{Correspondence reference number}

20 October 2020

{Insert name of relevant TLaWC employee}

RSA Implementation Manager

Taungurung Land and Waters Council

PO Box 505

Broadford VIC 3658

rsa@taungurung.com.au

Dear {Insert name of relevant TLaWC employee},

**Notification of an Advisory activity in accordance with the Land Use Activity Agreement**

Please find enclosed notification of an Advisory activity.

Advisory activities provide you with an opportunity to comment. The initial period of time in which you should respond is **{insert number of days – minimum is 28} days** from the date of the enclosed notification. If we do not hear from you within that time, we may proceed to make a decision about the activity immediately.

If you require additional information, further time in which to make a comment, or you wish to arrange a meeting to discuss the proposed activity, please contact me within this initial period.

If you provide any comments or requests, I will acknowledge receipt of these and then proceed to consider them. Where practical, I will contact you to discuss possible ways to resolve any issues. You may also request that I provide you with a letter that describes what action, if any, has been taken in response to the Corporation’s comments.

Things that may be discussed during the consultation process include:

* Ways of minimising the impact of the activity on your traditional rights and interests;
* Access to the area where the activity is proposed to take place; and
* The way in which the activity may be done.

Please contact me on {phone number} or email {email address} if you have any questions.

Yours sincerely,

**{Name and role}**

NOTIFICATION OF AN ADVISORY ACTIVITYUNDER DIVISION 2 OF PART 4, *TRADITIONAL OWNER SETTLEMENT ACT 2010*

**OPPORTUNITY TO COMMENT – INITIAL PERIOD OF {insert number of days – minimum is 28}** **DAYS**

**This notice relates to a proposal to {brief summary of activity}, which is an Advisory activity under section 32(2)(d) of the *Traditional Owner Settlement Act 2010.***

**GIVEN TO:** Taungurung Land and Waters Council

**GIVEN BY:** {Name of Your organisation}

**DATE OF NOTICE:** 20 October 2020 **REFERENCE: {number}**

***THE PROPOSED ACTIVITY***

|  |
| --- |
| {This section MUST include details of the activity:   * What is the proposed activity? * Why is it required? * What legislation authorises or gives effect to the activity? * Provide relevant project details – timing, scope of works, etc.} |

***DESCRIPTION OF THE LAND OR WATERS AFFECTED***

|  |
| --- |
| {Insert detailed cadastral description: Allotment, Section, Parish, County.}  {Insert local road or street address or description of geographical location GPS}  {Refer to and attach:   * Cadastral plan extract, * Copy of topographic map at scale that clearly shows site or links to known geographical features, * Where appropriate, copies of drawings, plans or specifications, * If available, digital, aerial or other photographs of the site} |

***RELEVANT CONSULTATION TO DATE***

|  |
| --- |
| {Provide details of any consultation with TLaWC that has already occurred (or is scheduled to occur) regarding the proposed activity. Delete this section if not relevant.} |

***INVITATION TO COMMENT***

{Name of your organisation} invites you to comment on the proposed activity described above. Please forward all comments to: {Role title} {Name} on {phone number} or {email address}.

Yours sincerely,

**{Name and role}**