

Partnership Agreement between NSW State Emergency Service and Lithgow City Council

Introduction

The NSW State Emergency Service (NSW SES) and Lithgow City Council have a long and proud history of working together to ensure the communities they serve and protect receive the best services possible that build community resilience, capacity and confidence. Both Lithgow City Council and the NSW SES recognise this mutual interdependence. This Partnership Agreement clarifies the roles and responsibilities of each agency, specifically in relation to NSW SES Unit operating costs and building infrastructure (NSW SES Unit accommodation) that Local Government provides the NSW SES to fulfil its statutory functions.

The NSW SES received a funding enhancement in the 2012/13 State budget referred to as the ‘Strategic Disaster Readiness Package’ (SDRP), which in part, now enables the NSW SES to relieve Local Government of the costs associated with the operation of the NSW SES Unit/s in the LGA.

To this end, this Partnership Agreement sets out the agreed mutual support each organisation will give the other under the SRDP funding arrangements in place from July 2012.

Local Government Responsibilities

As per the State Emergency Service Act 1989, each Council will continue to provide NSW SES Units in its area with a building or buildings and ancillary facilities fit for NSW SES operational purposes. This arrangement should be guided by the principles of a *Landlord and Tenant Agreement*, for items such as insurances, alterations and improvements, and repairs.

As the buildings and ancillary facilities are Council assets, Council will maintain them in good order and repair inclusive of regular, routine and required maintenance.

NSW SES Responsibilities

NSW SES will assume responsibility for liabilities associated with the direct costs of operation of NSW SES Units previously paid by Council, including the costs of operation of the building. Wherever practicable, this responsibility will be transferred to the NSW SES by assigning the entire account for the service from Council to NSW SES, or by establishing a unique supplier account to do this.

A schedule of types of costs that will be assumed or paid by NSW SES is attached at Annex A. For costs arising from shared facilities and where separation is not feasible or desirable, Lithgow City Council will invoice NSW SES Central West Region, should it so wish to do.

Other Local Arrangements

This Partnership Agreement is by no means designed to be prescriptive or rigid in its intent. It is recognised that many Councils and NSW SES Units from time to time make local agreements that provide a flexible and effective arrangement that suits their particular circumstances well and the NSW SES welcomes these additional partnership arrangements. This Agreement is not to supersede such arrangements, except as agreed by both parties.

Disputes

Any disputes that arise should, in the first instance, attempt to be settled at the local level by representatives of Lithgow City Council and local NSW SES personnel.

NSW State Emergency Service

Lithgow City Council

Local Controller

General Manager

Date:

Date:

Region Controller on behalf of the
Commissioner, NSW SES

Date:

Annex A to Partnership Agreement: Services for NSW SES Units to be paid by NSW SES

Note

- There may be other goods or services currently paid on behalf of NSW SES Units by Council. Such expenses as these may be paid by the NSW SES, subject to specific agreement between the NSW SES and Council.
- In keeping with the principles of landlord/tenant relationship, Councils are responsible for repairs and maintenance of the NSW SES Unit Headquarters. These premises are Council assets. Repairs and maintenance would include such things as electrical wiring, floor coverings, painting, plumbing or structural alterations. The NSW SES will not meet these types of expenses; nor will they initiate such work without Council approval.

Service	Scope
Water and Sewerage	The supply of water and sewerage services to premises occupied by NSW SES.
Electricity	The supply of electricity to premises occupied by NSW SES.
Security	Security services provided to buildings and other premises occupied by NSW SES.
Cleaning	Cleaning of buildings, associated premises and surrounding areas occupied by NSW SES.
Pest Control	The provision of services or goods to eradicate pest and vermin from a property occupied by NSW SES.
Gas	The supply of gas (natural or bottled) to premises occupied by the NSW SES.
Building Routine Maintenance	The regular maintenance and general upkeep of buildings. This would include mowing of lawn areas, replacement of light fittings, repairs to hot water heaters (Zips) and the like.
Building Periodic Maintenance	The periodic service or maintenance of equipment that must be maintained. This would include servicing of fire extinguishers, building generators and the like.
Minor Equipment Purchases	The purchase of minor equipment, such as small hand or power tools.

Service	Scope
Stationery	Paper, writing materials and other stationery expenses.
NSW SES Volunteer Training Costs	Costs associated with NSW SES Unit volunteer training.
Postal Charges	Postal delivery charges and mail services.
Vehicle Maintenance	The periodic maintenance of NSW SES vehicles.
Vehicle Operating Costs	Costs associated with the safe and compliant operation of NSW SES vehicles, including fuel, tyres, registration, insurances etc.