



## GENERAL INFORMATION

The NT Emergency Service Gazette contains the following information:

- Work Health Safety Bulletins
- General Notices
- Vacancies
- Promotions
- Transfers
- Appointments
- Resignations / Retirements

Notices issued by the Director affecting members of the Northern Territory Emergency Service will appear in this Gazette from time to time. The notices will include various determinations, policies, details of staff development and training, information in relation to legislation and other general notices.

## PUBLICATION CLOSING TIMES AND AUTHORITY TO PUBLISH

All contributions for the Emergency Service Gazette require the authorisation and clearance of a Manager.

To conform to publication requirements **ALL** notifications for the Emergency Service Gazette are to be with the Director's Executive Assistant by email to [ntes.director@pfes.nt.gov.au](mailto:ntes.director@pfes.nt.gov.au) no later than 1600 hours, on Monday on the week of publication.

The gazette is published fortnightly, aligned to government payday.



FLEUR O'CONNOR  
DIRECTOR  
NT EMERGENCY SERVICE

6 / 7 / 2023

**GENERAL GAZETTE NOTICES**

**NEW POLICY - SECURITY OF CREDIT CARD DETAILS**  
(N1/G13/23)

This Gazette Notice is issued pursuant to section 14A of the *Police Administration Act 1978*, section 17 of the *Fire and Emergency Act 1996*, section 49(a) of the *Emergency Management Act 2013* and section 24 of the *Public Sector Employment and Management Act 1993* for the purposes of issuing the Policy - Security of Credit Card Details, with effect on and from 20 July 2023.

Employees are advised that the policy provides direction to employees to protect payment card details of the Northern Territory Police, Fire and Emergency Services and customers from theft and fraud.

Any queries in relation to the Policy - Security of Credit Card Details should be directed to Director Finance Branch, Mr Paul Kelly on telephone 8985 8815 or email [paul.kelly@pfes.nt.gov.au](mailto:paul.kelly@pfes.nt.gov.au).

The Policy - Security of Credit Card Details is available on the intranet under the Tri-Service Policies, General Orders and Instructions intranet webpage.

-----

**NEW STANDARD OPERATING PROCEDURE - HAZARD BRIEFINGS**  
(N2/G13/23)

This Gazette Notice is issued pursuant to section 49(a) of the *Emergency Management Act* for the purpose of issuing the Standard Operating Procedure - Hazard Briefings with effect on and from 4 July 2023.

All members are advised that the Standard Operating Procedure instructs members on the development and delivery of NT Emergency Service Hazard Briefings.

Any queries in relation to the Instruction should be directed to the Acting Manager, Planning and Preparedness, Brian Hennessy by email [brian.hennessy@pfes.nt.gov.au](mailto:brian.hennessy@pfes.nt.gov.au).

The Standard Operating Procedure is available on the Intranet under the NTES Policies and Procedures webpage and on the Volunteer Portal.

-----

**NEW STANDARD OPERATING PROCEDURE - PADDY PLATYPUS**  
(N3/G13/23)

This Gazette Notice is issued pursuant to section 49(a) of the *Emergency Management Act* for the purpose of issuing the Standard Operating Procedure - Paddy Platypus with effect on and from 4 July 2023.

All members are advised that the Standard Operating Procedure instructs members on the proper care and operational use of Paddy Platypus Mascot.

Any queries in relation to the Instruction should be directed to the Acting Manager, Planning and Preparedness, Brian Hennessy by email [brian.hennessy@pfes.nt.gov.au](mailto:brian.hennessy@pfes.nt.gov.au).

The Standard Operating Procedure is available on the Intranet under the NTES Policies and Procedures webpage and on the Volunteer Portal.

-----

**AUSTRALIAN HONOURS NOMINATIONS – AUSTRALIA DAY 2024**  
(N4/G13/23)

Nominations are invited for the [Australian Police Medal \(APM\)](#), [Australian Fire Service Medal \(AFSM\)](#) and the [Emergency Services Medal \(ESM\)](#) as part of the Australia Day 2024 Honours List.

All Northern Territory Police, Fire and Emergency Services employees are encouraged to nominate suitable members of the respective service areas. These three medals are the most prestigious medals granted to the respective personnel for the awards under the Australian Honours system.

**Nomination requirements:**

Nominations must be submitted 'in confidence' and do not need to go through the chain of command.

All fields in the nomination form must be completed and reference statements must be attached to the back before submitting.

As the nomination will be considered alongside other nominations in what is essentially a competitive process, the Acting Commissioner and CEO needs to be given a clear idea of what the nominee has done in an operational setting to fulfil the criteria of distinguished service. It should not be assumed that the Acting Commissioner and CEO has a detailed knowledge of the area in which the nominee has worked, or a full understanding of the significance of certain achievements. These achievements should be put into context in the nomination statement.

Nominees must **not** be made aware of their nomination. A nomination does not necessarily infer acceptance through the system.

All nominations (including reference statements) are to be submitted directly to Protocol via email to [Pfes.medalsandawards@pfes.nt.gov.au](mailto:Pfes.medalsandawards@pfes.nt.gov.au) with no acceptance granted for late submissions. Nominations close on Thursday 3 August 2023.

**TEMPORARY APPOINTMENT / TRANSFER OF STAFF MEMBER**

Name	Previous Position	Transferred to	Date
Gemma Bellenger	Acting Manager Planning and Preparedness Command	Acting Deputy Director	05/07/2023 – 06/10/2023
Brian Hennessy	Planning Officer Eastern	Acting Manager Planning and Preparedness Command	05/07/2023 – 18/08/2023
Jamie Richardson	Planning Officer Western	Acting Manager Planning and Preparedness Command	21/08/2023 – 06/10/2023

**TRANSFERS**

I, Fleur O'Connor, Director, Northern Territory Emergency Service, pursuant to section 44(1) of the *Emergency Management Act* hereby appoint as a volunteer member of the Northern Territory Emergency Service:

Name	Rego Number	Previous Location	Transferred to
Steven Wenzel	25016	Wadeye	Darwin

**APPOINTMENT OF VOLUNTEER**

I, Fleur O'Connor, Director, Northern Territory Emergency Service, pursuant to section 52 of the *Emergency Management Act* hereby appoint as a volunteer member of the Northern Territory Emergency Service:

Name	Rego Number	Location	Date
Paige Binstead	60444	Ramingining	05/07/2023
Samantha Binstead	60445	Ramingining	05/07/2023
Catherine Perry	60446	Ramingining	05/07/2023
Sosephina Papalii	60447	Ramingining	05/07/2023
Michael Sheedy	60448	Ramingining	05/07/2023
Jayden Stirrup	60453	Alice Springs	06/07/2023
Sheena Mabilangan	60450	Alice Springs	06/07/2023
Lucy Mayo	60449	Alice Springs	06/07/2023
Neil Mackenzie	60451	Yuendumu	06/07/2023
Colette Ritchie	60452	Yuendumu	06/07/2023

**RESIGNATION OF VOLUNTEER**

I, Fleur O'Connor, Director, Northern Territory Emergency Service, pursuant to section 44(1) of the *Interpretations Act* hereby resign as a volunteer member of the Northern Territory Emergency Service:

Name	Rego Number	Location	Date
Grace Odgaard	4073	Palmerston	03/07/2023

**LEARNING AND DEVELOPMENT**

The following courses are scheduled to commence this fortnight:

Course	Location	Course Date/s
Induction	Elcho Island	29/07/2023
Fit for Role	Watarrka	29/07/2023
First Aid	Elcho Island	30/07/2023
Induction	Watarrka	30/07/2023