

**Proposed**  
**Westmanstown**  
**Working Time Agreement**  
**2022**

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## 1. PURPOSE AND SCOPE

1.1 The purpose of this Working Time Agreement (WTA) is to set out the principles that underpin the rosters in An Garda Síochána to ensure their efficient and effective implementation and to ensure the operation of rosters complies fully with the European Working Time Directive (EWTD).

1.2 This WTA is a collective agreement between the Garda Commissioner and the four Garda representative associations (ACGS, AGS, AGSI and GRA) pertaining to the introduction of new Garda Rosters. All references in this WTA to “the parties” shall be construed accordingly.

This WTA provides for agreed rosters which will be known as the Westmanstown Roster. Only rosters agreed through the Westmanstown Process or as provided for in Sections 12, of this WTA shall operate in An Garda Síochána.

1.3 This WTA is made under the auspices of the European Working Time Directive 2003/88/EC of the European Parliament and of the Council. This WTA will comply with the EWTD and subsequent Court of Justice of the European Union judgments.

1.4 The Garda Commissioner and the representative associations acknowledge and support the guiding principles of adequate rest and maximum weekly working hours behind the EWTD and their application to An Garda Síochána.

1.5 This WTA shall apply to all members of An Garda Síochána. It takes account of the terms of the EWTD which encompasses all working time for all such members and not just rostered working time.

## 2 DEFINITIONS

2.1 **Member** means:

- a. A member of any rank (including the Garda Commissioner) appointed under *Part 2* of the Garda Síochána Act 2005 or under an enactment repealed by that Act, and
- b. A reserve member.

2.2 **Working time** means:

- a. Any period during which a member is working, at the employer's disposal and carrying out his activity or duties, in accordance with national laws and/or practice.
- b. Any time during which a member is undertaking training courses in An Garda Síochána.

2.3 **Shift work** means a method of organising work in set rosters whereby individual members and/or units succeed each other at the same activities or duties according to a certain roster pattern. This includes a rotating roster pattern, which may be continuous or discontinuous, entailing the need for members to work at different times over a given period of days or weeks. The word tour or tours are synonymous with words shift or shifts.

2.4 **Shift worker** means any member whose work (either whole or part-time) is shift work.

2.5 **Adequate rest** means that members have regular rest periods, the duration of which is expressed in units of time and which are sufficiently long and continuous to ensure that, as a result of fatigue or other irregular working patterns, they do not cause injury to themselves, to fellow members or to others and that they do not damage their health, either in the short term or in the longer term.

2.6 **Exceptional events** shall be understood as being natural or technological disasters, attacks, serious accidents or similar events. They shall be of a gravity and scale which requires the adoption of measures indispensable for the protection of life, health and safety of the community at large and the proper implementation of measures designed to protect the community are deemed to be at a serious risk by the implementation or observation of all the rules laid down in the EWTD. In the case of an exceptional event members will give absolute priority to the achievement of those measures.

2.7 An **extraordinary event** is an event that, although capable of being predicted, places demands on the Garda service, is outside the ordinary service provision for An Garda Síochána and requires alteration to set roster tours to

police that event. The Garda Commissioner, in accordance with the principles of this agreement, can alter shift durations and/or cancel rest days to meet the demands of an extraordinary event.

- 2.8 **Exigencies of the service** means a situation that requires urgent and unforeseen Garda action and requires a member to work longer than the period for which he/she has been rostered and may result in a daily rest break of less than 11 consecutive hours.
- 2.9 **Compensatory Rest means**, rest required to substitute for inadequate daily rest. The EWTD and the Organisation of Working Time Act, 1997 (OWTA) provisions for compensatory rest have informed the compensatory rest provision in this WTA.
- 2.10 **Communications** referred to in Section 3 of this WTA means any work-related communication which requires a verified work commitment of 15 minutes or more. Such communication can be instigated through, phone calls, emails, text messages or other approved organisational network.
- 2.11 The **Westmanstown process** is the mechanism for collectively addressing and agreeing issues related to rosters and working time in An Garda Síochána. It is chaired by an agreed Facilitator and is comprised of Garda management and the Garda representative associations at national level as constituted during the period 2011 to 2014. The Westmanstown Group is to be construed accordingly.
- 2.12 **Operational frontline policing** will be understood to occur where members respond to and/or attend at incidents, scenes or events.
- 2.13 A **national specialist unit** shall be understood to mean a unit that operates from a central base and has an operational function and responsibility across the State.
- 2.14 A **regional specialist** units are those deployed regionally or inter-regionally depending on the pertaining situation(s). They are managed regionally and based regionally.(This differentiates them from National Units)
- 2.15 A **Divisional Resource Manager** shall be a member, not below the rank of Inspector, appointed at Divisional Level and shall have responsibility for the

administration of rostering and working time in their division.

- 2.16 The **Core** shall refer to members on operational front-line policing duties rostered to work over 24 hours per day, 7 days per week, throughout the year, and any other personnel rostered to work 24/7.
- 2.17 The **Non-Core** refers to all Units other than those rostered to work 24/7.
- 2.18 **Competent Authority** shall refer to the Facilitator and An Garda Síochána Conciliation Council provided for under Section 20 of this WTA, or those bodies specified within relevant legislatively prescribed machinery, at Irish or European Community level, as appropriate.
- 2.19 The **Westmanstown Roster** shall refer to a roster or rosters agreed under the provisions of this WTA.

### 3 INTERPRETATIONS

#### Provisions for interruptions to rest periods.

- 3.1 When a member's rest period is interrupted for a work-related matter (over the telephone or otherwise) when off duty, the following shall apply:
- (i) In compliance with the EWTD, only the period of actual interruption will be used to calculate working time.
  - (ii) Communications of 15 minutes or longer in duration in total shall be regarded as working time. Where there is more than one communication during any given rest period, the time involved will be cumulative. Contacting members unnecessarily about work related matters while they are off duty should be avoided during the initial 11-hour rest provision, particularly after night shifts.
  - (iii) Garda members will be entitled to payment of actual time for any communication and compensatory rest where the communication is of 15 minutes duration or longer providing that the member has not, by commission or omission, contributed to the necessity for such a communication.

- (iv) When a member is off duty and, as a result of an official communication, is then required immediately to attend at his/her normal place of work or another place of work, the member shall be deemed to have commenced work from the time the communication was received until the completion of that duty.
  - (v) Where a communication occurs during a rest period, the minimum period of payment will be three hours in accordance with current regulations.
- 3.2 For the purposes of complying with the EWTD, time spent on rest days, time off in lieu (TOIL), annual leave and sick leave will not be counted for the purposes of computing working time.
- 3.3 The working day and arrangements for calculating pay:
- For the purpose of rostered pay and allowances, the working day will be a 24-hour day calculated from 07:00 to 07:00.
  - For the purpose of overtime and non-rostered allowances, the workingday will be a 24-hour day from 00:00 to 24:00.
- 3.4 Stand-by time in the station or in another work location on the direction of the Garda Commissioner shall be considered working time.
- 3.5 All references to the Garda Code in this WTA shall be understood to apply to the fifth edition of the Garda Code, Volumes I and II, in operation at the date of the signing of this agreement.

#### Exceptional Events, Extraordinary Events and Exigencies of the Service

- 3.6 The key distinguishing feature between exceptional and extraordinary events is predictability. Extraordinary events can be foreseen and as such they are predictable and can be prepared for. Exceptional events, on the other hand, cannot be foreseen and are not predictable.
- 3.7 Examples of exceptional events may include, but are not confined to, the following:
- Natural or technological disasters
  - Terrorist attacks

- Serious accidents (air, sea, rail, road, inland waterway and lake transport, sea fishing and/or other work at sea)
- Serious public order event

These are indicators of Exceptional Events and not exhaustive lists.

3.8 Examples of extraordinary events may include, but are not confined to the following:

- High security state visit
- Special security operations
- Large organised searches
- Risk-assessed major sporting events
- Risk-assessed major cultural or community events
- Risk-assessed protest marches and parades
- Risk-assessed concerts

These are indicators of Extraordinary Events and not exhaustive lists

3.9 It is accepted that in the majority of exceptional events it will be the initial period that will result in a breach of the requirements of the EWTD (daily and weekly rest, rest breaks and average weekly working limits).

3.10 Where a Garda response to an exceptional event is at variance with the daily and weekly rest provisions of the EWTD, rest periods will be provided in accordance with this WTA as soon as practicable.

3.11 Divisional/District Officers/Superintendents/Divisional Resource Managers will ensure that, as soon as practicable, the necessary resourcing for the policing of any exceptional event is planned and put in place to ensure compliance with this WTA.

3.12 Any increase in the average 48-hour working week during an exceptional event will be corrected at the earliest opportunity. Where possible, this should be within the six-month rolling reference period.

3.13 During an exceptional event, where it is not possible to provide the required compensatory rest periods within the time limits set out in Section 11, the daily rest periods shall be provided as soon as is practicable taking account of the



circumstances.

3.14 Examples of exigencies of the service include, but are not confined to, the following:

- Urgent and serious crime
- Fatal and serious accident investigations
- Major crime scene preservation
- Preservation of life
- Protection of property

3.15 Where, due to the exigencies of the service or the interruption of a period of rest while off duty, a member may be precluded from enjoying a minimum of 11 uninterrupted consecutive hours rest in a 24-hour period, appropriate compensatory rest will be provided in accordance with this WTA.

## **4 PRINCIPLES UNDERPINNING THE WTA**

### **Key principles**

4.1 This WTA shall meet the requirements of the EWTD and subsequent Court of Justice of the European Union judgments and shall comply fully with all relevant EU directives and national legislation.

The roster is designed to match the availability of staff to policing demands while protecting the welfare of members.

4.2 The parties recognise that a key principle of this WTA is that working time in general and rosters in particular, should be predictable for members.

4.3 While providing for predictability, this WTA sets out circumstances where Garda management shall be entitled to change tours of duty. These provisions are specifically designed to allow for flexibility to respond to policing demands and the needs of the community. Any changes other than those provided for in the Compensatory Rest Protocols and during exceptional events, shall require 14 days' notice.

- 4.4 Proper planning and police management is essential to meet the objective of matching resources to policing demands while protecting, as far as possible, the health, safety and welfare of members. Therefore, there shall be sufficient numbers of members on duty in each Division/District at all times to ensure the health, safety and welfare of members and of the public.
- 4.5 The determination of policing demands and health, safety and welfare issues shall rest with local Garda management (Superintendent/Divisional/District Officer) in consultation with supervisory management. Any disputes in relation to those issues will be resolved by the Chief Superintendent/Divisional Officer in consultation with the representative associations at divisional level and when necessary with the relevant Regional Assistant Commissioner.
- 4.6 Notwithstanding the requirement of Section 4.3, this WTA provides for changes to shifts and rosters with less than 14 days' notice where such changes are required in response to an exceptional event. Provision is also made for dealing with extraordinary events, with 14 days' notice, and exigencies of the service.
- 4.7 This agreement acknowledges and reinforces the entitlement of every member to a minimum of 11 uninterrupted consecutive hours rest in a 24-hour period.
- 4.8 For operational reasons, members will, on occasion, be required to work overtime and this could result in less than 11 hours uninterrupted consecutive rest in a 24-hour period. To ensure that members receive their required rest they will receive compensatory rest as provided for in Section 11.
- 4.9 All rosters in this WTA are designed to provide a minimum of 11 uninterrupted consecutive hours rest in each 24-hour period.
- 4.10 In the interest of health and safety, members shall not be required to work more than 16 hours in any 24-hour period. Notwithstanding this commitment, this WTA provides and prescribes for the occasions, involving the exigencies of the service, where it may not be possible to comply with this requirement.
- 4.11 The parties to this agreement recognise that nothing in this WTA shall interfere with the Garda Commissioner's legal requirement to direct and control An Garda Síochána.

4.12 Where a dispute arises over an extraordinary event requiring interpretation any party may refer the matter to the Facilitator or Conciliation Council under Section 20 of this WTA. Subject to the requirement in Section 20, operational measures decided by Garda management shall operate pending resolution of the dispute. Where it is subsequently determined that protections or entitlements in this WTA were not delivered to members compensation in full shall be provided on a retrospective basis.

#### Key features of roster management

4.13 Generally, subject only to the exceptional process set out in Section 6.4, members will be allocated to the Core and Non-Core roster by Divisional/District Officers/Superintendents in accordance with the needs of their policing

requirements. Chief Superintendents/Superintendents will endeavour to accommodate expressions of interest by members willing to make a change of allocation in advance of directing a change. Such changes to allocations shall not be understood to facilitate short term needs.

4.14 The rosters provided for in this agreement shall apply to all rostered members.

Superintendents and Chief Superintendents are conditioned to work between the hours of 9am and 5pm during weekdays and their mandatory 18 Saturdays as per the Garda Code. This also includes Superintendents' on-duty working weekends in accordance with their Garda Code obligations. Compensatory rest days apply accordingly.

4.15 The average number of weekly worked on hours the roster will be 40.

4.16 The roster shall consist of Core and Non-Core working times to facilitate 24- hour policing. The Core rosters shall have a 4 Unit /8 week configuration and shall operate on the principles of 4 days on and 4 days off. The Non-Core rosters shall have a 4 Unit or less configuration.

4.17 Hours worked outside rostered shifts shall be compensated by way of overtime payments in accordance with Garda Code (F) 10.

- 4.18 Early start times before 07:00 are undesirable for reasons of health and safety. As a result, the rostered early tour shall not commence before 07:00.
- 4.19 There shall be no more than four consecutive rostered night tours.
- 4.20 A key requirement of the roster is predictability for members and flexibility for Garda Management to meet the needs of the community and the demands of policing.
- 4.21 Where Apart from rosters adopted under the provisions of Section 12 of this WTA, the rosters prescribed in Section 6 shall be the rosters to operate in An Garda Síochána.

This Provision may not be used as a precedent for any change to the agreed Core and Non-Core rosters provided for in Section 6.

- 4.22 Where on the commencement date of this agreement a unit or section is operating a roster other than in compliance with Section 6 or any other provisions made under this WTA, that unit or section shall within a three-month period, take all necessary measures to comply fully with the provisions of this WTA.

## **5 ROSTER PRINCIPLES**

- 5.1 Due consideration shall be given to safe systems of work when rostering personnel for duty.
- 5.2 In keeping with the existing regulations and commitments of An Garda Síochána to support work/life balance, any alternative working arrangements requested by an individual member will be considered by Garda management and, where possible, the request will be accommodated within the overall policy. If any dispute arises, the Chief Superintendent/Superintendent shall be the first arbiter.
- 5.3 In the interests of equity, effectiveness and efficiency, the allocation of members to meet the requirements of the rosters will be on a District and Divisional basis. All such allocations shall comply with the minimum

14-day notice requirement in the Garda Code.

- 5.4 The set rest days prescribed in the roster shall be adhered to by Garda management. Where rest days are cancelled by Garda management, overtime shall apply as specified in Section 4.17.
- 5.5 Tours of duty will be set out in the roster and shall not be changed outside the prescribed parameters set out in this WTA. This is not to prohibit occasional changes by agreement with the member(s) concerned, subject to these changes being EWTD compliant.
- 5.6 Advice from the Chief Medical Officer in relation to the deployment of staff will be complied with as appropriate.
- 5.7 The Westmanstown Roster and any subsequent roster(s) agreed in accordance with this WTA will be set out with a calendar that shows all possible duty start and finish times for the information of the membership of the organisation.
- 5.8 The rosters in this WTA have specified adaptability in order to meet local demand while retaining predictability for members. Any alterations shall be agreed by the Westmanstown Group in accordance with the terms of Section 22 of this WTA.

## **6 ROSTER SHIFT CONFIGURATIONS**

- 6.1 To promote flexible and effective policing, there shall be a fixed Core roster to facilitate 24-hour policing and an accompanying Non-Core roster. The Core roster shall be forward rotating and shall operate on the principal of 2 Early shifts, and 2 Night shifts, otherwise known as 4 on / 4 off.

### **Core Roster Shift Configurations**

- 6.2 There shall be two Core working shifts consisting of an Early shift, and a Night shift.

The Core roster shall operate as follows:

- Early From 07:00 to 19:00

- Night From 19:00 to 07:00

The Core roster shall operate with a split shift starting time on each Tuesday and Sunday as follows:

- Early Of 07:00 and 09:00
- Night Of 19:00 and 21:00

Shift length on the core roster shall be of 12 hour duration with the following exception;

- The early and night shift occurring each Tuesday and Sunday shall be of 10 hour duration.

This Roster shall operate over an 8-week repeating cycle. **(Appendix I)**

### Non-Core Roster Shift Configurations

6.3 There shall be four variations of the non-core roster, each consisting of 8 hour shift patterns. The Non-Core roster shall operate with /split shift starting times as follows:

6.3.1 A four Unit Roster with 3 shift patterns, catering to a business day of up to 21hours, as follows;

- a. Early shift Monday to Saturday starting between 07:00 and 10:00
- b. Early shift Sunday starting between 08:00 and 10:00
- c. Middle shift starting times between 11:00 and 15:00
- d. Late shift Monday to Saturday starting times between 16:00 and 20:00
- e. Late shift Sunday starting times between 16:00 and 18:00

This Roster shall operate over a 28 day repeating cycle. **(Appendix II)**

6.3.2 A four Unit Roster with 3 shift patterns, catering to a business day of up to 19 hours, as follows;

- a. Early shift Monday to Saturday starting between 07:00 and 10:00
- b. Early shift Sunday starting between 08:00 and 10:00

- c. Middle shift starting times between 11:00 and 13:00
- d. Late shift Sunday to Thursday starting times between 14:00 and 17:00
- e. Late shift Friday to Saturday starting times between 15:00 and 18:00

This Roster shall operate over a 28 day repeating cycle. (**Appendix III**)

6.3.3 Monday to Friday Roster with 2 shift patterns, with one shift starting between 07:00 and 10:00 and a second shift starting between 11:00 and 14:00. Members allocated to this shift pattern shall not ordinarily be rostered to work on Public Holidays. (**Appendix IV**)

6.3.4 Monday to Friday Roster with shift starting times between 08:00 and 10:00. Members allocated to this shift pattern shall not ordinarily be rostered to work on Public Holidays. Where there is a clear business need members will be rostered to work weekends i.e. on five(5) days out of seven(7) to include not more than two(2) Sundays in any one(1) roster. (**Appendix V**)

6.4 At the outset of this WTA, Divisional Officers shall review the business requirements of each Unit/Section under their authority. The review shall consider the organisational demands placed on each Unit/Section, the business hours during which such demands are required to be met and the Variable/Split Shift start times best suited to meet such demands.

Based on the review as set out above, the Divisional Officer shall, from the date of implementation of this agreement, allocate members to a roster as provided for in this Section of the WTA, based on their current assignment, as provided for in Appendix VIII to this agreement.

6.4.1 All probationers, on attestation, will normally be allocated to the Core roster. A rationale for any proposal to alter this practice will be provided to the representative associations in advance, so as to allow for consultation and agreement.

6.4.2 Members will not ordinarily be allocated from the Core other than on application, by mutual agreement, or following competition. Any

exception to this will be notified in advance to the member(s) affected as early as possible, so as to allow for discussion, mutual agreement and/or representation, as necessary. Where said member(s) are also members of a Representative Association, the Association will be notified.

- 6.4.3 All proposals to deviate from the above will be notified to the four Garda representative associations, nationally.
  - 6.4.4 Members not on the Core Roster at the date of this WTA shall be entitled to apply for allocation to the Core roster and every effort to accommodate this application as soon as is practicable, and subject to the exigencies of the service, will be made.
  - 6.4.5 If any dispute arises the member will work the existing roster, subject to the exigencies of the service, until the dispute is resolved or determined, unless otherwise agreed, utilising the Dispute Resolution Procedures as per Section 20 of this WTA.
- 6.5 In respect of the Variable/Split Shift provisions, it shall be mandatory that where this provision is utilised, the available resources are split 50/50 or as close as numbers allow and allocated to each starting time on that basis.
- 6.6 Where a Variable/Split Shift has been implemented in a Division, starting times of the Variable/Split Shifts may vary subject to local demands and business needs. Starting times shall be EWTD compliant.
- 6.7 In order to ensure equity Variable/Split Shift starting times shall rotate every other roster period. This provision shall also apply to supervisors and to units with one member or with odd numbers.
- 6.8 The use of Variable/Split Shift starting times for the Non-Core in Section 6.3 shall be demand led and determined following consultation between the Divisional Officer/Chief Superintendent and the representative associations at divisional level.
- 6.9 Where a variable/split shift starting time is determined it shall remain in place for a minimum period of 20 weeks but no longer than one year. Such starting



times shall be reviewed biannually by the Divisional Officer/Chief Superintendent in consultation with the representative associations at divisional level. Any changes to the starting times arising from the biannual review shall commence not earlier than at the start of the next following roster cycle. Any new arrangements shall be notified to all concerned a minimum of 5 weeks in advance of being introduced.

- 6.10 The measures to allow for adaptability in this WTA are not intended to substitute for appropriate advance planning and they shall not be used to meet short-term needs except where specifically provided for in this Proposal.
- 6.11 Except for amendments to rosters provided for in Section 12 of this WTA, any proposal for changes or adaptations to the roster configurations set out at Section 6 shall be dealt with under the provisions of Section 21 of this WTA. This shall not affect the provisions of Section 5.2 of this WTA.
- 6.12 Excluding exceptional events, duty details without a minimum of 11 uninterrupted consecutive hours rest in a 24-hour period, shall not be put in place.

## **7 CHANGE OF TOUR STARTING TIME(S) AND NOTICE REQUIREMENTS**

- 7.1 A temporary change may be made to Core and Non-Core shift starting times of individual members for operational needs. A minimum of 10 days' notice of the change shall be given to the members concerned. All shift starting times shall be expressed to begin on the hour. This provision will apply to the Core and Non-Core shifts as set out below.

### **Core Shifts**

- 1. Early Shift Between 07:00 and 12:00
- 2. Night Shift Between 15:00 and 21:00

## Non-Core Shifts

1. Four Unit 3 shift pattern over 21hr business day  
Early Shift Between 07:00 and 10:00  
Middle Shift Between 11:00 and 15:00  
Late Shift Between 16:00 and 20:00
  2. Four Unit 3 shift pattern over 19hr business day  
Early Shift Between 07:00 and 10:00  
Middle Shift Between 10:00 and 13:00  
Late Shift Between 13:00 and 18:00
  3. Monday to Friday 2 Shift pattern  
Early Shift Between 08:00 and 10:00  
Late Shift Between 10:00 and 14:00
  4. Monday to Friday Single Shift  
Between 07:00 and 10:00
- 7.5 Subject to the provisions set out in this Section and Section 7.1, shifts may also be changed as follows:

## Core Shifts

1. Night Shift May be changed to an Early Shift

## Non-Core Shifts

1. Four Unit 3 shift pattern over 21hr business day  
Middle Shift May be changed to an Early Shift  
Late Shift May be changed to a Middle Shift
  2. Four Unit 3 shift pattern over 19hr business day  
Middle Shift May be changed to an Early Shift  
Late Shift May be changed to a Middle Shift
  3. Monday to Friday 2 Shift pattern  
Late Shift May be changed to an Early Shift
- 7.6 There shall be no more than 10 changes to shift starting times as provided for in Sections 7.1 and 7.2 for any member during a calendar year. The use of this

facility will be at the discretion of the Divisional Officer but shall be confined to the following circumstances:

- a. Serious crime investigations including searches
- b. Risk-assessed major sporting events
- c. Risk-assessed major cultural or community events
- d. Risk-assessed protest marches and parades
- e. Risk-assessed concerts
- f. State visits
- g. Augmenting unit strength to facilitate annual leave or other short term absences.
- h. Risk-assessed health and safety considerations
- i. Planned attendance at court

7.7 Changes to the starting times of shifts provided for under Section 12 of this WTA should be consistent and within the specific principles of the allowed number of time changes above. A minimum of 10 days' notice of the change shall be given to the members concerned.

7.8 Subject to the specific constraints set out in this WTA, the Garda Commissioner may alter shift durations and/or cancel rest days to meet the demands of an extraordinary event. Where rest days are cancelled or shifts extended, the normal overtime and compensatory rest provisions as set out in this WTA shall apply.

7.9 Consultations will take place with the representative associations at divisional level at least three months before the start of an extraordinary event. Such consultations will be thorough and shall include all relevant items, including operational orders, that might impact on members' welfare, working time and conditions and earning capacity.

7.10 If, due to the short notice of an extraordinary event, three months' notice is not feasible, consultations shall start as soon as possible but not later than one week after the Garda Commissioner receives notification of the event.

- 7.11 The consultations provided for in Sections 7.5 and 7.6 should be completed in sufficient time so that the membership can have maximum notice of any duty changes that will affect them, rather than having to rely on the minimum 14 days' notice.
- 7.12 Duties worked outside the published roster, other than changes that are permitted with a minimum of 14 days' notice, shall be compensated in accordance with the existing overtime regulations.
- 7.13 All provisions for extraordinary events and exigencies of the service shall comply with the minimum rest periods and the maximum 48-hour weekly work requirements over a rolling 6 months as provided for in this WTA.

## **8 REST DAYS AND ANNUAL LEAVE**

- 8.1 The Garda Code regulations in operation at the date of the signing of this WTA, along with existing conciliation and arbitration agreements and Garda HQ Directives shall apply to rest days and annual leave for members. There shall be no restriction on the number of annual leave days that can be taken as half days, subject to the provisions on the granting of annual leave.
- 8.2 A rostered rest day will not be altered except with the consent of the member. This provision does not apply in the following cases:
- (a) Permanent or temporary transfer;
  - (b) Changing Units in the interests of the service;
  - (c) Change of rest days of members attending courses at Garda College, Templemore, or other centres throughout the country and other Temporary transfers.
- 8.3 Members will be required to apply for annual leave 16 days in advance. This shall be subject to the exception that, when the Divisional/District Officer considers it necessary, leave rosters will be prepared in respect of Station parties in the month of April showing the periods of annual leave allotted to each member for the current leave year. Ordinarily, such rosters will be adhered to in the granting of leave.

- 8.4 By local agreement, if resources are adequate and the absence of a member would not necessitate the incurrence of overtime, that member may apply for and be granted leave with shorter notice. Annual leave should be determined on a Divisional/District basis and shall include the Core and Non-Core collectively. Current arrangements in relation to urgent leave shall continue to apply.
- 8.5 The Divisional/District Officer/Superintendent/appointed Divisional Resource Manager is the granting and recording authority for annual leave. District Officers/Superintendents (or Inspectors acting for them)/ appointed Divisional Resource Managers shall be obliged to ensure that leave entitlements for all members covered by this agreement can be taken within the leave year on a fair and equitable basis.
- 8.6 Where a member has applied for annual leave and due to the exigencies of the service, the application is refused or cancelled, or the abstraction rate of annual leave is restricted, and their annual leave entitlement cannot be availed of within the current leave year, that member shall have the unused portion of his/her annual leave entitlement carried over in full into the next annual leave year. This provision shall also apply to leave that cannot be taken by reason of maternity leave, illness or injury, subject to a maximum accrual of 15 months equivalent of annual leave days. Other than the areas as outlined above, annual leave will not be refused or cancelled save in exceptional circumstances.
- 8.7 In relation to the granting of annual leave HQ Directive 52/2008 is noted. The 25% abstraction rate may be increased subject to available resources and if demand permits. Annual leave shall be granted in an equitable and balanced manner on a Divisional/District basis, incorporating all available resources.

## **9 DAILY AND WEEKLY REST PERIODS**

### **Daily Rest Period**

- 9.1 The EWTD Article 3 states that ‘...every worker is entitled to a minimum daily rest period of 11 consecutive hours per 24-hour period.’ For the purposes of clarity the following shall apply to members of An Garda Síochána in relation to daily rest:

A member shall be entitled to a minimum of 11 uninterrupted consecutive hours rest in a 24-hour period.

### Weekly Rest Period

9.2 The following minimum weekly rest periods shall apply:

- a. One uninterrupted rest period of not less than 35 hours in each 7-day period, composed of 24 consecutive hours (plus 11 hours daily rest per 24-hour period).

or

- b. Two uninterrupted rest periods each of not less than 24 hours in each 14-day period (plus 11 consecutive hours of daily rest per 24 hour period ).

or

- c. One uninterrupted rest period of not less than 59 hours (comprising 48 hours plus 11 consecutive hours of daily rest per 24 hour period) in each 14-day period.

Excluding exceptional events, the Garda Commissioner shall ensure that rosters and actual hours worked shall comply fully with the requirements of this Section.

9.3 To ensure compliance with the minimum weekly rest provisions provided for in Section 9.2, and only to facilitate attendance at trials in all courts with the exception of the District Court, members will be obliged to avail of 1 days annual leave from their current annual leave entitlement between Monday and Friday on the week before the trial is due to commence. This provision allows the commencement of a new 7 or 14-day weekly rest reference period.

The day on which the annual leave is to be availed of will, in so far as possible, be agreed in consultation with the member.

9.4 It is recognised that policing, by its nature, can be unpredictable and, therefore, it will not always be possible to comply with the minimum daily or weekly rest provisions. However, every effort should be made to ensure that

members are afforded the minimum rest provisions as provided for in this WTA.

- 9.5 Where a member works without a minimum of 11 uninterrupted consecutive hours rest in a 24-hour period, it must be justified by an exceptional event, an extraordinary event or exigencies of the service. Working time must be recorded and the records retained by Garda management.
- 9.6 Where a member is not provided with the minimum of 11 uninterrupted consecutive hours rest in a 24-hour period compensatory rest shall be provided as set out in Section 11.
- 9.7 Where, due to the exigencies of the service or where there is an interruption of a period of rest while off duty or a recall to duty in circumstances as set out in the Garda Code, compensatory rest shall be provided as set out in Section 11 where the interruption results in the member receiving less than 11 uninterrupted consecutive hours rest in a 24-hour period.
- 9.8 Compensatory rest cannot be used to meet the requirements of weekly rest.

## **10 REST BREAKS**

- 10.1 Article 4 of the EWTD provides that where the working day of a member is longer than 6 hours, he/she is entitled to a rest break.
- 10.2 In exceptional circumstances where a member is prevented by the exigencies of the service from taking a rest break, that break shall be provided as soon as practicable. In very exceptional cases where this is not possible the rest break should be taken from working time at the end of the tour of duty and not met as overtime. Subsistence allowances as provided for in the Garda Code shall be paid at the appropriate rate.
- 10.3 It is contrary to the principles of the EWTD for an employee to routinely (for example, on a daily basis) be required to work through a rest break or by choice to work through such a break. Therefore, rest breaks shall not be worked in this way by members or allowed by Garda supervisors/management.
- 10.4 There will be one rest break of 45 minutes rest and an additional rest break of

15 minutes during a 10-hour shift. One of the breaks is to be taken within the first 5 hours. There will be a 45-minute rest break during an 8-hour shift. There will be two breaks during a twelve-hour shift, one 30 minutes and one 45 minutes. One of these breaks to be taken within the first 5 hours.

## **11 COMPENSATORY REST PROTOCOL**

- 11.1 The parties acknowledge and reinforce in this WTA the entitlement of every member to a minimum of 11 hours uninterrupted consecutive hours rest in a 24-hour period and that rosters are so designed.
- 11.2 For operational reasons, members will, on occasion, be required to work overtime and this could result in less than 11 consecutive hours rest in a 24-hour period. To ensure that members receive adequate rest they will receive compensatory rest.
- 11.3 Where it is necessary to provide compensatory rest it shall be on an hour for hour basis. Compensatory rest shall be provided from working time except as provided for in Section 11.12.
- 11.4 The calculation of the 24-hour period shall, on all occasions, commence when the member begins his/her duty on any given day. This section does not allow for changes to shift configuration or rosters other than those provided for in Sections 6, 7 and 11.9 of this WTA.
- 11.5 A member may work 13 consecutive hours in a 24 hour period without incurring compensatory rest provided that it would not interfere with his/her minimum rest entitlement.
- 11.6 In the interest of health and safety, members shall not be required to work more than 16 hours in any 24-hour period. Notwithstanding the foregoing commitment, this WTA provides and prescribes for the occasions (exceptional events, extraordinary events and exigencies of the service) where it may not be possible to comply with this requirement.
- 11.7 In the event that a member is required to work in excess of 13 hours in a 24-hour period and is unable to avail of the minimum rest entitlement of 11 uninterrupted consecutive hours rest in a 24-hour period, he/she will be entitled to compensatory rest equivalent to each hour of rest missed.



- 11.8 Compensatory rest shall be provided on an hour for hour basis from an adjacent shift or spread out over the next 3 rostered working shifts. In the normal course of events, compensatory rest should be provided from an adjacent shift but shall not go beyond the next 3 rostered working shifts.
- 11.9 To limit the need for compensatory rest, the start time of a shift may be changed on up to 5 occasions annually to avoid the provision of compensatory rest. Such changes shall only be made in accordance with the provisions of Section 7.1 or 7.2 and shall be confined to 1 occasion per roster period in respect of any member. Where such change is made and a member still does not get 11 uninterrupted continuous hours rest, compensatory rest shall be provided and this shall be from working time.
- 11.10 In certain circumstances following night duty, where a member may be required to work for events such as Court attendance, the provision of the 11 hours rest may be provided in 2 blocks, 1 of which must not be less than 8 hours. The 8 hours may be provided before or after the event. The balance of required compensatory rest will be availed of in accordance with this agreement.
- 11.11 Where a member working between consecutive night tours finishes duty at 07.00, is not on duty between 07:00 and 10:00 but is required to attend events such as Court at 10:00, the hours between 07:00 and 10:00 shall not constitute rest for the purposes of the calculation of compensatory rest.
- 11.12 Where, as a result of duty immediately preceding rest days involving at least 59 hours consecutive rest and compensatory rest is required, the first 3 hours shall be absorbed into the weekly rest period. This shall be subject to a requirement that the member can avail of their minimum weekly rest entitlement. This represents a further contribution by members to the issue of compensatory rest. All other compensatory rest requirements shall be provided from working time.

## **12 PROTOCOL CONCERNING OTHER NON-STANDARD ROSTERS**

- 12.1 It is accepted that the rosters provided for in this Proposal may not be appropriate in exceptional cases. In recognition of this, the following

procedures provide for the design, development and implementation of rosters to meet exceptional organisational demand.

- 12.2 The Garda Commissioner may approve an alternative roster in accordance with the provisions of this protocol.
- 12.3 The Garda Commissioner agrees, as part of this provision, that alternative rosters which are not fully EWTD compliant as provided for in this WTA shall not be approved.
- 12.4 A roster may only be proposed by a member of management of Chief Superintendent or higher rank.
- 12.5 Where it is intended to review and/or consider revising a roster, the representative associations at divisional level of all members affected shall be notified in writing of this intention.
- 12.6 A proposal for the introduction and operation of a roster shall only be made after negotiations with the representative associations at divisional/national level and consultation with all members who would be affected with a view to reaching agreement.
- 12.7 As part of the required consultation management shall present data to establish where the current roster is not working in a particular section and how any new roster proposal would remedy the specified deficiencies.
- 12.8 During the consultation process divisional management shall ensure that a comprehensive evaluation of the health and safety implications of the roster, to include work – life balance issues, is conducted and made available to members.
- 12.9 Any roster being proposed under this section shall take account of the following:
  - a) The principle that shifts should be forward rotating so as to match the circadian rhythm.
  - b) The desirability that rosters should not contain single rest days.
- 12.10 Any member affected shall be entitled to raise concerns with the proposed roster through their local representative association and such concerns shall be considered as part of the consultation process.

- 12.11 Each representative association, at national level, shall be the sole arbiter as to whether, in respect of its members, there is majority agreement to the proposed roster and, if necessary, this shall be established by secret ballot arranged by the respective representative association.
- 12.12 There will be a set time period for local consultations and negotiations, including any ballot by the representative associations. The time period shall be determined to commence when the representative associations at divisional level receive notification in writing and it shall end eight weeks from that date.
- 12.13 Following the eight week time period, the Chief Superintendent may proceed to make a proposal for a roster. If it is decided to proceed with a proposal for a roster, a business case shall be made in writing to the Garda Commissioner, and notified to the four Representative Associations.
- 12.14 The business case shall include details of the consultations and negotiations and their outcome.
- 12.15 The Garda Commissioner shall, within four weeks of receiving a proposal for an alternative roster, write to the general secretaries of all the Garda representative associations advising them of the proposal.
- 12.16 Any of the representative associations at national level may, within six weeks of receiving notification from the Garda Commissioner, make observations on the appropriateness of a proposed roster. Such observations shall be fully considered by the Garda Commissioner in advance of reaching a decision on the proposal.
- 12.17 Prior to the implementation of their decision, the Garda Commissioner shall notify the representative associations of his/her decision and the reasons for same.
- 12.18 The Ministerial Pool roster and duties shall continue to be determined in accordance with the provisions of Conciliation Council agreed report 499.

## **PROCEDURES FOR DISPUTE RESOLUTION**

- 12.19 A representative association at national level shall be entitled to register an

objection to a proposed roster on any grounds it considers relevant and shall do so within four weeks of receiving written notification of the Garda Commissioner's intention to approve a roster.

12.20 Where a representative association objects in writing to a roster proposed under Section 12, within the time period specified in Section 12.19, that roster shall not be introduced until all prescribed internal industrial relations procedures have been exhausted.

12.21 Where the Garda Commissioner has approved an alternative roster under Section 12, and no objection has been raised by a representative association, not less than five weeks' notice shall be given to members who will be affected by the roster's introduction. Subject to the appropriate notice period, the new roster shall commence on the first day of the next applicable roster cycle.

12.22 In the event of an objection being raised with the Garda Commissioner by a representative association remaining unresolved, it is agreed that such dispute shall be dealt with under the provisions of Section 20.

12.23 For avoidance of doubt, any member required to work any alternative roster shall be entitled to all other protections and entitlements in this WTA.

12.24 The provision in Section 4.23 shall apply to any alternative roster, as provided for in this WTA.

### **13 DEROGATIONS FROM THE EWTD**

13.1 The parties recognise that the EWTD allows for derogations in the event of exceptional events where total compliance with EWTD might exacerbate such events.

13.2 The following derogations from the EWTD are agreed and shall apply:

- a. In the case of senior Garda management and members with autonomous decision-making power, on account of the specific characteristics of the activity involved, the duration of the working time is not measured and/or predetermined or can be determined by the

members themselves. This derogation is in accordance with the terms of Article 17.1(a) of the EWTD.

Note: It is understood in this WTA that the Garda Commissioner is the only Garda Officer to whom this derogation shall apply, however, there are currently no working time derogations applicable to any member of An Garda Síochána.

- b. In the case of activities involving the need for continuity of service in the circumstances described in Article 5 (4) of Directive 89/391/EE. This applies to occurrences that are due to unusual and unforeseeable circumstances beyond the employer's control or to exceptional events, the consequences of which could not have been avoided despite the exercise of all due care by all concerned.
  - c. In cases of accident or imminent risk of an accident.
  - d. In the case of security and surveillance activities requiring a permanent presence, which would necessarily extend a tour of duty for any member in order to protect property and persons.
  - e. Where there is an exceptional and unforeseen surge in public disorder which potentially requires an immediate policing response.
  - f. Where there is a foreseeable surge in activity.
- 13.3 Members will be afforded equivalent periods of compensatory rest as soon as is practicable following any occasion subject to the derogations b to f above.

## **14 SUBSISTENCE**

- 14.1 The current subsistence regulations shall continue to apply.

## **15 WORKING TIME REFERENCE PERIODS**

- 15.1 Weekly rest entitlement shall be calculated over a rolling reference period of 14 days.

15.2 A member shall not work more than an average of 48 hours per week calculated over a rolling reference period of 6 months.

## **16 SELF CARE AND HEALTH MANAGEMENT**

16.1 Medical advice shall be provided by the Chief Medical Officer in self-care and health management arising from the obligation to perform shift work.

## **17 GARDA OCCUPATIONAL HEALTH DEPARTMENT**

17.1 The Garda Occupational Health Department shall, in conjunction with the Executive Director of Human Resources and People Development, continue to engage with the Organisation and the representative associations to provide the necessary services and advice on health, safety and related issues. This engagement should include an assessment/evaluation of the roster and its health and safety implications on individual members.

## **18 RECORDS**

18.1 Garda management shall keep complete records, which shall include records in relation to the 48-hour maximum working week, daily and weekly rest provisions and compensatory rest.

18.2 On request, the records of working time maintained by An Garda Síochána will be placed at the disposal of the Competent Authority which may, for reasons connected with the safety and/or health of members, prohibit or restrict the possibility of exceeding the maximum weekly working hours.

18.3 An Garda Síochána will provide the Competent Authority at their request with information on the actual hours of any member worked in which agreement has been given by members to perform work exceeding 48 hours over a period of seven days, calculated as an average for the reference period referred to in Article 16(b) of the EWTD.

18.4 An IT recording system shall be in place in each Division/District to ensure that the terms of this WTA are complied with.

18.5 Members are personally responsible for maintaining records of any hours they work (as defined by the EWTD) outside An Garda Síochána. These records will be placed at the disposal of the Competent Authority if required.

## **19 IMPLEMENTATION OF THE ROSTER AND WORKING TIME AGREEMENT**

19.1 To ensure full compliance with the EWTD and this agreement, the Garda Commissioner shall put in place an implementation plan, including appropriate training, briefing and communications for those responsible for implementing and operating this WTA and rosters.

19.2 During training there will be clear communication to all members on the implementation of the roster to ensure compliance with this WTA.

19.3 During training, there will be clear and accurate communication of the provisions pertaining to exceptional and extraordinary events. The provisions for dealing with exigencies of the service will similarly be clearly outlined to all charged with managing the working time arrangements and to members.

## **20 DISPUTE RESOLUTION**

20.1 This collective agreement shall be laid before An Garda Síochána Conciliation Council as an agreed report and it shall also be submitted to the Labour Court (or legislatively prescribed alternative) for approval under the provisions of the Organisation of Working Time Act 1997 as soon as this is legally possible.

20.2 All existing conciliation and arbitration agreements and Garda Code instructions that relate to conditions of employment, remuneration and annual leave, including Garda Code (F) 10, shall remain in place unless otherwise changed by the agreement of the parties to this WTA through the Conciliation and Arbitration mechanism or other legislatively prescribed mechanism.

- 20.3 Disputes associated with an interpretation of this WTA including roster compliance will be resolved according to the procedures contained within paras 27-35 of the Disputes Resolution Procedures (National Matters and Agreements).
- 20.4 It is collectively agreed between the parties that the scope of the procedures set out in section 39 of the Garda Dispute Resolution Procedures will be amended to ensure that individual issues relating to rostering and working time agreements can and will be addressed under the procedures.

## **21 INTERIM ARRANGEMENTS**

- 21.1 It is agreed that an interim period, commencing on the date of implementation of this WTA, will be provided for Members to grow accustomed to, and make any necessary arrangements for, working the new roster systems.
- 21.2 The Core Roster provided for in Sections 6 and 7 will apply from the date of implementation of this WTA.
- 21.3 The Non-Core transition rosters outlined and contained in Appendices VI and VII will apply until September 2023.
- 21.4 From September 2023, after the end of the interim period, the Rosters set out in Sections 6 and 7 of the WTA will apply to both Core and Non-Core.

### **Provision for Review of Rosters**

- 21.5 A comprehensive Review of Rosters will be undertaken, commencing during the 'Interim Period' following agreement of the WTA, spanning a period of 2 years from the date of agreement.
- 21.6 An independent, professional survey of members of all ranks in relation to the rosters and related matters will be undertaken as a key element of the review, in order to inform the Review Group and to provide crucial data and



information with which to assess the operation, effects and effectiveness of the rosters.

21.7 The following matters will be reviewed:

- Effectiveness and efficiency of the Rosters
- Compensatory Rest
- The effect of the Westmanstown Roster(s) on An Garda Síochána membership, including their work/life balance
- The effects on the health, safety and welfare of An Garda Síochána membership, including specific advice on rosters from the Chief Medical Officer.
- Supply and demand issues
- Supervisory Levels
- Financial Costing
- Overall compliance with the terms of the WTA and the EWTD

21.8 Additionally, the potential for the introduction of more family friendly or work/life balanced rosters will be examined and reviewed. Specific elements of the survey of members will include aspects relating to such potential.

21.9 A process of education of Members at all ranks in relation to rights, entitlements, and obligations in relation to Compensatory Rest, initiated by the Review Group, will be undertaken in tandem with the Review

21.10 The Review Group will be chaired by an agreed chairperson and membership will include representatives of Garda Management and the Representative Associations.

21.11 Relevant outside expertise will be availed of, where agreed as being necessary.

21.12 Additional data and information will be accessed through the RDMS system.

21.13 The Review Group will be agreed and commence its work by December 2022 and issue its final report to the parties by the end of December 2024.

- 21.14 An interim report addressing the effects of the rosters that are in operation during the transition period will be completed by end of June 2023, to allow all parties to assess their impact on members and the services. Where there is evidence and/or recommendations from the interim review report that suggests altering the approach to rosters at that point, these will be considered by all parties, including the Garda Commissioner, within the context of a WTA prior to the implementation of the final rosters as provided for under this WTA.
- 21.15 Any recommendations, outcomes, learnings, or knowledge from the Interim and/or Final Review will be considered by the parties, and may be referred to the Westmanstown Rosters Working Group, if appropriate.
- 21.16 Reasoned recommendations, outcomes, learnings, or knowledge from the Reviews, including any potential amendments to rosters going forward, will be carefully considered by the Garda Commissioner, Garda Management, and the four Garda Representative Associations (AGCS, AGS, AGSI and GRA).
- 21.17 A formal meeting between the parties to discuss the outcome of these deliberations, and any proposals for implementation of any recommendations will take place in advance of the end of July 2023 in the case of the Interim Report.

#### **Review of matters relating to current system of allowances and Rosters/Shift**

- 21.18 During engagements between the parties in reaching consensus on the Westmanstown Working Time Agreement, 2022, the challenges of having an adaptable, flexible, and equitable rostering system in the context of the complex interaction of pay, allowances and annual leave were evident.
- 21.19 Additionally, the Working Group was mindful of recommendations contained in 'A Policing Services For the Future (APSFF) - Implementing the Report of the Commission on the Future of Policing in Ireland'. The report recommended that a review of Garda allowances should be expedited to rationalise the allowance system and simplify its administration.

21.20 As a consequence of deliberations within the Westmanstown process, it is agreed between the Garda Commissioner and the four Garda Representative Associations (AGCS, AGS, AGSI and GRA) that a time-limited review of these matters, including an evaluation of the potential for alternative systems and arrangements, will be conducted. This Review will not be a general pay review and its deliberations will focus exclusively on matters set out herein.

21.21 The Review will focus on such allowances and arrangements which directly impact on rosters, and will specifically:

- Document and review current relevant allowances in the nature of pay and related processes
- Consider any inequities, inflexibilities, and anomalies within the current system
- Assess the requirements and benefits of adapting the current system
- Identify opportunities for improvement and streamlining of current arrangements
- Design and propose a new system of allowances and processes, if deemed appropriate

21.22 The outcome and any recommendations emanating from this review will be focused to ensure that:

- Changes recommended will be cost effective.
- Flexibility and efficiency in the deployment of resources is achieved.
- Current arrangements are simplified; and
- Equitable annual leave arrangements apply across all members of an Garda Síochána

21.23 The outcome of the Review will include a reasoned rationale for each of the proposed changes across each rank.

- 21.24 The Review Group will be chaired by an agreed chairperson and membership will include representatives of Garda Management and the Representative Associations.
- 21.25 It will commence by end of December 2022 and issue its final report to the parties by end of June 2023.
- 21.26 Should it arise that, for any reason, the timelines for completion of the interim review or the review of allowances and other matters referred to above, are not being or unlikely to be met, any party to the WTA may give notice to the Facilitator of the Westmanstown Group, who shall convene a meeting not later than two weeks from receipt of the notice or at a date as agreed by all parties.

## **22 REVIEW PROVISIONS**

- 22.1 This WTA is a solemn agreement and any changes shall be by agreement of all the parties.
- 22.2 The parties to this agreement recognise the effectiveness of the Westmanstown process in agreeing and revising rosters and working time. That process shall be retained to monitor the operation of the agreement and consider any future proposed changes.
- 22.3 A meeting of the Westmanstown Group will be scheduled annually in Q1, following receipt of the annual report from the Westmanstown Facilitator.
- 22.4 If it is felt by any party to the WTA that a meeting other than the annual scheduled meeting is necessary, notice may be given to the Facilitator of the Westmanstown Group, who shall convene a meeting not later than two weeks from receipt of the notice or at a date as agreed by all parties.
- 22.5 The parties recognise a need for continuing research on the operation of the roster(s) and the WTA. It is desirable that such research should be independent and jointly organised and funded. Any joint research shall be arranged through the Westmanstown process.

22.6 Any party may give three months' notice of intention to seek a review of this WTA or any subsequent iteration.

22.7 Any party shall give three months' notice of its intention to withdraw from this agreement. Such notice may only be given after all internal industrial relations mechanisms to resolve the issues have been exhausted, including meetings of the Westmanstown Group.

# Appendix I

<b>Core Roster</b>							
<b>Week</b>	<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>	<b>Sa</b>	<b>Sun</b>
1	12 Early	10 Early	12 Night	12 Night	REST	REST	REST
2	REST	10 Early	12 Early	12 Night	12 Night	REST	REST
3	REST	REST	12 Early	12 Early	12 Night	12 Night	REST
4	REST	REST	REST	12 Early	12 Early	12 Night	10 Night
5	REST	REST	REST	REST	12 Early	12 Early	10 Night
6	12 Night	REST	REST	REST	REST	12 Early	10 Early
7	12 Night	10 Night	REST	REST	REST	REST	10 Early
8	12 Early	10 Night	12 Night	REST	REST	REST	REST

<b>Tour</b>	<b>Starting Time Range</b>
Early	0700 - 1200
Night	1500 - 2100

## Appendix II

<b>Non Core Roster (21hr business day)</b>							
<b>Week</b>	<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>	<b>Sa</b>	<b>Sun</b>
1	8 MIDDLE	8 MIDDLE	8 MIDDLE	8 MIDDLE	8 LATE	8 LATE	REST
2	REST	REST	8 EARLY	8 EARLY	8 EARLY	8 EARLY	8 EARLY
3	8 EARLY	8 EARLY	REST	REST	8 MIDDLE	8 MIDDLE	8 LATE
4	8 LATE	8 LATE	8 LATE	8 LATE	REST	REST	REST
5	8 MIDDLE	8 MIDDLE	8 MIDDLE	8 MIDDLE	8 LATE	8 LATE	REST
6	REST	REST	8 EARLY	8 EARLY	8 EARLY	8 EARLY	8 EARLY
7	8 EARLY	8 EARLY	REST	REST	8 MIDDLE	8 MIDDLE	8 LATE
8	8 LATE	8 LATE	8 LATE	8 LATE	REST	REST	REST
<b>Tour</b>		<b>Starting Time Range</b>					
Early Mon - Sat		0700 - 1000					
Early Sun		0800 - 1000					
Middle Mon - Sat		1100 - 1500					
Late Mon - Sat		1600 - 2000					
Late Sun		1600 - 1800					

# Appendix III

<b>Non Core Roster (19hr business day)</b>							
<b>Week</b>	<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>	<b>Sa</b>	<b>Sun</b>
1	8 MIDDLE	8 MIDDLE	8 MIDDLE	8 MIDDLE	8 LATE	8 LATE	REST
2	REST	REST	8 EARLY	8 EARLY	8 EARLY	8 EARLY	8 EARLY
3	8 EARLY	8 EARLY	REST	REST	8 MIDDLE	8 MIDDLE	8 LATE
4	8 LATE	8 LATE	8 LATE	8 LATE	REST	REST	REST
5	8 MIDDLE	8 MIDDLE	8 MIDDLE	8 MIDDLE	8 LATE	8 LATE	REST
6	REST	REST	8 EARLY	8 EARLY	8 EARLY	8 EARLY	8 EARLY
7	8 EARLY	8 EARLY	REST	REST	8 MIDDLE	8 MIDDLE	8 LATE
8	8 LATE	8 LATE	8 LATE	8 LATE	REST	REST	REST
<b>Tour</b>		<b>Starting Time Range</b>					
Early Mon - Sat		0700 - 1000					
Early Sun		0800 - 1000					
Middle Mon - Sat		1100 - 1300					
Late Sun - Thurs		1400 - 1700					
Late Fri - Sat		1500 - 1800					



# Appendix IV

<b>Non Core Roster (M-F / 9 - 16hr business day)</b>							
<b>Week</b>	<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>	<b>Sa</b>	<b>Sun</b>
1	8 EARLY	8 EARLY	8 EARLY	8 EARLY	8 EARLY	REST	REST
2	8 LATE	8 LATE	8 LATE	8 LATE	8 LATE	REST	REST
3	8 EARLY	8 EARLY	8 EARLY	8 EARLY	8 EARLY	REST	REST
4	8 LATE	8 LATE	8 LATE	8 LATE	8 LATE	REST	REST

<b>Tour</b>	<b>Starting Time Range</b>
Early	0700 - 1000
Late	1100 - 1400

# Appendix V

<b>Non Core Roster (M-F / 8hr business day)</b>							
<b>Week</b>	<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>	<b>Sa</b>	<b>Sun</b>
1	8 EARLY	8 EARLY	8 EARLY	8 EARLY	8 EARLY	REST	REST
2	8 EARLY	8 EARLY	8 EARLY	8 EARLY	8 EARLY	REST	REST
3	8 EARLY	8 EARLY	8 EARLY	8 EARLY	8 EARLY	REST	REST
4	8 EARLY	8 EARLY	8 EARLY	8 EARLY	8 EARLY	REST	REST

<b>Tour</b>	<b>Starting Time Range</b>
Early	0800 - 1000

# Appendix VI

<b>Transition Roster (20hr business day)</b>							
<b>Week</b>	<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>	<b>Sa</b>	<b>Sun</b>
1	REST	REST	REST	10 EARLY	10 EARLY	10 EARLY	10 EARLY
2	8 LATE	8 LATE	8 LATE	REST	REST	REST	REST
3	8 MIDDLE	8 MIDDLE	8 MIDDLE	8 MIDDLE	REST	REST	REST
4	8 EARLY	8 EARLY	8 EARLY	10 LATE	10 LATE	10 LATE	10 LATE

<b>Tour</b>	<b>Starting Time Range</b>
Early	0700 - 0900
Middle	1100 - 1400
Late Mon - Wed	1600 - 1900
Late Thurs – Sun	1500 - 1700

## Appendix VII

<b>Transition Roster (18/19hr business day)</b>							
<b>Week</b>	<b>Mo</b>	<b>Tu</b>	<b>We</b>	<b>Th</b>	<b>Fr</b>	<b>Sa</b>	<b>Sun</b>
1	REST	REST	REST	10 EARLY	10 EARLY	10 EARLY	10 EARLY
2	8 LATE	8 LATE	8 LATE	REST	REST	REST	REST
3	8 MIDDLE	8 MIDDLE	8 MIDDLE	8 MIDDLE	REST	REST	REST
4	8 EARLY	8 EARLY	8 EARLY	10 LATE	10 LATE	10 LATE	10 LATE
<b>Tour</b>	<b>Starting Time Range</b>						
Early	0700 - 0900						
Middle	1000 – 1200						
Late Mon – Wed	1400 - 1700						
Late Thurs – Sat	1300 - 1600						
Late Sun	1200 - 1500						

# Appendix VIII

Core Roster 24hr 0000 - 2400	Non Core Roster 21hr 0700 - 0400	Non Core Roster 19/20hr 0700 - 0200	Non Core Roster M-F 9-16hr 0700 - 2300	Non Core Roster M-F 8hr (Monday - Sunday 5/7 business need) 0800 - 1800
Core Regular Units	Divisional Crime Task Force	Scenes of Crime Unit	Technical Bureau	Criminal Intelligence Officer
Armed Support Unit		Operational Support Units	Public Service Vehicle Officers	Continuous Professional Development Unit
Command & Control		Divisional Protective Services Unit	Court Presenters	Operational Support (Admin)**
Defence Unit Garda HQ		Garda National Protective Services Bureau	Crime Prevention Officer	Telecoms
College Gate		Divisional Immigration		Garda College / Training
Garda National Immigration Bureau*		Juvenile Liaison Officers		Human Resource Management
Garda National Crime & Security Intelligence Service*		Garda National Cyber Crime Bureau		Community Relations
Divisional Roads Policing Unit		Anti-Corruption Unit		Garda ICT
		Garda National Economic Crime Bureau		Garda National Roads Policing Bureau
		Special Tactics & Operation Command		
		Dedicated Community Policing Unit		
		GNIB*		

GNIB* GNCSIS*	Some Sections will have members allocated to different rosters. E.G. GNIB who may require a 24/7 presence at Dublin Airport but a M-F presence at Burgh Quay.	Operational Support (Admin)** Includes, but is not limited to....	Finance Procurement Regional Clerks District Clerks Divisional Clerks Divisional Victims Office PEMS PAF Sergeant i/c Functional Area Offices
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The rosters ascribed to Units/Sections outlined herein are indicative only.  
The decision as to what roster particular members will work is prescribed at Section 6.4 of the WTP.