



APPLICATION FOR ASSISTANCE GUIDE

This guide explains the process for making an Application for Assistance with Yamatji Marlpa Aboriginal Corporation (YMAC). YMAC will assess Applications for Assistance in accordance with its obligations under the *Native Title Act 1993 (Cth)* and procedural fairness and natural justice principles.

IMPORTANT - BEFORE YOU START

YMAC will assist individuals and/or groups to complete the **Application for Assistance** form or will liaise with external lawyers applying on behalf of a group, upon request.



1

COMPLETE APPLICATION FORM

Complete the Application for Assistance form found on the YMAC website. Can't find the form or do not have a computer? Please call our toll free number (1800 270 709) to request a form that we will post to you.



3

APPLICATION IS REFERERED

The YMAC CEO refers the Application for Assistance to the YMAC Principal Legal Officer (PLO) or YMAC Corporate Counsel for processing within five (5) business days.



2

SUBMIT APPLICATION

Once complete, the Application for Assistance form and any associated attachments must be lodged with the YMAC Chief Executive Officer (CEO) via post or emailed to applications@ymac.org.au. An acknowledgment of receipt will be provided by YMAC to the applicant within ten (10) business days.



4

APPLICATION IS ASSESSED

Within ten (10) business days, PLO/Corporate Counsel reviews the Application for Assistance and determines if the Application for Assistance is ready to go to the YMAC Board of Director's (BoD) as is, OR if further information is required from the applicant or experts. This step may involve referring the Application for Assistance to an independent external lawyer for advice on the merits of the Application for Assistance, or to assess the cost estimate. PLO/Corporate Counsel will advise the applicant of estimated time frame for the additional work to be completed.

6

YMAC BOARD REVIEW

- YMAC BoD makes a decision to:
- Approve the Application for Assistance with or without conditions; or
 - Decline the Application for Assistance, and/or request further information.



5

BRIEF IS PREPARED

PLO/Corporate Counsel prepares a brief and recommendation/s for the next available YMAC BoD meeting, and will advise the applicant of the time frames.



7

NOTIFICATION OF OUTCOME

YMAC PLO/Corporate Counsel will notify the applicant of the YMAC BoDs' decision within ten (10) business days.



RIGHT OF REVIEW

If an applicant does not agree with the YMAC BoDs' decision, the applicant is entitled to seek an internal review of the decision. Visit the YMAC website for more information on **Internal Review**.



CONTACT INFORMATION

If you have any questions or require assistance with your Application for Assistance please call our toll free number, 1800 270 709.

Applications for Assistance to be posted to:
Chief Executive Officer
Yamatji Marlpa Aboriginal Corporation
PO Box 3072 EAST PERTH WA 6892 or emailed to: applications@ymac.org.au

ymac.org.au