dog's position, and do not allow it to be "in the face" of other dogs. Allowing aggressive, dominant or fearful/anxious dogs to cause problems for other Handler Teams creates a risk of two Teams being "washed" through no fault of the innocent party. **Handlers who do not control their dogs will be de-registered.** There will be no appeal, and no explanation will be entered into. Any fees paid will be non-refundable.

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8. **All Assistance Dogs, regardless of breed are expected to have a working life of a minimum of seven years, including the training period.** If a dog is not able to meet training standard by the age of two years, it is unlikely to be suitable as an Assistance Dog. Any dog, over the age of two years, which is accepted for probationary registration, must meet standard public access standard within six months, or be de-registered.

***Registered Handlers must comply with this By-Law to remain registered.***

***Any Breaches in relation to this By-Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

#### **BY LAW 13 DRUGS AND /OR ALCHOHOL CONSUMPTION AT PAD EVENTS**

1. **All Handler Meet Ups and Events are drug and alcohol free.**
2. Handlers, their supporters, carers, family, and friends are not to be under the influence of illegal drugs or alcohol when attending PAD events. No alcohol is to be consumed at Meetups or Events. To do so is to breach the standards of the Code of Conduct and the Safeguarding Vulnerable Persons Policy.
3. **Handlers unduly affected by their prescribed medications are not to attend meetups or events.** If they are not able to responsibly control themselves or their dog, they are in breach of the standards of the Code of Conduct and the Safeguarding Vulnerable Persons Policy.

***Registered Handlers must comply with this By-Law to remain registered.***

***Any Breaches in relation to this By-Law may result in immediate deregistration or suspension of Public Access certification. There will be no appeal, and no explanation will be entered into. If a Team is de-registered for breaches of any By-Law, any fees paid will be non-refundable.***

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#### **BY LAW 14 AMMENDMENTS ALTERATIONS AND DELETIONS**

The Executive has the right to add to, amend, or remove any By-Law without warning or consultation with the Associate or Registered Handlers

***Registered Handlers must comply with this By-Law to remain registered.***

**NAME**

**SIGNATURE**

**D.O.B.**

**DATE**