



2024 NCC HANDBOOK

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1. *The Committee*

- 1.1 The committee consists of the recorders/ ecclesial secretaries (referred to herein as ecclesial secretaries as distinct from other secretaries) of ecclesias affiliated with the AACE, and the appointed secretary and treasurer.
- 1.2 Meetings are generally three times each year on the last Tuesdays of February, June and November. If an ecclesial secretary cannot be present, they should send a representative.
- 1.3 Ecclesial secretaries are assumed to be in tune with their ecclesia's attitudes and wishes, and are therefore capable of making decisions at the NCC's meetings.
- 1.4 The NCC is an incorporated organisation. Incorporation took effect on 11th March 1997.

2. Office-bearers

- 2.1 At the February meeting, the ecclesial secretaries choose the Secretary and Treasurer, according to the Constitution.
- Paul Niven is the current secretary.
 - Colin Hillman is the current treasurer.

3. Duties of the NCC Secretary

- 3.1 Prepare agendas for the NCC meetings.
3.2 Write and distribute minutes to NCC ecclesias in New South Wales.
3.3 Update lists of speakers and studies and the list of lecture titles when necessary.
3.4 Be a focal point of information for all the committees.
3.5 Organise and distribute annual reports and prepare the annual budget.
3.6 Co-ordinate the organisation of inter-ecclesial activities.
3.7 Prepare an annual statement as required for incorporation submission.

4. Duties of the NCC Treasurer

- 4.1 Prepare financial statements for the NCC meetings.
4.2 Prepare an annual budget for consideration at the appropriate NCC meeting.
4.3 Prepare an annual financial statement as required for incorporation submission.

5. Accountability and Responsibility

- 5.1 The annual NCC report is considered and approved at the annual general meeting of the NCC in February each year for the preceding calendar year.
5.2 Each subcommittee submits an annual report which forms part of the final report.
5.3 The report is circulated to every affiliated ecclesia in New South Wales.
5.4 The NCC has a Child Safety Policy for all activities under its auspices, such as youth camps and activities, children's camps and activities, Bible Weeks, picnics etc.
5.5 The NCC has a Risk Management Plan for all activities.
5.6 The NCC has a Critical Incident Management Policy for all activities.

6. Membership

- 6.1 Membership of the NCC is open to all ecclesias in New South Wales and the Australian Capital Territory.

7. Constitution

- 7.1 The Constitution was adopted at the meeting on August 27th 2002 and amended on 27th November, 2012. See the [NCC website version](#).

8. *NCC Website*

- 8.1 The address for the NCC site is: <https://www.christadelphiansaustralia.org.au/ncc/index.html> or <https://tinyurl.com/ncc-p1>
- 8.2 While most pages of the NCC web site are accessible to anyone, there are webpages that are secured for each ecclesia to set their own password and other webpages that require a secured login. Login User names and passwords must remain confidential. Only the Secretary or the NCC Webmaster will be able to alter, add or delete NCC specific information (as distinct from individual ecclesial information which can be maintained via the NCC website).

9. *The Annual Budget*

- 9.1 At the final meeting in the calendar year the budget for the following year is constructed. The total amount is divided by the number of brothers and sisters in Sydney in order to determine the amount payable by each contributing ecclesia, based upon current enrolment.
- 9.2 For example, a budget of \$15,000 would work out at \$30 per member per year (based on 500 members). An ecclesia of fifty members would then contribute \$1,500 divided into four quarterly payments of \$375.
- 9.3 Generally only the Sydney ecclesias are included in this budget. However, the NCC certainly welcomes contributions from country ecclesias who may benefit from copyright and performance cover by the NCC as well as regular information. The budget takes into account the NCC public liability insurance, copyright, a contribution to camp hosting accommodation costs and SCYP First Aid training.
- 9.4 The quarterly contributions have been especially elevated from 2020 (4 years prior to the year of the event) until 2024 to assist with the funding of the next Australian Conference to be held in NSW in 2024. The current elevated budget is set at **\$32 per quarter per member for Sydney ecclesias**. Country ecclesias are invited to offer a donation at least to cover costs of copyright etc if that is applicable to the ecclesia.
- 9.5 Generally a minimum amount of \$20,000¹ is kept in the operating account (savings or fixed term). Funds can be set aside on term deposit earmarked for the next NSW Conference.
- 9.6 Some funds may be set aside for special purposes such as Welfare or Youth Conference seed funds.
- 9.7 The cost of conference insurance covering personal injury, theft, loss or damage etc for NSW Conferences plus any other conference related contingencies are to be allowed for in the NCC annual budget in the year of the conference.

10. *Insurance for Activities of NCC Sub Committees*

- 10.1 All activities of the NCC committees are insured with ANSVAR through ZenithIS Insurance Brokers.
- 10.2 The cost is paid from the NCC annual budget, approximately \$2,000 p.a.
- 10.3 The insurance cover currently taken is (to be read in conjunction with the policy):
- **Public Liability** (all activities anywhere in Australia) **\$20,000,000**
 - **Voluntary Workers:** **capital sum** **\$ 50,000**
weekly benefit(for two years after seven days) **\$ 500**
(hospital and ancillary health benefit fees excluded)
 - **Note that this policy does NOT cover personal injury, theft, loss or damage.** The main focus is public liability for hire of venues not owned by ecclesias.
- 10.4 The cost of Conference insurance covering personal injury, theft, loss or damage etc for NSW Conferences may be paid for by the Conference Organising Committee unless approved for payment from NCC funds (if budget is available) in the year of the Conference.

¹ Updated from \$10,000 to \$20,000 on 22/11/2023.

11. Copyright

NCC ecclesias are covered by two copyright agreements:

11.1 CCLI licence for PERFORMANCES

- In/by NCC ecclesias: Northern Sydney, Southern Sydney, Regional.
- Partial, not whole works may be performed.
- Licence is paid from the NCC annual budget; approximately \$200 per year.

11.2 CCLI licence to print or electronically display WORDS ONLY NOT MUSIC (music copying licence are to be taken out by ecclesias individually).

- Reporting of CCLI song usage should be undertaken for each time the CCLI song is used.
- Each CCLI song lyric used is to display the required copyright information (using the correct wording at the bottom of each copy and quoting the NCC Group Licence No of 62243).
- Where copyright permission to reproduce lyrics cannot be obtained through CCLI or by other means, such songs can be used for worship purposes or if hardcopy books are relied upon or the congregation sings the song from memory rather than from a data projection.
- If copyright for a particular song is not managed by CCLI, permission to reproduce lyrics will need to be obtained directly from the song's copyright owner or administrator (this can be a lengthy process). Alternatively, another song can be substituted.
- Where copyright permission to reproduce lyrics cannot be obtained through CCLI or by other means, this song can only be used for worship purposes at the memorial meeting only or if hardcopy books are used or the congregation sings the song from memory rather than from lyric sheet or a data projection.
- Licence is paid from the NCC annual budget; approximately \$3,000 (or by individual ecclesial contribution).

12. NCC Sub Committees - see [weblink](#)

The current list of NCC Sub Committees in alphabetical order are:

- Australian Christadelphian Family Conference
- Children's Club / Kid's Camp
- Christadelphian Refugee Assistance Committee
- Family Week
- Hat Head Camp Study Weekend
- Inter-ecclesial Speaking Plan
- Isolation League
- NCYC (Northern Christadelphian Young Circle)
- NewStart
- Northern Combined Weekend
- NSW Risk Support Team
- PraiSing / Lamb of God
- SCYP (Sydney Christadelphian Young People)
- Spring Bible Week
- Support Network
- Women at the Well

For more details see the listing below.

| Sub Committee | Contact | Details |
|--|-----------------------------------|--|
| <p><i>Spring Bible Week</i></p> | <p>Wayne Levick secretary</p> | <ul style="list-style-type: none"> • The Spring Bible Week operates independently of the NCC but ecclesial secretaries can express opinions collectively if necessary. • The committee is made up of interested, competent brethren, not delegates, and is responsible to the New South Wales ecclesias through the NCC. • The secretary must submit an annual report and financial statement by January 15th of the year following the Bible Week. • The committee is financed independently. • Activities are covered in the NCC insurance policy (for public liability only). • The Secretary should confirm to the NCC Secretary that anyone involved with Working With Children has been registered as such for the Spring Bible Week in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct. • Risk Assessments should be forwarded to the NCC Secretary several weeks prior to the event to ensure that safety, legal and insurance obligations are being met and are documented. This is particularly important if there has been any significant changes in the event or program from one year to the next. |

**SCYP (Sydney
Christadelphian
Young People)**

Pallavi
Kamoda
Secretary

- The Committee Advisors and Assistant Committee Advisors are appointed biennially by the NCC after the [SCYP](#) has called for nominations and indicated preferences.
- Nominations are called by the NCC at the June meeting, after which the SCYP requests nominations from each Ecclesia. These nominations are passed to the NCC Secretary (indicating any preferences) at the beginning of November, and each of the ecclesial secretaries is notified. The secretaries endorse or make the selection at the November meeting.
- The Committee Advisors and / or Assistant Committee Advisors are welcome to attend any NCC meeting to report on SCYP activities or raise any matter on which they would like the opinions of secretaries.
- The SCYP secretary must submit a report and financial statement by January 15th of the year following.
- The SCYP is financially self-supporting, and is covered by the NCC insurance policy (for public liability only).
- Any constitutional changes must be forwarded to the NCC for its consideration and approval. The NCC may recommend modifications or reject changes.
- A contribution towards Easter Camp Host accommodation fees of up to \$2,000 (capped for up to 6 hosts) will be provided by the NCC.
- A contribution towards August Camp Host accommodation fees of up to \$1,200 (capped for up to 4 hosts) will be provided by the NCC.
- The cost of First Aid Certificate training is funded by the NCC for all Committee Advisors and Assistant Committee Advisors.
- All hosts at SCYP activities and camps must be endorsed by their home ecclesia.
- The Secretary should confirm to the NCC Secretary that anyone involved with Working With Children has been registered as such for the SCYP and all of its activities in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct.
- Risk Assessments of activities should be forwarded to the NCC Secretary several weeks prior to activities and events to ensure that safety, legal and insurance obligations are being met and are documented. This is particularly important if there has been any significant changes in the activities, events or programs from one year to the next.
- The SCYP Treasurer should ensure that they are authorised for the ACNC (for charity status and to recover GST expenses) and the ATO (for BAS returns) and are submitting ACNC annual reporting and the BAS quarterly returns on time.

| Sub Committee | Contact | Details |
|---|--------------------------|---|
| NCYC (Northern Christadelphian Young Circle) | Secretary | <ul style="list-style-type: none"> The NCYC secretary must submit a report and financial statement by January 15th of the year following. The NCYC is financially self-supporting, and is covered by the NCC insurance policy (for public liability only). Any constitutional changes must be forwarded to the NCC for its consideration and approval. The NCC may recommend modifications or reject changes. All hosts at NCYC activities and camps must be endorsed by their home ecclesia. The Secretary should confirm to the NCC Secretary that anyone involved with Working With Children has been registered as such for the NCYC and all of its activities in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct. Risk Assessments of activities should be forwarded to the NCC Secretary several weeks prior to activities and events to ensure that safety, legal and insurance obligations are being met and are documented. This is particularly important if there has been any significant changes in the activities, events or programs from one year to the next. |
| Women at the Well | Liz O'Toole Secretary | <ul style="list-style-type: none"> This committee is composed of interested volunteers who generally organise an annual weekend spiritual retreat. It operates independently of the NCC but ecclesial secretaries can express opinions. The committee secretary must submit a report and financial statement by January 15th of the year following. The activity is financially self supporting and is covered in the NCC insurance policy (for public liability only). The Secretary should confirm to the NCC Secretary that anyone involved with Working With Children has been registered as such for the Women at the Well in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct. Risk Assessments should be forwarded to the NCC Secretary several weeks prior to the event to ensure that safety, legal and insurance obligations are being met and are documented. This is particularly important if there has been any significant changes in the event or program from one year to the next. |
| NewStart | Jem Ryan Secretary | <ul style="list-style-type: none"> NewStart operates independently of the NCC but ecclesial secretaries can express opinions collectively if necessary. The committee is made up of interested, competent brethren, not delegates, and is responsible to the New South Wales ecclesias through the NCC. The secretary must submit an annual report and financial statement by January 15th of the year following the Newstart week. The committee is financed independently. Activities are covered in the NCC insurance policy (for public liability only). The Secretary should confirm to the NCC Secretary that anyone involved with Working With Children has been registered as such for Newstart in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct. Risk Assessments should be forwarded to the NCC Secretary several weeks prior to the event to ensure that safety, legal and insurance obligations are being met and are documented. This is particularly important if there has been any significant changes in the event or program from one year to the next. |

| Sub Committee | Contact | Details |
|-------------------------------------|----------------------------|---|
| Children's Club / Kid's Camp | Ecclesially organised | <ul style="list-style-type: none"> • Each year ecclesias take turns to organise the children's camp for 7-14 year olds. It is usually organised by the Sunday School, with the Superintendent being the contact person. • A report and financial statement must be submitted by January 15th of the year following the Camp. • The camp is financially self supporting and is covered in the NCC insurance policy (for public liability only). • A contribution towards Camp Host accommodation fees of up to \$2,000 (capped for up to 6 hosts) will be provided by the NCC. • All camp hosts must be endorsed by their home ecclesia. • The Secretary should confirm to the NCC Secretary that anyone involved with Working With Children has been registered as such for the Children's Camp in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct. • Risk Assessments should be forwarded to the NCC Secretary several weeks prior to the event to ensure that safety, legal and insurance obligations are being met and are documented. This is particularly important if there has been any significant changes in the event or program from one year to the next. • Recommended that at least one couple of carryover hosts should attend successive camps for reasons of continuity, experience and fostered relationship with the kids. • Venue booking should be made at the conclusion of each camp; minimum breakeven numbers (for the venue business) was 60 (which includes hosts). • Suggestion of a volunteer / couple to liaise between successive ecclesial camp coordinators; sharing support documentation and guidance materials. • Over time the kids have been changing; they are more inclusive. • A very rewarding experience for all concerned. |
| PraiSing / Lamb of God | Nita Lawrie Coordinator | <ul style="list-style-type: none"> • This committee is composed of interested / professional volunteers. • The coordinator must submit a report and financial statement by January 15th of the year following. • PraiSing is financially self supporting and is covered in the NCC insurance policy (for public liability only). • If applicable, the Coordinator should confirm to the NCC Secretary that anyone involved with Working With Children has been registered as such in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct. • Risk Assessments should be forwarded to the NCC Secretary several weeks prior to the event(s) to ensure that safety, legal and insurance obligations are being met and are documented. This is particularly important if there has been any significant changes in the event or program from one year to the next. |

| Sub Committee | Contact | Details |
|---|-------------------------------|--|
| <i>Family Week</i> | Jonathan Russell Secretary | <ul style="list-style-type: none"> • This committee is composed of interested volunteers who organise an annual family week retreat aimed at young marrieds and families with young children (who are aged between 0-12 noting that teenagers are not catered for). • It operates independently of the NCC but ecclesial secretaries can express opinions. • The committee secretary must submit a report and financial statement by January 15th of the year following. • The activity is financially self supporting and is covered in the NCC insurance policy (for public liability only). • The Secretary should confirm to the NCC Secretary that anyone involved with Working With Children has been registered as such for the Family Week in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct. • Risk Assessments should be forwarded to the NCC Secretary several weeks prior to the event to ensure that safety, legal and insurance obligations are being met and are documented. This is particularly important if there has been any significant changes in the event or program from one year to the next. |
| <i>Northern Combined Weekend</i> | Jonathan Russell Secretary | <ul style="list-style-type: none"> • This committee is composed of interested volunteers who organise an annual combined study weekend. • It is sponsored by: Boolaroo, Charlestown, Newcastle, Gosford, Hunter Valley, Southlakes, Toronto and Watagans. • It is usually run over a single weekend (Friday to Sunday) in August of each year. • It operates independently of the NCC but ecclesial secretaries can express opinions. • The committee secretary must submit a report and financial statement by January 15th of the year following. • The activity is financially self supporting and is covered in the NCC insurance policy (for public liability only). • The Secretary should confirm to the NCC Secretary that anyone involved with Working With Children has been registered as such for the Northern Combined Weekend in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct. • Risk Assessments should be forwarded to the NCC Secretary several weeks prior to the event to ensure that safety, legal and insurance obligations are being met and are documented. This is particularly important if there has been any significant changes in the event or program from one year to the next. |

| Sub Committee | Contact | Details |
|--|------------------------------------|--|
| <i>Hat Head Camp Study Weekend</i> | Dave & Jemma Jamieson Coordinators | <ul style="list-style-type: none"> • Hat Head Camp is a self-accommodation, self-catered long weekend in the Hat Head National Park. Camp organisers will provide study, social and spiritual activities for part of the day and evening within the Hat Head Surf club and the immediate surrounds. Attendees will be self-directed and self-managed at all other times. • It operates independently of the NCC but ecclesial secretaries can express opinions. • The Camp Coordinators / secretaries must submit a report and financial statement by January 15th of the year following. • The activity is financially self supporting and is covered in the NCC insurance policy (for public liability only). • If applicable, the Coordinators should confirm to the NCC Secretary that anyone involved with Working With Children has been registered as such for the Hat Head Camp in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct. • Risk Assessments should be forwarded to the NCC Secretary several weeks prior to the event to ensure that safety, legal and insurance obligations are being met and are documented. This is particularly important if there has been any significant changes in the event or program from one year to the next. |
| <i>NSW Risk Support Team</i> | Richard Steel Coordinator | <p>The NRST was formed in 2023 with objectives of:</p> <ul style="list-style-type: none"> ○ Developing documentation to assist with ecclesial management of risk in the areas of governance and regulatory compliance, utilising AACE materials where relevant. ○ Offering advice on governance and risk management, including potential enhancement opportunities. ○ Coordinating independent review of ecclesial risk management environments/practice. ○ Identifying mechanisms to assist NSW ecclesias to keep up to date with changes to regulations and laws that affect them. <ul style="list-style-type: none"> • The NRST operates independently of the NCC but ecclesial secretaries can express opinions and receive updates on the Team's progress. • The Coordinator shall submit annual reports by January 15th for the year following. |
| <i>Isolation League</i> | John Tretola Secretary | <ul style="list-style-type: none"> • The Isolation League is financed by the NCC. • The secretary must submit annual reports and financial statements by January 15th for the year following. |
| <i>Inter-ecclesial Speaking Plan</i> | Paul Niven Coordinator | <ul style="list-style-type: none"> • On approximately the third or fourth Fridays of April and October (or other agreed times), the ecclesial secretaries finalise inter-ecclesial speaking commitments using a tailored online web based application. • A Coordinator is appointed by the NCC. |
| <i>Christadelphian Refugee Assistance Committee</i> | Garry Hindmarsh Co-ordinator | <ul style="list-style-type: none"> • This committee is Newcastle region ecclesias. • It organises support group to assist overseas Christadelphian refugees. • The activity is financially self-supporting. |

| Sub Committee | Contact | Details |
|---|---|---|
| Support Network | Doug & Cyndy Mogg Coordinators | <ul style="list-style-type: none"> • The primary focus is for the printing and distribution of The Australian Christadelphian Pre- Marriage Discussion Course books. • The Support Service will submit a report / financial statement by January 15th of the year following. • The Support Service is financially self supporting and is covered in the NCC insurance policy (public liability only). |
| Australian Christadelphian Family Conference | Wayne Levick Chair, Jem Ryan Secretary | <ul style="list-style-type: none"> • Under current arrangements the venue for the biennial Australian Conference rotates through four States; occurring in NSW every 8 years. When in NSW the Conference is held under the auspices of the NCC on behalf of all the NSW and ACT ecclesias. • The NCC will arrange for the Conference to be included under the NCC's insurance policy for public liability only. • As in previous Conferences, the NSW Conference can operate under the NCC's ABN. • The NCC follows the AAACE Biennial Conference Guidelines in initiating the Conference by inviting all NSW ecclesias to be involved in the setup and conducting of the Conference. • Nominations for Conference Chair and Secretary are sought from all Ecclesial Members throughout NSW. The NCC facilitates the formation of the Conference Organising Committee. • The NCC should receive regular reports on Conference progress and the Chair and/or Secretary should attend all NCC Meetings in the year before as well as the Conference year. • The Conference Organising Committee should supply minutes of all Meetings to all of the ecclesias supporting the organisation of the Conference in a timely manner thus allowing ecclesias to make comment upon the decisions of the Conference Organising Committee and to provide program content suggestions. • Risk Assessments should be forwarded to the NCC Secretary several weeks prior to the Conference to ensure that safety, legal and insurance obligations are being met and are documented and for forwarding to the NCC Insurer. • The NCC budget rate is elevated 4 years out from the Conference to raise funds for the Conference. The Conference Organising Committee can coordinate additional, self supporting funds beyond the budget amount raised by the NCC Conference budget funding. • An amount of money is provided from the previous Conference and should be budgeted for so that it can be passed on to the next Conference as initiating funds. • A wrap up report should be provided to the NCC at the conclusion of the Conference. |

| Sub Committee | Contact | Details |
|-------------------------|--|--|
| Youth Conference | Philip Henry Chair, Josie O'Toole Secretary, Jake Hall Assistant Secretary | <ul style="list-style-type: none"> • Under current arrangements the venue for the NSW Youth Conference rotates through four States; occurring in NSW every 8 years. When in NSW the Conference is held under the auspices of the NCC on behalf of all the NSW and ACT ecclesias. • The NCC follows the AACE Youth Conference Guidelines. • As in previous Conferences, the NSW Conference can operate under the SCYP's ABN or else under the NCC's ABN. • Nominations for Conference Chair and Secretary are sought from all Ecclesial Members throughout NSW. The NCC reviews the formation of the Conference Organising Committee. • The Youth Conference is financially self-supporting, and is covered by the NCC insurance policy (for public liability only). • An amount of money is provided from the previous Conference and should be budgeted for so that it can be passed on to the next Conference as initiating funds. • The NCC should receive regular reports on Conference progress and the Chair and/or Secretary should attend all NCC Meetings in the year before as well as the Conference year. • The Conference Organising Committee should supply minutes of all Meetings to all of the ecclesias supporting the organisation of the Conference in a timely manner thus allowing ecclesias to make comment upon the decisions of the Conference Organising Committee and to provide program content suggestions. • Risk Assessments should be forwarded to the NCC Secretary several weeks prior to the Conference to ensure that safety, legal and insurance obligations are being met and are documented and for forwarding to the NCC Insurer. • All hosts at the Youth Conference must be endorsed by their home ecclesias. • The Secretary should confirm to the NCC Secretary that anyone involved with Working With Children has been registered in accordance with the NCC's Safeguarding Children Policy and Code Of Conduct. • The Youth Conference Treasurer should ensure that they are authorised for the ACNC (for charity status and to recover GST expenses) and the ATO (for BAS returns) and are submitting ACNC annual reporting and the BAS quarterly returns on time. |

13. NCC Documents - weblinks

[NCC Constitution](#)

[Risk Management Policy](#)

[Critical Incident Management Plan](#)

[Child Safety Policy](#)

[Child Safety FAQs](#)

[Child Safety training resources](#)

[NCC Culture – Code of Conduct](#)

[NCC Handbook](#)