# **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:

ltem	Formal description	Informal description
1.	A member of the academic staff of an institution	Academic
	<ul> <li>established under any of the following Acts —</li> <li>Curtin University of Technology Act 1966;</li> </ul>	(post-secondary institution)
	<ul> <li>Edith Cowan University Act 1984;</li> </ul>	
	<ul> <li>Murdoch University Act 1973;</li> </ul>	
	<ul> <li>University of Notre Dame Australia Act 1989;</li> </ul>	
	<ul> <li>University of Western Australia Act 1909,</li> <li>University of Western Australia Act 1911;</li> </ul>	
	<ul> <li>Vocational Education and Training Act 1996.</li> </ul>	
2.	A member of any of the following bodies —	Accountant
	<ul> <li>Association of Taxation and Management Accountants (ACN 002 876 208);</li> </ul>	Kooountaint
	• CPA Australia (ACN 008 392 452);	
	The Institute of Chartered Accountants in Australia (ARBN 084 642 571);	
	<ul> <li>Institute of Public Accountants (ACN 004 130 643);</li> </ul>	
	<ul> <li>National Tax &amp; Accountants' Association Limited (ACN 057 551 854).</li> </ul>	
3.	A person who is registered under the <i>Architects</i> Act 2004.	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 Consular Fees Act 1955 of the Commonwealth.	Australian Diplomatic Officer
6.	A bailiff appointed under the Civil Judgments Enforcement Act 2004.	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 Health Practitioner Regulation National Law (Western Australia) in the pharmacy profession.	Chemist
10.	A person who is registered under the <i>Health</i> <i>Practitioner Regulation National Law (Western</i> <i>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

<ol> <li>A member of the Australian Defence Force who is —         <ul> <li>an on-commissioned officer within the meaning of that Act with 5 or more years of continuous service; or</li> <li>a non-commissioned officer within the meaning of that Act.</li> </ul> </li> <li>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.</li> <li>A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia</i>) in the medical profession.</li> <li>A person who is registered under the <i>Parliamentary and Electorate Staff (Employment) Act 1992</i> section 4(1)(b)(i) or (2)(b)(i)</li> <li>A member of the Institution of Engineers, Australia, other than at the grade of student.</li> <li>The secretary of an organisation of employees or employers that is registered under one of the following Acts —         <ul> <li>Industrial Relations Act 1979;</li> <li>Workplace Relations Act 1976;</li> <li>Workplace Relations Act 1976;</li> <li>Industrial Relations Act 1976;</li> <li>Industrial Relations Act 1976;</li> <li>Industrial Relations Act 1976;</li> <li>A sustice of the Peace.</li> <li>Justice of the Peace</li> </ul> </li> <li>An ember of the National Insurance Brokers Association of Australia (ACN 006 093 849).</li> <li>A Justice of the Peace.</li> <li>Justice of the Peace</li> <li>Landygate officer or a local government, within the meaning of that term in the Legal Profession Act 2008 section 3.</li> <li>The chief executive officer or deputy chief executive or ficer or deputy CEO</li> <ul> <li>Local government CE(or of deputy CEO</li> <li>A member of the councol of a local governm</li></ul></ol>	ltem	Formal description	Informal description
Discipline Act 1982 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.         14. A person registered under the Health Practitioner Regulation National Law (Western Australia) in the dental profession whose name is entered on the Dentists Division of the Register of Dental Practitioners kept under that Law.       Doctor         15. A person who is registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession.       Doctor         16. A member of the Institution of Engineers, Australia, other than at the grade of student.       Doctor         17. The secretary of an organisation of employees or employers that is registered under one of the following Acts —       Industrial Relations Act 1979;         • Industrial Relations Act 1976;       • Workplace Relations Act 1976 of the Commonwealth.       Insurance broker Association of Australia (ACN 006 093 849).         18. A member of the National Insurance Brokers       Insurance broker Association of Australia (ACN 006 093 849).       Landgate officer         19. A Justice of the Peace.       Justice of the Peace.       Justice of the Peace.       Landgate officer         20. An Australian lawyer within the meaning of that Law (Western Australia) Insurance broker Association of the Australias Institute of Chartered Loss Adjusters (ACN 074 804 167).       Landgate officer         21. The chief executive officer or deputy chief executive officer of a local government.	13.	A member of the Australian Defence Force who is —	Defence force officer
<ul> <li>that Act with 5 or more years of continuous service; or <ul> <li>a warrant officer within the meaning of that Act.</li> </ul> </li> <li>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.</li> <li>15. A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia</i>) in the medical profession.</li> <li>15. A person appointed under the <i>Parliamentary</i> and <i>Electorate Staff (Employment) Act 1992</i> section 4(1)(b)(i) or (2)(b)(i)</li> <li>16. A member of the Institution of Engineers, Australia, other than at the grade of student.</li> <li>17. The secretary of an organisation of employees or employers that is registered under one of the following Acts — <ul> <li><i>Industrial Relations Act 1979</i>;</li> <li><i>Workplace Relations Act 1996</i> of the Commonwealth.</li> </ul> </li> <li>18. A member of the National Insurance Brokers Association of Australia (ACN 006 093 849).</li> <li>19. A Justice of the Peace. <ul> <li>Justice of the Peace.</li> <li>Justice of the Peace.</li> </ul> </li> <li>19. An Australia Inswyer within the meaning of that term in the <i>Legal Profession Act 2008</i> section 3.</li> <li>21. The chief executive officer or deputy chief executive officer of the Australias Institute of Chartered Loss Adjusters (ACN 074 804 167).</li> <li>23. A member of the Australias Institute of Chartered Loss Adjusters (ACN 074 804 167).</li> <li>24. An authorised celebrant within the meaning of the Marriage Act 1961 of the Commonwealth.</li> <li>25. A member of eiligon registered under Part IV Minister of religion Tegistered under the <i>Health Practitioner Regulation National Law (Western Australia</i>) in the marring and midwifery profession.</li> <li>25. A member of eiligon registered under Part IV Division 1 of the <i>Marriage Act 1961</i> of the Commonwealth.</li> <li>26. A member of eiligon registered</li></ul>			
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<ul> <li>Regulation National Law (Western Australia) in the nursing and midwifery profession.</li> <li>28. A person registered under the Health Practitioner Optometrist Regulation National Law (Western Australia) in the optometry profession.</li> <li>29. A registered patent attorney under the Patents Patent attorney</li> </ul>	26.	Division 1 of the Marriage Act 1961 of the	Minister of religion
<ul> <li><i>Regulation National Law (Western Australia)</i> in the optometry profession.</li> <li>A registered patent attorney under the <i>Patents</i> Patent attorney</li> </ul>	27.	Regulation National Law (Western Australia) in the	Nurse
29. A registered patent attorney under the <i>Patents</i> Patent attorney	28.	Regulation National Law (Western Australia) in the	Optometrist
	29.		Patent attorney

ltem	Formal description	Informal description
30.	A person registered under the <i>Health Practitioner</i> <i>Regulation National Law (Western Australia)</i> in the physiotherapy profession.	Physiotherapist
31.	A person registered under the Health Practitioner Regulation National Law (Western Australia) 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</i> <i>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</i> <i>Management Act 1994</i> Part 3.	Public servant (State)
38.	The holder of a licence under the Real Estate and Business Agents Act 1978.	Real estate agent
39.	The holder of a licence under the Settlement Agents Act 1981.	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 Veterinary Surgeons Act 1960.	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*