

# On-Call Conversion Project

## Monthly Converting Station Progress Report



<b>Project Title</b>	<b>On-Call Conversion Project</b>
<b>Station Name</b>	<b>Dovercourt Fire Station</b>
<b>Station Manager</b>	<i>SM Sage</i>
<b>Project Manager</b>	Laura Taylor
<b>Project Executive</b>	Moira Bruin
<b>Reporting Period</b>	December 2021

### Activity This Period

<b>Day-crew employee engagement activity</b>	<ul style="list-style-type: none"> <li>6 day duty personnel working 3 different shift systems to support with maximising appliance availability</li> </ul>
<b>On-Call employee engagement activity</b>	<ul style="list-style-type: none"> <li>1 P1 FF was not able to complete the BA course and been referred to Occupational Health, he is now able to return to his BA training with some support options being put in place before he commits to the full course again</li> <li>1 P1 FF successfully completed P1 to P2 assessment, 3 P1 FFs have not progress as expected causing timeline extension, it is anticipated they will be ready for assessment in Jan 22</li> <li>P1 FFs are now developing their community fire safety skills and completing HFSV</li> </ul>
<b>On-Call conversion / recruitment activity</b>	<ul style="list-style-type: none"> <li>1 applicant in December, still 1 referred to occy health.</li> <li>Dovercourt recruit Course cancelled at last minute due to recruits dropping out, this will delay 1 FF starting until he is able to attend the next course. Next course booked for January 2022. 2 interviews completed so now have 3 recruits on the January course</li> </ul>

### Workforce Progress Report

FTE	Headcount	# Employees on the run	# off the run (long-term absence, sabbatical, etc).	# OICs	#BA FF	#FF (non -BA)	# FF Drivers	# OIC Drivers
13.25	17	17	0	3	12	2	3	3



ASW Used this Period	ASW Total Cost	Availability of the Appliance this Period (%)
NA		11P1 100%, 11P2 17%

	Phase 1	Phase 2	Phase 3
Employee Progress Status	7	3	4xFF 3xCM

# Applications in Athena	# Progressed Applications	# Passed Pre-Fit	# Confirmed for next OC new recruit squad
3	7	3	3

<b>Issues / Risks</b>	<ul style="list-style-type: none"> <li>• Not being able to appoint On Call WM, 2 applicants</li> <li>• WT CM applying for WM vacancies following engagement in LRS</li> <li>• WT T/WM &amp; CM applying for WT WM &amp; CM vacancies</li> <li>• On Call officers all asking for reduced hour contracts for family and work life balance</li> <li>• Due to the above point, less flexibility in officer group this will be worse until the appointment of WM, if appointed from within the station, the crew will be one on call officer less with no other FF in position to back fill CM role</li> </ul>
<b>Key Decisions</b>	<ul style="list-style-type: none"> <li>• Discussions around options to fill On Call WM vacancy</li> <li>• Several expressions of interest to back fill day duty vacancies should any arise have been received and will be explored</li> <li>• Until the pension update outcome has been received, we will not know our staffing levels after 31/3/2022</li> <li>• Need to confirm with existing staff extensions to contracts, should they wish to extend</li> </ul>
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• Delayed response from recruitment with regards to On Call WM process has delayed the process.</li> </ul>