



**Ambulance Benefits Scheme: Guide to completing a Statutory Declaration for an Ambulance Claim**

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## **Guide Statement**

This guide has been prepared in good faith to assist ETU members with understanding what a statutory declaration is, clarification on declarations that must be made when completing a statutory declaration for making an Ambulance Claim under the ETU's Ambulance Benefits Scheme and who can witness a statutory declaration.

If an ETU member is concerned about any aspect of this guide, they are encouraged to contact the ETU on (03) 8329 0000 or via email at [etu@etu.asn.au](mailto:etu@etu.asn.au).

## **Statutory Declarations**

### **What is a statutory declaration?**

A statutory declaration is a written statement that a person signs and declares to be true and correct before an authorised witness. By signing it, you agree that the information in it is true, and you can be charged with perjury if the information is false.

Statutory declarations are used for many purposes, including:

- to verify insurance claims
- applying for sick leave or various types of benefits

### **Completing a Statutory Declaration for an Ambulance Claim**

The ETU has a Statutory Declaration template (available for download from the ETU's website, [www.etu.asn.au](http://www.etu.asn.au), or by contacting the ETU Office on 03 8329 0000) for Ambulance Claims to assist ETU Members when lodging a claim.

The Statutory Declaration must be fully completed and then witnessed by one of the many people authorised to do so.

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## **Statements appearing on the Statutory Declaration**

The following section aims to provide illumination on the statements featured on the ETU's template Statutory Declaration:

### **Point 1:**

***“An Ambulance Service was used by Myself or my Dependant as defined by the Ambulance Benefit Scheme Rules.”***

This statement confirms that an Ambulance Service that an ETU member is claiming under the Ambulance Benefit Scheme was used by them personally or by one of their Dependants as defined by the Ambulance Benefit Rules (see Dependants defined below):

- The Member's partner, legal or de-facto, whether of the opposite or same sex, and residing with the Member;
- All dependant children (under the age of 17 years) of the Member and / or their partner, whether the natural child of the Member and their partner or either, or adopted, or a foster child, or any child in respect of which the Member and / or their partner is responsible for the primary care of that child- and residing with the Member;
- Dependant students of the Member or their partner engaged in full time study at a secondary or tertiary education institution, provided that they are single and dependant upon the Member and are under the age of 25.

### **Point 2:**

***“ The Ambulance Service was used on.....”***

This statement confirms the exact date that a Member or Dependant used an Ambulance Service. This information will also be quoted on the Tax Invoice that Ambulance Victoria or alternative Ambulance service provider has issued a member. The ETU needs this information to confirm that a member was financial with their ETU membership at the time an Ambulance Service was used.

### **Point 3:**

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***“ I confirm the responsibility for payment for using the Ambulance Service does not lie with a third party such as:***

***Workcover  
Transport Accident Commission (TAC)  
A Statutory Authority  
State of Victoria  
Commonwealth of Australia”***

The ETU needs to know whether a third party may be responsible for the payment of an Ambulance Service used by an ETU member.

For example, if an accident occurred involving an ETU member at their workplace that required the use of an Ambulance Service, any resulting Tax Invoice should be directed to *Workcover*.

If an ETU member was involved in a motor vehicle accident that required the use of an Ambulance Service, any resulting Tax Invoice should be directed to the Transport Accident Commission (TAC).

The State of Victoria may also be responsible for a Medically Authorised transfer from hospital to hospital, therefore, members should contact the applicable Ambulance provider prior to making an Ambulance claim with the ETU. Should a Member be unsure regarding a possible third party liability for an Ambulance Service Tax Invoice, they should contact the ETU immediately on (03) 8329 0000 for clarification.

**Point 4:**

***“I confirm that I do not hold a Victoria issued DSS Pensioner Concession, Health Care, Veterans Affairs, or specific Entitlement Card.”***

The ETU needs to know whether a third party may be responsible for the payment of an Ambulance Service used by an ETU member or one of their Dependants. Holders of the above cards may be entitled to free Ambulance Services. Members that hold one of the above cards should contact the applicable Ambulance Service that issued a Tax Invoice (e.g. Ambulance Victoria) and provide their card details accordingly.

**Point 5:**

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***“I confirm that I do not have Ambulance Cover through a Private Health Insurance Policy.”***

The ETU needs to know whether a third party may be responsible for the payment of an Ambulance Service used by an ETU member or one of their Dependants.

Most Private Health Insurance providers offer Ambulance Service coverage to their Members. Members with Private Health Insurance should contact their Private Health Insurers to lodge any Tax Invoices for using an Ambulance Service.

Should a member’s Private Health Insurance provider not cover a particular Ambulance Claim (e.g. the Private Health Insurance provider only provides Emergency Ambulance Cover and the Member has used an Non-Emergency Ambulance service, the Member must obtain a letter from their Private Health Insurance provider that officially declines the claim to enable the Member to lodge a claim with the ETU).

**Point 6:**

***“I confirm that I do not have Ambulance Cover through a Sporting Club.”***

The ETU needs to know whether a third party may be responsible for the payment of an Ambulance Service used by an ETU member or one of their Dependants.

Sporting Clubs are required to have Public Liability Insurance, including Ambulance Insurance. Should an ETU member or one of their Dependants use an Ambulance Service whilst attending or participating at a Sporting Club, the ETU member should speak to the applicable Sporting Club about payment of any Tax Invoices for using an Ambulance Service.

**Who can witness a statutory declaration?**

Under the *Evidence Act* 1958, there are many people who may witness the signing of a statutory declaration in Victoria:

- a justice of the peace or a bail justice
  - a public notary
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- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
  - a clerk to an Australian lawyer
  - the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
  - the registrar of probates and the assistant registrar of probates
  - the associate to a judge of the Supreme Court or of the County Court
  - the secretary of a master of the Supreme Court or of the County Court
  - a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
  - a member of the police force
  - the sheriff or deputy sheriff
  - a member or a former member of either House of the Parliament of Victoria
  - a member or a former member of either House of the Parliament of the Commonwealth
  - a councillor of a municipality
  - a senior officer of a council as defined in the *Local Government Act 1989*
  - a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
  - a registered dentist within the meaning of the *Dental Practice Act 1999*
  - a veterinary practitioner
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- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

## Forms and References

**Ambulance Benefit Scheme Rules** [\[insert link\]](#)

**Ambulance Claim- Statutory Declaration** [\[insert link\]](#)



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