**DCB Agenda Item:** [To be inserted by DCB Secretariat]

[This template to be routed to DCB via Secretary DCB. [secretaryDCB@qld.lca.org.au](mailto:secretaryDCC@qld.lca.org.au) It should be used in conjunction with the Advice Guidance Decision Request Covering Memo template.]

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| --- | --- |
| **Resolution Title** | **Title** [Insert the Title for the Proposed Resolution] |
| **Description** | **Description**[Insert a short description of the issue requiring DCB advice or guidance] |
| **Recommended DCB Resolution** | THAT xxxxxxxx [insert words for proposed resolution] |
| **Why advice or guidance or decision required** | [Insert a short description of why advice or guidance or a decision from DCB is required] |
| **Relevance to LCAQD Strategic Plan** | List the relevant focus area:   1: Growing Together   2: Reaching Out Together   3: Success and Sustainability   4: Other …. |
| **Relevance to Department or Congregation Strategic Plan** | [Insert a description outlining how the issue is relevant to your strategic plan] |
| **Referral** | Does this request need referral to the Constitution Committee?  🞏 Yes 🞏 No |
| **Prior consultations have occurred with:** | 🞏 M&M Council Res # 🞏 LYQ Council Res #  🞏 LEQ Council Res # 🞏 LS Council Res #  🞏 Constitutions Ctte Res # 🞏 Nominations Ctte Res #  🞏 Risk Audit Finance Ctte Res #  🞏 Parish / Congregation Res # |
| **Opportunity** | [Insert a short description of mission or business opportunities the request for advice or guidance is to support] |
| **Risks** | [Insert a short description of the key risks the request for advice or guidance may be addressing] |