



Confirmation of Identity for Indigenous Australian Staff

Western Sydney University (WSU) prides itself as a University that serves our community. In doing so, we greatly respect and value the diversity of Indigenous Australians who choose to study at our University. We are thankful for the significant contributions that Indigenous Australians make to our students, staff and the broader community.

Our University recognises that Indigenous peoples are diverse and come with a range of experiences and knowledge. Importantly, we acknowledge that providing confirmation of identity can sometimes be a challenging task. Our approach is to support Indigenous staff through this process and to ensure that everyone feels WSU is a place where cultural identity is celebrated and respected.

WSU requires the following documentation be provided by those staff identifying as Indigenous Australians for the purpose of applying for an Indigenous identified position or accessing dedicated resources and/or services specifically for Indigenous staff:

- A. A letter from a registered Indigenous Community Organisation with a common seal confirming a person to be of Aboriginal or Torres Strait Islander descent.
- OR**
- B. A statutory declaration signed by the applicant plus
 - supporting documentation in the form of a genealogy document (such as Linkup NSW) or
 - a letter of support using the WSU template or an official letterhead by a recognised Indigenous community member or Indigenous organisation (such as Aboriginal Medical Service, High School Principal, Aboriginal Education Consulting Group, Family and Community Services, Aboriginal Housing or other Aboriginal or Torres Strait Islander incorporated corporation).

Please note that the letter of support cannot be supplied by a current staff member of WSU.

Applicants must provide the relevant documentation at time of application. Any application that is not completed at this time cannot be considered in the recruitment and selection process.

If you have any questions about this process or these requirements, please email DVCIL@westernsydney.edu.au.



CONFIRMING YOUR IDENTITY

As an Aboriginal and/or Torres Strait Islander person, Western Sydney University requires you to submit documentation both declaring and confirming your Aboriginal and/or Torres Strait Islander Identity.

To do this you must provide the following:

A certified copy of your Confirmation of Identity from a registered Community Organisation (e.g. Land Council) with a common seal confirming a person to be of Aboriginal and/or Torres Strait Islander descent.

If you are unable to provide the above, you will need to supply a Self-declaration along with one of the following:

1. Supporting documentation in the form of a Genealogy document (such as Linkup NSW)

OR

2. Letter of support using the Western Sydney University template or an official letterhead completed by a recognised Indigenous Australian community member or Indigenous organisation (such as Aboriginal Medical Service, High School Principal, Aboriginal Education Consulting Group, Family and Community Services, Aboriginal Housing or other Aboriginal or Torres Strait Islander incorporated corporation).

Please note that the letter of support cannot be supplied by a current staff member of Western Sydney University.

Supporting documents should be lodged to the Recruitment Team. You can lodge your documents by email to talentacquisitionteam@westernsydney.edu.au.

For more information on certifying documents please visit westernsydney.edu.au/certifyingdocuments

WITNESSING YOUR STATUTORY DECLARATION

Your statutory declaration and community statutory declaration must be witnessed. Approved witnesses include:

- Justices of the Peace (with a registration number)
- Magistrates
- Doctors
- Full time teachers
- Solicitors
- Pharmacists
- Police Officers

Note: You, a family member or a member of staff at Western Sydney University cannot witness or certify your declaration, even if you or they belong to one of the categories listed.

More information on statutory declarations is available through the Australian Attorney-General's Department www.ag.gov.au



STEP 1 - STATUTORY DECLARATION (SELF-DECLARATION) - THIS FORM MUST BE COMPLETED

Statutory Declarations Act 1959 (CTH)

I, *(full name)*

of *(full address)*

Do solemnly and sincerely declare that I understand that the Commonwealth of Australia, for the purpose of administering programs for Aboriginal and Torres Strait Islander people, defines Aboriginal and/or Torres Strait identity as any person who:

- is of Aboriginal and/or Torres Strait Islander descent
- identifies as an Aboriginal and/or Torres Strait Islander, and
- is accepted as such by the Aboriginal and/or Torres Strait Islander Community in which they live.

In understanding the above definition, I also solemnly declare that I am an Aboriginal and/or Torres Strait Islander person.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959 (Cth), and I believe that the statements in this declaration are true in every particular.

Applicant's signature

X SIGN HERE

Date

D D / M M / Y Y Y Y

Declared at

CITY/STATE

WITNESS STATEMENT *(approved witnesses are listed on page 1)*

I acknowledge this declaration has been made before me.

Name: _____

Position/qualification: _____

Address: _____

Phone: _____

Witness signature

X SIGN HERE

Date

D D / M M / Y Y Y Y

**Note: you, a family member or a member of staff at Western Sydney University cannot witness or certify your declaration, even if they belong to one of the categories listed above.*

STEP 2 - STATUTORY DECLARATION 2 (COMMUNITY CONFIRMATION)

Please provide this document if you DO NOT have certified copy of an existing Confirmation of Aboriginal and/or Torres Strait Islander Identity.

Statutory Declarations Act 1959 (CTH) Declaration of Aboriginal and/or Torres Strait Islander Identity.

Declaration of Aboriginal and/or Torres Strait Islander Identity

I, *(full name)* _____

of *(full address)* _____

am an Indigenous Australian, and hold the position of _____

at *(organisation)* _____

and I do do solemnly and sincerely declare that

(full name of Western Sydney University applicant)

- is of Aboriginal and/or Torres Strait Islander descent
- identifies as an Aboriginal and/or Torres Strait Islander, and
- is accepted as such by the Aboriginal and/or Torres Strait Islander Community in which they live or have lived.

(full name of Western Sydney University applicant)

is known to me through _____

(e.g. name of school and role of declarant, local land council or AECG and role of declarant)

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959 (Cth), and I believe that the statements in this declaration are true in every particular.

Declarant's signature

Date

Declared at

X SIGN HERE

D D / M M / Y Y Y Y

CITY/STATE

Phone number:

ORGANISATION PHONE NUMBER

WITNESS STATEMENT *(approved witnesses are listed on page 1)*

I acknowledge this declaration has been made before me.

Name: _____

Position/qualification: _____

Address: _____

Phone: _____

Witness signature

Date

X SIGN HERE

D D / M M / Y Y Y Y

**Note: you, a family member or a member of staff at Western Sydney University cannot witness or certify your declaration, even if they belong to one of the categories listed above.*