



Service Standard 1.3.4

Rural Fire District Service Agreements

Date of Issue 16 August 2010

Version Number 2.0

1. Purpose

1.1 This Service Standard:

- (a) updates and renames SS 1.3.4 Application of Delegations and Rural Fire District Service Agreements to Service Standards; and
- (b) incorporates Service Standard 1.1.13 Appointment of District and Zone Liaison Committees as SOP 1.3.4-1 Establishment of Liaison Committees.

1.2 The *Rural Fires Act*, (the Act) imposes a range of functions on both local authorities and the Commissioner.

1.3 In accordance with section 12A of the Act, the Commissioner of the New South Wales Rural Fire Service (NSW RFS) may enter into a rural fire district service agreement (RFDSA) with any local authority or authorities responsible for a rural fire district or districts.

1.4 In accordance with section 14 of the Act, the Commissioner has delegated to designated members of the NSW RFS many of the functions:

- (a) imposed upon the Commissioner by the Act; and
- (b) which he or she has agreed to exercise pursuant to the provisions of the RFDSAs.

1.5 The delegations made by the Commissioner are set out in Service Standard 1.3.1 Delegations and Authorisations.

2. Policy

2.1 Rural Fire District Service Agreements will reflect:

- (a) the provisions of relevant NSW RFS service standards, and
- (b) the Commissioner's delegations to members of the NSW RFS that appear in Service Standard 1.3.1 Delegations and Authorisations.

- 2.2 All parties that have entered into RFDSAs will form a liaison committee in accordance with the procedures in SOP 1.3.4 - 1 Establishment of Liaison Committees.

3. Links

- *NSW Rural Fires Act*
- [RFDSA Zone Template](#)
- [RFDSA District Template](#)
- [SS 1.3.1 Delegations and Authorisations](#)
- SOP 1.3.4-1 Establishment of Liaison Committees

4. Who is responsible for implementing this Service Standard?

Director Regional Services

5. Amendments

Reviewed to incorporate SS 1.1.13 Appointment of District and Zone Liaison Committees

16 August 2010



SOP 1.3.4 -1

Establishment of Liaison Committees

This SOP forms part of SS 1.3.4 Rural Fire Service District Agreements
Related forms None

1. Purpose

- 1.1 All parties that enter into Rural Fire District Service Agreements will form a committee called the liaison committee.
- 1.2 The liaison committee will be comprised of representatives of the NSW RFS, both staff and volunteer, and the council to monitor the performance of the Agreement
- 1.3 The liaison committee is not a committee of the council or the NSW RFS.

2. Procedures

- 2.1 The liaison committee shall consist of:
 - (a) In the case of a District or Team:
 - i. two councillors appointed by resolution of the council(s);
 - ii. the general manager of the council(s)(or his or her delegate);
 - iii. two volunteer rural fire fighters from the district appointed by the local branch of the NSW Rural Fire Service Association Inc (the RFSA)
 - iv. one member of staff from the NSW RFS district nominated by the district manager and approved by the regional manager for the district; and
 - v. the district manager who will be the liaison committee executive officer.
 - (b) In the case of a Zone;
 - i. one councillor from each council in the zone
 - ii. the general manager of each council in the zone (or their delegate);
 - iii. one volunteer rural fire fighter from each Rural Fire District in the zone appointed by the local branch of the NSW Rural Fire Service Association Inc (the RFSA)

- iv. one member of NSW RFS staff assigned to the zone, nominated by the Zone Manager and approved by the Regional Manager for the Zone, and
 - v. the Zone Manager who will be the liaison committee executive officer.
- 2.2** The appointment process and length of tenure of the representatives for the liaison committee shall be a matter for council and the NSW RFS to determine.
- 2.3** Each committee member may have an alternate, in the event they cannot attend the meeting.
- 2.4** There must be at least two liaison committee meetings in each calendar year.
- 2.5** The procedures for calling meetings and the conduct of business at those meetings shall be determined by the liaison committee.
- 2.6** The liaison committee will in accordance with the agreed conduct of business:
- (a)** monitor and periodically review the performance of the Agreement
 - (b)** review the following documents prepared by the district manager prior to submission to and consideration by the council(s):
 - i. the annual budget and business plan; and
 - ii. the quarterly financial and performance reports
- 2.7** Minutes of each meeting of the liaison committee must be circulated to the council(s), the members of the liaison committee and the regional manager within two weeks of the meeting.