

Confirmation of Aboriginality (CoA) Requirements

Hunter New England Local Health District (HNELHD) deems it appropriate to seek Confirmation of Aboriginality status from applicants applying for Aboriginal identified positions or targeted positions.

The interview will not proceed unless this documentation is provided prior to or at the interview.

HNELHD recognises that it is essential for people applying for **identified** or **targeted** Aboriginal positions within our organisation are of Aboriginal or Torres Strait Island descent, and are able to provide the necessary documentation to confirm their cultural identity as Aboriginal and/or Torres Strait Islander.

NOTE: Aboriginal people applying for **non-designated** or **non-targeted** positions are not required to provide Confirmation of Aboriginality.

HNELHD requires one of the two below options for Confirmation of Aboriginality.

1. A Certificate or Statement of Aboriginality from a recognised Aboriginal organisation such as an Aboriginal Land Council (preferred form of CoA)

or

2. If an applicant **does not have a Certificate or Statement of Aboriginality** from a recognised Aboriginal organisation they can must provide both A and B as outlined below:

A Provide a **Statutory Declaration** signed by a JP stating they are:

- An Aboriginal and/or Torres Strait Islander person and
- Identifies as an Aboriginal person in their community and
- Are accepted as being an Aboriginal person in their community

B Provide **Two references** from **two separate Aboriginal people** in their community that knows them (**but is not related or a family member**) and confirms that the applicant is:

- Is an Aboriginal and/or Torres Strait Islander person and
- Identifies as an Aboriginal person in their community and
- Are accepted as being an Aboriginal person in their community

Should you be unable to provide a Certificate or Statement of Aboriginality from a recognised Aboriginal organisation for your CoA, HNELHD would like you to complete the attached forms and submit them with your application and other pertinent documentation prior to the closing date.

It is an offence to provide false information in relation to your job application. HNELHD Managers may request further proof from an employee where concerns are raised about the employees claim for Aboriginality.

Statutory Declaration: It is preferred that you take a copy of a photo ID for the authorised witness (Justice of the Peace) to confirm you are the declarant of the Statutory Declaration. However, if you don't have a photo ID you can take a birth Certificate.

Statutory Declaration
OATHS ACT 1900, NSW, NINTH SCHEDULE

I, , of
[name of declarant] [residence]

do hereby solemnly declare and affirm that,

- I am of Aboriginal / Torres Strait Islander descent, or both
- I identify as Aboriginal / Torres Strait Islander descent, or both, and
- I am accepted as being Aboriginal / Torres Strait Islander descent, or both in my community.
[the facts to be stated according to the declarant's knowledge, belief, or information, severally]

And I make this solemn declaration, as to the matter (or matters) aforesaid, according to the law in this behalf made – and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Declared at: on
[place] [date]

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I, , a ,
[name of authorised witness] [qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it: *[* please cross out any text that does not apply]*

1. *I saw the face of the person *OR* *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months *OR* *I have confirmed the person's identity using an identification document and the document I relied on was

[describe identification document relied on]

.....
[signature of authorised witness] [date]

Aboriginal Community Member Confirmation of Aboriginality

Letter of Reference

To whom this concerns,

I (**referee**) of (**address**).....

.....

have known (**applicant**) for (**Months/Years**) and they identify as being (**circle**) of Aboriginal / Torres Strait Islander or both, and I can confirm they are accepted in their community as being of Aboriginal / Torres Strait Islander descent or both.

I confirm that I am an Aboriginal and/or Torres Strait Islander person and am accepted by my community and am not related to the above person.

Applicant Signature:

Applicant DOB:

Referee Signature:

Date form completed:

Note: It is an offence to provide false information
