**Guideline to Submission of Application for DCB to Provide Advice or Guidance or a Decision.**

Persons or organisations intending to submit an application to District Church Board for advice or guidance or a decision are to provide supporting information and follow the protocols and guidelines as detailed below.

An Advice Guidance Decision Request Template is to be completed.

An Advice Guidance Decision Request Covering Memo is to be completed.

Supporting information is to be provided.

**Supporting Information**

Information supporting the application is to be attached to this template in a .pdf format.

This may include one or more of the following:

* Supporting signed memo from Council Chairperson including:
	+ Background discussion
	+ Key issues
	+ Discussion of Options (the implications associated with the ‘Do Nothing’ Option should be described)
	+ Resolution numbers and details of resolutions passed as the proposal has proceeded
* Auditors recommendations that are being acted upon
* Market or mission analysis results that are driving the request development
* Legislative or regulation changes that may be prompting the request
* Need for policy or procedure that may be prompting the request
* Any other relevant supporting information

**Protocol and Guidelines**

Use of Template

This template is only to be used for applications for advice or guidance or a decision from the District Church Board.

The template is to be used by all Departments, Parishes and Congregations

Submission

The completed template and all supporting documentation is to be submitted in .pdf format to the Secretary DCB via email to SecretaryDCB@qld.lca.org.au The Subject line in the email is to include “Advice Application”

Submission Deadlines

The District Church Board generally meet on the fourth Wednesday of each month. The deadline for submissions to the District Church Board is midday the third Wednesday of each month.

Availability for Presentation

The Proposer of the application needs to be available to present to the District Church Board. The email must include contract details including name, position, phone no., and email address of who will speak to the proposal if required at the DCB. In exceptional circumstances the proposer may be able to speak to the proposal via telephone link.

Risk Guidelines

The application for a District Church Board decision or advice or guidance may have some risk associated with the proposal. It is expected that in describing risks associated with the application;

* The risk is to be described;
* The Likelihood and Consequence should be described consistent with the terms described in the tables below.
* An overall risk rating is to be assigned consistent with the Risk Matrix below
* Key risk mitigation strategies should be described

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| **Risk Matrix** |
|  | **Consequences** |
| **Likelihood** | Insignificant | Minor | Moderate | Major | Catastrophic |
| Almost Certain | Medium (11) | Medium 16) | High (20) | Extreme 23) | Extreme (25) |
| Likely | Low (7) | Medium (12) | High (17) | High (21) | Extreme (24) |
| Possible | Low (4) | Medium (8) | Medium (13) | High (18) | High (22) |
| Unlikely | Low (2) | Low (5) | Medium (9) | Medium (14) | High (19) |
| Rare | Low (1) | Low (3) | Low (6) | Medium (10) | Medium (15) |

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| **Likelihood Table** |
| **Likelihood** | **Qualitative Description** | **Example of a Quantitative Description** |
| Almost Certain | The event is expected to occur in most circumstances | May occur once a year or more frequently |
| Likely | The event will probably occur in many circumstances | May occur once every three years |
| Possible | identified factors indicate the event could occur at some time | May occur once every 10 years |
| Unlikely | The event could occur at some time but is not expected | May occur every 30 years |
| Rare | The event may occur only in exceptional circumstances | May occur once every 100 years |

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| **Consequence Table** |
| **Consequence** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| Impact Area |  |  |  |  |  |
| Church /parish /school /facility /department Activities and/or Service Delivery  |  Insignificant disruption to the church /parish /school /facility /department core services. Minimal short term inconvenience to members (e.g. less than 4 hours).  |  Minimal disruption to the church /parish /school /facility /department core services. Clients inconvenienced (e.g. up to one day).  |  Significant disruption to the church /parish /school /facility /department core services. Clients significantly inconvenienced (e.g. up to one week).  |  Severe disruption to the church /parish /school /facility /department core services. Continuing difficulties in servicing clients over a protracted period (e.g. up to one month).  |  Long term disruption (e.g. more than one month) or long term loss of the church /parish /school /facility /department capability to provide core services to clients.  |
| Property and Facility (including the natural environment)  |  Insignificant detrimental impact on the property and environment. Cost of reparation <$1000 |  Minimal or short term detrimental impact on the property and environment. Cost of reparation <$1000 - $10,000 |  Significant detrimental impact on the property and environment. Able to be contained with specialist assistance. Cost of reparation $10,000 - $100,000. Breach of legislation resulting in official warning. |  Severe long term detrimental impact on the property and environment. Cost of reparation $100,000 - $1M. Breach of legislation resulting in infringement notice (i.e. on the spot fine) |  Long term or permanent damage to the property and environment and the viability of the impact area. Cost of reparation > $1M. Breach of legislation resulting in prosecution. |
| Financial and Economic  |  Small financial loss that can be absorbed by the church /parish /school /facility /department. E.g. <$1000 |  Financial loss requiring reprioritisation and/or reallocation of available church /parish /school /facility /department funds. (e.g. $1000-$10000) |  Significant financial loss requiring special allocation of church /parish /school /facility /department funds. (e.g. $10,000 - $100,000) |  Major financial loss with severe departmental impact and requiring supplementary church /parish /school /facility /department funding. (e.g. $100,000 - $1M) |  Disastrous financial loss with severe church /parish /school /facility /department impact or district impact. (e.g. >$1M) |
|  Health and Safety  | No injury requiring treatment | First aid treatment required. Treatment by a medical profession is not required. |  Minor injury or sickness requiring treatment by a medical professional (e.g. nurse, doctor, physio etc.).  |  Serious injury or sickness requiring long term professional medical treatment.Persistent long term injury involving permanent loss of capacity (e.g. amputation, spinal injury)  | Fatality or injuries with extreme long term loss of capacity (e.g. brain injuries, multiple amputation, permanent paralysis) |
|  Human Resources  |  Insignificant staff turnover and/or absenteeism. Minimal difficulty in filling staff vacancies. Insignificant staff dissatisfaction at the local work unit level.  |  Minor staff turnover and/or absenteeism. Some difficulty in filling staff vacancies. Minor staff dissatisfaction at the local business unit level or within an employment designation or group.  |  Moderate staff turnover and/or absenteeism. Substantial difficulty in filling staff vacancies within an employment designation. Significant staff dissatisfaction affecting a major group within the church /parish /school /facility /department  |  Major staff turnover and/or absenteeism. Substantial skills shortages and inability to fill key vacancies. Serious staff dissatisfaction affecting a major church /parish /school /facility /department group. Possible industrial action.  |  Chronic staff turnover and/or absenteeism affecting a major part of the church /parish /school /facility /department. Very major church /parish /school /facility /department skills shortages and long term inability to fill key vacancies. Possible major industrial action.  |
|  Legal and Litigation  |  Insignificant legal issues. No church /parish /school /facility /department exposure to litigation.  |  Minor legal issues. Potential church /parish /school /facility /department exposure to litigation.  |  Significant legal issues and church /parish /school /facility /department exposure to litigation.  |  Major legal issues or major litigation involving the church /parish /school /facility /department |  Extremely serious legal issues or very major litigation involving the church /parish /school /facility /department |
| Church /parish /school /facility /department Reputation  |  No significant adverse impact on the church /parish /school /facility /department reputation.  |  Limited damage to the church /parish /school /facility /department reputation. Mainly local publicity.  |  Significant adverse impact on the church /parish /school /facility /department reputation with adverse media or other publicity.  |  Major adverse impact on the church /parish /school /facility /department reputation. Significant adverse state-wide publicity of a major issue.  |  Extensive damage to the church /parish /school /facility /department reputation. Significant and sustained adverse state or national publicity of a critical issue. Potential Parliamentary inquiry.  |
|  Security  |  Minor security incident that is not reportable.  |  Minor localised security incident that is readily contained.  |  Localised security incident causing disruption to core church /parish /school /facility /department services.  |  Significant security incident causing considerable disruption to major church /parish /school /facility /department services.  |  Extreme security incident causing severe ongoing disruption to major church /parish /school /facility /department services.  |

Opportunity Category

A description of the business or mission opportunity this application is in support of is to be described. It is expected the opportunities will relate to one or more of the Focus Areas described in the template.