

Accommodation Rules for your back-to-back room (Day/Night Shift Rosters) – Caval Ridge

Q. What are the check-in and check-out times?

There are strict check-in and check-out times for back-to-back rooms to enable cleaning to occur–

Day/Night Rosters:

Day shift (DS) check-in	No earlier than 7:30pm the day prior to your first day shift	Example: first day shift on site is Wednesday, check-in from 7:30pm Tuesday evening
Day shift check-out	No later than 5:00am prior to your last day shift	Example: last day shift on site is Tuesday, check-out 5am Tuesday morning
Night shift (NS) check-in	No earlier than 12:00pm prior to your first night shift	Example: first night shift on site commences Wednesday evening, check-in from 12pm Wednesday
Night shift check-out	No later than 4:30pm prior to your last night shift	Example: last night shift on site commences Tuesday evening, check-out 4:30pm Tuesday

Residents are encouraged to utilise BMA bus services to and from camp where possible.

Due to the disruption caused, any non-adherence to the above check in/out times will be treated seriously and is likely to result in the Assigned Room being revoked.

Q. Are permanent fatigue rooms included in my back-to-back accommodation roster?

A permanent fatigue room has been included at the start of your day and night shift swings as part of your back-to-back room.

- Fatigue room prior to day shift – check-in no earlier than 7:30pm Tuesday evening
- Fatigue room prior to night shift – check-in no earlier than 12:00pm Wednesday

If you need a fatigue room at the end of your booking, you will need to book these nights separately to your roster booking, and you will need to stay in a different room for these nights, so as not to impact your back-to-back partner.

These rooms can be booked in advance, and that is I&S' preference. However, if you feel tired and need to book on the day, we can absolutely accommodate that too.

You can contact the People Logistics Team on 1800 772 061, option 4 (SAM Helpdesk) or option 5 (Village Accommodation & Charter Flight) if you need assistance with this.



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Q. What if I need to extend my stay due to overtime or sickness?

If you need to extend your stay (due to unforeseen circumstances) you will be required to change rooms or in some situations change camps (within the same township) due to availability.

You will need to submit a booking for the required extension via SAM. This will need to be submitted as a new booking and not an amendment to your rostered booking.

You can contact the People Logistics Team on 1800 772 061, option 4 (SAM Helpdesk) or option 5 (Village Accommodation & Charter Flight) if you need assistance with this.

Residents that continue to extend their stay on a regular basis will have their back-to-back room revoked and will be required to check in to a new room for each visit.

Q. What if I need to arrive earlier than the set check-in times in the table above?

We strongly urge you to take note of the check-in/out times and arrive accordingly otherwise we cannot guarantee access to your room.

For DIDO personnel in an Assigned Room with a Back-to-Back arrangement, failure to abide by check-in/out times will result in removal of the Assigned Room.

For FIFO personnel in an Assigned Room with a Back-to-Back arrangement, a Transit Lounge is currently being developed in each of our BMA Villages to enable guests to relax in comfort whilst they wait for their rooms to be prepared. More information will come about this project shortly.

Guests who arrive early and are hostile to Village staff will have their Assigned Room revoked.

Q. What if I need to change my booking?

You will be required to keep your bookings up to date in SAM via Workflow, however you must stay in sync with your back-to-back partner. If you change rosters or crews and no longer sync with your back-to-back partner, you will be required to change rooms.

Q. Do I need to check-in and check-out each time I come to the camp?

Yes, you will need to check in and check out every time you visit the camp. We need to understand who is in our villages at all times.

You will also need to hand back your key when you check-out. Residents who fail to return their key may be charged a lock changing fee and could result in having your Assigned Room revoked.



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Q. What if I go on leave?

Please update your booking in SAM. You can contact the People Logistics Team on 1800 772 061, option 4 (SAM Helpdesk) or option 5 (Village Accommodation & Charter Flight) if you need assistance with this.

Q. Where do I store my personal effects when I am on R & R?

You will be required to pack your personal effects at the end of every shift into your room locker in preparation for your back-to-back partner entering the room. Residents will be liable if a new key is required.

It is a requirement to accept an Assigned Room that guests will completely pack away any items at the end of each swing.

Non-adherence in doing this will result in the room being removed.

By signing the below, you accept that you will abide by the rules as set out above and accept that if you do not adhere to them, you may lose your privilege of holding a back-to-back room.

Name		Signature	
Site			
Crew		Date	