



APPLICATION PACK
Stolen Wages Reparation Scheme WA

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Part 1 – Preliminary

1. Short Title

These Guidelines may be cited as the Stolen Wages Reparation Scheme WA Guidelines.

2. Commencement

The Stolen Wages Reparation Scheme WA Guidelines come into effect from 6 March 2012.

3. Interpretation

In these Guidelines, unless the contrary intention appears :

“Applicant” means a person who submits an Application to the Department of Indigenous Affairs by the closing date, for an Ex gratia payment under the Stolen Wages Reparation Scheme WA pursuant to these Guidelines;

“Application” means Stolen Wages Reparation Scheme WA Application and Declaration for an Ex gratia payment under the Stolen Wages Reparation Scheme WA pursuant to these Guidelines in the prescribed form referred to in Schedule 1;

“Assessor” means a person who is employed by the Department of Indigenous Affairs and includes Policy Officers, Senior Policy Officers, Principal Policy Officers, the Project Director and other Stolen Wages Reparation Scheme WA team members;

“Closing date” means 5:00pm (Perth, Western Australia), on 6 September 2012;

“Department” means the Department of Indigenous Affairs;

“Eligible Applicant” means a living person who:

- (1) is an Aboriginal or Torres Strait Islander person born before 1958;
- (2) from the age of 14 years or older was resident at a Government Native Welfare Settlement in Western Australia;
- (3) while resident at one or more of the Government Native Welfare Settlements in Western Australia experienced direct Western Australian Government control over the Applicant’s income and all or part of the income was withheld from the Applicant; and
- (4) was never repaid the outstanding monies owed by the Western Australian Government.

“Ex gratia payment” means a payment made voluntarily as an act of grace, without recognising liability or obligation;

“Government” means the past and present State Government of Western Australia.

Part 2 - Purpose and Intent of the Stolen Wages Reparation Scheme WA

4. Purpose and Intent of Payment of the Stolen Wages Reparation Scheme WA

- (1) The approval of an Ex gratia payment is an expression of regret on behalf of the Western Australian State Government towards Aboriginal and Torres Strait Islander people who fulfil the Eligibility Requirements set out in Section 5 of these Guidelines. An Ex gratia payment is not intended to represent full reparation.
- (2) The Stolen Wages Reparation Scheme WA does not require or make provision for hearings or negotiating an Ex gratia payment. The intent of the Western Australian State Government is to avoid the expense, delay and stress that any such processes necessarily involve.
- (3) Neither the submission of an Application or an Ex gratia payment by the Department to any Applicant shall in any way affect the legal rights which that Applicant may otherwise have.

Part 3 – Applying for an Ex gratia Payment

5. Eligibility Requirements

- (1) An Ex gratia payment under these Guidelines may not be made unless the Applicant is a living person who:
 - (a) is an Aboriginal or Torres Strait Islander person born before 1958;
 - (b) from the age of 14 years or older was resident at a Government Native Welfare Settlement in Western Australia;
 - (c) while resident at one or more Western Australian Government Native Welfare Settlements in Western Australia experienced direct government control over the Applicant's income and all or part of the income was withheld from the Applicant; and
 - (d) was never repaid the outstanding monies owed by the Western Australian Government.
- (2) An Applicant may only make one Application for an Ex gratia payment under the Stolen Wages Reparation Scheme WA.

6. Time limit for making an Application

Applications under the Stolen Wages Reparation Scheme WA must be received by the Closing Date. No applications will be accepted after the Closing Date of 5:00pm (Perth, Western Australia) on 6 September 2012.

7. Access to Application

An Application for an Ex gratia payment under the Stolen Wages Reparation Scheme WA is available via:

- (1) Download from the Department of Indigenous Affairs internet website at www.dia.wa.gov.au; or
- (2) Calling 1800 441 570 (free call) and requesting an Application be mailed in the post.

8. How to make an Application

- (1) An Application must:
 - (a) be made in writing on the Application set out in Schedule 1 of these Guidelines;
 - (b) include proof of the Applicant's identity as required under Section 7 or Section 8 of the Application;
 - (c) be addressed and posted to:
Stolen Wages Reparation Scheme WA
PO Box 7770, Cloisters Square
Perth WA 6850, and
 - (d) be received by the Department before the Closing Date.
- (2) It is recommended that the Applicant keeps a photocopy of their Application for future reference.

9. Applicant's Personal Details and Information

- (1) An Applicant must in the Application provide:
 - (a) their current full legal name and current address;
 - (b) their current occupation;

- (c) their current home phone number, if applicable, mobile phone number, if applicable and email address, if applicable;
- (d) their date of birth, in days, months and years, as far as it is known;
- (e) details of any other names the Applicant has been or is currently known by;
- (f) the name or names of the Government Native Welfare Settlement or Settlements in Western Australia the Applicant was resident at, at age 14 years or older; and
- (g) details of any name change since birth, whether through marriage, de facto relationship, deed poll or other means.

10. Applicant's Proof of Identification

- (1) As required by Section 7 of the Application the Applicant must submit two (2) certified copies of at least two (2) of the required forms of identification. Original copies of documents must not be submitted.
- (2) Certified copies of those documents set out in Section 7 of the Application shall be deemed to be acceptable proof of identity for the purposes of the Stolen Wages Reparation Scheme WA.
- (3) A witness certifying the copies of the original documents must also cite the original documents.
- (4) A certified copy must:
 - (a) be a true copy of the original document;
 - (b) have the words "I certify this appears to be a true copy of the document produced to me on (date)" clearly written by a witness on the certified copy; and
 - (c) be signed by a witness i.e. a person qualified to witness a Statutory Declaration as set out in the *Oaths, Affidavits and Statutory Declarations Act 2005* and as set out in Schedule 2 of the Application;
 - (d) have the witness' name, qualification as witness, and date clearly printed on the certified copy.

11. Lack of Proof of Identity

- (1) Where an Applicant cannot verify their identity through the production of acceptable proof of identity as set out in Section 7 of the Application, then the Applicant must complete Section 8 of the Application.
- (2) Pursuant to Section 8 of the Application, the Applicant must obtain a Statutory Declaration from each of two (2) independent Referees (refer to Schedule 4).
- (3) The Referees must not be related to the Applicant by birth or marriage and must have known the Applicant for at least twelve (12) months.
- (4) The two (2) Statutory Declarations must form part of the Application at Schedule 4.
- (5) The Statutory Declarations will be used by the Assessor to assess and make a determination that in the absence of documentary proof of identity the Applicant is the person they declare they are.

12. Authorisation of Persons to Assist

If an Applicant chooses to seek assistance from an independent person, friend or family member to complete an Application, Section 9 of the Application should be completed.

13. Information sought from Government Records

The Department may contact, discuss and obtain relevant information from other Government records relating only to the details contained in this Application. Information sought will be limited to cross-checking names, addresses, date of births, residency at Government Native Welfare Settlements in Western Australia and dates of residency at Government Native Welfare Settlements in Western Australia.

14. Payment Authorisation

- (1) An Applicant must provide details of the nominated bank account into which the payment will be made by the Department if the Application is approved.
- (2) In completing Section 11 of the Application an Applicant must ensure that the Bank account number and BSB number are correct, as the Department will make automatic payment into that account.

- (3) The Department will not make any further investigation to verify that the account number and BSB numbers provided relate to an account held by the Applicant.
- (4) The Department takes no responsibility for making payment into an account not belonging to an Applicant, if an Applicant has made an error in his or her Application.

15. Guardianship and Administration Act

If a person entitled to make an Application is a Represented Person within the meaning of the *Guardianship and Administration Act 1990 (WA)*, the Application may be made on his or her behalf by the person's guardian or administrator appointed under that legislation.

16. Power of Attorney

If a person entitled to make an Application has granted power of attorney to another person, the Application may be made on his or her behalf by their attorney.

17. Death of an Applicant

If the Department receives notification that an Applicant has died after his or her Application has been received by the Department, but before a payment has been approved, then subject to the Application being complete and subsequently approved, an Ex gratia payment will be made to the nominated bank account set out in Section 11 of the Application and in accordance with the *Administration Act 1903* and the *Aboriginal Affairs Planning Authority Act 1972*.

Part 4 – Assessment of an Application

18. Assessment Process

When an Application is received by the Department an Assessor will:

- (1) Assess whether the Application is complete or incomplete;
- (2) If the Application is incomplete:
 - (a) the Assessor will telephone, write or email the Applicant advising the Applicant what information or documentation is required to complete the Application;

- (b) the Applicant will be given thirty (30) days to reply, and, if no response is received within 30 days, the Application will be considered to have ceased; and
 - (c) if a complete Application is received within thirty (30) days the Application will be assessed in accordance with Subsection 18(3).
- (3) If the Application is complete:
 - (a) write to the Applicant acknowledging receipt of the Application and advising that an Assessor will assess the Application;
 - (b) assess the Application and make an intermediate determination as to whether the Application should be approved or not approved; and
 - (c) forward the Application to the Project Director who will then consider whether to approve the Application;
- (4) If an Application is approved by the Project Director an Ex gratia payment will be made directly into the account of the Applicant and a letter confirming payment will be sent to the Applicant.
- (5) If an Application is not approved by the Project Director the Applicant will be advised by letter.

19. General Functions of an Assessor

- (1) For the purposes of assisting Applicants an Assessor may carry out the following general functions:
 - (a) ensure that each Application is fully completed and that all available documentary evidence is provided, including, if necessary, telephoning the Applicant to discuss the Application before the Application is assessed;
 - (b) if the Applicant is unavailable by telephone, request the Applicant to provide further information, documentation or comment by making the request in writing giving thirty (30) days to reply, and, if no response is received within thirty (30) days the Application will be considered to have ceased;
 - (c) conduct informal telephone conferences with the Applicant to further assist him or her in the presentation of his or her Application if necessary;
 - (d) generally provide information and assistance as necessary to Applicants;
 - (e) assessors must determine Applications expeditiously and without formality having regard to the requirements of natural justice as far as this is practicable

under the Stolen Wages Reparation Scheme WA, and as required by these Guidelines; and

- (f) in assessing an Application, Assessors are not bound by rules or practice as to evidence or procedure but may inform themselves in any manner they think fit and determine a matter on the basis that they are or are not reasonably satisfied that the Applicant is eligible for the Ex Gratia payment.

20. Payment Amount

Should an Application be approved under Section 18, the Applicant will receive up to \$2,000.

21. Complaint Process

- (1) The quantum of the Ex gratia payment cannot be the subject of a complaint by an Applicant.
- (2) An Applicant's complaint shall only be made on the following grounds:
 - (a) an error of process occurred; and/or
 - (b) an error of fact was made.
- (3) An Applicant may make a complaint to the Stolen Wages Reparation Scheme WA Complaints Manager who will manage the complaint according to the Stolen Wages Reparation Scheme Complaints Internal Policy and Procedures Guidelines. All complaints should be mailed to:

Complaints Manager
Stolen Wages Reparation Scheme WA
PO Box 7770, Cloisters Square
Perth WA 6850

- (4) If the complaint is found to have merit under Subsections 21(2) then the Application will be remitted to a Review Panel for further review. A determination shall be made by the Review Panel to either dismiss the complaint or substitute their own decision.
- (5) If an Applicant is not satisfied with the outcome of their complaint under Subsection 21(4) then they have available to them a complaints process with the Western Australian State Ombudsman's office under the provisions of the *Parliamentary Commissioners Act 1971*.

22. Access to Records

- (1) Applications and supporting documentation relating to the Application once received by the Department, become a state record and the keeping of the records, or archiving of the records, is subject to the *State Records Act 2000 (WA)* and the record keeping plan of the Department.
- (2) In the event that records provided to the Stolen Wages Reparation Scheme WA are required by law to be produced to a court or tribunal, or to any other agency, to comply with a legal obligation, then the Stolen Wages Reparation Scheme WA shall at all times act subject to the provisions of the *Freedom of Information Act 1992 (WA)* and any other relevant Commonwealth or State legislation.
- (3) Subject to Subsection 22(2) an Applicant upon written request will be provided with a copy of the Application they have lodged with the Stolen Wages Reparation Scheme WA.

Part 5 – Miscellaneous

23. Effect on Legal Rights

Nothing in these Guidelines shall affect the legal rights that a person may otherwise have.

24. Confidentiality

All information and documentation provided by the Applicant to the Stolen Wages Reparation Scheme WA for the purposes of assessing and determining an Application under these Guidelines shall remain confidential, except to the extent that it is required to be disclosed to locate the Applicant's records or otherwise progress the Application, provided always that the Applicant has agreed in writing to authorise the Stolen Wages Reparation Scheme WA to disclose such information to other persons, government departments or agencies.

25. Costs

All costs incurred by an Applicant in connection with his or her Application are to be borne by the Applicant. The Department does not provide funding to assist with making Applications nor will the Department reimburse any costs incurred by an Applicant in association with his or her Applications.

26. Effect of Giving False Information

(1) In this section:

“Information” means any information given:

(a) in an Application;

(b) in a written or verbal response to a request made, or a notice given, to the Applicant, persons authorised to assist, personal representative or attorney.

(2) Where the Project Director is satisfied that an Applicant has provided information to the Stolen Wages Reparation Scheme WA that is false, the Application may be rejected.

27. Applicants with Incomplete Application who cannot be located

(1) If reasonable attempts have been made to contact the Applicant but the Applicant cannot be located then the assessment of the Application shall cease.

(2) The Project Director may consider that special circumstances apply to make approval of a payment where the Applicant has been located and the missing information provided at a later date.

(3) If the Applicant cannot be located before the Closing Date then their Application shall not be considered a valid Application and no Ex gratia Payment shall be paid.

28. Amendments of Guidelines

These Guidelines may be amended from time to time with the approval of the Project Director.



APPLICATION

Stolen Wages Reparation Scheme WA

Includes:

- Schedule 1** – Application Form
- Schedule 2** – List of Suitable Witnesses to the Application
- Schedule 3** – Instructions for Witnesses
- Schedule 4** – Referee Statutory Declarations
- Schedule 5** – Checklist

SCHEDULE 1

APPLICATION AND DECLARATION FOR STOLEN WAGES REPARATION SCHEME WA

The Closing Date for lodging the Application is 5:00pm (Perth, Western Australia), 6 September 2012.

APPLICANT DETAILS

I (full Name of Applicant) _____

of (current street address) _____

Suburb / Town _____ State _____ Post Code _____

Occupation _____
(compulsory requirement under the *Oaths, Affidavits and Statutory Declarations Act 2005*)

Phone _____

Email _____

Mobile _____

do sincerely declare as follows:

1. I have also been known by the following names:

_____ / _____ / _____
(name) (from day/month/year)

_____ / _____ / _____
(name) (from day/month/year)

2. I am an Aboriginal or Torres Strait Islander person born before 1958.

3. My date of birth is _____ / _____ / _____
(day/month/year)

(Signature of Person Making Declaration)

(Signature of Authorised Witness)

(Name of Authorised Witness)

(Qualification as Witness)

4. From the age of 14 years or older, I was a resident at:

_____ from ____/____/____ to ____/____/____
(place) (day/month/year) (day/month/year)

_____ from ____/____/____ to ____/____/____
(place) (day/month/year) (day/month/year)

_____ from ____/____/____ to ____/____/____
(place) (day/month/year) (day/month/year)

5. While resident at one or more of the institutions set out in Section 4 of this Application, I experienced direct Western Australian Government control over my income and all or part of my income was withheld from me.

6. I have never received the outstanding monies owed to me by the Western Australian Government.

IDENTIFICATION

7. As proof of my identity, I attach at Schedule 2, two (2) certified copies of at least two (2) of the following documents:

Birth Certificate
Birth Extract
Current Drivers License
Passport
Medicare Card
Centrelink Card
Credit Card or Bank Account Card
Utilities Bills

OR

8. I am unable to provide proof of identification as set out in Section 7 of this Application. I attach at Schedule 4, two (2) Statutory Declarations from two (2) independent referees declaring my identification.

(Signature of Person Making Declaration)

(Signature of Authorised Witness)

(Name of Authorised Witness)

(Qualification as Witness)

AUTHORISATION OF PERSONS TO ASSIST – OPTIONAL

9. I authorise the following person/s to assist me in processing and completing my Application for the Stolen Wages Reparation Scheme WA Ex gratia payment. This person may contact, discuss and provide any supporting documentation to the Department of Indigenous Affairs in relation to any aspect of my Application.

Name _____

Address _____

Phone _____

Email _____

Mobile _____

10. If Section 9 of this Application applies, I authorise the Department of Indigenous Affairs to contact, discuss, provide or request any information or any supporting documentation in relation to any aspect of my Application from the person or persons authorised to assist me as set out in Section 9 of this Application.

(Signature of Person Making Declaration)

(Signature of Authorised Witness)

(Name of Authorised Witness)

(Qualification as Witness)

PAYMENT AUTHORISATION

11. Should my Application for an Ex gratia payment be approved pursuant to the Stolen Wages Reparation Scheme WA, I authorise the Department of Indigenous Affairs to deposit the payment via electronic funds transfer into my bank account as follows:

Name of Account

Bank

BSB No.

Bank Account No.

Should you wish to submit supporting information with your Application, this may assist with the assessment process.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

at _____
(place)

on _____
(date)

In the presence of –

(Signature of Authorised Witness)

(Name of Witness)

(Qualification as Witness)

by _____
(Signature of person making the declaration)

Applications should be mailed to:

**Stolen Wages Reparation Scheme WA
PO Box 7770, Cloisters Square
Perth WA 6850**

SCHEDULE 2

LIST OF SUITABLE WITNESSES to the APPLICATION AND DECLARATION OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

The Application and Declaration must be made before any of the following persons:

Item	Formal description	Informal description
1.	A member of the academic staff of an institution established under any of the following Acts — <ul style="list-style-type: none"> <i>Curtin University of Technology Act 1966</i>; <i>Edith Cowan University Act 1984</i>; <i>Murdoch University Act 1973</i>; <i>University of Notre Dame Australia Act 1989</i>; <i>University of Western Australia Act 1911</i>; <i>Vocational Education and Training Act 1996</i>. 	Academic (post-secondary institution)
2.	A member of any of the following bodies — <ul style="list-style-type: none"> Association of Taxation and Management Accountants (ACN 002 876 208); CPA Australia (ACN 008 392 452); The Institute of Chartered Accountants in Australia (ARBN 084 642 571); Institute of Public Accountants (ACN 004 130 643); National Tax & Accountants' Association Limited (ACN 057 551 854). 	Accountant
3.	A person who is registered under the <i>Architects Act 2004</i> .	Architect
4.	An Australian Consular Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Consular Officer
5.	An Australian Diplomatic Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Diplomatic Officer
6.	A bailiff appointed under the <i>Civil Judgments Enforcement Act 2004</i> .	Bailiff
7.	A person appointed to be in charge of the head office or any branch office of an authorised deposit-taking institution carrying on business in the State under the <i>Banking Act 1959</i> of the Commonwealth.	Bank manager
8.	A member of Chartered Secretaries Australia Limited (ACN 008 615 950).	Chartered secretary
9.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the pharmacy profession.	Chemist
10.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the chiropractic profession.	Chiropractor
11.	A person registered as an auditor or a liquidator under the <i>Corporations Act 2001</i> of the Commonwealth.	Company auditor or liquidator
12.	A judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court of the State or the Commonwealth.	Court officer

Item	Formal description	Informal description
13.	A member of the Australian Defence Force who is — <ul style="list-style-type: none"> an officer within the meaning of the <i>Defence Force Discipline Act 1982</i> of the Commonwealth; a non-commissioned officer within the meaning of that Act with 5 or more years of continuous service; or a warrant officer within the meaning of that Act. 	Defence force officer
14.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the dental profession whose name is entered on the Dentists Division of the Register of Dental Practitioners kept under that Law.	Dentist
15.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the medical profession.	Doctor
15A.	A person appointed under the <i>Parliamentary and Electorate Staff (Employment) Act 1992</i> section 4(1)(b)(i) or (2)(b)(i)	Electorate officer of a member of State Parliament
16.	A member of the Institution of Engineers, Australia, other than at the grade of student.	Engineer
17.	The secretary of an organisation of employees or employers that is registered under one of the following Acts — <ul style="list-style-type: none"> <i>Industrial Relations Act 1979</i>; <i>Workplace Relations Act 1996</i> of the Commonwealth. 	Industrial organisation secretary
18.	A member of the National Insurance Brokers Association of Australia (ACN 006 093 849).	Insurance broker
19.	A Justice of the Peace.	Justice of the Peace
19A.	A person who is a member of the Authority's staff within the meaning given to that term by the <i>Land Information Authority Act 2006</i> section 3.	Landgate officer
20.	An Australian lawyer within the meaning of that term in the <i>Legal Profession Act 2008</i> section 3.	Lawyer
21.	The chief executive officer or deputy chief executive officer of a local government.	Local government CEO or deputy CEO
22.	A member of the council of a local government within the meaning of the <i>Local Government Act 1995</i> .	Local government councillor
23.	A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167).	Loss adjuster
24.	An authorised celebrant within the meaning of the <i>Marriage Act 1961</i> of the Commonwealth.	Marriage celebrant
25.	A member of either House of Parliament of the State or of the Commonwealth.	Member of Parliament
26.	A minister of religion registered under Part IV Division 1 of the <i>Marriage Act 1961</i> of the Commonwealth.	Minister of religion
27.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the nursing and midwifery profession.	Nurse
28.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the optometry profession.	Optometrist
29.	A registered patent attorney under the <i>Patents Act 1990</i> of the Commonwealth.	Patent attorney

Item	Formal description	Informal description
30.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the physiotherapy profession.	Physiotherapist
31.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the podiatry profession.	Podiatrist
32.	A police officer.	Police officer
33.	The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the <i>Australian Postal Corporation Act 1989</i> of the Commonwealth.	Post office manager
34.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the psychology profession.	Psychologist
35.	A public notary within the meaning of the <i>Public Notaries Act 1979</i> .	Public notary
36.	An officer of the Commonwealth public service.	Public servant (Commonwealth)
37.	A person who is employed under the <i>Public Sector Management Act 1994</i> Part 3.	Public servant (State)
38.	The holder of a licence under the <i>Real Estate and Business Agents Act 1978</i> .	Real estate agent
39.	The holder of a licence under the <i>Settlement Agents Act 1981</i> .	Settlement agent
40.	The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia.	Sheriff or deputy sheriff
41.	A licensed surveyor within the meaning of the <i>Licensed Surveyors Act 1909</i> .	Surveyor
42.	A person employed as a member of the teaching staff within the meaning of the <i>School Education Act 1999</i> or as a teacher of a non-government school within the meaning of that Act.	Teacher
43.	A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth.	Tribunal officer
44.	A registered veterinary surgeon within the meaning of the <i>Veterinary Surgeons Act 1960</i> .	Veterinary surgeon

SCHEDULE 3

INSTRUCTIONS FOR WITNESSES

WHO CAN BE A WITNESS TO A STATUTORY DECLARATION AND WHO CAN CERTIFY DOCUMENTS?

A list of persons authorised to witness Statutory Declarations and certify identification documents is set out in Schedule 2.

HOW DO I WITNESS A STATUTORY DECLARATION?

1. The **Applicant** making the Statutory Declaration must-
 - (a) sign or personally mark the Statutory Declaration where indicated at the bottom of each page of the Application and on the last page of the Application;
 - (b) sign or initial any alteration, such as an insertion or erasure, that has been made to the Statutory Declaration;
 - (c) In the presence of an authorised witness declare orally –
 - (i) that he or she is the person named as the maker of the Statutory Declaration;
 - (ii) that the contents of the Statutory Declaration are true;
 - (iii) that the signature or mark is the Applicants.
2. After the above has been completed, the **witness** must:
 - (a) sign the Statutory Declaration where indicated at the bottom of each page of the Application and on the last page of the Application where indicated;
 - (b) sign or initial any alteration in the Statutory Declaration that has been signed or initialled by the person making the Statutory Declaration; and
 - (c) clearly write his or her name, signature, qualification as an authorised witness and date.

HOW DO I CERTIFY A COPY OF AN ORIGINAL DOCUMENT?

1. Before certifying a document, you must ensure that the copy to be certified is an identical copy of the original.
2. The person certifying the document is stating in their opinion that the document is a true copy, not that the original document is authentic.

3. The witness must write on each document copy the following:

***“I certify this appears to be a true copy of
the document produced to me on (date)”***

Signature

Name

Qualification as authorised witness

4. If the original is a multiple page document, each page must be checked against the copy to ensure that it is correct. The witness can then proceed as follows:

- Sign or initial each page;
- Number each page of the copy as ‘page 1 of 20’, ‘page 2 of 20’ and so on;
- Write on the last page as follows:

***“I certify this appears to be a true copy of
the document produced to me on (date)”***

Signature

Name

Qualification as authorised witness

SCHEDULE 4

Do not fill in this section unless you were unable to provide proof of identification, as set out in Section 7 of this Application.

REFEREE STATUTORY DECLARATION 1 for STOLEN WAGES REPARATION SCHEME WA

I (full name of Referee) _____

of (current street address) _____

Suburb / Town _____ State _____ Post Code _____

Occupation _____
(compulsory requirement under the *Oaths, Affidavits and Statutory Declarations Act 2005*)

Phone _____

Email _____

Mobile _____

do sincerely declare as follows:

1. I am not related by birth or marriage to the Applicant _____
(name of Applicant)
of (address) _____
2. I have known the Applicant for at least 12 months.
3. To the best of my knowledge, information and belief, the Applicant is the person
he/she declares to be.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular. This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

at _____
(place)

on _____
(date)

In the presence of –

(Signature of Authorised Witness)

(Name of Witness)

(Qualification as Witness)

by
(Signature of person making the declaration)

SCHEDULE 4

Do not fill in this section unless you were unable to provide proof of identification, as set out in Section 7 of this Application.

REFEREE STATUTORY DECLARATION 2 for STOLEN WAGES REPARATION SCHEME WA

I (full name of Referee) _____

of (current street address) _____

Suburb / Town _____ State _____ Post Code _____

Occupation _____

(compulsory requirement under the *Oaths, Affidavits and Statutory Declarations Act 2005*)

Phone _____

Email _____

Mobile _____

do sincerely declare as follows:

4. I am not related by birth or marriage to the Applicant _____
(name of Applicant)

of (address) _____

5. I have known the Applicant for at least 12 months.

1. To the best of my knowledge, information and belief, the Applicant is the person
he/she declares to be.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular. This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

at _____
(place)

on _____
(date)

In the presence of –

(Signature of Authorised Witness)

(Name of Witness)

(Qualification as Witness)

by _____
(Signature of person making the declaration)

SCHEDULE 5

CHECKLIST

STOLEN WAGES REPARATION SCHEME WA APPLICATION

Before you lodge your Application please read through the following checklist, tick off the boxes and make sure you have completed all requirements.

- ☐ You have received and read your Application Pack, which includes:
 - ☐ Stolen Wages Reparation Scheme WA Guidelines;
 - ☐ Application Form (Schedule 1);
 - ☐ List of suitable witnesses (Schedule 2);
 - ☐ Instructions for witnesses (Schedule 3);
 - ☐ Referee's Statutory Declaration (Schedule 4); and
 - ☐ Checklist (Schedule 5).
- ☐ You have completed each section in the Application correctly. Double check dates and numbers.
- ☐ You have two (2) forms of proof of identity and you have two (2) copies of each of these documents.
- ☐ The witness has certified all four (4) identification documents, in accordance with the instructions for the witnesses and cited the original two (2) identification documents.
- ☐ If you have no formal proof of identification, that you have attached two (2) Statutory Declarations of two (2) independent referees, which have been witnessed in accordance with the Instructions for Witnesses.
- ☐ You have signed, in the presence of a witness, the bottom of each page of the Application and the last page, where indicated.
- ☐ You have kept a complete copy of your Application and supporting documentation for your records.

If you have any questions please call 1800 441 570 (free call) or email stolen.wages@dia.wa.gov.au.