

**Rail Operating
Manual Section
3 ("ROM S3")
Transdev Wellington Locomotive
Engineers**

Effective Date: 2019

Refinements and updates shall be proposed as and when considered
necessary



Transdev Wellington Ltd



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1 Overview

1.1 Purpose

The purpose of the Transdev Wellington ROM S3 is to ensure fit for purpose rosters to deliver safe, efficient and balanced-life rosters for Locomotive Engineers using best practise fatigue risk management principles and applications, current and adopted in future as best practise evolves.

The objects of properly constructed, fit-for-purpose rosters are to:

- a. Provide the best possible shift patterns to fulfil the work required.
- b. Avoid, as far as possible, the need to request Locomotive Engineers to report for duty when not rostered to do so.

Together with ensuring fit-for-purpose roster construction, the Transdev Wellington ROM S3 directs Roster Centre personnel who apply rostering and hours of work parameters for Locomotive Engineers.

1.2 Implementation

Both parties agree in good faith that there will be phased implementation of these rules. The present master roster fails to comply with the new rules, however it has been agreed that the present master roster will continue until a new timetable / master roster is implemented. This is anticipated to take place in the first quarter of 2021. Any temporary roster variations prior to a new timetable / master roster will be proposed and consulted in compliance with the new rules. It is expected all rules (except for Section 8 “Hours of Work”, “Number of Preferences” part of Section 9.8 and the “Roster Construction” Appendix A) will take effect from March 2020, this will give time for training and familiarisation with the rules for all Transdev Wellington staff. A meeting will be arranged prior to March 2020 to ensure familiarisation and implementation is proceeding as per implementation plan.

1.3 Fatigue Risk Management

1.3.1 Fatigue Principles

- a. Fatigue is an unavoidable consequence of shift work that cannot be eliminated but can be managed to an acceptable and agreed level.
- b. A fatigue risk management system is required to manage the workplace hazard of fatigue.
- c. Fatigue is accumulated from both work and non-work activities and is therefore a shared responsibility between Transdev Wellington and individual Locomotive Engineers to manage.

- d. Fatigue related errors cannot be overcome by Locomotive Engineers “trying harder” to fight fatigue.
- e. Workers and employers have different perceptions of risk (including fatigue) and should have joint systems for managing health and safety risks including fatigue.

1.3.2 Fatigue Risk Management

Transdev Wellington recognises that hours of work are significant contributors to fatigue, and, through its Fatigue Risk Management Programme, implements processes to ensure mitigation of fatigue-related risks including:

- a. Rostering and scheduling rules which ensure adequate rest between shifts and avoid excessively long shifts.
- b. All Transdev Wellington operations rosters, and changes to rosters, shall be fatigue tested using FAID or subsequent best practise assessment systems in line with, as a minimum, the following principles:
 - i. Management of Extra Work Periods (overtime) that recognises the potential for fatigue and takes active steps to identify and avoid fatigue risks.
 - ii. Reasonable breaks within normal shifts and additional breaks when a shift is extended.
 - iii. Fatigue Management principles shall be extended to day of operations.

1.4 Definitions

Alternative Day (lieu day)	Entitlement to an alternative paid day off as a result of working on a Public Holiday.
As Required Same Hours	The hours of a rostered shift, subsequently cancelled.
ASL Links	<p>Links without duties allocated, of no more than 10 shifts, shall be provided in Master Rosters to relieve <u>planned</u>:</p> <ul style="list-style-type: none"> • Annual leave • Alternative days • Health appointments • Accident recovery • Sickness recovery • Training <p>The Master Roster shall include a minimum of one (1) ASL Link for every six (6) Links with duties allocated. 80 hours per ASL Link is to be shown on the roster for fortnightly hours (and payment) purposes. If not allocated ASL cover duties, Locomotive Engineers rostered on ASL Links shall become available for Relief Shifts.</p> <p>ASL links assigned shall wherever possible follow the master roster designation, either early or late. Exceptions will be by mutual agreement.</p>
Assigned Roster	The roster to which a Locomotive Engineer is permanently assigned. The Wellington A or B Roster or one of the Outer-Depot rosters.
Collective Agreement	The Multi-Employer Collective Agreement current between Transdev Wellington and the RMTU.
Crew Changeovers	Handover between two or more Locomotive Engineers assigned to operate any parts of outbound/inbound services.
Extra Work Period	Any work period which is additional to those specified on the Master Roster and Mini Roster.
Footplate Time	The time spent in the locomotive cab, or responsible for a

	<p>locomotive, or driving a motor vehicle for business and crewing purposes, commencing with the scheduled service departure time and ending with the scheduled arrival time of the return service at its destination.</p> <p>1. Included in Footplate Time are:</p> <ol style="list-style-type: none"> a. All relay time, including for Wash Relays. b. All pre-service check time. c. Up to 15 minutes Stand-over time between incoming and outgoing services provided the Locomotive Engineer operates both services. d. Stand-over time in excess of 15 minutes between incoming and outgoing services, at any location without kitchen & other personal needs facilities, providing the Locomotive Engineer operates both services. <p>2. Not included in Footplate Time are:</p> <ol style="list-style-type: none"> a. Stand-over time not included in 1 (c) & (d) above. b. Personal Needs Break time.
Link(s)	Fortnightly patterns of work (shifts and duties).
Master Roster	Confirmed work plan and activity compiled into Links permanently posted during the currency of the roster for each Depot.
Maximum Shift	Shifts worked will be rostered up to a maximum of Nine (9) hours with total footplate time within the shift not exceeding seven (7) hours.
Mini Roster	One Link from the Master Roster individually assigned to one Locomotive Engineer, with any alterations from the Master Roster detailed.
Outer-Depot(s)	Depots with staff facilities, other than Wellington Depot, where Locomotive Engineers employed by Transdev Wellington are assigned to book on and off.
Paid Day Off (PDO – referred to as Standby GSBY in VDS)	<p>Where Locomotive Engineers agree to accommodate shift changes which do not comply with the rostering rules set out in this document or agreements in the Collective Agreement.</p> <p>Provides a mandatory paid Day Off. This will be paid at the same hours as would have otherwise been paid had the Locomotive Engineer worked their original shift.</p>
Personal Needs Breaks	Breaks for personal needs as and when required.

Public Holiday	Holidays legislated for by the New Zealand Holidays Act 2003 or any future amendments or replacement legislation.
Reset Weekends	Weekends rostered off duty included in Master Rosters to provide Locomotive Engineers with extended periods off duty. Locomotive Engineers rostered off duty on Reset Weekends shall only be asked to work an extra work period(s) during Reset Weekends after all other staffing options have been exhausted and no alternate staffing solution is available.
RMTU	Rail & Maritime Transport Union
RMTU Roster Delegates	RMTU members appointed by the Union to represent Locomotive Engineers in consultation on proposed roster rules, roster construction and variations.
Rosters Centre	The section of staff operated by Transdev Wellington to develop and operate Locomotive Engineer rosters.
SCC	Service Co-ordination Centre operated by Transdev Wellington.
Secondment	Temporary assignment of a Locomotive Engineer to a different depot roster than they are permanently assigned to. By mutual agreement and for a fixed period of not less than four (4) weeks.
Senior Most Suitable	<p>Based on date of certification as a Locomotive Engineer.</p> <p>If two Locomotive Engineers were certified on the same day the following criteria will apply to determine who is deemed most senior:</p> <ol style="list-style-type: none"> 1. Date of certification. 2. Total length of service. 3. Flip of a coin. <p>Transdev may deem the most senior Locomotive Engineer unsuitable, however, must provide a valid reason for such a decision i.e. Locomotive Engineer being on the at risk register / outstanding HR procedure.</p>
Shifts:	

Cover Shift	Daily shifts rostered with no duties allocated, only for coverage of any unexpected Locomotive Engineer shortage arising from operational requirements on the day. Hours per Cover Shift shall be shown on the Master Roster for fortnightly hours (and payment) purposes.
Early Shift	Any shift starting before 1100 hours. Early shifts shall conclude by 1600 hours.
Late Shift	Any shift starting after 1100 hours.
Light-up Shift	Early start shifts rostered with light-up, train preparation, train tests and relay duties.
Outer-Depot Light-up Shift	Light-up shifts on which Locomotive Engineers may be re-tasked on cover duties.
Relief Shift	A shift without duties allocated, which shall be provided in Master Rosters to cover training, recertification and special events as well as unplanned accidents, sickness and leave. Eight (8) hours per Relief Shift is to be shown on the roster for fortnightly hours (and payment) purposes.
Spare Shift	A shift for which the Locomotive Engineer has no duties allocated. Eight (8) hours is to be shown on the roster for fortnightly hours (and payment) purposes.
Substitute Shift	A shift that replaces a rostered shift - but not a Spare Shift, nor a Rostered Day Off, nor a Reset Weekend. Substitute Shifts should mirror the shift pattern and start on the same day as the original rostered shift and take the place of a rostered shift for the same fortnightly hours (and payment) purposes.
Special Leave	Extraordinary leave granted at the discretion of Transdev Wellington Management that is used to cover leave arrangements not otherwise stipulated in the Collective Agreement.
Stand-over Time	Time between outgoing and incoming services for which the same Locomotive Engineer operates both services.
Wellington Depot	Staff facilities at Wellington Station where Locomotive Engineers employed by Transdev Wellington (other than Outer-Depot Locomotive Engineers) are assigned to book on and off.

2 Roster Development

2.1 Preparation and Implementation of Rosters

Accountability for the preparation of all Master Rosters rests with the Transdev Wellington management role which has overall responsibility for roster management. This manager will determine the extent of flexibility required in the Master Roster and staff establishment to operate the Master Roster.

The preparation and implementation process of any roster changes will be in accordance with the roster variation process agreed in this document (refer section 2.2 below), including all consultation obligations under applicable law, employment agreements, collective agreements and this ROM S3.

2.2 Roster Variations

2.2.1 Level A Permanent Roster Variations

Level A variations are change proposals that permanently:

- a. Alter the staff establishment.
- b. Alter Crew Changeovers or the distribution of work between depots.
- c. Alter the amount of relief and standby coverage in rosters by one link or more.
- d. Introduce changed work practices.

Transdev Wellington proposals for Level A variations will be posted on Wellington Depot and Outer-Depot staff notice boards and advised to the General Secretary of the RMTU not less than nine (9) weeks prior to the proposed implementation date. Proposal information provided by Transdev Wellington to RMTU Roster Delegates will include a fatigue management rating report.

A period of up to twenty-one (21) days is provided for RMTU Roster Delegates to consider the proposal and respond to Transdev Wellington with feedback and any counter-proposal. To consider the proposal and develop any counter-proposal RMTU Roster Delegates will be released from normal duties for as many full shifts as required. (note - no more than six (6) Locomotive Engineer RMTU Roster Delegates to be released at any one time).

The Transdev Wellington will subsequently consult with RMTU Roster Delegates to resolve any issues. Where Crew Changeovers are at issue the procedures detailed for changeovers will apply. A further fourteen (14) day period is available for the RMTU and Transdev Wellington to consult on any changes necessary to the proposal.

Where a proposal being presented involves a downsizing of any staff establishment, the written advice to Locomotive Engineers and RMTU Roster Delegates will be proceeded by formal communication to the General Secretary of the RMTU at which time the course of action concerning any additional consultation processes required will be mutually agreed.

The final revised roster will be posted by Transdev Wellington on Wellington Depot and Outer-Depot staff notice boards not less than twenty-eight (28) days prior to implementation, along with a list of those shifts which are varied from the roster currently operated.

2.2.2 Level B Permanent Roster Variations

Level B variations include any ongoing changes that have less impact than Level A variations (refer to 2.2.1 Level A Permanent Variations).

Transdev Wellington proposals for Level B variations will be posted on Wellington Depot and Outer-Depot staff notice boards and advised to the General Secretary of the RMTU not less than eight (8) weeks prior to the proposed implementation date. Proposal information provided by Transdev Wellington to RMTU Roster Delegates will include a fatigue management rating report.

A period of up to fourteen (14) days is provided for RMTU Roster Delegates to consider the proposal and respond to Transdev Wellington with feedback and any counter-proposals. To consider the proposal and develop any counter-proposal RMTU Roster Delegates will be released from normal duties for as many full shifts as required. (note - no more than six (6) Locomotive Engineer RMTU Roster Delegates to be released at any one time).

The Transdev Wellington will subsequently consult with RMTU Roster Delegates to resolve any issues. A further fourteen (14) day period is available for the RMTU and Transdev Wellington to consult on any changes necessary to the proposal.

The final revised roster will be posted by Transdev Wellington on Wellington Depot and Outer-Depot staff notice boards not less than twenty-eight (28) days prior to implementation along with a list of those shifts which are varied from the roster currently operated.

2.2.3 Temporary Roster Variations

2.2.3.1 Temporary Variations for Operational Needs (other than holiday periods)

When there is an operational need to introduce temporary roster variations, Transdev Wellington will communicate the changes to the Locomotive Engineer(s) impacted and RMTU Roster Delegates on the day the operational need is first determined.

For temporary roster changes that are:

- a. Variations to rostered hours, Transdev Wellington shall consult the Locomotive Engineer(s) impacted to propose mutual agreement in accordance with the provisions of the Collective Agreement.
- b. Variations to duties that do not change rostered hours, Transdev Wellington shall;
 - i. Advise the Locomotive Engineer(s) impacted with a mini-roster(s) showing the changes, and
 - ii. Seek and be sure to receive acknowledgement from the Locomotive Engineer(s) impacted that they have received the change advice.

Transdev Wellington will also advise RMTU Roster Delegates of the planned period for which temporary roster changes are expected to be operated. Transdev Wellington will consult with RMTU Roster Delegates to resolve any issues, immediately (the same day) any issues arise.

Should Transdev Wellington subsequently wish to change Temporary Roster Variations to permanent variations; Transdev Wellington will apply whichever is applicable of either the Level A Permanent Roster Variations rules set out in ROM S3 2.2.1 or the Level B Permanent Roster Variations rules set out in - ROM S3 2.2.2.

2.2.3.2 Temporary Variations for Holiday Periods, e.g. Christmas / New Year

Transdev Wellington proposals for holiday period temporary roster variations will be posted on Wellington Depot and Outer-Depot staff notice boards and advised to the General Secretary of the RMTU not less than ten (10) weeks prior to the proposed implementation date. Proposal information provided by Transdev Wellington to RMTU Roster Delegates will include a fatigue management rating report.

A period of up to fourteen (14) days is provided for RMTU Roster Delegates to consider the proposal and respond to Transdev Wellington with feedback and any counter-proposals. To consider the proposal and develop any counter-proposal RMTU Roster Delegates will be released from normal duties for as many full shifts as required. (note - no more than six (6) Locomotive Engineer RMTU Roster Delegates to be released at any one time).

The Transdev Wellington will subsequently consult with RMTU Roster Delegates to resolve any issues. A further fourteen (14) day period is available for the RMTU and Transdev Wellington to consult on any changes necessary to the proposal.

The final revised roster will be posted by Transdev Wellington on Wellington Depot and Outer Depot staff notice boards not less than Six (6) weeks prior to implementation along with a list of those shifts which are varied from the roster currently operated. Where these timings cannot be achieved for good reason, rosters will be revised accordingly.

3 Roster Construction

3.1 Roster Construction Rules

Refer to Appendix A for the detailed schedule of roster construction rules.

3.2 Off By Request

Locomotive Engineers are encouraged to notify the Roster Centre if they are unavailable to work "OFF" duty days, this will be indicated on the roster system and the Mini Roster as "Off By Request" so that they will not be called upon to accept Extra Work Periods on those days. The Rosters Centre will need to be informed prior to the commencement of the respective fortnight. Should the situation change throughout the fortnight, the Locomotive Engineer should contact the Rosters Centre as soon as possible and advise them of this change.

Indication Options	Indicated on Roster System & Mini Roster
Not Available – Off By Request	OFF BY REQUEST
No Indication	OFF

The Rosters Centre or SCC may ask Locomotive Engineers rostered "OFF" if they will work an Extra Work Period and advise the Locomotive Engineer which shift (hours and duties) is proposed. If the Locomotive Engineer declines, the Rosters Centre or SCC will ask the Locomotive Engineer if their shift indicator for that day should be changed to "OFF BY REQUEST". The Locomotive Engineer will say if they wish to still be available for other Extra Work Periods (and still available to be called) in which case their shift indicator for that day will remain rostered "OFF".

3.3 Secondment

Locomotive Engineers are permanently assigned to one of the Wellington "A (Relay) Roster" or "B Roster" or an Outer-Depot roster. The roster to which each Locomotive Engineer is permanently assigned is known as their -Assigned Roster-. For temporary fixed-term assignment of a Locomotive Engineer to a roster other than their Assigned Roster ("secondment"), selection shall be made on Senior Most Suitable criteria and mutually agreed between Transdev Wellington and that Locomotive Engineer. Secondment shall not be for periods of less than four (4) weeks. When on secondment, Locomotive Engineers will, for book-on purposes, be based at the depot of the roster they are seconded to ("depot of secondment"). Travel time to and from the depot of secondment will not normally be included for fortnightly hours (and payment) purposes unless otherwise mutually agreed.

3.4 Placement of Locomotive Engineers on Rosters

3.4.1 Wellington B Roster

When a Locomotive Engineer is initially employed they are assigned to the Wellington Depot. When certified to operate as a Locomotive Engineer, they shall be permanently assigned to the Wellington "B Roster" and rotate around this Master Roster moving forward one link through the roster each fortnight.

3.4.2 Wellington A (Relay) Roster and Outer-Depot Rosters

Selection of Locomotive Engineers for a change of permanent assignment to the Wellington A (Relay) Roster or one of the Outer Depot rosters shall be made on the Senior Most Suitable criteria and mutually agreed between Transdev Wellington and the Locomotive Engineer.

4 Charters / Special Events / Block of Lines

No Master Roster shift shall be altered to include Charters / Special Event services or Block of Line alterations when planning events. Master Roster shifts shall only be varied on the day, in line with the provisions provided in this ROM S3.

Charter / Special Event shifts must be allocated with a minimum of eight (8) hours shift length.

ASL Links and Cover shifts on the Master Roster shall not be booked in advance to run Charter / Special Event trains or Block of Line variations.

5 Failure to Reach Agreement

In any case where Transdev Wellington proposes to change the posted Master Roster and Transdev Wellington has allowed sufficient time and opportunity for all consultation and issue resolution provisions of this ROM S3, and no agreement can be reached:

- a. Transdev Wellington will advise the RMTU National Office and local RMTU Roster Delegates of the failure to reach agreement.
- b. A committee comprising one/two Transdev Wellington representative(s) and one/two representative(s) nominated by the General Secretary of the RMTU will be formed to adjudicate.
- c. The objective of this committee is to facilitate the successful implementation of the roster.
- d. Where adjudicated agreement cannot be reached, the matter will be referred to the disputes committee provided for in the Collective Agreement.
- e. If the parties still fail to agree, Transdev Wellington will advise the RMTU National Office and local RMTU Roster Delegates of this and may proceed in whole or part with its intentions.

6 Posting of Rosters

When proposed rosters are delivered to the RMTU Roster Delegates, this will include all applicable relay and berthing sheets / timetables / fatigue reports etc. The proposal shall also be posted to inform all Locomotive Engineers.

After completing the roster consultation and agreement processes provided for in the Collective Agreement and this ROM S3, the final roster will be posted on the Wellington Depot and Outer-Depot staff notice boards at least twenty-eight (28) days before implementation commencing on the Sunday of a Link “A week”, unless a shorter period is agreed because of delays during the consultation process. Any agreed shorter period should commence on the Sunday of a Link ‘A week’.

Master Rosters in effect shall be on permanent display; also, copies of the Master Roster shall be made available to Locomotive Engineers.

7 Holiday Periods

To allow a modified service timetable to operate during holiday periods, Transdev Wellington may propose the Master Roster be temporarily varied or temporarily suspended and replaced with a holiday period roster comprised of Links designed to meet operational requirements for that temporary period. The Roster Variation rules set out in ROM S3 2.2.3.2 shall apply.

Rosters shall be constructed by the Rosters Centre on the bases of normal rostering practice and will wherever possible conform to the ratios that apply in the Master Roster. Annual leave provisions in the Collective Agreement will apply.

Staff willingness to work on Statutory Holidays will be determined prior to commencement of constructing holiday period roster variations.

The normal rotation of the roster links will not be affected by the suspension of the Master Roster e.g. The Locomotive Engineer on Link 17 preceding a 2 week holiday period roster will be placed on Link 19 when the current Master Roster recommences. When constructing holiday period rosters, due regard must be given to fatigue risk appropriate shift patterns and the transition back to Master Roster links.

8 Hours of Work

All rosters are to be constructed so that fortnightly Links are at or about 80 hours, within 76 to 83 hours is acceptable.

Within Links, single shifts are to be constructed with the following maximums as a key practise to manage fatigue:

Shift Start Times	Maximum length of Rostered Shift	Maximum Footplate time within Shift
1900 - 0459	8:00 hours	05:30 hours
0500 - 1159	8:30 hours	06:15 hours
1200 - 1859	9:00 hours	06:45 hours

If, in extraordinary situations, Locomotive Engineers work longer than maximum shift lengths, the absolute maximum work periods, including travel time, shall be:

Work Period Commencement Time	Maximum Hours
0600-1400	11.5
All Other Times	11.0

9 Day of Operation

9.1 Link Rotation

Locomotive Engineers shall rotate around their Assigned Roster sequentially, working through fortnightly Links. When the Locomotive Engineer reaches the last link of their Assigned Roster they will next work the first Link of that roster and continue forward rotation through the Links following. This process is known as 'Keying the roster' and all Locomotive Engineers shall be shown against their link on a separate 'Key List' for each fortnight. The 'Key List' shall be displayed alongside the permanent Master Roster.

Exceptions to link rotation may arise from exchange of Links / Shifts as provided for in this ROM S3 section 9.3.

9.2 Process for Mini Roster Changes

When Transdev Wellington seeks a variation of hours of duty from the Master Roster the Locomotive Engineer affected shall be advised on the Mini Roster with “TO ASK” and then verbally requested for mutual agreement, this in accordance with the short notice change provisions of the Collective Agreement. If duties are varied without changing the rostered hours or observance of breaks, “TO ADVISE” will be included on the Mini Roster.

Transdev Wellington will seek and be sure to receive acknowledgement from the Locomotive Engineer(s) impacted that they have received the change advice.

9.3 Exchange of Links / Shifts

9.3.1 Mutual Exchange

Two Locomotive Engineers may request to exchange Links or Shifts by way of mutual exchange, and the Rosters Centre shall facilitate mutual exchange requests providing they comply with this ROM S3 and the Collective Agreement. An “Application for Mutual Exchange” form must be completed and signed by both Locomotive Engineers before being forwarded to the Rosters Centre for authorisation and processing. A Mini Roster confirming the mutual exchange of shifts will be provided to the Locomotive Engineers concerned.

9.3.2 Early or Late Preference Exchange

Individual Locomotive Engineers may complete and sign an “AM / PM Preference of Shift Allocation” form on which they record their preference to continuously work Early Shifts or Late Shifts resulting from shift exchanges facilitated by the Rosters Centre. The Rosters Centre will make best endeavours to facilitate these preferences by exchanging shifts between Locomotive Engineers to achieve the “early” and “late” preference for as many as possible. However, where the Rosters Centre cannot achieve all preferences, Locomotive Engineers will rotate through the Master Roster Links as posted.

9.4 Extra Work Periods

In each rostered fortnight, the following process steps will be used to determine which Locomotive Engineers will be asked to work Extra Work Periods and the order in which those Locomotive Engineers will be asked:

- a. Identify the depot roster for each job that needs to be covered.
- b. Apply the ROM S3 Section 9.8 roster preferences to ask Locomotive Engineers assigned to that depot roster until an available Locomotive Engineer accepts the Extra Work Period.
- c. Should those roster preferences with similar shift patterns (refer to i. below) in step b. be exhausted without an acceptance, then start at the first Link on that depot roster and work down until an available Locomotive Engineer accepts.
- d. Should all available Locomotive Engineers assigned to that depot roster be exhausted without acceptance, move on to another depot roster (refer to e. below) and apply the ROM S3 Section 9.8 roster preferences for that second depot roster until an available Locomotive Engineer accepts.

- e. Should it be necessary to ask Outer-Depot Locomotive Engineers (whose home depot is an Outer-Depot) to accept Extra Work Period shifts on the Wellington Depot Master Roster, the work available will be distributed as follows:
 - i. Shifts on the Wellington Master Roster “A week” will first be offered to Locomotive Engineers whose home depot is Paekakariki.
 - ii. Shifts on the Wellington Master Roster “B week” will first be offered to Locomotive Engineers whose home depot is Upper Hutt.
- f. Should the roster preferences with similar shift patterns (refer to i. below) in step d. at the second depot roster be exhausted without an acceptance, then start at the first Link on that second depot roster and work down until an available Locomotive Engineer accepts.
- g. Should all available Locomotive Engineers assigned to that second depot roster be exhausted without acceptance, move on to the third and final depot roster and apply the ROM S3 Section 9.8 roster preferences for that third depot roster until an available Locomotive Engineer accepts.
- h. Should those roster preferences with similar shift patterns (refer to i. below) in step g. be exhausted without an acceptance, then start at the first Link on that third depot roster and work down until an available Locomotive Engineer accepts.
- i. The shift pattern of early or late should be followed first in all occasions. The early or late pattern is to be determined by the early or late nature of the closest days rostered before or after the Extra Work Period. Where the early / late nature of the days before and after the Extra Work Period differ, the longest run of rostered days (either before or after) takes precedence.

All ROM S3 hours of work rules and contractual requirements in the Collective Agreement will apply and be adhered to when assigning Extra Work Periods e.g. minimum rest periods between shifts etc.

9.5 Job Cancelled

Where a job is cancelled prior to a fortnightly Mini Roster being posted, the Locomotive Engineer will be booked “PDO” (Paid Day Off) or assigned a substitute shift with similar hours of work pattern to the original shift.

Where a job is cancelled after a fortnightly Mini Roster has been posted, the employee will be booked “As Required” with the same hours assigned.

When a job is cancelled on a day and a Locomotive Engineer is booked to work an Extra Work Period on an “OFF” (off duty) day, they will revert to “As Required” with the same hours assigned, unless the Locomotive Engineer elects to be booked “OFF” (off duty).

9.6 ASL Contact Period

Where an ASL requirement is for a complete Link (fortnight), a Locomotive Engineer rostered “ASL” shall be assigned to that Link. Where an ASL requirement is for less than a complete fortnight, the Locomotive Engineer shall remain rostered on the ASL Link and the days “OFF” on the ASL Link will apply.

If no shift is allocated for any day(s) during an ASL Link, the Locomotive Engineer will be redesignated “Relief” for that day(s) and be contactable for a period of no more than six (6) hours.

Relief Shifts - shall be designated either “Early” or “Late” on the Master Roster. An Early Shift shall be deemed any shift starting before 1100 hours. Early shifts must conclude by 1600 hours. A Late Shift shall be deemed any shift commencing after 1100 hours. To ensure an adequate rest opportunity, Early Relief shall be contactable for shift assignment up until 1800 hours the day before the shift and after 0500 hours on the day of the shift. Late Relief shall be contactable for shift assignment between 1100 hours and 1700 hours on the day of the shift.

The Rosters Centre or SCC must confirm acknowledgment from the Locomotive Engineer of Relief shift assignment.

ASL Links may be designated a mixture of Early / Late, to be agreed by a RMTU Roster Delegate for the depot roster concerned.

ASL Links may be used for ASL purposes on any depot roster, provided that priority must always be given to meeting ASL requirements of the depot at which an ASL Link is part of that depot Master Roster. Consideration must be given to the fatigue aspects of additional travel time between depots if Locomotive Engineers are assigned shifts on depot rosters other than their Assigned Roster. If required, adequate travel time will be agreed between the Rosters Centre and the Locomotive Engineer.

Locomotive Engineers shall be advised of ASL assigned shifts verbally and by written Mini Roster.

9.7 Public Holidays

The provisions of Sections 25.1 to 25.6 of the Collective Agreement apply.

If the Public Holiday is Mondayised (or Tuesdayised) a Locomotive Engineer may be asked to work if their book-on time is closely aligned to a Sunday shift start time.

If a Locomotive Engineer declines the proposed shift or their rostered shift is cancelled, then they will be booked as “STAT”.

If an Off Duty day falls on the Monday this will remain “OFF” (off duty). Working down the roster, the shift with a closely aligned start time will be booked to work.

If the Public Holiday is observed on a specified date (not Mondayised, e.g. Good Friday), then working down the roster, the shift with a closely aligned start time will be booked to work.

9.8 Order of Utilisation

Order of Utilisation	Shift
1 st Preference	Job Cancelled
2 nd Preference	Relief
3 rd Preference	ASL
4 th Preference	Spare
5 th Preference	Preference
6 th Preference	Off Duty

Preferences will be placed on Rosters on weekends and weekdays (see table below for ratios), they will be the first contact for covering vacant shifts with off duty staff. The Roster Delegate for each depot will choose where preferences are placed, taking into account factors around fatigue and shift rotation.

Number of preferences which shall be on each roster		
	Weekdays	Weekends
Wellington	6 (3 Early & 3 Late)	6 (3 Early & 3 Late)
Outer Depots	2 (1 Early & 1 Late)	4 (2 Early & 2 Late)

9.9 Inter-Depot Relief

When a Locomotive Engineer works away from their home depot on a roster other than their Assigned Roster (for ASL / overtime / training or any other duties) an additional two hours shall be added to the shift for travelling time i.e. one hour for each direction.

Should Locomotive Engineers assigned to Outer-Depot rosters be required to relieve on a Wellington Depot rostered shift or Locomotive Engineers assigned to Wellington Depot rosters be required to relieve an Outer-Depot rostered shift, one hours travel time at the beginning and the end of the rostered shift will be added.

If Locomotive Engineers are able to use a train service in this one hour travel time from their home depot and returning to their home depot and are able to arrive to begin the allocated rostered shift, or return to their home depot by the end of the allocated rostered shift, the Transdev Wellington would expect staff to use the train service available.

Should a train service not be available to start and finish the rostered shift allocated with the travel time added (i.e. one hour at the beginning and one hour at the end of shift), a Taxi will be provided.

If Locomotive Engineers assigned to the Paekakariki Outer-Depot roster are required to work Upper Hutt Outer-Depot rostered shifts or Locomotive Engineers assigned to the Upper Hutt Outer-Depot roster are required to work Paekakariki Outer-Depot rostered shifts, direct transport (Taxi) must be provided between the two depots and the usual two additional hours travel time shall be added to the shift.

Locomotive Engineers, who choose to use their private car instead of an available train service or Taxi provided, will not be eligible to claim mileage reimbursement.

Travel time is included within the “Maximum work periods off” rules in ROM S3, Section 8, hours of work.

10 Leave Management

10.1 Depot Leave Plans

The Rosters Centre shall prepare leave plans for Wellington Depot and all Outer-Depots which will show availability of leave periods. These depot leave plans shall also show any other known requirements that may affect leave availability. The depot leave plans shall be updated fortnightly and made available to all staff.

Locomotive Engineers shall plan leave applications, taking into account the information shown on depot leave plans. However should there be a genuine requirement to take leave in a period when all ASL Links have been assigned shifts, applications can be made, but will be subject to additional relief being available, and at the Transdev Wellington’s discretion.

10.2 Leave Application Procedures

Locomotive Engineers will apply for leave following the procedures agreed in Clause 25.4.3 of the Collective Agreement, using the following forms:

Leave Type Requested	Form
Annual Leave	Application for Annual Leave
Alternative days off	Application for Annual Leave
Sick Leave (including planned health appointments and procedures)	Application for Annual Leave
Bereavement Leave	Application for Annual Leave

The completed leave form is to be handed / faxed to the Roster Centre for consideration. The Roster Centre will action the application within Seventy-two (72) hours. Locomotive Engineers concerned will be advised whether the leave has been approved or rejected within twenty-eight (28) days of application having been made.

Locomotive Engineers are encouraged to manage their leave requirements.

Before Locomotive Engineers apply for a NZR Staff Welfare Trust house they should first submit a proforma application for annual leave subject to the allocation of a house. Locomotive Engineers must ensure the leave programme can cater for the period sought before applying for a Welfare Trust House.

If the Locomotive Engineer is unsuccessful in securing a NZR Staff Welfare Trust house for the requested leave period, they shall have the right to cancel their leave request for this leave period.

A stand down system will operate for depots where too many applications are received for “popular” leave periods. These can vary from depot to depot.

Outside the popular periods, preference will be based on date of application.

10.3 Approval of Annual Leave

Annual leave will be approved if Locomotive Engineers are available to cover the applicant’s absence provided that this can be arranged at no additional cost to Transdev Wellington.

11 Review & Future Initiatives

11.1 Review

Refinements and updates of the ROM S3 shall be proposed by Transdev Wellington or the RMTU as and when considered necessary.

11.2 Future Initiatives

Transdev Wellington and the RMTU agree that revised rostering parameters may be proposed to enhance safety, economic and social benefits. These initiatives will be proposed, trialed and, if agreed, made permanent using the agreed roster variation processes (ROM S3 provision 2.2.3 for temporary trial variations and 2.2.1 or 2.2.2 for permanent variations). These initiatives will be governed through the Transdev Wellington RMTU Governance Group.

12 Appendix A: Master Roster Construction Rules

12.1 General Rules

Note: All times agreed here shall be used in roster construction. Times specified for train operations are agreed to be adequate to provide for EMU consists and movements of up to six (6) cars. These times shall not be adjusted for other sized consists.

Item	General Rules		
1	Maximum rostered shifts per Link (fortnight)	10 shifts	
2	Rostered hours per Link (fortnight)	76-83 hrs	
3	Rostered maximums per shift	Shift	Foot Plate
	Start Times:		
	1900-0459	8 hrs	5 hrs 30 mins
	0500-1159	8 hrs 30 mins	6 hrs 15 mins
	1200-1859	9 hrs	6 hrs 45 mins
4	Absolute maximum over-shift work periods		
	Start Times:		
	0600-1400	11.5 hrs	
	All other times	11.0 hrs	
5	Minimum break between shifts and work periods	12 hrs	
6	Minimum break transitioning between Late and Early shift patterns	54 hrs 2 full nights in bed	
7	Forward rotation preferred		
	Maximum backward rotation	2 hrs per week	
8	Planned breaks	Per Collective Agreement & The Holidays Act 2003	
9	Rostered Reset Weekends		
	Minimum	1 per 10 weeks	4 RDOs
10	Shift types to be included in Master Rosters:	Refer to the Definitions Section for details	
10.1	ASL Links		
	Minimum of one (1) ASL Link per6 Links with rostered shifts	
10.2	Cover	Daily	
10.3	Light-up	Daily	
10.4	Relief	As required	
10.5	Spare	As required	
10.6	Substitute	As required	
10.7	Train Wash	Daily	
10.8	Test Runs	Daily	

11	Book On	25 mins	
12	Book Off	15 mins	
13	Light-up per consist (not including pre-service checks)	10 mins	
14	Relays into service: (plus option with 20 mins added for pre-service checks & tests)		Plus Wash (10 mins)
	14.1 Wn West Yard to Platform Including pre-service checks & tests	40 mins 60 mins	70 mins
14.2	Wn South Yard to Platform Including pre-service checks & tests	45 mins 65 mins	75 mins
	14.3 Wn North Yard to Platform Including pre-service checks & tests	50 mins 70 mins	80 mins
14.4	Outer-Depot to Outer-Depot Platform	35 mins	
15	Wash Relay Wn West Yard to West Yard	30 mins	
	16 Relays out of service: (including shut-down if required)		Plus Wash
16.1	Wn Platform to West Yard	40 mins	50 mins
16.2	Wn Platform to South Yard	45 mins	55 mins
16.3	Wn Platform to North Yard	50 mins	55 mins
16.4	Outer-Depot Platform to Outer-Depot Yard	10 mins	
17	Relay Wn Platform to Platform:		Plus Wash
17.1	No pre-service checks	10 mins	20 mins
17.2	With 10 mins pre-service checks	20 mins	30 mins
18	Build Consists (including 20 mins for pre-service checks & tests)	25 mins	
19	Split Consists (including 35 mins for pre-service checks & tests)	40 mins	
20	LE from depot rooms to out-going service (including 10 mins pre-service checks)	15 mins	
21	LE from incoming service to out-going service:		
21.1	Same consist	15 mins	J'ville 5 mins
21.2	Different consists (including 10 mins pre-service checks)	25 mins	
22	Meal Breaks (then to out-going service, including 10 mins pre-service checks)	50 mins	
23	Intermediate Breaks (then to out-going service, including 10 mins pre-service checks)	30 mins	

12.2 Train Service Running Rules

1	Johnsonville services	No more than two (2) Johnsonville services in a row. Maximum of four (4) Johnsonville services per shift. Morning and afternoon peaks remain as much as possible with same crews.
2	Melling services	No more than two (2) Melling services in a row. Maximum of four (4) Melling services per shift.
3	Upper Hutt services	No more than three (3) Upper Hutt services per shift. Preferably only two (2) per shift, with other lines included within the shift.
4	Waikanae services	No more than three (3) Waikanae services per shift. Preferably only two (2) per shift, with other lines included within the shift.
5	Maximum services	No more than three (3) Upper Hutt / Waikanae services or a mixture of these, shall be rostered on any one shift.
6	Shift Mixture	If possible, each shift shall include a variety of lines and crews are to be familiar with all depots and lines.
7	Outer-Depot Light-up Shifts Monday to Friday	As well as Locomotive Engineers performing their required duties to get services prepared, they may also be used as a cover to ensure all early services from these depots continue to operate. For safety, Train Managers shall be booked on duty for the same hours as Locomotive Engineers to assist with coupling / uncoupling / shunting / brake tests / cover etc.
8	Outer-Depot Light-up Shifts weekends	For safety, Train Managers shall be booked on duty for the same hours as Locomotive Engineers to assist with coupling / uncoupling / shunting / brake tests / cover etc.
9	Stabling services at Upper Hutt / Paekakariki / Waikanae	For safety, Train Managers shall be booked on duty for the same hours as Locomotive Engineers to assist with coupling / uncoupling / shunting / setting roads etc.
10	Stabling services Waikanae	Crew shall be provided with transport from Waikanae yard back to their home depot.
11	Paekakariki Crew Changeovers	All Waikanae Service Crew Changeovers shall be rostered to take place on the "Up" (outbound) services when stopped at Paekakariki depot.
12	Trainee Records	If possible, Locomotive Engineer Tutors are expected to complete trainee records during the course of their normal shift but, if required, reasonable additional time shall be requested through their Team Leader or Manager.

END