

# Queensland Government Native Title Work Procedures

## Module JAA: Attachment E

### *Letter Templates for Consultation*

*Commonwealth Native Title Act 1993: s.24JAA*

August 2017

## Version history

Version	Comments	Date published
1		August 2017

This publication has been compiled by Aboriginal and Torres Strait Islander Land Services, Department of Natural resources and Mines.

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## Template A - Seeking meeting - Public housing

Dear

### **Consultation under section 24JAA of the Commonwealth *Native Title Act 1993***

Thank you for your letter dated xxxx in which you provided comments and requested to be consulted about xxxx [insert description of future act].

The State would like to commence the consultation process with you as soon as possible.

In that regard, we would like to arrange to meet with you at xxxx to discuss the proposed future act, in particular, to discuss -

- (a) ways of minimising the impact of the future act on your registered native title rights and interests; and
- (b) the access to the future act area; and
- (c) the way in which the future act may be done.

If possible, the State is seeking to hold the meeting within a month's time. Please respond as soon as possible, as the date for the consultation period to end is xxxx.

Translator?

Catering/travel/etc????

Could you please contact xxxx on xxxx, to arrange a meeting time.

Thank you.

Yours sincerely  
xxxx

## Template B - Seeking meeting - Other government infrastructure

Dear

### **Consultation under section 24JAA of the Commonwealth *Native Title Act 1993***

Thank you for your letter dated xxxx in which you provided comments and requested to be consulted about xxxx [insert description of future act].

The State would like to commence the consultation process with you as soon as possible.

In that regard, we would like to arrange to meet with you at xxxx to discuss the proposed future act, in particular, to discuss -

- (a) ways of minimising the impact of the future act on your registered native title rights and interests; and
- (b) the access to the future act area; and
- (c) the way in which the future act may be done.

As part of the consultation process, the State is also seeking to negotiate with you and reach agreement about the things listed above, including cultural heritage, and to identify other needs for which the State may be able to provide some assistance.

If possible, the State is seeking to hold the meeting within a month's time. Please respond as soon as possible, as the date for the consultation period to end is xxxx.

Translator?

Catering/travel/etc????

Could you please contact xxxx on xxxx, to arrange a meeting time.

Thank you.

Yours sincerely  
xxxx

## Template C - Advising outcome of consultation

Dear

### **Consultation under section 24JAA of the Commonwealth *Native Title Act 1993***

Thank you for meeting with officers from the Department of xxxx, as part of the consultation process under section 24JAA of the Commonwealth *Native Title Act 1993* (NTA) for xxxx [insert description of future act].

Based upon the discussion at the meeting and comments you previously provided, I note that xxx [insert a summary of key concerns].

I have taken into account all relevant comments and concerns raised.

The Department has addressed xxxx (insert how you have addressed all or some of their concerns. If no concerns could be addressed advise why).

The Department now intends to xxxx (insert what you are going to do, eg. proceed with future act, etc)

Please do not hesitate to contact xxxx on xxxx, if you have any queries in relation to this matter.

Thank you.

Yours sincerely  
xxxx

*\* Where appropriate, insert the following towards the end of the letter - Could you please respond by way of letter to confirm that you have been consulted. By providing the letter, the consultation period is completed and allows the State to provide the report to the Commonwealth Minister at an earlier stage.*