|  |  |
| --- | --- |
| Form B – Summary of Accounts | |
| Reference number/DIR number: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PAS officer: |  | | | |
| Account number: |  | | | |
| Represented Person: |  | | | |
| Accounting period: | From: |  | To: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Amount: |  | | Amount: |
| 1. Opening balance(s) $ |  | 3. Total Expenditure/Payments $ (from Abstract 2) | | **$0.00** |
| A/c no: |  |
| A/c no: |  |
| A/c no: |  |
| A/c no: |  |
| A/c no: |  |
| A/c no: |  |
| A/c no: |  |
| 2. Total Receipts/Income $ (from Abstract 1) | **$0.00** | 4. Closing balance(s) $ | |  |
| A/c no: |  |  |
| A/c no: |  |  |
| A/c no: |  |  |
| A/c no: |  |  |
| A/c no: |  |  |
| A/c no: |  |  |
| A/c no: |  |  |
| Total of 1 plus 2: | $ 0.00 | Total of 3 plus 4: | | $ 0.00 |

**Note the following:**

1. At item 1 show ‘Opening balance(s)’ of financial institutions (banks etc) as at the first date of this accounting period
2. At item 4 show ‘Closing balance(s)’ of financial institutions (banks etc) as at the last date of this accounting period
3. Totals (1 plus 2) should equal totals (3 and 4).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature of Administrator/s | | | | | | |
| This is the account numbered     for the accounting period from       to       with abstracts 1-4 referred to in the accompanying statutory declaration of       (Name of administrator/s)  **Signature of administrator/s:** | | | | | | |
|  |  |  | | |  |  |
| Declared before me this       day of       20  . | | | | | | |
|  | | |  |  | | |
| (name of authorised witness) | | |  |
|  | | |  |
| (Title and qualification of witness) | | | | (signature of authorised witness) | | |

# Abstract 1 – Receipts / Income

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Account number: |  | | | |
| Represented Person: |  | | | |
| Accounting period: | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Description of amount received  Please specify source | | Amount  $ | Office use only |
| 1. | Pension / Centrelink Benefit |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2. | Employment |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 3. | Superannuation |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 4. | Interest (from bank accounts and other investments) |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 5. | Dividends: |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 6. | Rent: |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 7. | Refunds received: |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 8. | Other receipts (including proceeds from the sale of assets) |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total receipts / income** (**transfer this amount to Form B**) | **$0.00** |  |

**Signature of Administrator/s:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

# Abstract 2 – Expenditure / Payments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Account number: |  | | | |
| Represented Person: |  | | | |
| Accounting period: | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Description of expenditure / Payments made | | Amount  $ | Office use only |
| 1. | Personal maintenance (food, clothing, entertainment etc, maybe grouped together. Use separate sheet if necessary): |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2. | Accommodation fees |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 3. | Medical expenses (including pharmacy and health insurance): |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 4. | Property expenses (including rates, taxes, insurance, repairs etc): |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 5. | Taxation: |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 6. | Bank and government charges: |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 7. | Other expenses (provide details on separate sheet if necessary) |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total expenditure / Payments**(**transfer this amount to Form B**) | **$0.00** |  |

**Signature of Administrator/s:**

|  |  |  |
| --- | --- | --- |
|  |  |  |

# Abstract 3 – Assets

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Account number: |  | | | |
| Represented Person: |  | | | |
| Accounting period: | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Particulars of assets as at | Holder of Title Deeds and other securities | Value | Office use only |
| $ |
| 1. Bank accounts (including term deposits, building society, credit union and trust accounts) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2. Real Property (land and house – provide full description of Certificate of Title for each property: |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 3. Personal property and other assets (provide full description of each item of property) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 4. Investment (provide full description of each investment) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 5. Other assets |  |  |  |
| 1. Superannuation |  |  |  |
| 1. Nursing home accommodation bond |  |  |  |
| 1. Prepaid funeral |  |  |  |
| 1. Other assets |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Total assets: | **$0.00** |  |

**Signature of Administrator/s:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

# Abstract 4 – Liabilities / Loans

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Account number: |  | | | |
| Represented Person: |  | | | |
| Accounting period: | From: |  | To: |  |

|  |  |  |
| --- | --- | --- |
| Particulars  1. Liabilities outstanding at end of accounting period: | Value | Office use only |
| $ |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
| Total Liabilities | $0.00 |  |

**Signature of Administrator/s:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

Form C – Statutory Declaration

Public Trustee of Western Australia

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DIR/Reference no: | | |  | **PAS officer:** | |  | |
| In the estate of: | |  | | | **Date of birth:** | | /    / |
| of |  | | | | | | |
|  | | (address of the represented person) | | | | | |

|  |
| --- |
| Statutory Declaration verifying accounts  *Oaths, Affidavits and Statutory Declarations Act 2005* |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | (name) | | | | |
| of | | (address) | | | | | | |
| Daytime contact telephone no: | | | | |  | | Email: |  |
| And (joint administrator, if applicable: | | | | | | (name) | | |
| of | (address) | | | | | | | |
| Daytime contact Telephone no: | | | | |  | | Email: |  |

**Declare that:**

|  |  |
| --- | --- |
|  | of the estate of the Represented Person. |
|  | The Account Number       attached to this statutory declaration, lists all the financial transactions relating to the assets covered by the Order of the Tribunal, during the period from       to |
|  | These accounts contain a true and correct record of the income, expenditure, assets and liabilities of the estate of the Represented Person covered by the Order of the Tribunal, during the period. |

1. **Please select either a) or b):**

|  |  |
| --- | --- |
|  | 1. have not made any gifts of cash, real property, personal property or other assets from the estate of the Represented Person |
|  | 1. have made a gift(s) on behalf of the Represented Person in the amount of $ / to the value of $   in accordance with the authorization of the Tribunal in its Order dated: |

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

The declaration is made under *Oaths, Affidavits and Statutory Declarations Act 2005*.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Declared** at |  | in the State of Western Australia this      day of MM YYYY | | | |
|  | | | |  | |
|  | | | | (Signature of administrator) | |
|  | | | |  | |
|  | | |  | (Signature of joint administrator, if applicable) | |
|  | | |  |  | |
| (name of authorised witness) | | |  | (signature of authorised witness) | |
|  | | | | |  |
| (Title and qualification of witness) | | | | |  |

# Instructions for preparing your Annual Account

## Why do I have to file an account?

The *Guardianship and Administration Act 1990* requires administrators to report to the Public Trustee about the financial affairs of the person they represent by completing the annual accounts. Those accounts detail the income, expenditure, assets and liabilities of the represented person for the period of the accounts. The accounts are the means by which the Public Trustee ensures that the financial affairs of the represented person are in order and that the administrator is carrying out his or her responsibilities in the best interests of the represented person.

## What is the accounting period?

Each account normally covers a one-year period starting from the day you were appointed as administrator. This is called the accounting period. The Public Trustee may allow a different accounting period following receipt of a written request.

## When do I file my accounts?

You have an additional 30 days after the end of the accounting period to complete the forms and file them with the Public Trustee. It is very important that you file on time or request, in writing, an extension of time. **Please retain a copy of the completed account forms for your own records.**

## Can I request an extension of time?

If you cannot meet the deadline, you should contact to the Public Trustee requesting an extension of time. You must explain, in writing, why you are unable to complete the forms on time and estimate the additional time that you will require. If the Public Trustee grants an extension, you will be notified in writing. If you fail to lodge accounts and do not contact the Public Trustee, the State Administrative Tribunal may review the order appointing you and you may be served with a formal summons to attend that review hearing.

## What happens once the Public Trustee receives the accounts?

You will be advised in writing if the accounts are allowed. If there are queries about the accounts, you will be contacted initially by the Private Administrators’ Support Team from the Public Trustee. The Public Trustee may ask you for more information or further documentation. If the Public Trustee is not satisfied with the details provided, an application may be made to the State Administrative Tribunal to review the accounts and/or to review the order appointing you as administrator.

Some accounts lodged by administrators **may be subject to fees payable to the Public Trustee**. The Public Trustee’s fees are prescribed by Parliament and are payable from the represented person’s estate.

# Instructions relating to the Statutory Declaration (Form C)

You are required to submit a statutory declaration with your accounts. Without the statutory declaration the accounts have no effect and will be returned. **When you sign the statutory declaration, you are declaring that the information in the accounts is true and correct**.   
If there is more than one administrator, all administrators must sign the statutory declaration and have their signatures witnessed.

Your signature must be witnessed by a qualified witness, which also should indicate the title or qualification of the witness. If you are having problems locating an appropriate person to witness the document, please contact the Private Administrators’ Support Team.

# Instructions relating to the Statement of Accounts (Form B – Abstracts 1, 2, 3 and 4)

## Signature

* You must sign at the bottom of each page of the accounts.
* Once the form is completed, please sign and scan it.
* Please send the scanned forms B and C, abstracts 1 to 4 to the email address provided to you on the top left hand corner of any letter you would have received from the Private Administrator Support team.
* If you do not have an email address, please mail to the GPO box address provided in the letter from the Private Administrator Support team.

## Functions covered by the administration order

If you are a **limited** administrator, you are only required to report on the functions specified in the order. For example, if you were appointed administrator and your functions are limited to managing funds that the represented person is entitled to receive as an inheritance, the accounts would only report on those funds. In this case, you would not be required to report in relation to any pension or other income the person receives.

If you are a **plenary** administrator, you must report on **all** assets, income, expenditure and liabilities of the represented person during the period.

## Grouping income and expenditure

You may group together the same kind of items of income or expenditure but you must be in a position to itemise the amounts and provide supporting documentation if the Public Trustee asks for it. For example, you may report expenditure for “clothing” “$350” but you should be able to produce receipts for any items over $400 and to itemise what items have been purchased and when they were purchased. It will assist the Public Trustee if you provide copies schedules/cashbook sheets of those amounts.

**You must lodge the following documents with the accounts**

(Unless you are otherwise directed please **only provide A4 size single sided photocopies** of these documents. If **originals are required** the Public Trustee will request them).

* copies of all bank statements, term deposit certificates (including renewal statements), copies of all bank passbook entries covering the entire accounting period and which clearly shows the opening and closing balances for the period.
* where real property forms part of the estate, copies of all rates and taxes and confirmation of insurance of the property. If the property is rented, a copy of the rental agreement.
* where the represented person has an interest in a trust or business or is a member of a self-managed or retail or industry superannuation fund, a copy of the financial statements issued by the entity during the accounting period.
* where a motor vehicle is owned or sold, copies of the annual registration papers and confirmation of current motor vehicle insurance and copies of vehicle transfer papers.
* where property is subject to a mortgage, copies of all statements for the mortgage account.
* where a property is sold or purchased, a copy of the sale/purchase contract and settlement statement.
* where a tax return has been lodged during the relevant period, a copy of the ATO tax assessment (Notice of Assessment).
* where the represented person resides in a care facility/supported home/hostel, copies of three invoices selected at random during the relevant period that were issued by the provider, a statement confirming the balance of the accommodation bond or Refundable Accommodation Deposit (RAD), Daily Accommodation Deposit (DAC) paid and /or balance owing.
* where the represented person has a credit card in his or her name, copies of all statements during the relevant period.
* where the represented person owns shares, a copy of a dividend advice slip or other confirmation of the shareholding as at the last day of the accounting period. A copy of a shareholding statement issued by a broker or share registry.
* copies of all supporting documentation for all individual items and payments over $400. Do not provide individual receipts issued by a retailer for grocery items or personal purchases relating to the personal maintenance of the person unless requested to do so.
* The Public Trustee may otherwise request in writing any receipts or documentation.
* Copy of formal loan documents or other evidence of loan arrangement.

# Abstract 1—Income and other receipts

All income and other amounts received by the represented person during the accounting period must be entered on this page. The examination of the accounts by the Public Trustee will be simplified if the income or other receipts are easily identifiable as deposits in the bank statements of the represented person. These will include such things as:

* Commonwealth pensions and allowances, salary/wages, superannuation payments, workers compensation payments or income protection
* interest on bank accounts and term deposits
* dividends paid on shareholdings, cash distributions from trusts, partnership or other entity
* amounts paid to the person as a result of legal claims (eg compensation payments or inheritance entitlements)
* rent received from the rental of the represented person’s property
* the proceeds of the sale of any assets
* amounts received in payment of a loan made by the represented person to another person
* refunds received (medical/tax/retail).

# Abstract 2—Expenditure

All funds paid by you on behalf of the represented person during the accounting period must be entered on this page. The examination of the accounts by the Public Trustee will be simplified if the items of expenditure are easily identifiable against withdrawals shown on the bank statements. Expenditure will include payments for such things as:

* aged accommodation, support home accommodation, hostel fees or transitional care or home care fees
* rent, council and land tax, property maintenance/repairs/improvements
* income tax, accountancy/professional bookkeeping fees, legal costs
* medical insurance, medical expenses, prepaid funeral expenses
* purchase of assets
* repayments of moneys borrowed by the represented person from another person or institution (such as mortgage repayments)
* life, property (house and contents) or vehicle insurance, vehicle registration/transfer
* utility or telephone bills.

# Abstract 3—Assets

You must enter **all** assets owned by the represented person or where the person has an interest as at the last date of the accounting period. Assets include real property (land/house) owned by the represented person. If the property is held as joint tenants or tenants-in-common, this should be specified on Abstract 3 and the name of the co-owner shown. Other assets might include:

* monies held in bank accounts or term deposits (including overseas)
* monies owed to the represented person by another person
* refundable accommodation deposit or accommodation bond
* shares/investment portfolios
* superannuation or annuity funds
* pending workers compensation claim, personal injuries compensation claim, total and permanent disability claim, criminal injuries compensation claim
* interest in a business, trust, partnership, joint venture, deceased estate, Family Provision Act claim, life interest/right to reside
* motor vehicles or boats
* household items, jewellery, items of art and or collectable items of value.

# Abstract 4—Liabilities

You must enter here any debts or other monies owed by the represented person as at the last date of the accounting period. Liabilities might include:

* a mortgage
* outstanding balance of a credit card account or personal loans
* amounts owing under a court judgment or outstanding legal fees.

# Checklist

Before returning these Accounts to the Public Trustee please ensure that you have attended to the following matters:

|  |  |
| --- | --- |
|  | Check that **Form B** and **Form C** have been signed by the Administrator(s) **and by the qualified witness (including their qualification). Abstracts 1 – 4** must also have been signed by the Administrator(s). |
|  | Ensure that you have complied strictly with the reporting dates shown on the forms. You **may not** alter these dates for this account but you may apply to the Public Trustee, in writing, for a variation of these dates for future accounts. |
|  | Check that you have correctly deleted the **relevant sentence** at **item 4 (re: gifting)** on **Form C (Statutory Declaration).** |
|  | Check that the **Summary of Accounts** on **Form B** balances. |
|  | Check that A4 size **copies** of all **relevant documents** are attached. Refer above to **Instructions for Preparing Your Annual Accounts** that specifies the relevant documents required. |
|  | **Do not send original documents** unless the Public Trustee specifically requests you to so. |
|  | Please ensure that A4 size **copies** of receipts are included for all individual payments over $400. |
|  | Do not attach **individual receipts** issued for the payment of expenses such as grocery items or for the personal maintenance of the represented person, which are less than $400.00 |
|  | Ensure that **all assets** (including bank accounts) are listed on **Abstract 3**. |
|  | Ensure that **all liabilities** are listed on **Abstract 4** or that ‘Nil’ is entered at ‘Total Liabilities’. |

**If you have any questions please contact the Private Administrators’ Support Team at the Public Trustees Office at the email address noted on the attached covering letter or alternatively call 1300 746 116.**

Authorised witnesses for WA statutory declarations made within Western Australia

|  |  |  |
| --- | --- | --- |
| Item | Formal description | Informal description |
| 1. | A member of the academic staff of an institution established under any of the following Acts —   * Curtin University Act 1966; * Edith Cowan University Act 1984; * Murdoch University Act 1973; * University of Notre Dame Australia Act 1989; * University of Western Australia Act 1911; * Vocational Education and Training Act 1996. | Academic (post-secondary  institution) |
| 2. | A member of any of the following bodies —   * Association of Taxation and Management Accountants (ACN 002 876 208); * CPA Australia (ACN 008 392 452); * The Institute of Chartered Accountants in Australia (ARBN 084 642 571); * Institute of Public Accountants (ACN 004 130 643); * National Tax and Accountants’ Association Limited (ACN 057 551 854). | Accountant |
| 3. | A person who is registered under the *Architects Act 2004.* | Architect |
| 4. | An Australian Consular Officer within the meaning of the *Consular Fees Act 1955* 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 *Banking Act 1959* of the Commonwealth. | Bank manager |
| 8. | A member of Governance Institute of Australia Ltd (ACN  008 615 950) | Chartered secretary, governance adviser or risk manager |
| 9. | A person who is registered under the *Health Practitioner Regulation National Law (Western Australia) 2010* in the pharmacy profession. | Chemist |
| 10. | A person who is registered under the *Health Practitioner Regulation National Law (Western Australia) 2010* in the chiropractic profession. | Chiropractor |
| 11. | A person registered as an auditor or a liquidator under the *Corporations Act 2001* 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 |
| 13. | A member of the Australian Defence Force who is —   * an officer within the meaning of the Defence Force Discipline Act 1982 of the Commonwealth; or * 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. | Defence force officer |
| 14. | A person registered under the *Health Practitioner*  *Regulation National Law (Western Australia) 2010* in the dental profession whose name is entered on the Dentists Division of the Register of Dental Practitioners kept under that Law. | Dentist |
| 15. | A person who is registered under the *Health Practitioner Regulation National Law (Western Australia) 2010*  in the medical profession. | Doctor |
| 15A. | A person appointed under the *Parliamentary and Electorate Staff (Employment) Act 1992* section 4(1)(b)(i) or (2)(b)(i). | Electorate officer of a member of State Parliament |
| 16. | A member of the Institution of Engineers, Australia, other than at the grade of student. | Engineer |
| 17. | The secretary of an organisation of employees or employers that is registered under one of the following Acts —   * Industrial Relations Act 1979; * Workplace Relations Act 1996 of the Commonwealth. | Industrial organisation secretary |
| 18. | A member of the National Insurance Brokers Association of Australia (ACN 006 093 849). | Insurance broker |
| 19. | A Justice of the Peace. | Justice of the Peace |
| 19A. | A person who is a member of the Authority’s staff within the meaning given to that term by the *Land Information Authority Act 2006* section 3 | Landgate officer |
| 20. | An Australian lawyer within the meaning of that term in the *Legal Profession Act 2008* section 3. | Lawyer |
| 21. | The chief executive officer or deputy chief executive officer of a local government. | Local government CEO or deputy CEO |
| 22. | A member of the council of a local government within the meaning of the *Local Government Act 1995*. | Local government councillor |
| 23. | A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167). | Loss adjuster |
| 24. | An authorised celebrant within the meaning of the *Marriage Act 1961* of the Commonwealth. | Marriage celebrant |
| 25. | A member of either House of Parliament of the State or of the Commonwealth. | Member of Parliament |
| 25A. | A person registered under the *Health Practitioner Regulation National Law (Western Australia)* in the midwifery profession | Midwife |
| 26. | A minister of religion registered under Part IV Division 1 of the *Marriage Act 1961* of the Commonwealth. | Minister of religion |
| 27. | A person registered under the *Health Practitioner*  *Regulation National Law (Western Australia) 2010* in the nursing profession. | Nurse |
| 28. | A person registered under the *Health Practitioner Regulation National Law (Western Australia) 2010* in the optometry profession. | Optometrist |
| 28A. | A person registered under the *Health Practitioner Regulation National Law (Western Australia) 2010* in the paramedicine profession. | Paramedic |
| 29. | A registered patent attorney under the *Patents Act 1990* of the Commonwealth. | Patent attorney |
| 30. | A person registered under the *Health Practitioner Regulation National Law (Western Australia)* 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 *Australian Postal Corporation Act 1989* of the Commonwealth. | Post office manager |
| 34. | A person registered under the *Health Practitioner Regulation National Law (Western Australia)* in the psychology profession. | Psychologist |
| 35. | A public notary within the meaning of the *Public Notaries Act 1979*. | Public notary |
| 36. | An officer of the Commonwealth public service. | Public servant  (Commonwealth) |
| 37. | A person who is employed under the *Public Sector Management Act 1994* 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 *Licensed Surveyors Act 1909*. | Surveyor |
| 42. | A person registered under the T*eacher Registration Act 2012*. | 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 |

**Or:** Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a statutory declaration may be made.

**(The Public Trustee, however, prefers that one of the types of witnesses in the list above be used)**