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

To be routed to DCB via the Secretary DCB email [SecretaryDCB@qld.lca.org.au](mailto:SecretaryDCC@qld.lca.org.au) Use the template in conjunction with the Covering Memo template and requirements outlined in the Supporting Information Protocol and Guidelines Document.

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| **Resolution Title** | **Title** [Insert the Title for the Proposed Resolution] |
| **Submitted by** | [Insert name of person and/or Mission Agency submitting the request] |
| **Description** | **Description**[A short description of the issue requiring a DCB decision] |
| **Recommended DCB Resolution** | THAT xxx [insert words for proposed resolution] |
| **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 property transaction is relevant to your strategic plan] |
| **Prior Endorsements have occurred with:** | 🞏 M&M Council Res # 🞏 LYQ Council Res #  🞏 LEQ Council Res # 🞏 LS Council Res #  🞏 Risk Audit Finance Ctte Res #  🞏 Parish / Congregation Res # |
| **Critical Timing** | [Insert any critical timing decisions need to be made by. This may include DCB Decision Required by date; contract unconditional date; settlement date.] |
| **Description of Property** | [Describe the property. Include Lot No, RP No, Physical address and other suitable information] |
| **Conditions of Transfer** | [Describe any conditions of transfer that need to be flagged to the attention of DCB] |
| **$ Value** | [Describe the expected value of the transaction] |
| **Beneficial User** | [If the property is being purchased or the whole or part of the property is being reassigned describe who the beneficial user of the property will be. The beneficial user will be the primary user of the property] |
| **Finance Details** | [Describe how the buy or sell or lease or transfer of beneficial use is being financed. In the event of a sale of property describe what purpose the planned proceeds will be put to.] |
| **Opportunity** | [A short description of the mission or business opportunity the proposal is to support] |
| **Risks** | [A short description of the key risks associated with the proposal. See Protocol and Guidelines section for more information] |