

SERVICE STANDARD 6.1.6

STATE TRAINING ACADEMY

ITEM	DESCRIPTION
Version Number	1.0
SOPs	> Nil
Owner	Deputy Commissioner Preparedness and Capability
Contact	Director Training and Doctrine (Facility Manager – State Training Academy)
Approved Date	27 February 2023
Effective Date	27 February 2023
Next Review Date	27 February 2028
Document Control	Electronic - Printed Copies are Uncontrolled

1 Purpose

- 1.1 The NSW RFS State Training Academy (Academy or STA) is a training and accommodation facility located in Dubbo and operated by the NSW RFS.
- 1.2 This Service Standard provides a framework for the operation and utilisation of the Academy by NSW RFS staff, volunteers and other Government and external agencies.

2 Policy

- 2.1 The Academy will be the primary training and accommodation facility for NSW RFS staff and volunteers undertaking specialised training.
- 2.2 All District level volunteer training shall continue to be conducted at a local level.
- 2.3 All training and events targeted at specific geographic areas will continue to be run in those areas.
- 2.4 Where reasonable and practical, training and large meetings shall, in the first instance, be conducted at the Academy, unless approved otherwise by the relevant Director.
- 2.5 All NSW RFS training at the Academy shall be conducted in accordance with NSW RFS policy and statutory requirements.
- 2.6 Funding and the logistics of travel to and from the Academy are the responsibility of the member's business unit.
- 2.7 A budget shall be allocated to the Academy for the purpose of operating and maintaining the Academy facilities.
- 2.8 Business units will not be charged for NSW RFS training conducted at the Academy. Normal operating costs for NSW RFS training at the Academy shall be met by Operational Training.

- 2.9 Meals and accommodation for training participants and facilitators will be provided unless otherwise advised. If members choose not to utilise the catering provided, then any costs incurred will be the responsibility of the member.
- 2.10 Travel and any costs in addition to those covered by the Academy or Operational Training are the responsibility of the member's business unit.
- 2.11 The Academy may be used for accommodation for volunteers and staff needing to stay in the Orana District on other NSW RFS business, if there is sufficient capacity available after training needs have been met. Otherwise, members should use alternate commercial accommodation options.
- 2.12 The Director Training and Doctrine (DTD) has the responsibility for the overall operations and functions at the Academy and shall:
- a. ensure NSW RFS standards are adhered to by staff, volunteers, and visitors when at the Academy;
 - b. determine the priorities for use of the Academy;
 - c. liaise and collaborate with internal and external stakeholders;
 - d. market the Academy to other Government and external agencies to maximise occupancy and usage; and
 - e. ensure all catering, housekeeping, maintenance, customer service and security functions are maintained at a high standard.

External agencies

- 2.13 The Academy will accommodate events for other Government and external agencies where possible.
- 2.14 All external agencies will be charged on a cost recovery basis. Cost recovery includes all costs associated with the use, operation and maintenance of the Academy facilities including catering, cleaning and housekeeping, consumables, and utilities.

Security

- 2.15 The NSW Government requires agencies to ensure appropriate physical and electronic security measures are adopted to prevent unauthorised access, damage, loss or interference to agency personnel, information, services, or equipment.
- 2.16 The Academy has security measures in place which include Closed Circuit Television (CCTV) systems. Information recorded by the Academy CCTV shall only be accessed to review security breaches and security matters or other related incidents.

Academy Gymnasium (Gym)

- 2.17 Facilities at the Academy include a fully equipped onsite gym. A Gym Induction Form must be completed by all guests prior to accessing the gym.

Alcohol

- 2.18 The Academy is primarily an alcohol-free facility. No alcohol is to be consumed on Academy grounds at any time, unless it is served during an event or function approved by NSW RFS.

3 Related documents

- > [Service Standard 1.1.7 Code of Conduct and Ethics](#)
- > [Service Standard 6.1.3 Training in the NSW RFS](#)
- > [NSW RFS State Training Academy Guidelines](#)
- > [NSW RFS State Training Academy Booking Form 1](#)
- > [NSW RFS State Training Academy Booking Form 2](#)
- > [Gym Induction Form](#)

4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
27 February 2023	1.0	Initial release