

# NCO COUNCIL

## NCO Council Plan and Implementation Proposal

14<sup>th</sup> VIC Werribee Company



# Contents

## General Information

- 2 Premise
- 3 Purposes
- 4 Inspiration

## NCO Council Information

- 5 Council Structure
- 6 Role Descriptions

## Implantation Strategy

- 8 Implementation
  - Stage One pg9
  - Stage Two pg11
  - Stage Three pg12
  - Stage Four pg13

- 14 Growth Forecast

## Other Information

- 15 Hierarchy & Integration
- 17 Other Ideas for Consideration

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# Premise

It is suggested that 14<sup>th</sup> VIC Werribee develop an NCO Council over the next 4 years to assist in the practical running of the company while also promoting the leadership development of our NCOs.

The council would be made up of all NCOs of LCpl., Cpl., and Sgt. ranks and would be overseen by a SSgt. or another young officer (who would take the position of Council Chair).

There would be four areas that the NCO Council would work in: Squad Development, Drill, Events and Promotion. We would aim to have at least one NCO specifically appointed to work in each area.

The Council would meet monthly and aim to fulfill the following purpose statement:

**“** *To fulfill the object of the BB by advancing Christ's Kingdom among boys through supporting the running of the company, strategically coordinating efforts and supporting the boys within the company both in and out of Parade Nights.*

**”**

# Purposes

The formation of an NCO Council would achieve the following purposes:



A better functioning group of NCOs with more clear roles and expectations.



A reduced burden on officers as our company grows and our leadership remains around the same size.



More opportunities for boys to gain real leadership experience within a structure where they can learn skills while also getting practical experience.



A more even spread of responsibility among NCOs and a reduction in the responsibility of officers, reducing the likelihood of burnout.

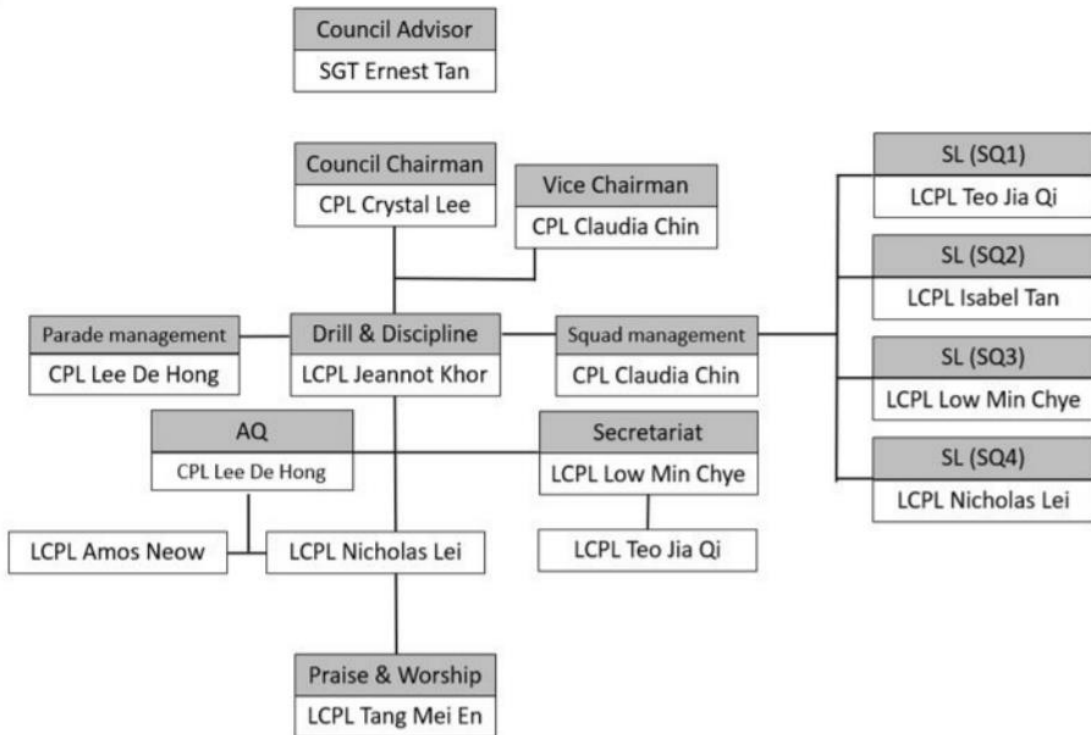
## Achieving the Object

As per the purpose statement, the NCO Council aims to fulfill the object of the BB. This would be achieved through the NCO Council as each role is either support a part of the 4-sided program (leading to effective discipleship of boys within the company) or to bring more boys into the program to hear about Jesus.

# Inspiration

The NCO Council for 14th VIC Werribee was inspired by the structure of 2<sup>nd</sup> Puchong Company from BB Malaysia. 2<sup>nd</sup> Puchong are a company of 40 seniors and 7 officers. To facilitate the running of their company they operate through the framework of an NCO Council.

Here is a map of the 2<sup>nd</sup> Puchong NCO Council structure which was supplied to 14<sup>th</sup> VIC Werribee as a part of International Relations Sessions held in 2021.

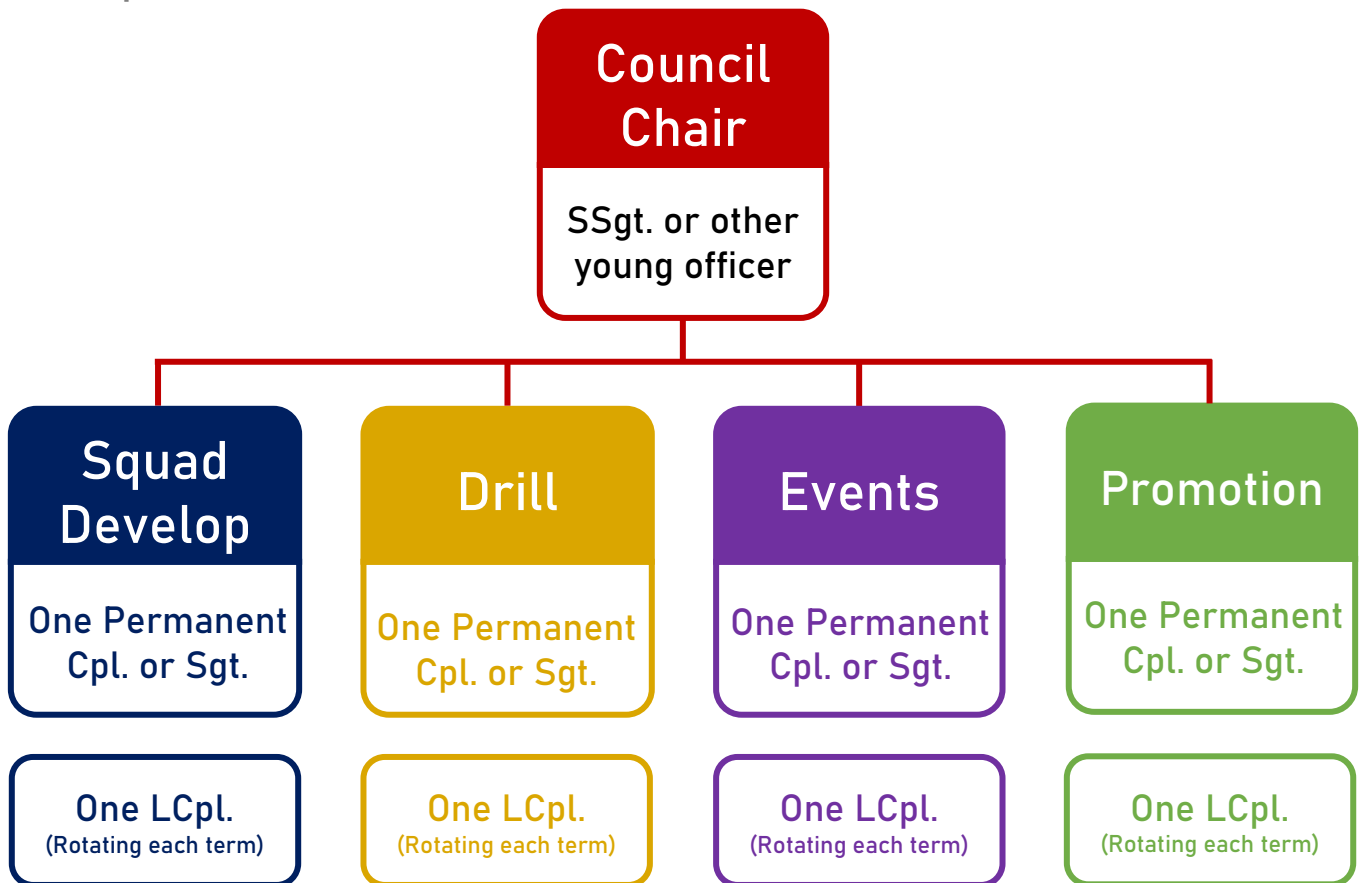


It is worth taking note of this structure as they run a company with a comparable ratio of boys to leaders as is forecast for 14<sup>th</sup> VIC Werribee in coming years.

However, it should be noted that the plan proposed in this document is loosely based on the Malaysian model as BBM runs their program very differently to BB Australia. What this document is proposing is much simpler in design and practice.

# NCO Council Structure

Here is the proposed structure of the full NCO Council. Please note this is not what is being suggested for the first phase of implementation.



The council shall consist of 4 permanent Corporal or Sergeants and shall be overseen by the Council Chair. Each of the Permanent NCOs shall hold their position for one year. To give new Lance Corporals more experience and appreciation for each area of the council, they shall rotate between the groups each term.

In this model, all NCOs are still expected to assist with all aspects of the company, however this model establishes who shall lead the NCOs in each area. For example, NCOs are all expected to teach drill, however the Permanent NCO shall coordinate the program and training.

# Role Descriptions

## Council Chair (Appointed by the Captain)

The Council Chair shall:

- i. Appoint NCOs to positions
- ii. Chair Council Meetings (monthly)
- iii. Ensure each NCO fulfills their role description
- iv. Report to Company Captain

## Squad Development (Permanent NCO)

The Permanent NCO for Squad Development shall:

- i. Mentor and Assist Squad Leaders
- ii. Ensure Squad Time is run effectively
- iii. Oversee Squads organising games.
- iv. Attend monthly council meetings
- v. Engage and Train the LCpl. on rotation

## Drill (Permanent NCO)

The Permanent NCO for Drill shall:

- i. Develop a program for drill sessions
- ii. Oversee opening and closing parade
- iii. Attend monthly Council meetings
- iv. Engage and Train the LCpl. on rotation

## Events (Permanent NCO)

The Permanent NCO for Events shall:

- i. Organise events outside the company night to promote the social development of the company (for Juniors or Seniors)
- ii. Liaise with relevant officers about NCO responsibility on events
- iii. Attend monthly Council meetings
- iv. Engage and Train the LCpl. on rotation

# Role Descriptions

## Promotion (Permanent NCO)

The Permanent NCO for Promotion shall:

- i. Assist in the running of 'Bring a Friend Night'
- ii. Assist in the running of Church Parades
- iii. Promote 14<sup>th</sup> VIC Werribee with the aim of advancing Christ's Kingdom.
- iv. Attend monthly Council meetings
- v. Engage and Train the LCpl. on rotation

## Lance Corporals On Rotation

Lance Corporals on Rotation shall:

- i. Cooperate with the Permanent NCO of their relevant section to achieve their obligations set out in this document.
- ii. Learn and gain skills that they will be able to implement in the position of a Permanent NCO.
- iii. Attend monthly Council meetings



# Implementation

It is proposed that the NCO Council be phased in over a number of years. Here is a brief outline, the following pages go into more details about each step.

## **Stage One - Start of Term 2, 2022**

In stage one of implementation, 4 things happen:

1. NCO Council Chair appointed
2. One NCO is appointed Permanent NCO for Drill
3. One NCO is appointed Permanent NCO for Squad Development
4. A new games structure is introduced

## **Stage Two - Start of 2023 (only if enough NCOs are appointed)**

In stage two of implementation, the NCO Council is formed, which means:

1. One NCO is appointed to Permanent NCO for Events
2. Additional Responsibility for Permanent NCO for Drill
3. Additional Responsibilities for Permanent NCO for Squad Development
4. The NCO Council begins bi-monthly meetings

## **Stage Three - Start of 2024 (only if enough NCOs are appointed)**

In stage three of implementation, the NCO Council is extended, which means:

1. One NCO is appointed to Permanent NCO for Promotion
2. Lance Corporals being Rotation (possibly not full quota)
3. All Permanent NCOs now fulfill their full role description
4. The NCO Council begins monthly meetings

## **Stage Four - Start of 2025 (only if enough NCOs are appointed)**

By stage four the NCO Council is in full operation as per the structure and role descriptions listed in this document.

# Implementation Stage 1

## Council Chair Appointed

A SSgt. or other young officer shall be appointed Council Chair by the Company Captain and shall oversee the implementation of the NCO Council as well as fulfill the following:

The Council Chair shall:

- i. Appoint NCOs to positions
- ii. ~~Chair Council Meetings (monthly)~~
- iii. Ensure each NCO fulfills their role description
- iv. Report to Company Captain

## Permanent NCO for Drill Appointed

An NCO of any rank shall be appointed Permanent NCO for Drill by the Council Chair and shall fulfill the following:

The Permanent NCO for Drill shall:

- i. Develop a program for drill sessions
- ii. Oversee opening and closing parade
- iii. ~~Attend monthly Council meetings~~
- iv. ~~Engage and Train the LCpl. on rotation~~

The NCO shall be appointed at the beginning of Term 1, but will not be expected to fulfill the above roles until Term 2.

## Permanent NCO for Squad Development Appointed

An NCO of any rank shall be appointed Permanent NCO for Squad Development by the Council Chair and shall fulfill the following:

The Permanent NCO for Squad Development shall:

- i. Mentor and Assist Squad Leaders
- ii. ~~Ensure Squad Time is run effectively~~
- iii. Oversee Squads organising games.
- iv. ~~Attend monthly council meetings~~
- v. ~~Engage and Train the LCpl. on rotation~~

The NCO shall be appointed at the beginning of Term 1, but will not be expected to fulfill the above roles until Term 2.

# Implementation Stage 1

## A New Games Structure is Implemented

For 3 weeks of each month, one squad is in charge of running games each week. For the fourth week of each month, an officer will run games to give NCOs a week to catch up if they are behind on the required paperwork, to introduce new games and to give boys an example of how to run a games session.

During Squad Time Squad leaders will take their squads through the following:

1. Completing the Games Planning form for each week of the term they are rostered on games.

### Games Planning

Squad Number:

Squad Leader:

#### Week One

Name of Game:

Equipment Required:

#### Week Two

Name of Game:

Equipment Required:

14<sup>th</sup> VIC Werribee Company



2. Completing one risk assessment form for all weeks they are rostered on games that term

This will be overseen by the Permanent NCO for Squad Development.

To support the cohesive forward planning of games it is also suggested that Senior's remain in the same squad throughout Senior Section.

# Implementation Stage 2

## One NCO is Appointed to Permanent NCO for Events

An NCO of any rank shall be appointed Permanent NCO for Events by the Council Chair and shall fulfill the following:

The Permanent NCO for Events shall:

- i. Organise events outside the company night to promote the social development of the company (for Juniors or Seniors)
- ii. Liaise with relevant officers about NCO responsibility on events
- iii. Attend bi-monthly Council meetings
- iv. ~~Engage and Train the LCpl. on rotation~~

## Additional Responsibilities for Permanent NCO for Drill

The Permanent NCO for Drill shall now:

- i. Develop a program for drill sessions
- ii. Oversee opening and closing parade
- iii. **Attend bi-monthly Council meetings**
- iv. ~~Engage and Train the LCpl. on rotation~~

## Additional Responsibilities for Permanent NCO for Squad Development

The Permanent NCO for Squad Development shall now:

- i. Mentor and Assist Squad Leaders
- ii. **Ensure Squad Time is run effectively**
- iii. Oversee Squads organising games.
- iv. **Attend monthly council meetings**
- v. ~~Engage and Train the LCpl. on rotation~~

## The NCO Council begins bi-monthly meetings

The NCO Council shall begin meeting on a bi-monthly basis at a time deemed appropriate. These meetings shall be organised and chaired by the Council Chair.

# Implementation Stage 3

## **One NCO is Appointed to Permanent NCO for Promotion**

An NCO of any rank shall be appointed Permanent NCO for Events by the Council Chair and shall fulfill the following:

The Permanent NCO for Events shall:

- i. Organise events outside the company night to promote the social development of the company (for Juniors or Seniors)
- ii. Liaise with relevant officers about NCO responsibility on events
- iii. Attend monthly Council meetings
- iv. Engage and Train the LCpl. on rotation

## **Lance Corporals Begin Rotation**

As many Lance Corporals as are available shall be rotating between the 4 Roles on the NCO Council. They shall spend 1 term under each Permanent NCO fulfilling the following:

Lance Corporals on Rotation shall:

- i. Cooperate with the Permanent NCO of their relevant section to achieve their obligations set out in this document.
- ii. Learn and gain skills that they will be able to implement in the position of a Permanent NCO.
- iii. Attend monthly Council meetings

## **All Permanent NCOs Now Fulfill their Full Role Description**

All Permanent NCOs now fulfill their full role description as outlined in this document.

## **The NCO Council Begins Monthly Meetings**

The NCO Council shall begin meeting on a monthly basis at a time deemed appropriate. These meetings shall be organised and chaired by the Council Chair.

# Implementation Stage 4

By Stage 4 of implementation, it is expected that problems in the structure and procedures have been ironed out and 14<sup>th</sup> VIC Werribee has a fully functional NCO Council as per the NCO Council Structure outlined in this document and the all persons being part of the NCO Council shall be fulfilling all components of the role description as per this document.

# Growth Forecast

When considering the implementation of an NCO Council it is important to see how our company is expected to look over the next few years. Of course, these forecasts are merely approximations, it is by God's grace and His plan how 14<sup>th</sup> will grow.

## 2009 Actual

Juniors: 8  
Seniors: 0  
Officers: 6

## 2010 Actual

Juniors:  
Seniors:  
Officers: 8

## 2011 Actual

Juniors  
Seniors:  
Officers: 11

## 2012 Actual

Juniors:  
Seniors:  
Officers: 11

## 2013 Actual

Juniors:  
Seniors:  
Officers: 13

## 2014 Actual

Juniors:  
Seniors:  
Officers: 14

## 2015 Actual

Juniors:  
Seniors:  
Officers: 12

## 2016 Actual

Juniors: 15  
Seniors: 12  
Officers:

## 2017 Actual

Juniors: 23  
Seniors: 13  
Officers: 9

## 2018 Actual

Juniors: 16  
Seniors: 15  
Officers: 9

## 2019 Actual

Juniors: 18  
Seniors: 16  
Officers: 9

## 2020 Actual

Juniors: 15  
Seniors: 13  
Officers: 9

## 2021 Actual

Juniors: 17  
Seniors: 14  
Officers: 8

## 2022 Forecast

Juniors: 19  
Seniors: 18  
Officers: 8

## 2023 Forecast

Juniors: 21  
Seniors: 22  
Officers: 8

## 2024 Forecast

Juniors: 25  
Seniors: 26  
Officers: 9

## 2025 Forecast

Juniors: 30  
Seniors: 31  
Officers: 10

## 2026 Forecast

Juniors: 35  
Seniors: 36  
Officers: 11

The growth forecast considers the formation of and NCO Council as well as other proposals for future development.

# Hierarchy & Integration

## Exceptions to Existing Hierarchies

In the NCO structure there are 3 ranks, the lowest being Lance Corporal, then Corporal with the highest being Sergeant. While this document does not suggest that this be removed or replaced, there must be exceptions to make the NCO Council practically functional.

### Exception #1

When operating in the capacity outlined in their role description, the Permanent NCO exercises authority over all other NCOs regardless of rank. For example, a Sgt. in charge of Events can not override a decision made by the Cpl. in charge of Drill, in respect to the drill program.

### Exception #2

During Council Meetings, all Permanent NCOs will be treated as equals regardless of rank.

## Limitations to Exceptions

To maintain cohesion and a clear chain of command, limitations must be placed on these exceptions.

### Limitation #1

In any situation not pertaining to a certain Permanent NCOs role description the usual hierarchy of LCpl., Cpl. and Sgt. will apply.

### Limitation #2

LCpls on rotation and other NCOs do not fall under any of the above exceptions, they are only applicable to Permanent NCOs.

### Limitation #3

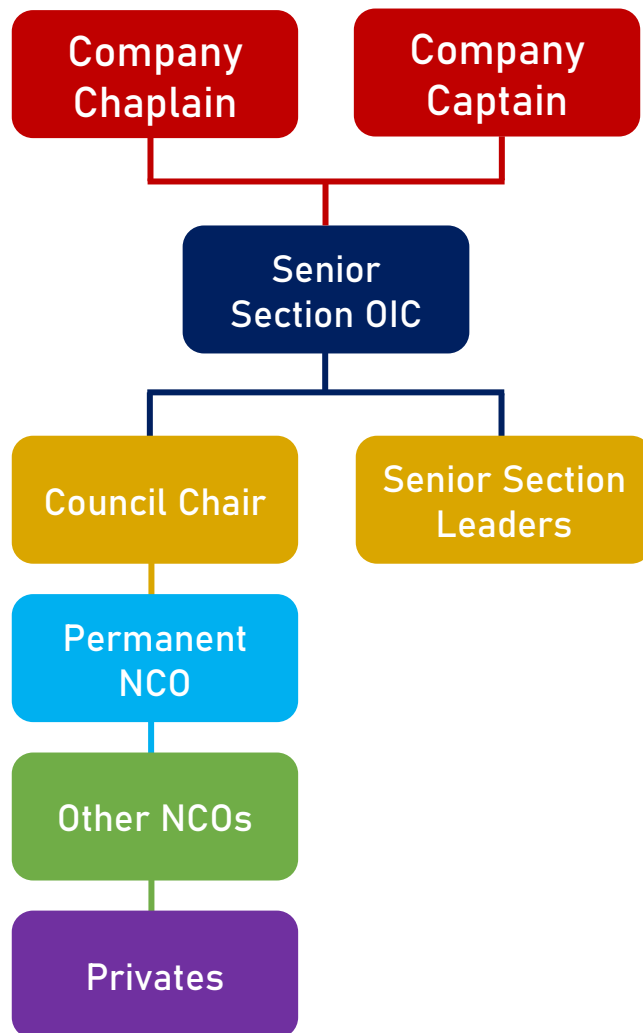
Decisions concerning exceptions and the defining of role descriptions shall be the role of the Council Chair.



# Hierarchy & Integration

## Integration with the Existing Company Hierarchy

The introduction of a new system must fit into and be cohesive with structures already in place within the company. The proposed hierarchy (senior section specific) for a situation falling under the role description of a Permanent NCO is:



In a situation not pertaining to a Permanent NCOs role description the standard company hierarchy applies.

# Other Ideas for Consideration

This section is for suggestions and comments made by those who have reviewed the document.

**Jeannot Khor** LCpl. in the 2<sup>nd</sup> Puchong Company, Boys' Briagde Malaysia

There are no officers present in the NCO Council meetings in 2<sup>nd</sup> Puchong. Instead, the council is presided over by a senior NCO. SSgts are there to offer advice to the council and then they report back to the Officers.

The NCO who presides over the meetings is usually the highest ranking NCO. However, if there are multiple NCOs of higher rank (Cpl or Sgt) then they will only hold the position for 1 year, then they will switch.

**FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS. FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS. FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS. FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS. FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS. FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS. FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS. FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS. FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS. FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS. FOR THE ADVANCEMENT OF CHRIST'S KINGDOM AMONG BOYS AND THE PROMOTION OF HABITS OF OBEDIENCE, REVERENCE, DISCIPLINE, SELF-RESPECT AND ALL THAT TENDS TOWARDS A TRUE CHRISTIAN MANLINESS.**



# Games Planning

Squad Number:

Squad Leader:

## Week One

Name of Game:

Equipment Required:

## Week Two

Name of Game:

Equipment Required: