

Rules and Weights

Choose how Smart Rostering ranks staff with a preset or your own weights, add capabilities that sites can require, and see the fixed hard rules.

WHO IT IS FOR Owner, Admin	TIME NEEDED About 10 minutes	LAST REVIEWED 3 October 2026
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Who this is for

Permissions: You need permission to configure Smart Rostering weights, and to manage Smart Rostering settings if you add capabilities. Owners and Admins have both. The Rules & Weights tab is shown only to people who can open the full Configuration page.

Before you begin

- **Enable Smart Rostering** is ticked on **Configuration > Rostering rules > Organisation Settings**. While it is off, the **Rules & Weights** tab shows only a message. See Smart Rostering organisation settings.
- Read the Smart Rostering overview. BondiByte applies these rules and weights each time it builds a draft roster.
- You know what matters most to your organisation when shifts are filled, for example continuity of support or fairness between staff.



Steps

1 Go to Configuration > Rostering rules > Rules & Weights

- 1 In the left menu, choose **Configuration**.
- 2 Choose the **Rostering rules** card.
- 3 Choose the **Rules & Weights** tab.

The tab holds two kinds of control, and they do different jobs. **Hard rules** say what must never happen. A person who breaks one is never put on a shift, whatever the weights say. **Weights** say what BondiByte prefers among the people who are allowed.

For example, a person who is already working an overlapping shift is never offered another one. That is a hard rule. Among everyone who is free, a higher **Fairness weight** makes BondiByte favour the person with fewer shifts so far. That is a weight.

The tab has four parts: a preset list, a slider for each weight, **Capability Requirements** and **System-Level Hard Rules**.

Configuration

Configuration needs attention

Demo User
Demo Organisation

WORKSPACE

Rostering rules All configuration

Roster period defaults and operational scheduling pointers.

Overview Organisation Settings **Rules & Weights** Sites Templates Readiness Generation Runs

Rules & Weights

System rules are read-only. Organisation weights tune soft scoring. All weights share 100%, so moving one redistributes the rest proportionally.

Fairness First

Availability weight	Capability weight	Continuity weight	Cost weight
10%	10%	6%	0%

Fairness weight	Fatigue weight	Cancellation reliability weight	Staff interest weight
12%	11%	6%	8%

Staff preference weight	Suitability weight	Team relationship weight	Weekday/weekend balance weight
7%	11%	7%	12%

Save weights

Capability Requirements

These are the document-backed staff capabilities that sites can require for smart rostering. Adding one creates a staff document upload type, and uploading that

Setup Health Full health

Live configuration signals

- Setup** 2 of 3 required steps do... Needs attention
- Organisation** 1 profile item(s) need review. Warning
- Access** 10 users assigned, 2 Admin use... Healthy
- Communication** Email is Disabled; provid... Not configured
- Operations** Robotics - Active. Healthy
- Security** Retention and session settings ... Healthy
- AI** AI-assisted features are on and ... Healthy
- Xero Payroll** Xero Payroll is not connec... Not configured

Choose Configuration (1), then the Rostering rules card (2, shown here as the page heading once it is open), then the Rules & Weights tab in the row of tabs (3).



2 Choose a starting preset

- 1 Open the list at the top of the tab and choose a built-in preset.
- 2 Look at the sliders. Each is a weight, shown as a percentage, and together they always add up to 100 percent.

Balanced: An even mix. Suitability, availability and capability count most.

Compliance First: Puts the most weight on suitability, capability, availability and fatigue.

Continuity First: Favours staff who already work with the site and its clients.

Fairness First: Spreads shifts evenly, including weekday and weekend shifts.

Availability First: Puts the most weight on availability and staff interest.

Cost Aware: Adds weight for the staff member's pay rate while keeping safety and eligibility high.

Custom: Shown after you move a slider without choosing a preset.

Rules & Weights

System rules are read-only. Organisation weights tune soft scoring. All weights share 100%, so moving one redistributes the rest proportionally.

1

Fairness First

Availability weight	Capability weight	Continuity weight	Cost weight
10%	10%	6%	0%
Fairness weight	Fatigue weight	Cancellation reliability weight	Staff interest weight
12%	11%	6%	8%
Staff preference weight	Suitability weight	Team relationship weight	Weekday/weekend balance weight
7%	11%	7%	12%

Save weights

Choose a preset from the list (1). The sliders (2) move to its values and always add up to 100 percent.



3 Adjust the weights and save

- 1 Drag a slider to change how much that factor counts. The other sliders move so the total stays at 100 percent, and the list changes to **Custom**.
- 2 To keep your own mix under a name, choose **Save As...**, type a name and choose **Save**. It then appears under **My presets**.
- 3 Choose **Save weights**. A message confirms the weights are saved.

Availability weight: How much a person's availability for the shift counts.

Capability weight: How much it counts that the person holds the capabilities the shift needs.

Continuity weight: How much it counts that the person already belongs to the site's team, primary team first.

Cost weight: How much the staff member's pay rate counts. It is 0% in every built-in preset except Cost Aware.

Fairness weight: How much it counts that shifts are spread evenly across the team.

Fatigue weight: How much it counts to avoid tiring patterns such as double shifts.

Cancellation reliability weight: How much recent cancellations count against a person.

Staff interest weight: How much it counts that the person said they are interested in the shift.

Staff preference weight: How much it counts that the shift falls in time the person marked as available or preferred.

Suitability weight: How much the overall suitability rating counts, after the checks and any warnings.

Team relationship weight: How much it counts whether the person is on the site's primary, secondary or relief team.

Weekday/weekend balance weight: How much it counts that weekday and weekend shifts are shared fairly.

Important: A preset you save with **Save As...** is kept in this web browser on this computer only. It is not shared with other people in your organisation and does not follow you to another computer.



Custom

Save As...

1

Availability weight

20%

2

Capability weight

9%

Continuity weight

5%

Cost weight

0%

Fairness weight

11%

Fatigue weight

10%

Cancellation reliability weight

5%

Staff interest weight

7%

Staff preference weight

6%

Suitability weight

10%

Team relationship weight

6%

Weekday/weekend balance weight

11%

3

Save weights

Drag a slider (1). The list changes to Custom. Choose Save As... (2) to keep your mix under a name, then Save weights (3).



4 Add a capability requirement if you need one

Capability Requirements lists the staff capabilities that sites can require, such as checks, licences and training. The built-in ones are marked **Built-in** and cannot be edited.

- 1 In **Capability name**, type the name, for example Diabetes Management Training.
- 2 In **Capability type**, choose **Training**, **Qualification**, **Skill** or **Capability**.
- 3 Tick **Requires expiry date** if the evidence must be renewed, such as a check, licence or certificate.
- 4 Choose **Add capability**. The button stays greyed out until you type a name.

Note: Adding a capability also creates a staff document upload type, so uploading a matching document updates the person's capability record. Each site then chooses which capabilities it requires. See Prepare sites for Smart Rostering.

Capability Requirements

These are the document-backed staff capabilities that sites can require for smart rostering. Adding one creates a staff document upload type, and uploading that document updates the staff member's capability record.

1

2

3

4

Capability name

Diabetes Management Tra

Capability type

Training

Requires expiry date

☒

Add capability

CAPABILITY	TYPE	SOURCE	STAFF UPLOAD DOCUMENT TYPE	EXPIRY	ACTIONS
NDIS Worker Screening Check	Qualification	Built-in	NDIS Worker Screening Check	Required	Not editable
Working With Children Check	Qualification	Built-in	Working With Children Check	Required	Not editable
Police Check	Qualification	Built-in	Police Check	Required	Not editable
First Aid Certificate	Qualification	Built-in	First Aid Certificate	Required	Not editable
CPR Certificate	Qualification	Built-in	CPR Certificate	Required	Not editable
Driver Licence	Qualification	Built-in	Driver Licence	Required	Not editable

Type the capability name (1), choose its type (2), tick Requires expiry date if needed (3), then choose Add capability (4).



5 Read the hard rules

- 1 Scroll to **System-Level Hard Rules**. Each row gives a **Rule**, its **Category** and its **Behaviour**. They are **No blocked availability**, **Mandatory capability match**, **No assignment beyond required count**, **No cancelled or completed shift assignment**, **No double booking**, **No inactive staff** and **No overlapping assignments**.

They are read-only, so there is nothing to change here. Weights only rank the people who have passed every hard rule.

System-Level Hard Rules		
1		
RULE	CATEGORY	BEHAVIOUR
No blocked availability	Availability	Blocked or unavailable time overlapping the shift is a hard block.
Mandatory capability match	Compliance	Missing mandatory capabilities are a hard block.
No assignment beyond required count	Safety	Confirmed assignments cannot exceed required staff count.
No cancelled or completed shift assignment	Safety	Cancelled and completed shifts cannot receive new assignments.
No double booking	Safety	A staff member cannot be assigned to overlapping shifts.
No inactive staff	Safety	Inactive staff cannot be assigned.
No overlapping assignments	Safety	Overlapping assignments are always blocked.

The System-Level Hard Rules (1) are read-only. They are the limits that weights never override.

What happens next

The weights apply to the whole organisation and are used the next time BondiByte builds a draft roster. Each site can also set its own priorities in its **Site settings**. See Prepare sites for Smart Rostering.

To see how the ranking treated a particular shift, open the **Report** or the shift's **Recommended staff** list. See Review recommendations.

Important notes

Important: Weights never allow a person who breaks a hard rule to be offered a shift. They only decide the order of the people who are allowed.



Good practice

- Start with the built-in preset closest to what matters most to you, check a few draft rosters, and only then fine-tune.
- Change one weight at a time. Because all the weights share 100 percent, moving one slider moves the others.
- Leave **Cost weight** at 0% unless pay rates should really influence who is chosen.

Troubleshooting

The tab says to enable Smart Rostering first and there are no sliders.

Why it happens: The tab shows **Enable organisation-level smart rostering before tuning scoring weights**, while Smart Rostering is off. Saved weights are kept.

What to do: Tick **Enable Smart Rostering** on the **Organisation Settings** tab and save, then come back to **Rules & Weights**.

When I move one slider, the others move as well.

Why it happens: All the weights share 100 percent, so raising one lowers the rest in proportion.

What to do: This is expected. Move the sliders one at a time and check the percentages shown under each one.

A preset I saved with **Save As...** is missing on another computer or browser.

Why it happens: Presets saved with **Save As...** are kept in the web browser you used, not in your organisation's account.

What to do: Set the sliders again on the other computer, or use a built-in preset. Built-in presets are always available.

Add capability is greyed out.

Why it happens: The **Capability name** is empty.

What to do: Type a name for the capability. The button turns on as soon as there is a name.

I cannot change a capability in the table. It says **Not editable**.

Why it happens: Built-in capabilities are fixed. Only capabilities marked **Created by you** have an **Edit** button.

What to do: Add your own capability with a different name, or edit one you created.

Need more help?

Guides: bondibbyterobotics.com.au/guides | Support: support@bondibbyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
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