



**Australian Government**  
**Department of Defence**

# DEFENCE INSTRUCTIONS (GENERAL)

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Department of Defence  
CANBERRA ACT 2600

21 January 2004

Amendments to Defence Instruction (General) PERS 42–5 are issued pursuant to section 9A of the *Defence Act 1903*.

R.C. SMITH, AO, PSM  
Secretary

P.J. COSGROVE, AC, MC  
General  
Chief of the Defence Force

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## LIST B—ISSUE NO PERS B/1/2004

### Amendment

PERS 42–5                      *Support to families with special needs*  
AMDT NO 2  
**Complete Revision**

### Single Service filing instructions

This instruction should be filed as:

1. NAVY PERS 90–9
2. ARMY PERS 33–9
3. AIR FORCE ADMIN 12–20

### Cancellation

DI(G) PERS 42–5 ISSUE NO PERS B/5/2001 of 12 JUN 2001 (AL1) is cancelled.

### Note

This is a reprint (excluding annexes A to H), due to incorrect paragraph numbering. Replace with attached pages.



## SUPPORT TO FAMILIES WITH SPECIAL NEEDS

### GENERAL

1. There is a requirement for the Australian Defence Force (ADF) to relocate its members to achieve its operational goals. Members with families with special needs (FWSN) may experience particular disadvantages when posted, because of the disruption in the provision of specialist services used by dependants with special needs. The ADF acknowledges that the member with FWSN may require particular assistance as a direct result of the member's mobility and relocation. The ADF also recognises that it is in its interests to retain members with FWSN and the skills they have to offer.
2. This instruction details the procedures for recognition as a member with FWSN, and explains the assistance that may be available on posting and relocation. It is in four parts:
  - a. Part 1—Definitions;
  - b. Part 2—Recognition as a member with families with special needs;
  - c. Part 3—Special needs assistance; and
  - d. Part 4—General conditions and provisions.

### Legislative provisions

3. There is no Service or Defence Force Regulation or Determination covering this instruction. The assistance measures were approved by the Minister for Defence Industry, Science and Personnel in 1998 for application to members of the Defence Force. Future variations are subject to approval by the Minister or a person acting on the Minister's behalf.

### AIM

4. The aim of this policy is to maintain the operational effectiveness of the ADF by ensuring that a member with FWSN retains the capacity to respond to Service requirements through the provision of assistance measures for dependants with special needs on posting.

### PART 1—DEFINITIONS

5. The following definitions apply throughout this instruction:
  - a. **Member.** A member is an officer or enlisted member of the Permanent Forces or an officer or enlisted member on continuous full-time service who receives a removal at government expense.
  - b. **Posting.** In relation to postings within Australia;
    - (1) 'intermediate term' means a period expected to be more than six months but less than 12 months;
    - (2) 'long-term' means a period expected to be 12 months or more;
  - c. **Dependant.** A dependant is one of the following persons who normally lives with the member:
    - (1) the member's spouse—this includes a person who is living with the member as a spouse in a genuine domestic basis although not legally married to the member;

- (2) a dependent child—this is a child of the member, or the member’s spouse, who is:
    - (a) dependent on the member; and
    - (b) under 21, or under 25 if studying, or invalid or infirm;
  - (3) a person acting as housekeeper or guardian to a dependent child, if:
    - (a) the member has no spouse;
    - (b) the member’s spouse is an invalid, or;
    - (c) the member’s spouse is a member serving at a locality other than the member’s locality of posting;
  - (4) any other person who the Chief of the Defence Force is satisfied should be treated as a dependant of the member because of exceptional reasons (*ADF Pay and Conditions Manual* (PACMAN), volume 3, part 5, chapter 14.5.1—‘Removal and travel’ refers).
- d. **Dependant with special needs.** A ‘dependant with special needs’ is a dependant who has been:
- (1) assessed by a person with relevant qualifications, ie a specialist medical practitioner, paramedical practitioner or clinical psychologist or counsellor, as having physical, intellectual, sensory, social/emotional/behavioural or multiple impairments, and/or speech and language disorders, or specific learning difficulties/disabilities, to a degree that satisfies the criteria for enrolment in special education services or programs, including Early Intervention Programs (EIP), provided by the government of the State or Territory in which the dependant is a resident, or by the government of a State or Territory in which the dependant has previously been a resident;
  - (2) assessed as academically gifted or talented by a psychologist with relevant qualifications and experience in the assessment of children, in that the child achieves a score at or above the 95 th percentile on any individual or group IQ test, or on a subscale (eg verbal or performance) of an individual IQ test, or on any standardised test of achievement. Dependants who have been part of an accelerated learning program within a State or private education system may also be eligible for recognition under this clause;
  - (3) recognised for respite care, personal care, therapy or equipment hire through a State/Territory scheme, provided by the government of the State/Territory in which the dependant is a resident, or by the government of the State/Territory in which the dependant has previously been a resident, as having a chronic medical condition/illness or disability; and/or
  - (4) assessed by a specialist medical practitioner (other than a General Practitioner) as having a medical condition/illness or disability.
- e. **Early Intervention Program.** ‘Early Intervention Program’ is a program run by a government organisation, accredited non-government organisation or accredited private provider, on a group or individual basis which provides timely and flexible assistance to promote the development of preschool age special needs children who have delays in their development, disabilities or who are at risk of developmental disabilities. Programs are based on comprehensive assessment and may include physical, sensory, communicative and social and emotional activities.
- f. **Disability.** ‘Disability’ in relation to a person means:
- (1) total or partial loss of the person's bodily or mental functions;
  - (2) total or partial loss of a part of the body;

- (3) the presence in the body of organisms causing disease/illness;
- (4) the malfunction, malformation or disfigurement of a part of the person's body;
- (5) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; and/or
- (6) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment that results in disturbed behaviour.

#### **Note**

The definition of a disability is intentionally broad so as to focus on the level of need rather than the disability.

## **PART 2—RECOGNITION AS A MEMBER WITH FAMILIES WITH SPECIAL NEEDS**

6. A member may request recognition as a member with FWSN if they have a dependant who is a dependant with special needs as defined in this instruction. A request for recognition should occur when the need arises or when the need becomes apparent. This part details the procedure for requesting recognition.

7. A member seeking recognition should submit a written application using Form AC 832—*Application for Recognition of Member with Family with Special Needs* (see [annex A](#)), which is available from the Defence Community Organisation (DCO) offices or through the departmental Web Forms System. The application process includes an interview and assessment, which is conducted by DCO staff. Responsibilities of the member, DCO and the approving authority are detailed below.

8. **Approving authority.** The approving authority is the Director-General Defence Community Organisation (DGDCO).

#### **Member's responsibility**

9. The member is to complete to the end of Section A of Form AC 832. It is essential that the member provide a full description of the circumstances and the nature of the special need. The member may complete the detail, where possible, in the space provided on the form or alternatively use the form as a template for the application. Responses of 'Not Applicable' (N/A) are not permitted. In completing the form the member may seek guidance from a local DCO social worker.

10. The Member's Acknowledgement Statement must be completed and signed, after which the nearest DCO office should be contacted to arrange an interview with a social worker. The DCO interview and assessment are required as part of the application.

11. Prior to attending the DCO interview, the member should endeavour to collect sufficient documentation to assist the processing of the application. Specifically, if a member has already undergone an extensive vetting process by a Federal, State or Territory government authority, they may already be in receipt of documentation that will assist the application. Alternatively, they may be in possession of reports from an appropriate medical specialist or allied health professional. These reports should not be more than two years old. All relevant documentation should be provided to the DCO social worker who will be conducting the interview.

12. Where a member has already been formally recognised (ie is in receipt of Carer Allowance/Carer Payment/Disability Support Pension) the DCO interview will be less rigorous than, for example, where the member does not qualify for assistance from a Federal, State or Territory government authority. Although members may have already dealt with DCO on this matter, they should not solicit supporting letters directly from DCO to support their application. All relevant information will be incorporated into the DCO report.

### **Responsibilities of the Defence Community Organisation**

13. DCO is to provide a report on the member's circumstances in accordance with the guidelines in [annex B](#). A DCO social worker will normally complete this report, and also provide a copy to the member. As the specialist officer, the social worker has a responsibility to provide an objective and succinct account of the member's circumstances, especially as the report will form the basis of the recommendation to DGDCO.

14. As part of the DCO assessment, the DCO staff member conducting the assessment is to discuss with the member the implications of the special needs requirements on future postings, in particular the specialist services that may be required.

15. The local DCO office is responsible for forwarding the application and the report, with copies of relevant supporting documents, as soon as is practicable, to:

DGDCO  
BP-GA-006  
Department of Defence  
CANBERRA ACT 2600

16. Applications are not to be faxed to DGDCO, except in exceptional circumstances. Telephone inquiries on what constitutes 'exceptional circumstances' should be directed to the Manager, Education Policy and Special Needs (MEPSN) on (02) 6266 8424.

### **Responsibilities of the approving authority**

17. DGDCO will assess the member's application in accordance with the definition of special needs (and any other conditions relevant to the provision) included in this instruction, with due cognisance to the DCO report. If the member's application for recognition is approved, a copy of the letter of recognition as a member with FWSN will be forwarded to:

- a. the member;
- b. the member's unit;
- c. the DCO office in the member's location; and
- d. career managers, who will be advised that special needs are present and who may take these into account in future posting decisions.

18. Unless otherwise stated by DGDCO, the recognition as a member with FWSN will be valid until there is any change to the relevant circumstances that generated the request for recognition. It is the member's responsibility to advise of any change in circumstances that may affect any assistance measures.

## **PART 3—SPECIAL NEEDS ASSISTANCE**

19. It should be noted that assistance under this instruction is not an entitlement. Each application for assistance is assessed on its merits on a case-by-case basis. A member who has been formally recognised as a member with FWSN, and who is granted a removal associated with an intermediate or long-term posting, may be eligible for the following assistance:

- a. a special needs pre-posting visit (SNPPV);
- b. assistance with the costs associated with gaining access to personal care, respite and therapy services;
- c. assistance with the costs of hiring special equipment in the new locality; and
- d. FWSN accommodation requirements, including transit accommodation.

20. Assistance is based on the disadvantage experienced by the member in the disruption to the provision of a service that has occurred, or is likely to occur, as the result of a posting. In applying for any of the assistance measures, the onus is on the member to provide full and adequate evidence to support the application.

21. Eligibility for assistance relates directly to a posting and the need for assistance as a consequence of the requirement to be posted. Members who have a family member who has been born with special needs or who have an existing family member who acquires or is diagnosed as having special needs, but who have not been posted, would not normally be eligible to receive assistance under the provisions of this instruction. Exceptions may occur at the discretion of DGDCO.

22. Members with children with special needs attending a registered primary or secondary school full-time may be eligible for education-related assistance. PACMAN, volume 2, chapter 5, part 1—'Reimbursement of education costs for child' provides details.

### Special needs pre-posting visit

23. This visit, at Commonwealth expense, is to enable the member to plan adequately and organise arrangements for the dependant with special needs at the gaining locality where this cannot be done from the old locality and when it is necessary for the dependant with special needs to have direct contact with relevant authorities/institutions. This assistance measure is only available when it is clearly evident that a pre-posting visit is essential to finalise details of the care or service provision required.

24. It is the member's responsibility to submit their application together with all supporting documentation, to their Commanding Officer (CO), who will make a recommendation to DGDCO regarding the need for such a visit. Following the CO's recommendation, the member should forward all documentation to MEPSN.

25. **Approving authority.** The approving authority for this visit is DGDCO.

26. Applications for a SNPPV are to be submitted on Form AC 834—*Application for Special Needs Pre-Posting Visit* (see [annex C](#)), and are to include the following information:

- a. evidence of approval of recognition as a member with FWSN;
- b. evidence of the requirement for the dependant with special needs to have direct contact with the relevant departments/institutions in the new locality;
- c. any other information to support a visit; and
- d. a proposed itinerary for the visit.

27. A check list has been developed to assist with the compilation of the application and is located in [annex D](#). Members should use the check list to ensure they successfully complete the SNPPV processing.

28. The following conditions apply to a SNPPV:

- a. in all cases MEPSN should seek advice and clarification from the local DCO as to the requirement for this type of visit (eg for education visits the Regional Education Liaison Officer should be consulted). In addition, the Defence Special Needs Support Group National Coordinator may be contacted for assistance with other special needs requirements;
- b. SNPPV are provided separate from, and in addition to, approved house hunting trips. Where possible, however, only a single visit, which should encompass both purposes and span not more than five days, should be made to the new locality;

- c. where a member is granted a SNPPV, the member or spouse and dependant shall be entitled to travel and, where necessary, accommodation expenses outlined in PACMAN, volume 1, chapter 3—'Travel'. Where it can be demonstrated to the recommending authority that it is necessary for the dependant with special needs to be accompanied by two people on a SNPPV, approval will lead to additional funding being provided for the second person; and
- d. SNPPV travel is to be by the most economic means, having regard to the needs of the dependant.

29. Payments associated with the SNPPV are to be made by the approving authority using the account codes that have been established for this purpose and advised separately to COs by signal.

### **Assistance with respite, personal care or therapy services**

30. This type of assistance is designed to provide financial assistance in accessing respite care, personal care and therapy services, including EIP, in the new locality where the State/Territory enforces a waiting period. This assistance is a stop-gap, which is provided until the State/Territory system can assume responsibility. The eligibility for, and type of, support are aligned with the benchmark standard in the new State or Territory.

31. **Approving authority.** The approving authority for this assistance is DGDCO.

32. Applications for assistance with respite, personal care or therapy services are to be submitted on Form AC 835—*Application for Assistance with Respite, Personal Care or Therapy Services* (see [annex E](#)), and are to include the following information:

- a. proof that an application has been placed with the appropriate State/Territory welfare respite organisation, and that the FWSN is required to submit to a waiting period imposed by that organisation;
- b. evidence of placement on a waiting list for therapy and respite services to qualify for local support; or
- c. evidence that the assistance of the type being sought was provided in the previous locality or that the family was on a waiting list to receive that assistance in the previous locality.

### **Assistance to hire equipment on posting**

33. This is designed to provide financial assistance to a member with FWSN to enable them to hire equipment in the gaining locality, if the prosthesis or specialist equipment required by the dependant with special needs is not transportable, and the qualifying conditions in the new locality prevent access to special equipment.

34. **Approving authority.** The approving authority for this assistance is DGDCO.

35. Applications for assistance to hire equipment on posting are to be submitted on Form AC 836—*Application for Assistance to Hire Equipment* (see [annex F](#)), and are to include the following information:

- a. evidence of an approved application for placement on waiting lists as required by the local welfare services;
- b. evidence that the assistance of the type being sought was provided in the previous locality or that the family was on a waiting list to receive that assistance in the previous locality; and
- c. proof that the equipment is not transportable.

36. The following conditions apply to both assistance with respite, personal care or therapy services, and the hire of equipment:

- a. Assistance levels provided are to accord with the services and equipment that the FWSN would be eligible to receive from the local welfare services in the new locality.
- b. In most instances financial assistance is based on direct payment between Defence and the service provider, except where a member chooses to pay, then seek reimbursement. Where a member commences payment prior to formal approval having been granted, DGDCO may approve reimbursement.
- c. Unless otherwise stated, approvals for assistance will be for a period of up to six months. In determining the period of assistance, advice from the State/Territory system that provides the required service will be considered. Further periods of assistance may be approved, subject to the member's situation and the advice provided by the State/Territory system regarding access to services. It is the member's responsibility to request any extension of assistance required, and to provide supporting documentation from the State/Territory system to DGDCO substantiating the need for further assistance and that the dependant with special needs is still on a waiting list. This request should be forwarded to DGDCO for approval. No payment for the additional period of assistance will be made without DGDCO approval.

37. Once approved, payment of financial assistance for respite, personal care, therapy and equipment hire will be made, where possible, directly to the relevant service provider for the period stated on the approved application, normally up to six months initially. Payment will be approved by DGDCO and paid by the Defence Community Organisation Headquarters (DCOHQ). The details of the service to be provided will be in accordance with those details supplied by the member in the application for assistance, unless stated otherwise in the approval. DGDCO will forward to the member a letter confirming that Defence will fund the service. The member is to provide the service provider with a copy of the letter. The service provider will be required to submit regular invoices for payment to DGDCO.

38. In those instances where direct payment to the service provider is not possible, the member will be responsible for meeting the required payment, then seeking reimbursement from the DCOHQ. Copies of relevant documentation to adequately demonstrate that the member has made payment and the service has been received, in accordance with the application approval, must accompany the claim for reimbursement.

39. Therapy assistance measures are also available under PACMAN, volume 2, chapter 5, part 1. Therapy assistance measures claimed by a member under PACMAN volume 2, chapter 5, part 1 cannot be claimed under this instruction.

### **Special housing needs**

40. There is no entitlement to modifications to Service accommodation or own homes in the gaining posting locality under this instruction. Housing support may be provided in the new locality, however, where the FWSN has special accommodation requirements. This support is limited to:

- a. consideration of the special needs in the allocation of suitable housing; and
- b. modifications that do not significantly alter the structure of the house and do not affect the capability of the house in relation to future tenancies. Housing modifications will be assessed on a case-by-case basis, cognisant of the shared responsibility between the member and the Department. The following restrictions are to apply;
  - (1) modifications are to address those items of functionality that have been lost as a result of the posting;
  - (2) the purchase of airconditioners and/or heating is the responsibility of the member but Defence will install and remove airconditioning and/or heating units on posting in to or out of a location; and
  - (3) the removal of carpets will only occur in those instances where supporting specialist medical advice has identified carpet as a trigger for a severe allergic reaction.

41. In the case of dependants recognised as gifted, or who have been part of an accelerated learning program, other than a SNPPV the only assistance available under this instruction is assistance with the provision of housing in the locality of the dependant's education institution. The member is not eligible for either the payment or reimbursement by Defence of any fees associated with the education of the recognised dependant.

42. **Approving authority.** The approving authority is the Director of Entitlements (DE).

43. Members who have a family member born with special needs, or an existing family member that requires or is diagnosed as having special needs, but who have not been posted, may be eligible for housing assistance upon application to DE. Application may be made to DE at any time but consideration will be subject to recognition as a member with FWSN by the DCO.

44. In those instances where the housing request is not based on special needs reasons, the Defence Housing Authority (DHA) may request DCO staff to provide a social work report under PACMAN, volume 2, chapter 7, part 1—'Housing assistance', Division 5, paragraph G7.75 without reference to this instruction.

45. In seeking accommodation assistance, the member is to:

- a. provide evidence of approval or recognition as a member with FWSN, and
- b. seek assistance from DHA in regard to special requirements for accommodation.

46. DHA will consider the special need, and:

- a. allocate the most appropriate available Service residence;
- b. seek advice if the special need and the consequent housing requirement is not clear (Occupational Therapy reports may be provided by the member to verify modifications);
- c. consider any modifications that may be required;
- d. seek approval from DE prior to any work being undertaken; and
- e. advise the Housing Management Centre of approval for and type of modifications required. If modifications to a Service residence are required, it may be useful for DHA to consult with the National Coordinator of the Defence Special Needs Support Group in order to draw on the Group's knowledge and experience of special needs housing modifications, and any alternative options for assistance.

47. DHA will carry out the approved modifications and charge Defence for the associated costs. Charges for modifications are passed to Corporate Services and Infrastructure Group for payment.

## **PART 4—GENERAL CONDITIONS AND PROVISIONS**

### **Assessment of assistance on posting**

48. An essential part of the posting process is the assessment of assistance required by FWSN in the new posting locality. The purpose of the assessment is to ensure that families obtain the level of assistance they require in the new posting locality.

49. On receipt of a Posting Order members are to complete Form AD 355—*Assessment of Assistance on Posting* (see [annex H](#)), and submit the form, together with all supporting documentation, to their local DCO office. Where supporting documentation is less than two years old, no further report is necessary, unless there has been a change in the type or level of assistance required. Except for housing requirements, where reports are older than two years, an updated report is required from the current specialist medical practitioner, paramedical practitioner or clinical psychologist or counsellor, which includes a management and treatment plan for the condition.

50. Where there has been no change in the FWSN's requirements, however, and it is unlikely that there will be any change in the foreseeable future, a report that is older than two years but not older than five years may be acceptable at the discretion of DGDCO. Similarly, where there has been no change in housing requirements, and there is unlikely to be a change in the new posting locality, a report that is older than two years but not older than five years will be acceptable.

51. DCO will verify that the recognised family was receiving the type of assistance in the old locality, confirm what type of assistance will be required in the new posting locality and forward all documentation to DCOHQ for approval.

52. **Approving authority.** The approving authority is DGDCO.

53. To ensure that the FWSN receives continuing assistance, the DCO office in the old posting locality is to forward the member's file and all associated documentation to the DCO office in the new posting locality. On receipt of the documentation the DCO office in the new locality is to verify with the family within 21 days of their arrival that they are receiving the approved level of assistance.

### Conditions

54. ADF support to FWSN is not to duplicate the support that families may be eligible for through other organisations, eg Government departments or Government-funded agencies.

55. Where the spouse of a member with a FWSN is also a Service member, only one member is entitled to lodge a claim. Normally the member holding the higher rank, or where both members hold the same or a corresponding rank, the most senior member has the entitlement to lodge a claim.

### Discretionary provisions

56. If a member does not qualify for assistance under the provisions of this instruction because they do not meet one or more of the criteria for qualification, the approving authority may approve payment that is reasonable in the circumstances providing they are satisfied that:

- a. the member does not qualify because of circumstances beyond their reasonable control; and
- b. payment is consistent with the object of providing that assistance generally and that it should be provided in the particular circumstance.

### Related publications

PACMAN, volume 1, chapter 3—'Travel'

PACMAN, volume 2, chapter 5, part 1—'Reimbursement of education costs for child'

PACMAN, volume 2, chapter 7, part 1—'Housing assistance'

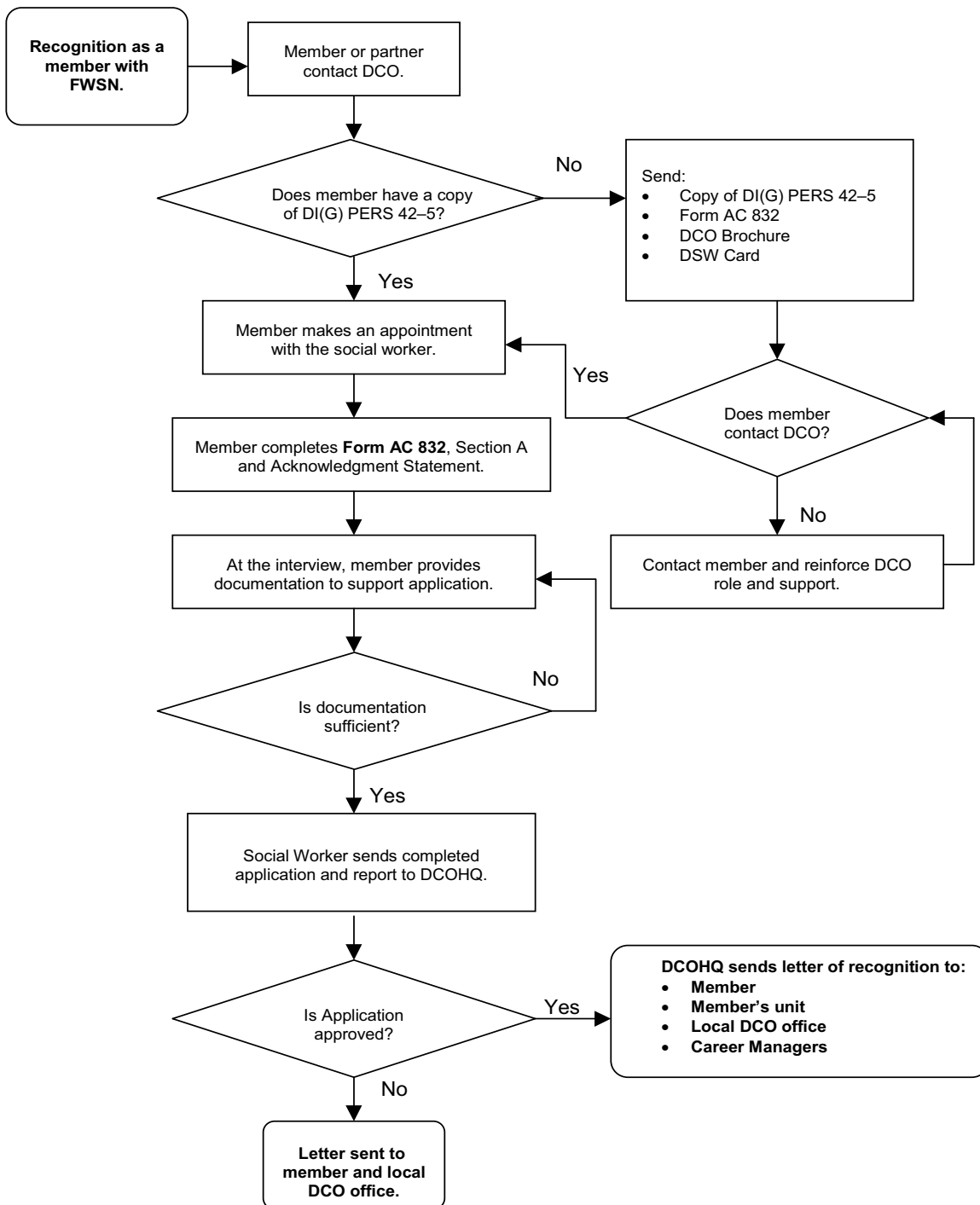
### Annexes:

- A. [Application for recognition as a member with family with special needs](#)
- B. [Format for the Defence Community Organisation report on recognition of member with family with special needs](#)
- C. [Application for special needs pre-posting visit](#)
- D. [Special needs pre-posting check list](#)
- E. [Application for assistance with respite, personal care or therapy services](#)
- F. [Application for assistance to hire equipment](#)
- G. [Special housing needs](#)
- H. [Assessment of special needs on posting](#)

**Sponsor:** DGDCO



## APPLICATION FOR RECOGNITION AS A MEMBER WITH FAMILY WITH SPECIAL NEEDS



**STAFF-IN-CONFIDENCE (After first entry)**

AC 832  
Revised Apr 2005

Department of Defence

**Application for Recognition of Member with Family with Special Needs**

<b>Section A - Member details</b>		Do you wish to make any further comments in support of your application? Yes <input type="checkbox"/> No <input type="checkbox"/> ↓ Comments    <b>Members acknowledgement statement</b> I acknowledge that the information provided by me in this application for recognition as a Member with Family With a Special Needs status is true and accurate. I also acknowledge that I need a Defence Community Organisation report in regard to this matter before the application can be considered by the Approving Authority. I understand that to make a false or misleading statement to gain benefit may make me liable for disciplinary action. Signature _____ Date _____ <hr/> Once Section A is complete, you are to make an appointment with DCO for an interview in relation to this application. A copy of the DCO report must be attached. <b>Section B - DGDCO approval</b> Date _____ Approved <input type="checkbox"/> Not approved <input type="checkbox"/> ↓ If 'Not approved' please comment    Signature _____ Printed name _____ Position _____ Rank _____ Date _____ Date reply sent _____ <hr/> Recognition as a FWSN will be recorded on PMKeyS. A copy of the letter of recognition will forwarded to: <ul style="list-style-type: none"> <li>• The member</li> <li>• CO of the member's unit</li> <li>• DCO office in the location</li> <li>• Career managers</li> </ul>
Family name	Initials	
Rank	Employee ID	
Unit, ship or establishment <i>(Do not use abbreviations)</i>		
Current address		
Name of person with special needs		
Member's relationship with dependant with special needs		
<b>Nature of the special need</b> <i>(Please provide comment in support of your application, including the background to your circumstance, any recognition by Commonwealth, State or Territory authorities of your dependant, or the medical circumstances surrounding your special need. The formal interview with the Defence Community Organisation(DCO) will focus more fully on the defined criteria to be recognised as Family With Special Needs (FWSN).</i>		
If you have recently been, or are about to be posted, please provide details of the posting. Previous or current posting locality  New posting locality  Date		
Are you aware of the Defence Special Needs Support Group (DSNSG)? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you or your family willing to be contacted by, and to have this information passed on to the DSNSG National Coordinator? Yes <input type="checkbox"/> No <input type="checkbox"/> ↓ If 'Yes', contact name Telephone number _____ Mobile number <i>(If applicable)</i> _____		

## **FORMAT FOR THE DEFENCE COMMUNITY ORGANISATION REPORT ON RECOGNITION OF MEMBER WITH FAMILY WITH SPECIAL NEEDS**

### **GENERAL**

1. This annex describes the format of the Defence Community Organisation (DCO) report on recognition as a member with family with special needs and provides an example of the revised format, which is available electronically through the Defence Community Organisation Headquarters (DCOHQ). The report should contain the following headings: Introduction; Background; Consultation; Family composition; Assessment; Summary; and, Recommendation. The content of each of these sections is described in more detail below.

#### **Introduction**

2. The introduction should describe what has been requested and by whom, and should include the following wording: 'This report is provided as part of the documentation required for an application for recognition as a member with family with special needs, and is provided in response to a request from (member's name).'

#### **Background**

3. The background should briefly and succinctly describe the circumstances surrounding the application. Indicate any previous counselling or advice given to the member in respect of these circumstances.

#### **Consultation**

4. This section should indicate who was interviewed and about what, and should include the following wording: 'In compiling this report, the following people were consulted, with the following outcomes: ...'

#### **Family composition**

5. This section should include a description of the immediate family and those family members permanently residing with the family member, and should commence with: 'The family consists of: ...'

#### **Assessment**

6. The DCO representative is to conduct a comprehensive assessment of the circumstances surrounding the case. Any action taken by the member, such as applications to Commonwealth, State or Territory government authorities, should be detailed and copies of appropriate documentation attached to the report. Where formal recognition has already been obtained through vetting by a State or Territory government authority, the assessment does not need to be as rigorous. The report should include all relevant social, psychological, health, environmental and other factors. For example:

- What are the support needs of the special needs dependant currently:
  - educationally (eg in the playground, in the classroom, wheelchair access); and
  - housing—what is currently in the home that has implications in other service accommodation (eg handrails in the bathroom, toilet, wheelchair access, secure play area).
- Considering the prognosis of the special needs dependant:
  - What are their needs currently?
  - What are their likely future needs in terms of education, therapy, personal care and respite?

- If posted, what travel allowances may need to be considered, for example, for dependants with:
  - cerebral palsy;
  - severe challenging behaviours;
  - severe/chronic back pain;
  - autistic spectrum disorder;
  - intellectual disability;
  - insulin dependent diabetes;
  - epilepsy; and
  - multiple sclerosis.

An outline of the types of assistance that might arise as a result of the family's recognition as a FWSN should also be included.

### **Summary**

7. This section should summarise the important issues, including any options that might assist further deliberations on the member's future postings. It is essential to provide as full a picture as possible of the specific short and long-term needs of the dependant. Members should be encouraged to provide as much supporting documentation as possible to enable a holistic assessment to be made.

### **Recommendation**

8. The DCO representative is to professionally assess the application and make a recommendation based on all the information provided. In making the recommendation, the report must refer to the definition of special needs contained in this instruction.



**Australian Government**  

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**Department of Defence**

Defence Community  
Organisation, <location>

Defence Personnel Executive

**REPORT ON RECOGNITION OF MEMBER WITH FAMILY WITH SPECIAL NEEDS**

**FOR:** *(Member's details)*

**Introduction**

This report is provided as part of the documentation required for an application for recognition as a member with family with special needs, and is provided in response to a request from *(member's name)*.

**Background**

**Consultation**

In compiling this report, the following people were consulted, with the following outcomes:

**Family composition**

The family consists of:

**Assessment**

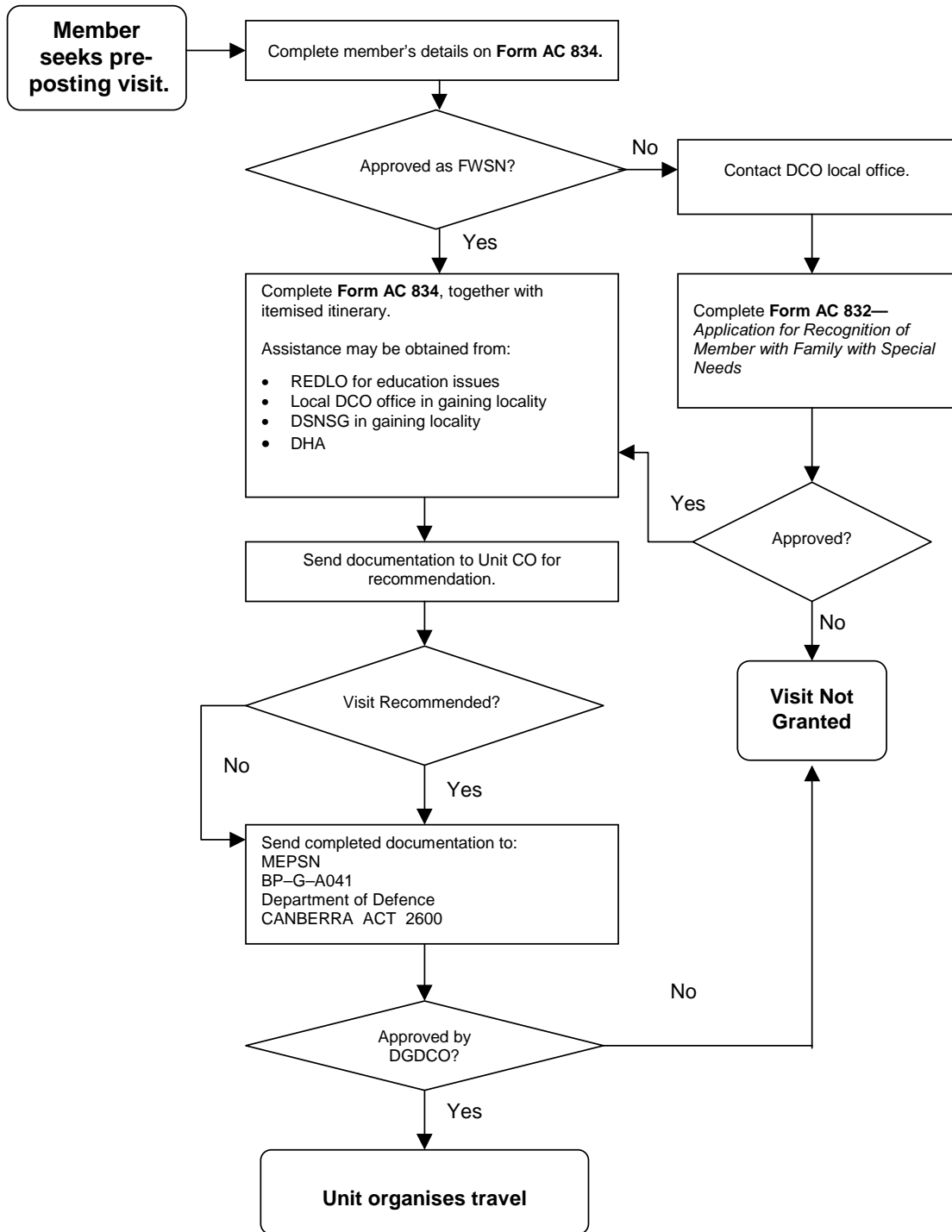
**Summary**

**Recommendation**

(Signature block)



## APPLICATION FOR SPECIAL NEEDS PRE-POSTING VISIT



AC 834  
Revised Jul 2003

**STAFF-IN-CONFIDENCE (After first entry)**

Department of Defence

**Application for Special Needs Pre-Posting Visit**

DI(G) PERS 42-5 refers

Assistance in completing this form is available from the DCO

<b>Section A - Member's details</b>		List the special needs authorities or institutions in the gaining locality you intend to visit on the Special Needs Pre-Posting Visit (SNPPV), together with details of recent contact with these authorities or institutions <i>(Include dates of contact, authorities or institutions contacted, etc).</i> If applying for SNPPV for educational purposes the Regional Education Liaison Officer (REDLO) in your area will assist. Please contact. In addition, the Defence Special Needs National Coordinator may be contacted for assistance with other special need requirements, eg posting plan.	
Family name			Initials
Rank	Employee ID		
Gaining unit, ship or establishment <i>(Do not use abbreviations.)</i>			
Posting order			
Date posting order issued	Effective date		
Name of dependant with special needs			
Have you been approved as a member with Family With Special Needs (FWSN)? Yes <input type="checkbox"/> No <input type="checkbox"/> → If 'No', complete form AC 832			
If 'Yes', are the details contained in the approved form AC 832 - Application for Recognition of Member with Family with Special Needs that relate to this special needs dependent still correct? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If 'No', please comment <i>(If insufficient space, please attach an extra sheet.)</i>			
Proposed itinerary for the SNPPV <i>(Include dates, appointment times, name of authority or institution and person and position with whom the appointment is made).</i> <i>(If insufficient space, please attach an extra sheet.)</i>			
If you have been approved as a Member with Family with Special Needs, please attach a copy of the approval from DGDCO.			
Have you had a House Hunting Trip (HHT) approved for this removal? Yes <input type="checkbox"/> No <input type="checkbox"/>			





## SPECIAL NEEDS PRE-POSTING CHECK LIST

This check list has been designed to help you complete Form AC 834—*Application for Special Needs Pre-Posting Visit*. Please tick the boxes as you complete each stage.


SNPPV application form (Form AC 834) completed and signed.

This includes:


Copy of Letter of Recognition of Special Needs attached.


**Proposed Itinerary** completed—this must include dates of visit, names and contact details of people (including their position) with whom appointments have been made.

The **Proposed Itinerary** should include appropriate documentation verifying that a SNPPV is required and may include any or all of the following documentation:

a. Education issues  Letter from the receiving education department/authority. OR

Letter from the Regional Education Liaison Officer.

b. Therapy issues  Letter from the receiving therapy department or organisation.

c. Respite issues  Letter from the receiving respite agency.

Notification of DGDCO approval for SNPPV received.

Travel, accommodation, meals and hire car arrangements completed by unit.

### Notes:

a. **Additional supporting documentation**—may include:

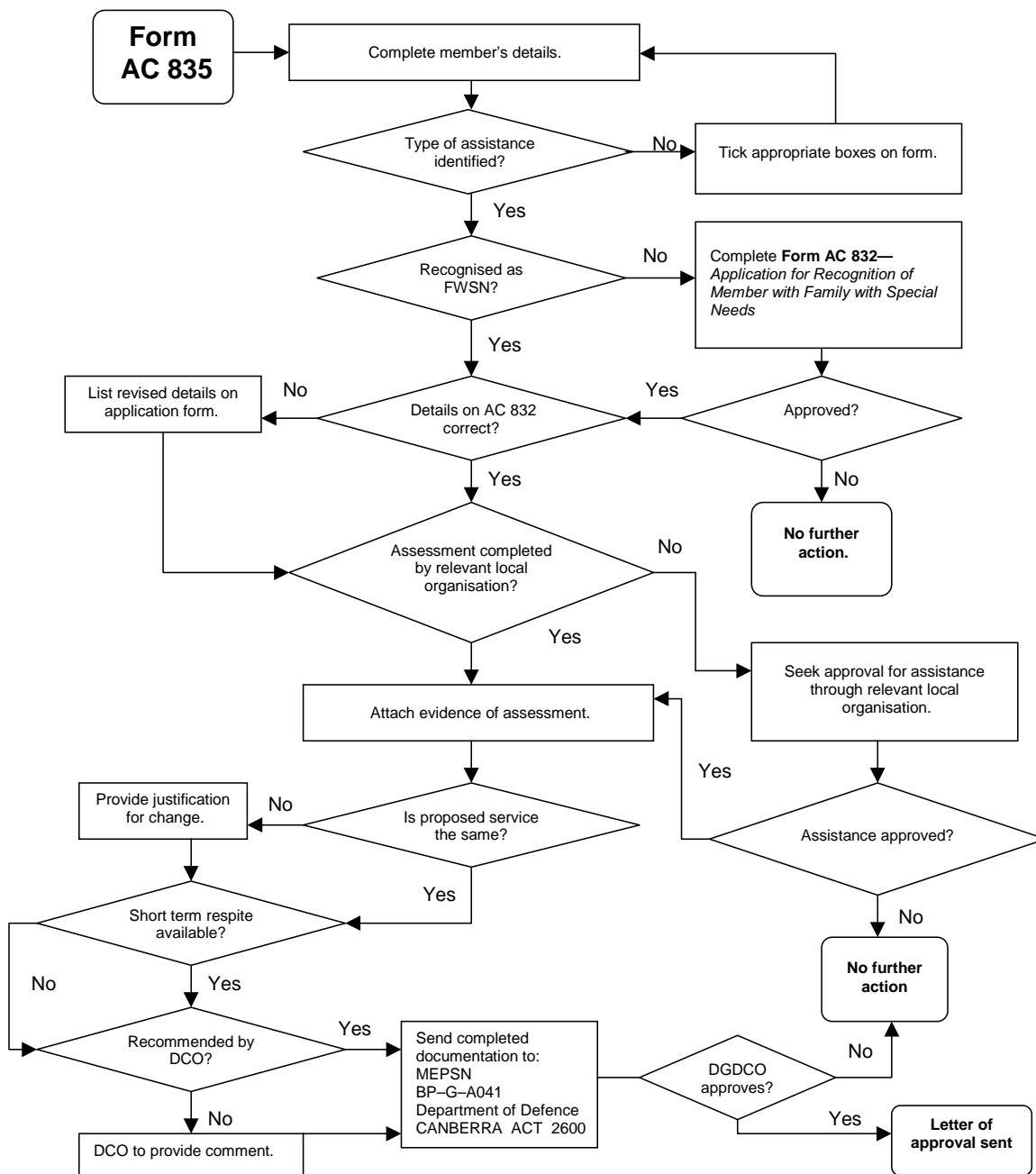
Letter from DCO  
Letter from DSNSG National Coordinator

b. **Medical issues**—SNPPV are not normally used specifically for medical appointments etc, as these can be arranged at the losing location via telephone contact.

c. **Housing issues**—SNPPV are not normally used specifically for housing issues, but housing can be combined with education, and/or therapy and/or respite issues.



## APPLICATION FOR ASSISTANCE WITH RESPITE, PERSONAL CARE OR THERAPY SERVICES





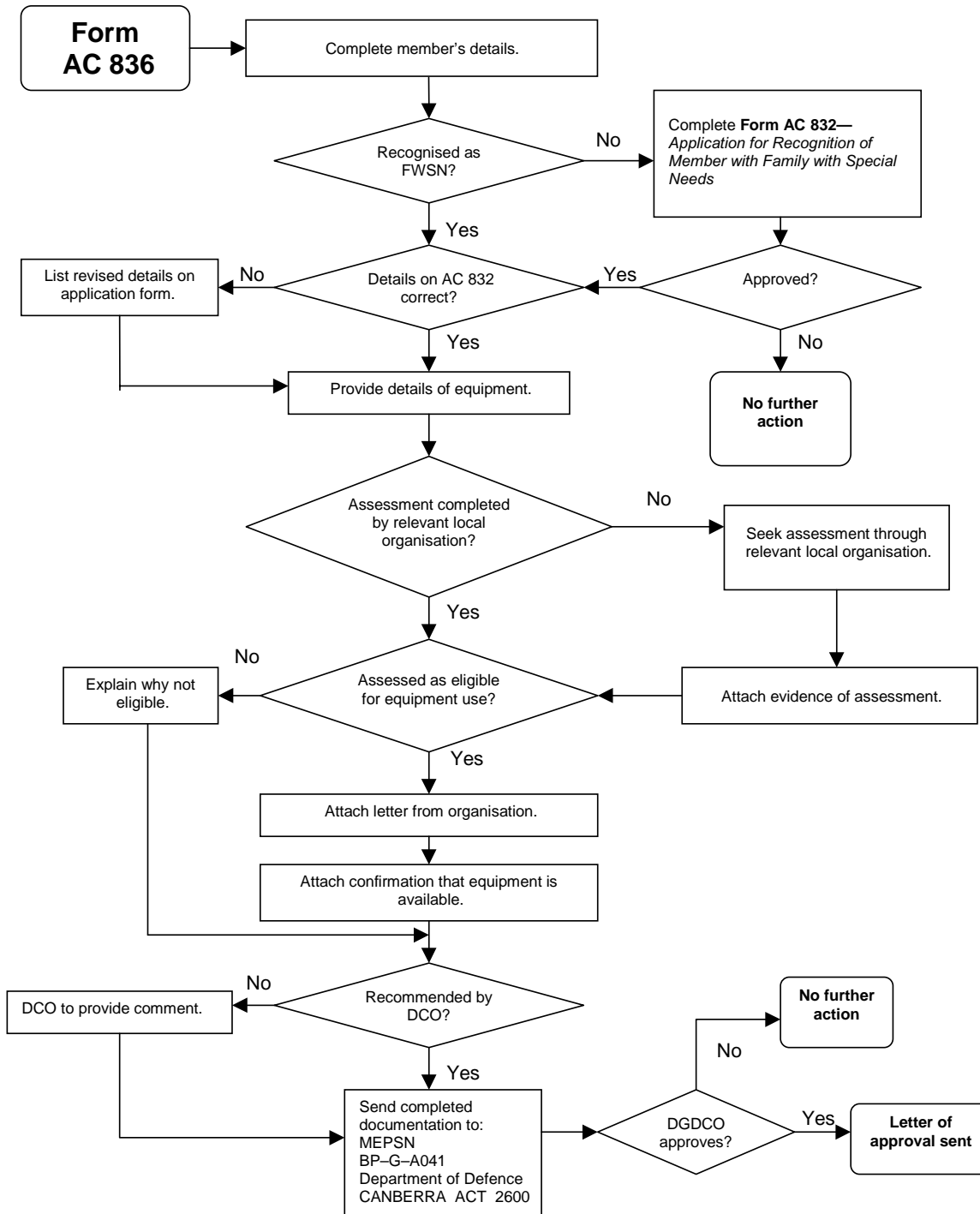
**STAFF-IN-CONFIDENCE** *(After first entry)*

<p><b>Section A - Member's details - Continued</b></p> <p>Is the proposed service to be provided the same as the dependant with special needs was receiving in the previous locality?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please comment.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Is the dependant with special needs able to use any short term or emergency respite care through the relevant local organisation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please provide details.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><b>Member's acknowledgement statement</b></p> <p>I acknowledge that the information provided by me in this application is true and correct. I understand that to make a false or misleading statement to gain a benefit may make me liable to disciplinary action.</p> <p>Signature <input style="width: 100%;" type="text"/> Date <input style="width: 100%;" type="text"/></p>	<p><b>Section B - DCO's recommendation - Continued</b></p> <p>Recommended <input type="checkbox"/> Not recommended <input type="checkbox"/></p> <p>If 'Not recommended', please comment.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Signature <input style="width: 100%;" type="text"/> Date <input style="width: 100%;" type="text"/></p> <p><b>Section C - DGDCO's approval</b></p> <p>Date received <input style="width: 100%;" type="text"/></p> <p>Comments</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Approved <input type="checkbox"/> for a period of <input style="width: 100%;" type="text"/></p> <p>Not approved <input type="checkbox"/></p> <p>If 'Not approved', please comment.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Signature <input style="width: 100%;" type="text"/></p> <p>Printed name <input style="width: 100%;" type="text"/></p> <p>Appointment <input style="width: 100%;" type="text"/></p> <p>Rank <input style="width: 100%;" type="text"/> Date <input style="width: 100%;" type="text"/></p>
<p><b>Section B - DCO's recommendation</b></p> <p>Assessed by</p> <p>Printed name <input style="width: 100%;" type="text"/></p> <p>Position <input style="width: 100%;" type="text"/></p> <p>Location <input style="width: 100%;" type="text"/></p> <p>Comments <i>(If insufficient space, please attach an extra sheet.)</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

**STAFF-IN-CONFIDENCE** *(After first entry)*



## APPLICATION FOR ASSISTANCE TO HIRE EQUIPMENT





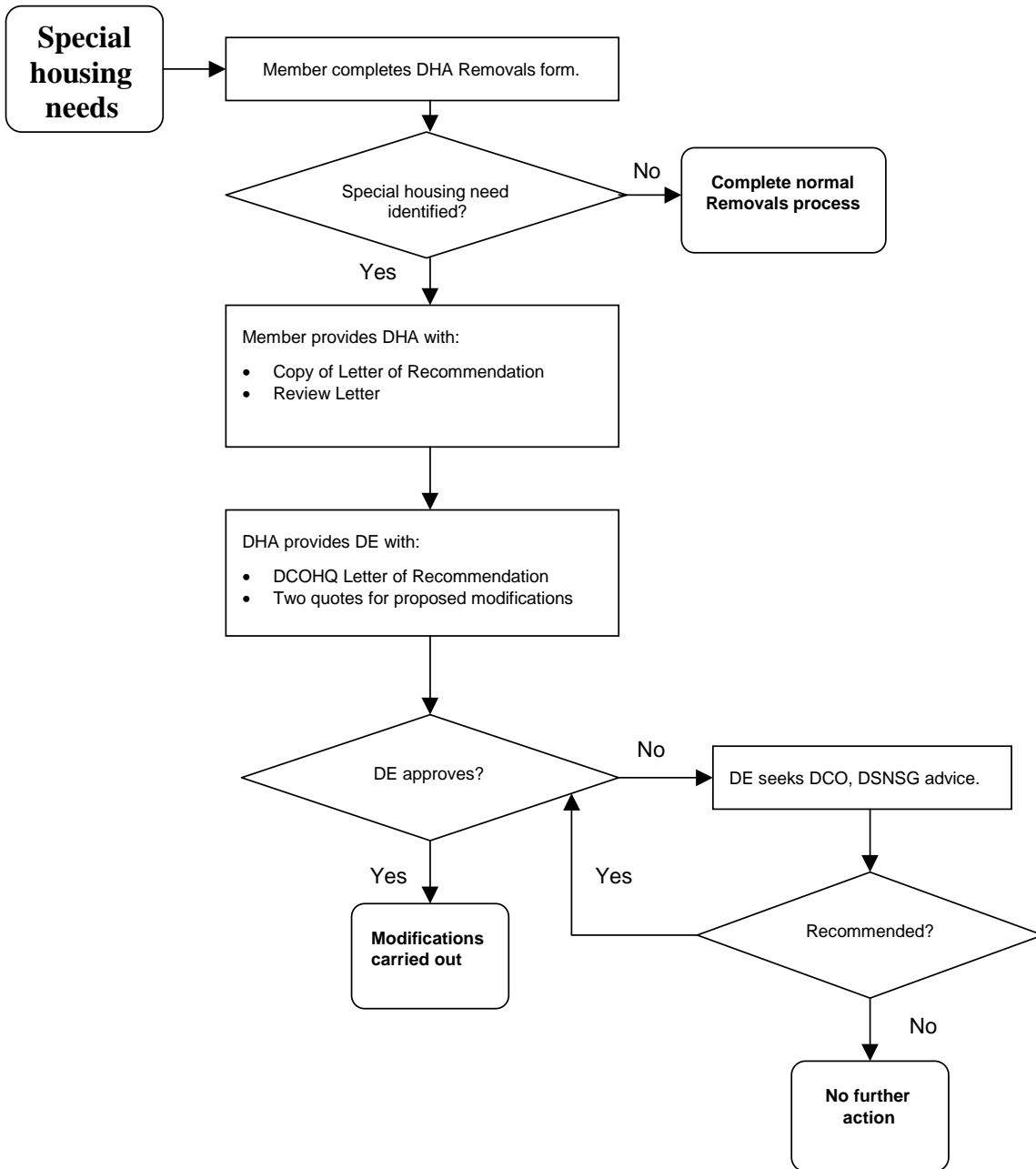
**STAFF-IN-CONFIDENCE** *(After first entry)*

<p><b>Section A - Member's details - Continued</b></p> <p>Has the dependant with special needs been assessed as eligible for equipment use?                  Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="margin-left: 20px;">↓</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;">                     If 'No', please explain why the dependant is not eligible.                 </div> <p>If 'Yes', please attach a letter from the organisation stating the following:</p> <ul style="list-style-type: none"> <li>the extent or limit of eligibility for service, eg type of equipment to be provided, duration of use, any other conditions that apply, etc;</li> <li>confirmation that the dependant with special needs is on the waiting list for services;</li> <li>estimate of likely waiting period prior to services being available to dependant with special needs;</li> <li>date of review of entitlement or waiting time;</li> <li>the level of assistance that the dependant with special needs will receive upon completion of waiting period; and</li> <li>a contact person for further information.</li> </ul> <p>Please attach confirmation from the relevant organisation that the equipment required is available, upon approval of the application and funding by Defence. This will include details such as:</p> <ul style="list-style-type: none"> <li>when equipment can be provided;</li> <li>an itemised list of all costs of care <i>(including delivery if applicable and any deposit required)</i>; and</li> <li>proposed method for payment of invoices.</li> </ul> <p><b>Member's acknowledgement statement</b></p> <p>I acknowledge that the information provided by me in this application is true and correct. I understand that to make a false or misleading statement to gain a benefit may make me liable to disciplinary action.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature</td> <td>Date</td> </tr> </table>	Signature	Date	<p><b>Section B - DCO's recommendation - Continued</b></p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;">                     Comments <i>(If insufficient space, please attach an additional sheet.)</i> </div> <p>Recommended <input type="checkbox"/> Not recommended <input type="checkbox"/></p> <p style="margin-left: 20px;">↓</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;">                     If 'Not recommended', please comment.                 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature</td> <td>Date</td> </tr> </table> <p><b>Section C - DGDCO's approval</b></p> <div style="border: 1px solid black; padding: 5px; min-height: 30px;">                     Date received                 </div> <p><i>This assistance is for the hire of appropriate equipment until the equipment agency can take over the responsibility. The equipment was being used by a family on a waiting list. Equipment hire can be from a number of sources, eg the state equipment scheme, independent living centres, pharmacies, etc.</i></p> <p>Approved <input type="checkbox"/> → for a period of <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p> <p>Not approved <input type="checkbox"/></p> <p style="margin-left: 20px;">↓</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;">                     If 'Not approved', please comment.                 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature</td> <td>Printed name</td> </tr> <tr> <td>Appointment</td> <td>Rank</td> </tr> <tr> <td>Date</td> <td></td> </tr> </table>	Signature	Date	Signature	Printed name	Appointment	Rank	Date	
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**STAFF-IN-CONFIDENCE** *(After first entry)*

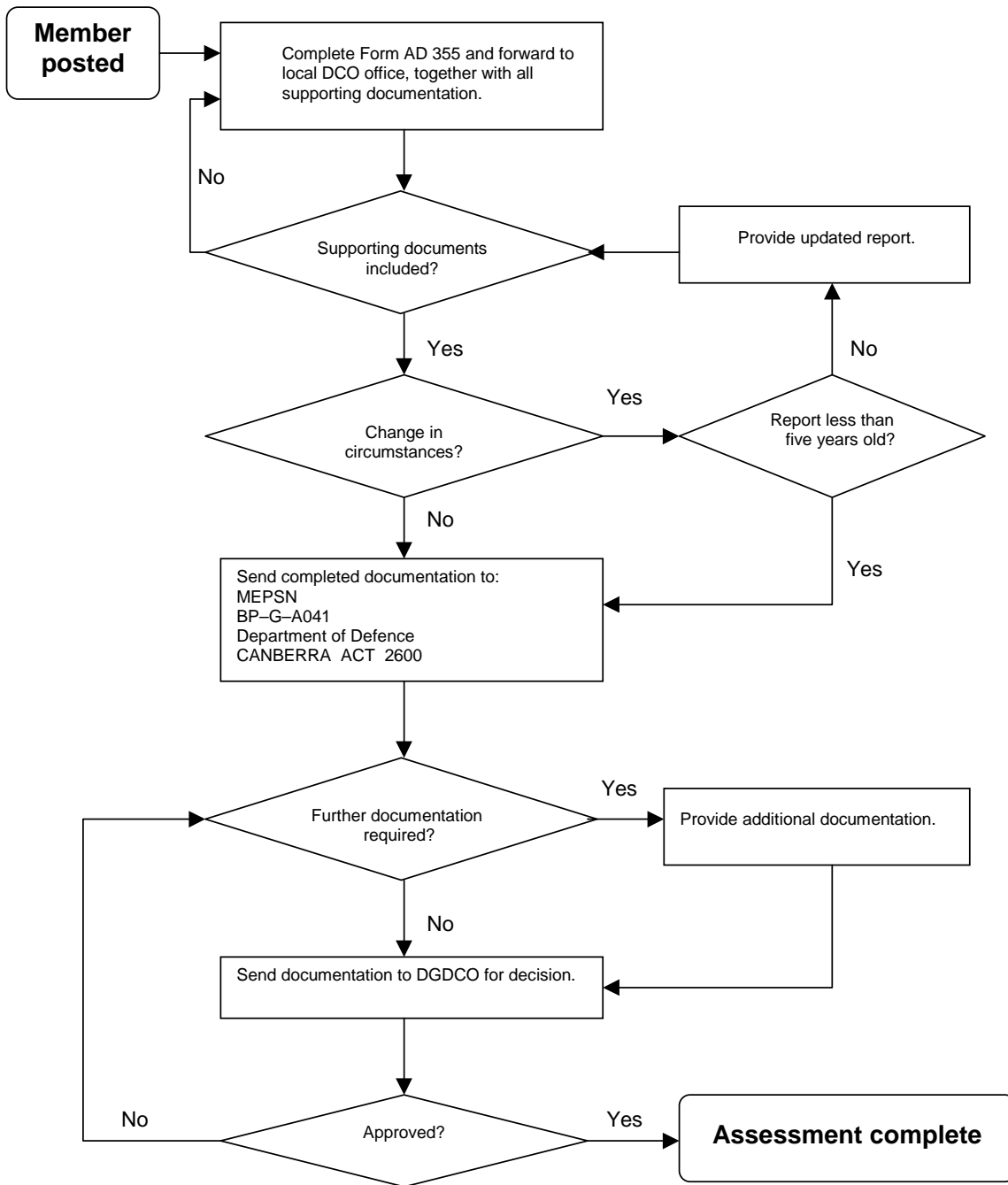


## SPECIAL HOUSING NEEDS





**ASSESSMENT OF SPECIAL NEEDS ON POSTING**



AD 355  
Revised Oct 2004

**STAFF-IN-CONFIDENCE (After first entry)**

Department of Defence

**Assessment of Assistance on Posting**

DI(G) PERS 42-5 refers

Assistance in completing this form is available from the DCO

<b>Section A - Member's details</b>		<b>Section B - Needs of the Dependant</b>	
Family name		Initials	
Rank	Employee ID		
Gaining unit, ship or establishment <i>(Do not use abbreviations.)</i>			
Posting order			
Date posting order issued	Effective date		
Name of dependant with special needs			
Address			
<p>Have you been approved as a member with Family With Special Needs (FWSN)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If 'No', complete AC 832</i></p> <p>If 'Yes', are the details contained in the approved form AC 832 - Application for Recognition of Member with Family with Special Needs that relate to this special needs dependant still correct?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'No', please comment <i>(If insufficient space, please attach an extra sheet).</i></p>			
		<p>Have the needs of your dependant changed since your last assessment?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If previous documentation is older than two years, please attach more recent documentation.</i></p> <p>If 'Yes', please provide details of what changes have occurred and what your requirements will be in your new posting locality.</p>	

