

Flexi Duty Officers Proposed Duty System & Staffing Model

Duty System

The previous duty system for flexi duty SM/GM is based on a 6 week pattern that comprises a mixture of day duties, cover duties and rota days. This duty system contains 11 cover duties over the 6 week reference period and 3 midweek rota days

The proposed revised duty system will be based on an 8 week pattern and will continue to contain a mixture of day duties, cover duties and rota days. This revised system contains 18 cover duties over the 8 week reference period. This is an increase of approximately 22 covers per year

Day/Managerial Duties

For the purpose of this model, a day duty is 8 hours long (including 1 hour paid lunch). Day duties are primarily used to complete managerial workload although officers on a day duty may be called to incidents as and when required. The hours of day duties will be determined by managers to meet the needs of the role

Standby/Cover Duties (Weekdays)

A cover duty on a weekday commences at 09:00 and is a 24 hour period consisting of an 8 hour day duty to complete managerial workload which is followed by a 16 hour period of operational cover duty. During this cover period officers may be called to operational incidents as and when required. Where a manager amends the day duty to start late cover will still commence at 09:00

Standby/Cover Duties (Weekends)

A cover duty of a weekend consists of a 24 hour period of operational cover. During this cover period officers may be called to operational incidents as and when required

Working Pattern

The proposed working pattern runs over an 8 week reference period as follows:

Week 1							Week 2							Week 3							Week 4						
M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S
C	C	D	D	D	R	R	D	D	C	C	C	R	R	D	D	D	R	R	C	C	D	D	R	C	C	R	R
Week 5							Week 6							Week 7							Week 8						
M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S
C	C	D	D	D	R	R	C	C	C	D	D	R	R	D	D	D	R	R	C	C	D	D	R	C	C	R	R

Officers will be split into 4 separate groups with each of the 4 groups beginning the above pattern on staggered start dates

Grey Book Compliance

The table below details the hours that this pattern has allocated to both managerial and cover duties during each week:

	Managerial Hours	Cover Hours		Total
		Actual	+ 4	
Wk 1	40	32	8	48
Wk 2	40	48	12	52
Wk 3	24	48	12	36
Wk 4	32	32	8	40
Wk 5	40	32	8	48
Wk 6	40	48	12	52
Wk 7	24	48	12	36
Wk 8	32	32	8	40
Average	34	40	10	44
Average	74			

This meets the following criteria laid out in the grey book:

- The sum of the rostered managerial duty hours and the rostered standby/callout duty hours, the latter divided by four, shall be forty-eight per week on average over a cycle not exceeding eight weeks
- No rota shall contain more than five consecutive periods of twenty-four hours during which a duty of either type is performed
- In any two-week period commencing on a Monday there shall be at least two pairs of rota leave days
- Any period of standby/call-out duty shall be all or part of a period of twenty-four hours duty (starting at the normal starting time) and shall be rostered immediately before or immediately after a period of positive hours, unless it is an entire period of twenty-four hours standby/call-out duty
- On any day on which managerial duty is performed, the hours for that duty shall be rostered consecutively except where an evening duty is required in addition to a normal day duty (for these purposes one meal break in each period of twenty-four hours will be treated as a period of managerial duty)
- Travelling time to or from a rostered evening commitment of managerial duty shall itself count as managerial duty
- Rota leave shall be rostered no less frequently on a Saturday or Sunday than any other day of the week
- The total sum of managerial hours shall not average more than forty-two per week
- The sum of the weekly hours of both types of duty shall not exceed seventy-eight on average

Leave

Scale A leave will be programmed into groups to ensure that week long periods of leave only fall on weeks containing only 2 cover duties. Personnel wishing to take leave in other weeks will be required to swap periods with other personnel, ensuring there is no impact on the number of cover duties completed

Scale B, Long Service and PH leave can be applied for at any point in the year including cover duties but will only be approved if the impact does not result in insufficient personnel being on cover

Staffing Model

Cover Needed

Each shift will require 4 Station Managers on cover and 2 Group Managers:

Role	Required	Shifts per Year	Total Covers Required
Station Manager	4	365	1460
Group Manager	2	365	730

Cover Provided

Each year contains approximately 6.5 cycles of the 8 week cover pattern. Each 8 week cover period contains 18 covers

Approximate covers per year = $6.5 \times 18 = 117$ covers

Each officer has 4 weeks of programmed Scale A leave across 8 cover duties. In addition to this each officer has the following leave which can be taken on cover duties:

- 5 Scale B
- 3 Long Service
- 8 Public Holidays

If an officer chooses to take all of the above leave across cover duties they will complete:

117 (covers) – 8 (Scale A) – 5 (Scale B) – 8 (PH leave) = 96 covers

Therefore, each officer will provide a minimum of 96 covers per year

Role	Officers	Covers per Person	Total Cover	Total Covers Required	Surplus
Station Manager	16	96	1536	1460	76
Group Manager	8	96	768	730	38

The staffing model provides a surplus of shifts which can be used to cover for any officers who are off sick or placed on other duties