



20 December 2016

Shane Howes  
Industrial Advocate  
Public Services Association  
160 Clarence Street, Sydney

Dear Mr Howes

### **Regional Traffic Operations Centre (RTOC) Local Agreement**

We refer to your letter dated 13 December 2016

**Attached** is a copy of the Local Agreement with amendments in mark-up following the outcome of negotiations with the PSA.

### **Terms outside the Local Agreement**

There are two terms which Roads and Maritime Services and the PSA have agreed to but which are not expressed in the Local Agreement.

#### Higher Duties Allowance

Roads and Maritime agrees that employees who are required to act in the position of Operations Manager shall be paid the minimum rate of pay of such position for each day that they are required to perform the duties of the higher graded position. Such allowance is to be calculated on an hourly basis.

#### Saturday Shift Loading

The PSA agrees not to oppose the inclusion of a provision in the *Roads and Maritime Services Consolidated Salaried Award 2017* that gives effect to the payment of all ordinary time worked on a Saturday by RTOC employees at time and a half.

In this respect we note:

- a) the PSA has agreed to this condition by accepting Roads and Maritime's offer made on 14 December 2016; and
- b) Roads and Maritime's agreement to the Local Agreement is conditional on the PSA's agreement to this condition.

## **Shift Swapping**

Set out below is the text Roads and Maritime will insert into the RTOC business rules relating to shift swapping. This text reflects the information in the TMC business rules relating to shift swapping.

### ***Shift Swapping***

*A 'shift swap' constitutes any manual adjustment to an individual's cyclic roster.*

*Shift swaps are conditional upon the following:*

- A Shift swapped with another staff member must be within the same pay fortnight.*
- Staff members are permitted a maximum of three (3) personal shift swaps within a calendar month.*
- A 'swap' is counted toward the personal monthly tally for both the staff member requesting the swap and the person consenting to the swap.*
- Shift swaps to satisfy business needs are not counted within the maximum three per month. These swaps will be endorsed with the letter 'B' on the roster and initialled by the Manager, RTOC.*
- The proponent is to seek verbal approval from the Manager, RTOC and then forward an email to the Manager, RTOC for confirmation of approval. Once approved, the Manager, RTOC shall endorse the roster to reflect the changes.*
- It is the responsibility of the proponent to find another staff member who is willing to swap shifts.*
- It becomes the responsibility of staff to attend to duty on the swapped days unless illness prevents their attendance.*
- Where a staff member has arranged or agreed to a shift swap, it is not appropriate for annual leave to be taken on the swapped shifts.*
- Shift swaps will not be approved that contravene fatigue management - where a staff member is working more than four shifts in a row.*

We are currently determining the timeframe for implementation of the local agreement.

Please let us know the outcome of the membership ballot in relation to the approval of the local agreement.

Yours sincerely



Paul McKaysmith  
A/ Principal Manager  
Human Resources & Industrial Relations