
South Australian Department for Correctional Services Roster Development Minimum Standards – Guidelines

All rosters developed for a South Australian Prison must be approved by the responsible General Manager in consultation with the Executive Director Custodial Services and Human Resources. Prior to a roster being approved the General Manager must ensure that it satisfies the following minimum standards for DCS Rosters.

1. Each prison should limit the number of rosters that are in place at their facility. At a minimum the roster should cover nineteen eight hour, seven day a week posts.
2. Where a roster is to include a eight hour five day a week post they must only be clustered with approved weekend 8 hour posts (e.g. a Monday – Friday 8 hour post in reception is clustered with a Saturday and Sunday visits post). In this scenario the two clustered posts (weekday + weekend) may substitute one of the above (nineteen) eight hour, seven day a week posts.
3. An Approved Roster must ensure that the ordinary working hours is not to exceed 152 hours in 28 consecutive days, to be worked in periods of 8 consecutive hours. The Approved Roster must include 9 days off in a 28 day cycle.
4. The pattern of work developed for a roster will, for the majority of the time, meet the following minimum standards:
 - a. Days off must be clustered to provide for a minimum of two consecutive days off (this can include a PDO).
 - b. When concluding a run of second watch shifts a staff member should be rostered a minimum of two clear days off before returning to shift.
 - c. The pattern must provide for a minimum of two consecutive shifts in a row.
5. A PDO should not coincide with a public holiday. Where a public holiday falls on a day that would otherwise have been an employee's programmed day off, then the employee will be given an alternative programmed day off on the working day immediately preceding or immediately following the public holiday, or as soon as practicable thereafter. Working day will be defined as a day upon which the employee is rostered to attend duty. The movement of the PDO will occur within the same 28 days cycle.

6. The roster will be a complete rotating roster for all posts within the prison.
7. The start and finish times for all shifts (Day Shift, Swing Shift, First Watch and Second Watch) must be the same across the site. Where an operational need is identified the Executive Director Custodial Services can authorise a variation to start and finish times for shifts at any site.
8. Lunch breaks will be fixed to posts at the discretion of the General Manager but must commence within 5 hours of start time. A minimum of 30 minutes, and no more than one hour must be taken for lunch breaks.
9. No dedicated training days are to be built into a roster proposal.

Rostering of Spares

Deployment of spares to an operational roster must comply with the following minimum standards:

1. Spare shifts will no longer be shown separately they now form part of the operational roster.
2. The operational roster cannot contain more than twenty-six percent spare shifts (e.g. for every 100 shifts only 26 can be spare shifts)
3. Spare shifts shown on an operational roster will not identify whether or not a day, first or second watch is to be worked.
4. No more than 20% of the rostered spare shifts can fall on a weekend.

Over Establishment Staffing

1. Where the staff assigned to a prison exceed available lines on the approved roster(s) those officers cannot be doubled up on a line, or the roster increased, but will be placed on an 'Over Establishment Roster'. An 'Over Establishment Roster' will comply with the minimum standards described above.
2. Those staff members assigned to the 'Over Establishment Roster' will be deployed as Spares to meet operational requirements.
3. As lines become available on the Operational Roster staff may be deployed from the Over Establishment Roster to the operational roster.
5. No dedicated training days are to be built into an 'Over Establishment Roster'.