

## REVIEW PROCESS FOR YMAC MEMBERS

This document provides information regarding the internal review process and form to complete.

### Review of a Board of Directors' decision:

- Send a written request (for example, an email or letter) for review to the YMAC Secretary within twenty-eight (28) days of the decision.

Contact: [admin@ymac.org.au](mailto:admin@ymac.org.au) Subject line: Attn YMAC Secretary

- You will get a written response explaining the reasons for the decision. The response does not need to include any information which:
  - was supplied to the Board in confidence,
  - could be defamatory,
  - was supplied under relevant traditional laws and customs,
  - should not be provided to the complainant.
- If you do wish to challenge the original decision, fill out the 'Application for Internal Review' form (see over the page) and send it within twenty-eight (28) days, together with the reasons for your complaint, to the Secretary.

Following the receipt of a fully completed **Application for Internal Review** form, the decision will then be reviewed by the later of either:

- three (3) months OR
- the next Board meeting

You will be advised of the date of the review. The review is conducted by the Board of Directors or the two Co-Chairpersons (Yamatji and Pilbara).

The Directors may invite you to attend the review to present further evidence as required.

On completion of the review, you will be provided with a written statement outlining the review's outcome and the reasons for it.

The notification of the decision will address all of the points raised in your review request.

### Further action: seek an External Review also known as a Judicial Review.

- If you get to the end of the review process and are still not satisfied with the outcome or the way in which your request was handled, you may have the right to have the decision reviewed under the s.203FB of the NTA.
- For an external review you can refer your case to the National Indigenous Australians Agency, contact details of the offices are below.
- You should seek independent legal advice. A list of organisations providing free or low cost legal advice is available from the Registrar of the Federal Court in Perth.

Where to direct requests for National Indigenous Australians Agency:

NIAA Geraldton PO Box 146, Geraldton WA 6531 T 1800 079 098	NIAA Hedland PO Box 2628, South Hedland WA 6722 T 1800 079 098	NIAA Perth PO Box 9932, 197 St Georges Tce, Perth WA 6848 T 1800 079 098
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## APPLICATION FOR INTERNAL REVIEW

***Your details:-***

Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

***Your request for review:-***

Office/region: \_\_\_\_\_

Claim group: \_\_\_\_\_

Decision you would like reviewed:

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Your request is:

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*Signature:* \_\_\_\_\_

*Date* \_\_\_\_\_