



Going to the Tribunal for an NDIS Appeal

Easy Read version

When you see the word 'we', it means the Rights Information and Advocacy Service, or RIAC.

We have written some words in **bold**. We explain what these words mean. There is a list of these words at the end of this guide.

This Easy Read document is a summary of another document.

You can find the other document on our website at

www.riac.org.au

You can ask for help to read this document. A friend, family member or support person may be able to help you.



This guide tells you about what to do if the **National Disability Insurance Agency (NDIA)** rejects your **Internal Review**.



You have 28 days to appeal to **Administrative Appeals Tribunal (AAT)** from the date you got your letter.

You can get help from supports (see help section below)



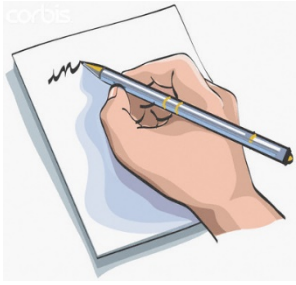
Even if it has been more than 28 days, you can still put in the appeal to the **AAT** and explain why it was late.



You need to submit an appeal application to the **AAT** here:
<https://www.aat.gov.au/apply-online>



The **AAT** will let you know a time for the **First Case Conference**.



Before the First **Case Conference** the **NDIA** may contact you to ask questions and ask for extra **evidence**.

Make sure the **NDIA** puts this in writing.

The First Case Conference

Your outcome options:



1. Resolved?

You will need to sign **Tribunal Consent Orders, a New NDIS Plan or have a Planning Meeting**



2. Not Resolved?

You need to get more **evidence** for **NDIA**



Second Case Conference

1. Resolved?

You will need to sign **Tribunal Consent Orders**, a New **NDIS Plan** or have a **Planning Meeting**



2. Not Resolved?

You need to get more **evidence** for the **NDIA**.
(maybe a third **Case Conference**) or move to **Conciliation**)



Conciliation

Is an informal meeting to try and reach an agreement

Your outcome options:



1. Resolved?

You will need to sign **Tribunal Consent Orders**, A New **NDIS Plan** or have a **Planning Meeting**



2. Not Resolved?

You may go to a formal meeting (also called a hearing) with an **AAT** member.

Hearing or formal meeting



A hearing or formal meeting will happen at the **AAT** where an independent **AAT** member will hear all the **evidence** and then make a final decision.

You can choose to come or not.

Getting Support

Find a free Advocacy Service for your region in Victoria

An Advocate can also assist you to find a Lawyer

<https://www.daru.org.au/organisation-type/individual-advocacy>

Or contact Victoria Legal Aid



Word List

National Disability Insurance Agency (NDIA)

is 'The Agency' who provides the National Disability Insurance Scheme (NDIS)



Case Conference

A phone call with the **NDIA**, **AAT** registrar, yourself and support person/advocate/lawyer to talk about your **AAT** application.

If you require a meeting in person you may request this by contacting the **AAT**.

Administrative Appeals Tribunal (AAT)

The **AAT** is an informal court. It checks many of the decisions made by the Australian Government. It is independent.

Internal Review

The first step of the review process with the **NDIA**. Someone different at the **NDIA** will look at your review request.

Tribunal Consent Orders

Legal papers that say you and the **NDIA** agree with a decision made by the **AAT**.

NDIS Plan

This is a plan that has information about your supports, how your supports are paid and how much money you have to spend on supports.

Evidence

Reports or statements from people in your life who know about support you need. For example, doctors, specialists, family and carers.

Planning Meeting

A meeting you have with someone from the **NDIA** to talk about what supports you need.