A roster is a list or a plan that shows when people who work on the farm will be on duty. Rosters are typically used to schedule time off and to schedule tasks. A roster can be a formal computer-generated spreadsheet or written on a year planner, calendar, whiteboard or a roster template.

You should notify your employees of their ordinary hours of work in advance:

* From 1 January 2014, all awards include a term that requires employers to [genuinely consult](http://www.thepeopleindairy.org.au/engagement-reward/pastoral-award.htm#consult)\* with their employees about changes to their regular roster and ordinary working hours.
* You should display rosters that show the starting and finishing times of employee’s shifts.
* The rosters should be displayed in an obvious place where all of your employees will see them – such as noticeboard.
* PASTORAL AWARD 2010 ONLY -You are required to roster a part-time or casual employee for a minimum of three consecutive hours on any shift.

## Suggested steps for creating a roster

**Step 1: Draft your roster, with the following points in mind**

* Ensure everyone on the farm has time to peruse non work related interests
* Make sure that rostered hours are reasonable and in line with employee expectations
* Roster on extra people if needed rather than allocate too many hours to a few individuals
* A carefully designed roster can help avoid the need to pay penalty rates for overtime
* Include time for taking breaks and going on leave
* Make sure people are covered for when they are on leave
* Breaks are important for providing rest time as well as an opportunity to get together and chat
* Adhere to the relevant award and the NES for entitlements for meal breaks, rest breaks and leave
* Under the National Employment Standards, certain employees have the right to [request flexible working arrangements](http://www.fairwork.gov.au/Employee-entitlements/Flexibility-in-the-workplace/flexible-working-arrangements) – visit http://www.fairwork.gov.au/Employee-entitlements/Flexibility-in-the-workplace/flexible-working-arrangements

**Step 2: Consult with employees and gain their commitment**

**Step 3: Stick to your roster**

* Rosters should only be changed in exceptional circumstances
* Changes should only be made after [genuine consultation](http://www.thepeopleindairy.org.au/engagement-reward/pastoral-award.htm#consult)\* with employees

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \_\_\_\_\_\_\_ Award 2010: | | Minimum shift length (part-time): 3 hours (Pastoral Award 2010 only)  Minimum shift length (casual): 3 hours  (Pastoral Award 2010 only) | | Maximum hours of work without a meal break:  5 hours | | Other break entitlements:  10 minutes paid rest break each morning | |
| ALL STAFF NOTE: You must take your break as rostered below. Ensure you have at least 30minutes off if working more than **5** hours. | | | | | | | |
| Employee’s name | |  |  |  |  |  |  |
| Monday:  …./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Tuesday:  .…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Wednesday:  .…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Thursday:  .…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Friday:  .…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Saturday:  .…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Sunday:  .…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |

Week beginning: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_