



Australian Rural and Remote Health Professional Scholarship Scheme

2010 Guidelines



S·A·R·R·A·H
Services for Australian
Rural and Remote Allied Health

This scheme is funded by the Australian Government Department of Health and Ageing

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Introduction

Thank you for applying for the Australian Rural and Remote Health Professional Scholarship Scheme. Keep a record of your username and password to make amendments to your application before its submitted. Allow plenty of time to complete the application as some questions require official documentation. Do not send any other supporting documentation until you make the short list of scholarship applicants. The information provided on the Application Form is the only information considered in the selection process. If the Application Form is incomplete, you will not be contacted to provide further information. Late applications will not be accepted.

– Good luck with your application!

Online applications

- Keep a copy of your username and password for future reference
- Follow the link to the Application Form

Hard copy applications

- Contact the ARRHPHS Program Officer for a copy of the application form. Applicants are encouraged to submit online applications, hard copy applications will be accepted when individuals have unreliable access to the internet
- Faxed or emailed hard copy applications will not be accepted

CLOSING DATE

Monday 2 November 2009

Go to the **ARRHPS FAQ** for further information or contact the Program Officer

Email: arrhpss@sarrah.org.au

Tel: 02 6285 4960

Fax: 02 6162 4094

Free Call: 1800 338 061

Background information

The Australian Rural and Remote Health Professional Scholarship (ARRHPS) Scheme assists qualified health professionals (not including doctors and nurses) who reside and provide clinical services in rural and remote areas. It provides financial assistance to Allied Health Professionals (AHPs) to support the maintenance and upgrading of skills and knowledge relevant to the needs of their local community.

Considerable barriers, both physical and financial, exist for rural and remote health professionals wishing to continue their professional development. This Scheme assists in overcoming these barriers by contributing to fees, accommodation and travel costs.

The Scheme supports eligible professionals wishing to up-skill in a supplementary field. For example, an Aboriginal Health Worker, (Certificate III) may have identified that counselling skills would assist and add value to the provision of clinical services in their rural/remote community, and is eligible to apply for a scholarship to undertake a counselling skills course.

Who can apply?

Eligibility

The ARRHPS Scheme is open to qualified health professionals (not including nurses or doctors) who meet all the following criteria:

- Australian citizens or permanent Australian residents;
- Qualified allied health professionals with at least an entry level undergraduate or postgraduate health professional qualification from a recognised tertiary education institution, and who meet the requirements to obtain professional registration/accreditation/licence to practice or who can demonstrate eligibility to join their discipline specific professional organisation. The program is also open to Aboriginal Health Workers who hold a recognised Certificate III qualification;
- and
- Deliver clinical services in Australia.

Contact the Program Officer if you are unsure if you meet the eligibility criteria.

Clinical services: For the purposes of this Scholarship Scheme clinical services means direct patient contact providing treatment, intervention, assistance, assessment, patient management and education across the health care system.

Explain in the application how your personal practice meets the criteria in terms of your patients/clients needs.

How will rural and remote areas be determined?

This scholarship Scheme is for allied health professionals who live and practise in rural and remote Australia.

For the purposes of the scholarship selection, process 'rural/remote' is measured by the Rural Remote and Metropolitan Areas (RRMA) classification. Health professionals residing in the following categories are eligible.

RRMA 2: Non-Capital cities and other metropolitan areas with population > 100,000

RRMA 3: Large rural centres with population 25,000 – 99,000

RRMA 4: Small rural centres with population 10,000 to 24,999

RRMA 5: Rural areas with population <10,000

RRMA 6 Remote centres with populations >5,000

RRMA 7: Remote areas with population < 5,000

To check you RRMA category visit the [Health Workforce Queensland](#) web site.

Northern Territory and Tasmania

In determining rurality for ARRHPS, the Australian Government acknowledges that universities within Tasmania and the Northern Territory do not provide allied health courses. Therefore, this scholarship program considers all of the Northern Territory and Tasmania eligible. With the exception that social work and psychology practitioners who live in Hobart are not eligible to apply through the ARRHPS Scheme.

Awarding and accepting scholarships

The Advisory and Selection Committee represents; allied health professions, the education sector, the Aboriginal and Torres Strait Islander workforce, government and consumers. This Committee nominates a five-member panel to assess and rank the scholarship applications. Once this is complete the Scholarship Administrators allocate scholarships according to the Order of Merit. Allocation continues until all the funds available are awarded, including a reserve list where applicants decline an offer of scholarship. The Scholarship Administrators report to the Department of Health and Ageing a statistical

breakdown of the scholarship allocation when the process is complete.

The Scholarship Administrator anticipates that successful and unsuccessful applicants will be notified in writing by the end December 2009.

Applicants are advised that the payment of scholarship monies prior to the end of January 2010 cannot be guaranteed.

Successful applicants are required to provide two professional referees.

The decision of the Scholarship Administrator is final and no correspondence will be entered into.

Successful applicants receive a scholarship offer package by mail including:

- letter of offer
- Terms and Conditions of the Scholarship
- Acceptance of Offer Form
- Bank Details Form
- Citizenship and Professional Documentation
- Statutory Declaration Form

Signing and returning the Acceptance of Offer means, you agree to comply with the Terms and Conditions of the Scholarship.

The scholarship will be confirmed and funding distributed to the scholar when the Program Officer receives by the due date:

- The signed Acceptance of Offer Form
- Evidence of Australian citizenship or permanent residency
- Evidence of allied health qualification
- Statutory Declaration
- The Bank Details Form
- Confirmation of enrolment/registration in the CPE Activity.

If your confirmation of enrolment/registration for the CPE Activity has not been confirmed by the due date, write this on the Acceptance of Offer Form and send all the other documentation so that a Scholarship file can be created.

You must notify the Program Officer in writing within fourteen (14) days, of any variation to the CPE Activity or conference for which funding has been awarded.

Scholarship funding (or part thereof) will normally be credited to your nominated bank account 6–8 weeks prior to the commencement of the CPE activity. Scholarship funding will only be paid into your personal bank account, and not to any, business, institution or organisation.

Unsuccessful applications will be notified by post after the order of merit list is exhausted. Unfortunately, the Scholarship Administrator is unable to give detailed information to unsuccessful applicants regarding their application. Information regarding why applications may not be successful can be found by reading the Frequently Asked Questions available from the SARRAH website at www.sarrah.org.au. The funds for this Scholarship are finite, around a third of applicants are successful, however most of the applications satisfactorily address the selection criteria should your application be unsuccessful in this round, try again next year.

Citizen and professional details

If you are offered a conditional scholarship, you must provide certified documents proving:

- evidence of Australian citizenship (such as birth certificate, passport or naturalisation certificate) or permanent residency. For New Zealand citizens a copy of relevant pages from your New Zealand passport showing the stamped date of arrival in Australia;
- evidence of change of name, if applicable
- evidence of your qualifications (such as health professional qualification or registration documentation);
- good standing statutory declaration.

For the purposes of this Scheme, a Certified Copy is a copy of a document signed and certified as a true copy by anyone who is authorised to witness a Commonwealth Statutory Declaration (including a Justice of the Peace and Commissioner for Declarations). Section L of this document contains a list of authorised persons.

Funding guidelines

This round of funding is available for activities that commence after 1 January 2010.

Scholarships contribute toward the cost of undertaking:

- short courses
- Postgraduate qualifications (not for entry-level qualifications) – preference will be given to those undertaking postgraduate studies by distance education and studying by coursework
- conferences – for presenters or attendees
- individual clinical placements (not for entry-level qualifications) – e.g. for gaining clinical experience and upgrading skills in a speciality area of your profession

Funding will **cover**:

- Course fees
- Conference registration
- Accommodation up to \$150 per night
- Travel expenses
- Internet connection
- Books and other resources
- Child/elderly care

Funding **will not** cover:

- Student contribution to Commonwealth Supported Places (CSP) for university-based courses [previously known as Higher Education Contribution (HECS) fees] or HECS-HELP
- meals
- taxi, bus, train, tram, ferry or care hire between the accommodation and CPE venue
- overseas study course or conferences – an exception will be considered for an Australasian organisation or professional association that alternates venues between Australia and New Zealand for conferences and meetings if these are designed to service Australian health professionals
- examination or amenity fees
- student service fees
- salary replacement
- purchase of equipment (e.g. computers, otoscopes, massage tables, printers) or clothing
- retrospective payments for continuing professional education (CPE) activities that have already been completed or components of courses already completed or commenced
- clinical supervisors' fees for individual clinical placements where the clinical supervision is provided by a State or Territory Department of Health employee and the clinical placement takes place in a health setting funded by the State or Territory Department of Health
- Course presenters or researchers delivering a professional development activity, such as a

short course or research findings to a health professional group

Travel expenses

The Scholarship covers travel between your home and the location of the CPE Activity. In addition to an airfare, you can claim a taxi to and from the airport. You cannot claim the cost of travel while you undertake your CPE Activity this means, travel between your accommodation and the CPE Venue.

The Australian Taxation Office mileage rate applies when a Scholar chooses to drive using their own vehicle. Except, when the mileage rate exceeds the cost of an economy air ticket, reimbursement for mileage will be equal to the cost of the air ticket.

Scholarship payments

Payments are made in two ways:

- 1. Conferences/short courses** 90% of the Scholarship is paid upon proof of enrolment/registration in the CPD activity. Applicants submit a proposed budget with the application. The remaining 10% is paid after the final report is returned.
- 2. Postgraduate** is paid in instalments at the beginning of each semester. Proof of enrolment initiates the first payment. Progress payments are made when we get confirmation of enrolment in the next semester. Scholars submit financial and activity reports during their study. When the scholar completes the course and submits the final report the final payment of 10% is made.

The cap for postgraduate qualifications is:

Capped amount	Duration of funding
\$6,000	Graduate Certificate
\$10,000	Graduate Diploma
\$16,000	Masters
\$24,000	Doctorate

Taxation information: If the recipient of an Australian Rural and Remote Health Professional Scholarship is a part-time student, scholarship monies received under the scheme are required to be included as part of the recipient's taxable income. Scholarship funds are only tax exempt when the recipient is as a full-time student. Where scholars receive any benefit/payments we advise them to contact Centrelink to check what impact the scholarship may have on their existing payments/benefits

Selection process

The selection process takes about 6 weeks to complete once applications close.

- Eligibility is checked (Section B & C of the Application Form) by SARRAH administrative staff based on the RRMA score for rurality; the professional background and description of personal clinical practice; eligibility to join discipline specific professional association as detailed by the scholarship applicant; and the explanation given by the applicant regarding professional standing. Ineligible applicants will be rejected in writing at this stage
- The 5 member assessment panel ranks the answers to the Selection Criteria 1,2 & 3 (Question H in the Application Form)
- The scores for each selection criterion are augmented into a score out of 100. This score generates an Order of Merit.
- Scholarship applications are not ranked according to profession or type of CPE activity but on how the questions in Section H are answered.

Completing the Application Form

For **online** applications:

- You will be prompted to print a copy of your application prior to submission for your records
- Keep a record of your username and password.

For **hard copy** applications:

- Complete the original Application Form in blue or black ink. Illegible applications will not be considered
- Staple the application in the top left hand corner, do not bind, place in folders or plastic sleeves.

Section A – Personal and Contact Details

Question 1.

Do not send supporting documents until the offer stage

Question 2.

This question is optional however, the information helps the Commonwealth collect data on scholarships awarded to Aboriginal and or Torres Strait Islander people.

Question 3.

If there is a need to speak to you this will be during standard business hours (9am to 5pm Monday to Friday Australian Eastern Standard Time). If it is difficult to contact you during these times, please provide details of how you may be contacted.

Scholars can update their personal contact and banking details by logging into their Scholarship account from the SARRAH homepage.

Question 4.

SARRAH reports to the Department of Health and Ageing on the scholarship program about the allocation of scholarships.

Question 5.

This question is not compulsory but the information it seeks will be helpful in directing future publicity campaigns.

Question 6.

This question asks whether you would consider participating in the undergraduate scholarship scheme also administered by SARRAH.

Section B – Eligibility criteria

This section determines your eligibility for the scholarship.

Question 7.

If you are awarded a scholarship, you are required to supply *Certified Copies* of documents to prove that you are an Australian citizen or have official Australian Government approval to live in Australia permanently. This proof may be a Birth Certificate or Australian Citizenship Papers. Applicants who do not meet this criterion are not eligible for the ARRHPS Scheme. New Zealand citizens provide the relevant pages from their

passport showing the date of arrival. For other nationalities, a letter from the Australian Government Department of Immigration and Citizenship giving details of your Special Category Visa (SCV) status is sufficient to prove permanent residency.

Question 8.

Applications are ranked using the RRMA classification for remoteness. Applicants are assessed on their place of residence for the past 12 months.

Question 9.

As the agency that administers the ARRHPS Scheme we are accountable to the Australian Government for the expenditure of the scholarship funds. It is essential that scholarship funds be distributed to health professionals with the necessary qualifications to be eligible to become members of their professional association.

Question 10.

As stated above SARRAH is accountable to the Australian Government for the expenditure of scholarship funds. As part of this accountability, funds can only be awarded to those who are considered to be of good standing both by and within their profession. Scholarship funding cannot be awarded to health professionals who have been the subject of an official complaint or disciplinary action within the past 2 years, or who have an action pending against them.

Question 11.

For the purposes of this Scholarship Scheme, clinical services involve direct patient contact providing direct treatment, intervention or assistance, assessment, patient management and education across the health system.

This question asks you to explain how your personal practice meets the eligibility criteria of clinical practice in terms of your patients and the clinical service you provide. It will be used in determining your eligibility to apply for a Scholarship.

Question 12.

2009 ARRHPS Scholars are not eligible to apply for the 2010 Scholarship round. A period of 12 months must elapse from the time in which you complete your scholarship before you can apply again.

Section C – Professional qualifications

This section requires you to provide details of your professional qualifications.

Question 13.

Q 13 Is about your current professional qualification (i.e. Aboriginal health worker, audiology, chiropractic, dental therapy, dietetics, medical radiation science occupational therapy, optometry, orthoptics, orthotics, osteopathy, paramedic, physiotherapy, podiatry, psychology, social work, speech pathology, etc. (this list is not a definitive list of professions). Only fully qualified, practising health professional (not medical practitioners or nurses), with a minimum of a Bachelor level qualification or Certificate III Aboriginal Health Worker, are eligible to apply for this scholarship.

Proof of professional qualifications is a requirement for successful applicants.

Question 14.

Please provide information regarding your undergraduate and postgraduate degrees.

Information from applicants whose entry level qualification is an undergraduate degree and who have undertaken further professional education at postgraduate level are requested to provide information about their postgraduate qualifications for statistical and research purposes.

If your entry-level qualification is a postgraduate degree, information regarding your base level undergraduate qualification is required for information only.

If you are awarded a scholarship, you may be required to supply a *Certified Copy* of documentary evidence that you obtained these professional qualifications from a recognised tertiary institution.

Question 15.

The answer to this question is not used in determining eligibility for the scholarship program, but gives an indication of your involvement in your profession and in your community.

Section D1 – Home details

Question 16.

Please supply information regarding your home street address. Do not supply a postal address.

Section D2 – Work details

Question 17.

Please supply information regarding your work street address. Do not supply a postal address.

Section D3 – Employment history

Question 18 & 19.

Provide information about your employment history for the past five years. Complete the relevant section/s in the spaces provided on the Application Form.

DO NOT attach a Resume or Curriculum Vitae.

Section E – Professional development history

Question 20.

Provide your professional development history for the previous two years. Provide details in the spaces provided on the Application Form of any CPE activities undertaken, including short courses, clinical placements, conferences and postgraduate study.

DO NOT attach a Resume or Curriculum Vitae.

This information is not used to determine eligibility for the scholarship program.

Section F – Details of CPE activity

Questions 21, 22 & 23.

Provide the name of the proposed activity, the provider (e.g. university, professional association, non-government organisation, and registered training organisation) and the web address for the activity.

Questions 24, 25 & 26.

Provide the start and finish dates of the proposed activity. For postgraduate qualifications, detail the number of semesters the course runs over. Give approximate dates where necessary. Confirmation of enrolment is required to activate the scholarship for successful applicants.

Question 27 & 28.

Identify the venue and location of the proposed activity. If you are applying to undertake an activity in a different State from where you live, provide details as to why this is the case.

Questions 29.

Answer this question if you are applying for a Scholarship to complete a postgraduate qualification

Section G – Proposed budget

Question 30.

Complete this question if the proposed activity is a conference, short course or clinical placement

This question does not need to be completed by applicants undertaking postgraduate studies.

When completing the funding details ensure:

- amounts are to the nearest dollar
- expenses directly relevant to the proposed activity are briefly outlined and itemised
- any expenses relating to internet access are directly attributable to your proposed professional development activity. The scholarship program will not fund what would be considered normal household Internet activity
- any other expenses related to accessing the proposed activity are outlined and itemised (expenses that would otherwise be a barrier to access, such as provision of childcare)
- provide a total for each section as well as a final total

Refer to pages 7 for a complete list of the items that can and cannot be included in the proposed budget.

Include in the proposed budget all details of the funding required for the duration of the activity.

Please note that the Scholarship Scheme makes a contribution towards the costs incurred undertaking professional development, it does not cover all expenses

Taxation information: If the recipient of an Australian Rural and Remote Health Professional Scholarship is a part-time student, scholarship monies received under the scheme are required to be included as part of the recipient's taxable income. Scholarship funds are only tax exempt when the recipient is classified as a full-time student. Recipients will be able to claim expenses relating to their ongoing professional development against the income received from the scholarship program. We advise scholars to keep copies of all receipts associated with undertaking the professional development activity.

Section H – Selection criteria

The information you provide in this section is the primary determinant for the success of your application. The assessors do not rank your personal style or manner of writing.

Provide reflective statements about your practice, your community and your commitment to improving the health and wellbeing of rural and remote Australians. Expand on how the activity will directly benefit your community as well as your practice. The Application Form poses four questions that demonstrate commitment to your community and, commitment to your professional development and practice.

The assessors do not rank either your professional discipline or the type of activity

This section assesses the merit of your application. Each of the following selection criteria is scored out of 100 points and the results then averaged to give you a final total out of 100. This total then determines the order of merit for scholarship allocation.

Question 31.

Selection criterion 1: Barriers

What barriers have you identified that have impacted on your ability to access continuing Professional Development (CPD)?

A good way of improving professional development is to remove the barriers that individuals face when trying to access professional development opportunities. This question asks you to identify barriers that particularly impact on and limit your ability to access Continuing Professional Development.

Select from a range of identified barriers that impact on the ability for rural and remote health professionals to access professional development. These include factors relating to distance/remoteness, travel costs, family responsibilities, professional practice issues and cost of courses and resources.

There is a weighting placed in this criterion for degree of remoteness with a score allocated to each of the RRMA classification categories

Score	ARIA Category
0	RRMA 2
3	RRMA 3
6	RRMA 4
10	RRMA 5
15	RRMA 6
20	RRMA 7

Reviewers allocate the remaining points according to the barriers you identify in relation to your particular circumstances.

Question 32.

Questions 32 and 33 are in two parts (A or B)

There is a maximum word count of 150 for each answer.

Selection criterion 2 focuses on how the proposed activity will benefit the community where you live and practise. In answering this question, demonstrate an understanding of the health needs of your local rural or remote community and how attendance at this

particular CPD activity will enhance your skills and enable you to better meet these needs.

The goal for this scholarship program is to provide funding for scholarships for CPD activities that directly relate to the health needs of the communities where the health professionals live and work. The scheme provides funding to help the rural and remote workforce increase their skills and knowledge in relation to their practice in the community. By enhancing opportunities for health professionals to upgrade their skills, the scholarship program aims to improve the retention of the rural and remote health professional workforce

Selection criterion 2: Benefit to Community

Demonstrate how the proposed CPD will benefit you and your local community.

Answer Part A if you have been a qualified health professional for more than 2 years.

Outline the priority health needs of your community. Describe how the skills you will acquire from the proposed CPD will help meet these needs.

OR

Answer Part B if you have been qualified as a health professional for less than 2 years.

Outline how the skills acquired from undertaking the proposed CPD activity will affect the health needs of your community that you have identified in your time practising there.

Question 33.

Selection criterion 3 focuses on why you should undertake ongoing education and training. It also asks you about your **past** commitment to continuing professional development.

If you are a new graduate or barriers have significantly prevented your access to CPD, we understand that your ability to demonstrate your commitment to CPD is difficult. We ask you to discuss why it is necessary for health professionals to undertake CPD.

Describe how the skills and knowledge you have acquired or could acquire through CPD enhanced your clinical practice.

Your professional development history **does not** contribute towards your score for this criterion.

Selection criterion 3: Commitment

Demonstrate a personal commitment to, and understanding of the need to undertake

professional development activities during the course of your professional career.

Answer Part A if you have been a qualified health professional for more than 2 years and have had access to Continuing Professional Education.

Outline how your commitment to CPD in the past has enhanced your professional practice give example/s.

Answer Part B if you are a new graduate with less than one year of practice or if you have been qualified for a number of years, but the barriers have significantly limited your access to Continuing Professional Development identified in Criterion 1.

How do you think the skills and knowledge gained by undertaking the CPD Activity will enhance your professional practice?

Section I - Privacy

Question 34.

SARRAH's privacy statement regarding the protection and use of your personal information collected during the application process.

Question 35.

Answer this question if you want information about your scholarship shared with another person.

Section J – Declaration

Question 36.

By signing the declaration, you are saying that the information you have provided is, to the best of your knowledge, complete, true and correct.

There may be penalties for giving misleading or inaccurate information.

Section M – Glossary of Terms

ARRHPS Scheme. Australian Rural and Remote Health Professional Scholarship Scheme. The "Scholarship"

ARRHPS Scheme Assessment Panel: the Advisory and Selection Committee convene the five member Scholarship Assessment Subcommittee. It comprises representatives from health professional, health professional education, Indigenous health, and government and consumer groups. The

Subcommittee is responsible for assessing the selection criteria responses provided by scholarship applications. The collated scores provide the scholarship's Order of Merit.

Certified copy: a certified copy means a copy of an original document. An authorised person must sign the copy. Section O is a list of authorised persons.

Conditional scholarship: a *conditional scholarship* is a scholarship provisionally awarded to a person based on the information in that person's Application Form. On the award of a *conditional scholarship*, an applicant is required to send to SARRAH *certified copies* of particular documents. Discrepancies between the Application Form and the documents provided will result in re-ranking against the selection criteria. The re-ranking process may result in the withdrawal of the *conditional scholarship* offer.

Rural and Remote: communities identified as being within Rural, Remote and Metropolitan Area (RRMA) categories (2-7) as outlined in the Rural, Remote and Metropolitan Areas Classification 1991 Census Edition, produced by the then Department of Primary Industries and Energy, and the then Department of Human Service and Health, November 1994. ARIA 2-7 includes non-metropolitan centres, large rural centres, remote centres, and smaller rural and remote areas. It excludes capital cities and other metropolitan areas.

Statutory Declaration: a statement, made in a prescribed format, attesting that the information contained within that statement is true. The Statutory Declaration must be duly declared and witnessed by a person authorised to do so. A list of persons authorised to witness a Statutory Declaration is at Section 1.

Year: calendar year, unless otherwise stated.

Section N – Persons before whom a Statutory Declaration may be made

1 – Members of certain professions

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse

- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary Surgeon

Part 2 – Other persons

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the Consular Fees Act 1955)

Bailiff

Bank officer with five or more continuous years of service

Building society officer with five or more years of continuous service

Chief executive officer of a Commonwealth court

Civil marriage celebrant

Clerk of a court

Commissioner of Affidavits

Commissioner for Declarations

Credit union officer with five or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) In a country or place outside Australia; and
- (b) Authorised under paragraph 3(d) of the Consular Fees Act 1955; and
- (c) Exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) In a country or place outside Australia; and
- (b) Authorised under paragraph 3(c) of the Consular Fees Act 1955; and
- (c) Exercising his or her function in that place

Fellow of the National Tax Accountants Association

Finance company officer with five or more years of continuous service

Holder of a statutory office not specified in another item in this part

Judge of a court

Justice of the Peace

Magistrate

Master of a court

Member of the Association of Taxation and Management Accountants

Member of the Australian Defence Force who is:

- (a) An officer; or
- (b) A non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with five or more years of continuous service; or
- (c) Warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of the Institute of Corporate Managers, Secretaries and Administrators

Member of the Institution of Engineers, Australia, other than at the grade of student

Member of:

- (a) The Parliament of the Commonwealth; or
- (b) The Parliament of the State; or
- (c) The Territory legislature; or
- (d) A local government authority of a State or Territory

Minister of religion registered under Division 1 of Part IV of the Marriage Act 1961

Notary public

Permanent employee of:

- (a) The Commonwealth or of a Commonwealth authority; or
- (b) A State or Territory or of a State or Territory authority; or
- (c) A local government authority

with five or more years of continuous service who is not specified in another item in the list

Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public

Person before whom a Statutory Declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar or Deputy Registrar of a court

Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

Please note: it is not recommended that members of an applicant's family witness the **Statutory Declaration**, even if that family member meets the criteria above. This recommendation is made to avoid any potential conflict of interest.