

**NTA decision made by
YMAC Board of
Directors**

Internal Review - process chart

Step 1. YMAC advises Affected Person (individual or group) of decision within five (5) business days of Board decision, with summary of Board resolution.

Satisfied with information provided by YMAC on decision?
No further action required.

Not satisfied with decision?

Step 2. Affected Person has TWENTY-EIGHT (28) DAYS following receipt of Board decision to write (by email or post) to YMAC Secretary, requesting further information in a Statement of Reasons.

Upon receipt of request for further information, YMAC Secretary will respond within TEN WORKING (10) DAYS with a Statement of Reasons. Response will include notification of right to request an Internal Review, and an *Application for Internal Review Form*, should the Affected Person elect to take further action.

Satisfied with Statement of Reasons information provided by YMAC?
No further action required

Not satisfied with Statement of Reasons provided by YMAC?
Request an Internal Review

Step 3. Affected person has TWENTY EIGHT (28) DAYS to **submit *Application for Internal Review Form*** (by email or post) to YMAC Secretary, requesting Internal Review and addressing grounds for review.

Upon receipt of Application for Internal Review, YMAC Secretary will: confirm receipt, make arrangements for Internal Review of the decision by the Board of Directors, and advise Affected Person of date of the Internal Review.

Step 5. Once the Internal Review has taken place, YMAC will notify the Affected Person of outcome of the Internal Review within FIVE (5) WORKING DAYS, with a written statement. The notification is to include information the right to appeal through External Review (see bottom of this page).

Not satisfied with Internal Review undertaken by YMAC?

Step 4.
YMAC Board will conduct Internal Review:

- within the later of NINETY (90) DAYS (following receipt of Application for Internal Review Form)
- OR
- the next Board meeting (following receipt of Application for Internal Review form) by the Board of Directors,
- OR
- in cases of emergency or exceptional circumstances (e.g., where not possible to arrange Board Meeting), by the two YMAC Co-Chairpersons.

YMAC may seek external, independent legal advice in this stage.

Further information:
ymac.org.au/forms-and-resources/complaints-and-feedback

Affected Person has right of External Review, under:

- Section 203FB of the *Native Title Act 1993* (NTA), through the National Indigenous Australians Agency (NIAA).
- and / or
- the *Administrative Decisions (Judicial Review) Act 1977* (Cth).