{Correspondence reference number}

14 August 2020

{Insert name of relevant TLaWC employee}

RSA Manager

Taungurung Land and Waters Council

PO Box 505

Broadford VIC 3658

rsa@taungurung.com.au

Dear {Insert name of relevant TLaWC employee},

**Decision regarding comments on a Notification of an Advisory Activity in accordance with the Land Use Activity Agreement: {reference or description of activity}**

I refer to my letter dated **«Date»** acknowledging the comments you provided in relation to the above-mentioned activity. {Your organisation} is committed to fostering a good working relationship with TLaWC and I thank you for your comments. I confirm the comments you provided are:

* **«List comments from TLaWC»**

I have now had the opportunity to consider your comments and provide the following response:

|  |
| --- |
| *Include the following if minor changes have quickly been incorporated as a result of the comments and the activity will proceed – delete this comment before sending* On the basis that your comments were {all / mostly} incorporated, and the proposed activity does not adversely affect the rights held by TLaWC, the activity will proceed with the following amendments: * **«List minor amendments»**
 |

|  |
| --- |
| *Include the following if no changes have been incorporated and the activity will proceed – delete this comment before sending* After carefully considering your comments, and on the basis that the proposed activity does not adversely affect the rights held by TLaWC, I have chosen not to amend the activity for the following reasons: * **«List reasons for not amending»**
 |

|  |
| --- |
| *Include the following if major changes and/or considerations were made and the activity will proceed – delete this comment before sending* I have carefully considered your comments, and I note that the activity as proposed would have adversely affected the rights held by TLaWC. I have chosen to proceed with the activity with significant amendments, for the following reasons:* **«List amendments and reasons»**
 |

|  |
| --- |
| *Include the following if the activity is not proceeding – delete this comment before sending* I have carefully considered your comments, and I note that the proposed activity adversely affects the rights held by TLaWC. I have chosen not to proceed with the activity. |

If you have any questions relating to this matter, please contact me on {phone number} or email {email address}

Yours sincerely,

**{Name and role}**