

## Annexure 7.11 QNTIME

### *Requesting advice from the Policy unit of Aboriginal and Torres Strait Islander Land Services for proposed dealings over a particular proposed dealing area*

#### 1. Policy Advice Request Form

When seeking advice (through your NTCO) from the Policy unit of Aboriginal and Torres Strait Islander use the following form. An electronic copy can be found at:

[http://www.derm.qld.gov.au/nativetitle/word\\_docs/advice\\_request\\_form.doc](http://www.derm.qld.gov.au/nativetitle/word_docs/advice_request_form.doc)

<b>POLICY ADVICE REQUEST FORM</b>	
Aboriginal and Torres Strait Islander Land Services	
Fields may be selected using the TAB key or by clicking the Shaded Field areas	
<b>Name:</b>	
<b>Unit:</b>	
<b>Department:</b>	
<b>Telephone Number:</b>	<b>Mobile Number:</b>
<b>Email Address:</b>	
What is the subject of your request? Please provide all relevant facts. If your request relates to a particular dealing please attach a completed native title assessment form and include the QNTIME research boundary/item numbers (i.e. RB/xxx ) and any research item numbers (i.e. RI/xxx ).	
QNTIME: RB/	RI/
Other than the Commonwealth <i>Native Title Act 1993</i> , what is the State legislation relevant (and relevant section) to your request?	
If there is no QNTIME research boundary, what is the location? Please provide lot/plan details and a suitable map or any other details that will assist in providing the appropriate information.	

What are your relevant time frames for responding to the request?

**Contact Address:**

Director, Whole of Government Native Title Policy and Procedure  
Aboriginal and Torres Strait Islander Land Services  
Department of Environment and Resource Management  
Floor 11, Mineral House  
41 George Street, Brisbane Q 4000  
GPO Box 2454, Brisbane, Qld, 4001  
**Telephone:** 07 3238 3512  
**Facsimile:** 07 3405 6899  
Email: [www.derm.qld.gov.au](http://www.derm.qld.gov.au)

## 2. QNTIME requirement when requesting advice

Before seeking advice (through your NTCO) from the Policy unit of Aboriginal and Torres Strait Islander Land Services about a particular proposed dealing over your proposed dealing area, you must ensure that –

- a **research boundary**; and
- any **relevant research items**,

are entered into QNTIME for the particular request.

Please refer to **Annexure 7.9** for guidance on entering data into QNTIME for research boundaries and research items.



Remember to cite the research boundary number (ie. RB/xxx) and any research item numbers (ie. RI/xxx) in your request for advice.

### **IMPORTANT**

This Annexure only relates to requests for advice in relation to particular proposed dealings. Therefore, it does not apply to a general question for advice about the State's policy position on an issue.

### **Example**

You wish to seek advice from the Policy unit about an application from Joe Bloggs for the grant of a sales permit to take quarry materials over Lot 5 on SP123658.

### **3. Who does this Annexure apply to?**

This Annexure applies to all State Government departments, agencies, government owned corporations and statutory authorities who wish to seek advice from the Policy unit. It also applies to units within Aboriginal and Torres Strait Islander Land Services who wish to seek advice from the Policy unit.