

## Confirmation of Aboriginality (CoA)



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.

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 or verbal illustration to confirm their cultural identity as Aboriginal and/or Torres Strait Islander person.

Respectively, each and every Aboriginal person has the inherent right to cite and corroborate their Aboriginality as they choose. Other arrangements for corroborating your Aboriginality can be discussed and support provided. To validate this, the applicant may demonstrate their Aboriginality and ties or connection to the Aboriginal community in which they live, or have lived or worked in during the interview process.

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

Below are the options for Confirmation for Aboriginality.

- A Certificate or Statement of Aboriginality from a recognised Aboriginal organisation such as an Aboriginal Land Council
- If an applicant does not have a Certificate or Statement of Aboriginality from a recognised Aboriginal organisation please provide **any of the other options** as outlined below:
  - A Provide a Statutory Declaration** signed by a JP stating the person:
    - 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
  - B Provide a reference or references** from **an Aboriginal person** in their community that knows them,
  - C or provide written family histories and contacts** and confirms that the person:
    - Is an Aboriginal and/or Torres Strait Islander person and
    - Identifies as an Aboriginal person in their community and
    - Is 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 has the attached forms to support your confirmation. You can submit these with your application and other pertinent documentation or provide these at interview process. If further support is needed, please contact HNELHD Aboriginal Employment***

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 and 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 and recognised 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*

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