

On-Call Conversion Project

Monthly Converting Station Progress Report



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

Activity This Period

On call support crew employee engagement activity	<ul style="list-style-type: none"> 6 day duty personnel working 3 different shift systems to support with maximising appliance availability, this has been changed to 1 more following 2 2 4 shift pattern with effect from 10/01/2022
On-Call employee engagement activity	<ul style="list-style-type: none"> 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 3 P1 FFs now on basic training course, 3 P1 FFs have not progress as expected causing timeline extension, it is anticipated they will be ready for assessment in Jan 22 P1 FFs are now developing their community fire safety skills and completing HFSV
On-Call conversion / recruitment activity	<ul style="list-style-type: none"> 2 applicants in January, 1 referred to occy health has been reviewed as safe to proceed with his application Dovercourt recruit Course now in progress and we have 3 recruits on the course

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
15.50	20	17	0	3	12	2	3	3



ASW Used this Period	ASW Total Cost	Availability of the Appliance this Period (%)
NA		11P1 – 100% 11P2 - 57%

	Phase 1	Phase 2	Phase 3
Employee Progress Status	10	3	4xFF 3xCM

# Applications in Athena	# Progressed Applications	# Passed Pre-Fit	# Confirmed for next OC new recruit squad
5	4	0	0

Issues / Risks	<ul style="list-style-type: none"> • Not being able to appoint On Call WM, 2 applicants • WT CM applying for WM vacancies following engagement in LRS • WT T/WM & CM applying for WT WM & CM vacancies • On Call officers all asking for reduced hour contracts for family and work life balance • 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
Key Decisions	<ul style="list-style-type: none"> • Discussions around options to fill On Call WM vacancy • Several expressions of interest to back fill day duty vacancies should any arise have been received and will be explored • Until the pension update outcome has been received, we will not know our staffing levels after 31/3/2022 • Need to confirm with existing staff extensions to contracts, should they wish to extend, this is now complete with 5 contracts being renewed and discussions with the 6th FF on his return to work late January
Additional Information	<ul style="list-style-type: none"> • Delayed response from recruitment with regards to On Call WM process interviews have been put back to February delaying the appointment.