

Sign in to the console

The console is where orders, the board and timesheets live. Sign in with the email and password the office set up for you.

1. Type your email.

CREWRIGHT

Sign in

1

EMAIL *

PASSWORD *

Sign in

[Forgot your password?](#)

This sign-in is for office staff. Workers use the Crewright app, with their mobile number and a texted code. Crewright by Seizan.

2. Type your password.

CREWRIGHT

Sign in

EMAIL *

coordinator@harlowpeak.invalid

2

2

SSWORD *

Sign in

Forgot your password?

This sign-in is for office staff. Workers use the Crewright app, with their mobile number and a texted code. Crewright by Seizan.

3. Press Sign in.

CREWRIGHT

Sign in

EMAIL *

coordinator@harlowpeak.invalid

PASSWORD *

.....

3

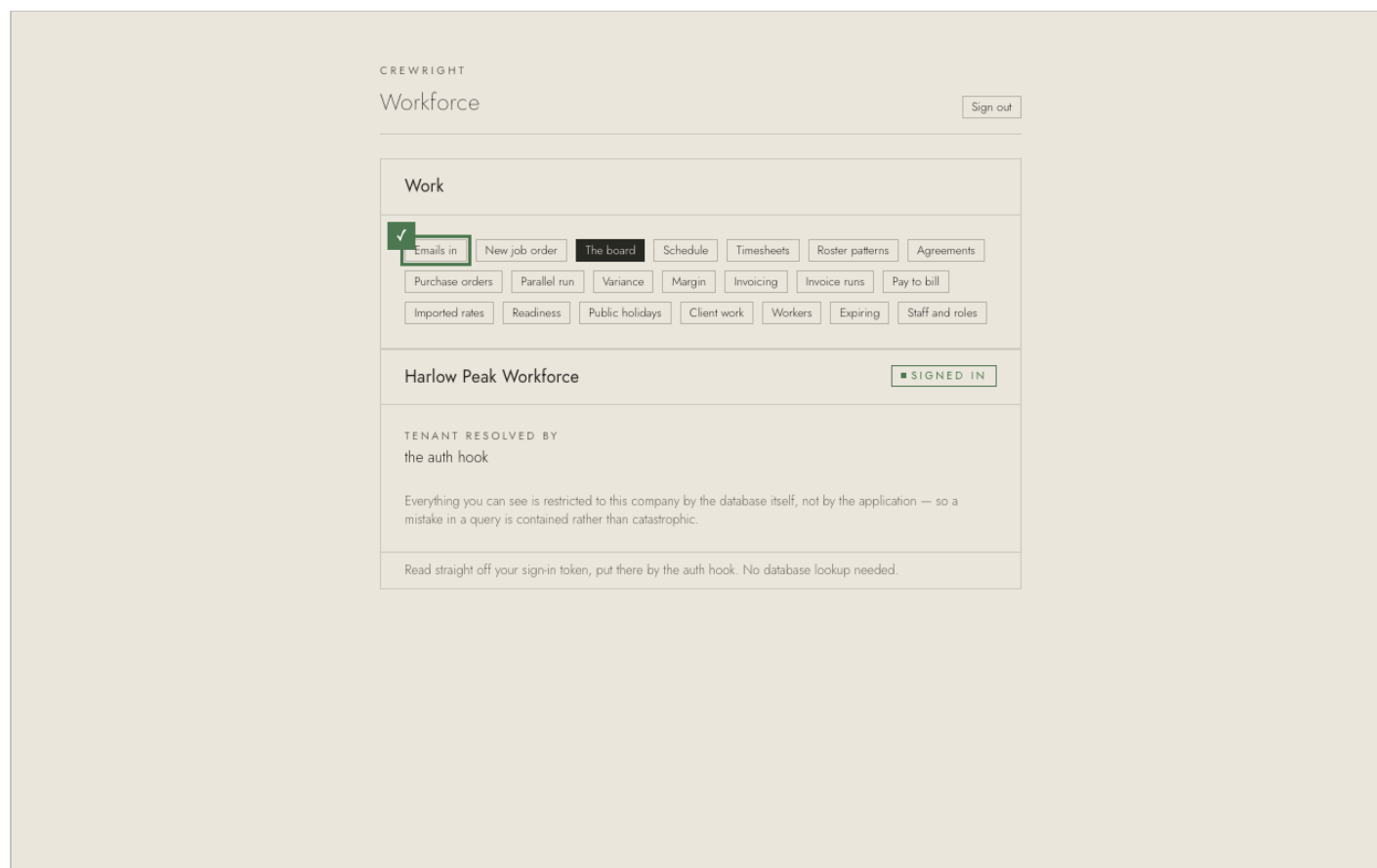
3

Sign in

Forgot your password?

This sign-in is for office staff. Workers use the Crewright app, with their mobile number and a texted code. Crewright by Seizan.

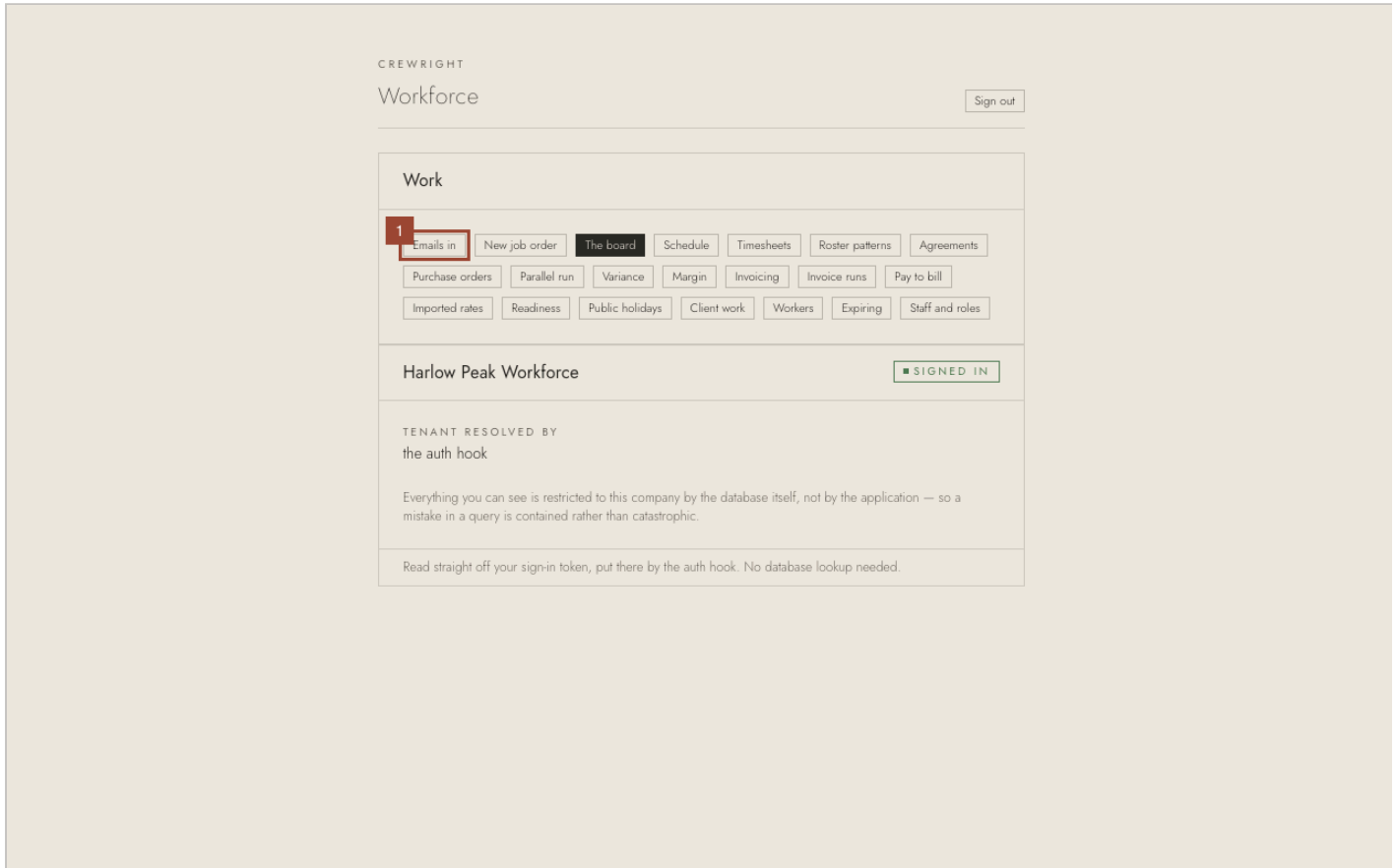
✓ You are in. The menu on the home page takes you to every screen.



Review an order email

A client has emailed asking for people. The system has read the email; you check what it read, fix anything it could not, and accept. Nothing is made until you accept.

1. On the home page, open **Emails in**.



2. Open the email waiting to be reviewed.

INTAKE

Emails in

Requests for people, as they arrive. Each one is read, checked by you beside the email, and only then becomes work.

2 to review

Order by phone? New job order

Drop an email here

An .eml file, saved from Outlook — or paste the email below. Nothing is created until you have checked what was read out of it and accepted it.

Choose File

No file chosen

...or paste the email here

Read the pasted email

RECEIVED	FROM	SUBJECT	MADE	STATUS
07/10/2026 16:27	Alex Moore <alex.moore@westgrave.example.com>	Forecast - Unit 2 and Unit 3 outages	—	TO REVIEW
07/10/2026 16:27	Kim Tran <kim.tran@tallowmere.example.com>	2 Unit 2 shutdown KW2712 - two more riggers please	—	TO REVIEW

3. Check the **Client**. It was recognised from the sender's address; choose another if it is wrong.

INTAKE

Kiln 2 shutdown KW2712 - two more riggers please

From Kim Tran <kim.tran@tallowmere.example.com>

All emails

The email

From: Kim Tran <kim.tran@tallowmere.example.com>

Subject: Kiln 2 shutdown KW2712 - two more riggers please

Hi team,

The kiln shell is worse than we thought. For KW2712 can we please get:

2 x Riggers (RI) 08/10/2026 – 23/10/2026 night shift

1 x Crane Operator (C6) 08/10/2026 – 23/10/2026

Same site, same PO as before.

Thanks

Kim Tran

Maintenance Superintendent

Decisions this email needs

3

ent

Tallowmere Minerals

Everything in this email matched your records. Check the lines, then accept.

What could not be read

- Request 1 (KW2712), line 2: Not read: shift

What was read — 1 request, 3 positions

☒ Request 1

Job: Kiln 2 Shutdown

Client reference

KW2712

Site

Kwinana Process Plant (KW)

	Role	Licence	People	Starts	Ends	Shift
☒	Rigger	Intermediate rig	2	08/10/2026	23/10/2026	Night shift
☒	Crane Op	Slewing mobile	1	08/10/2026	23/10/2026	

4. Read **What could not be read**. Here the email gives no shift for line 2.

INTAKE

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1 x Crane Operator (C6) 08/10/2026 - 23/10/2026

Same site, same P0 as before.

Thanks

Kim Tran

Maintenance Superintendent

Decisions this email needs

Client

Tallowmere Minerals

Everything in this email matched your records. Check the lines, then accept.

What could not be read

4

Request 1 (KW2712), line 2: Not read: shift

What was read — 1 request, 3 positions

☒ Request 1

Job: Kiln 2 Shutdown

Client reference

KW2712

Site

Kwinana Process Plant (KW)

	Role	Licence	People	Starts	Ends	Shift
☒	Rigger	Intermediate rig	2	08/10/2026	23/10/2026	Night shift
☒	Crane Operator	Slewing mobile	1	08/10/2026	23/10/2026	

5. Fill it in on that line if you know it (here **Day shift**), or leave it blank.

INTAKE

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Same site, same P0 as before.

Thanks

Kim Tran

Maintenance Superintendent

Decisions this email needs

Client

Tallowmere Minerals

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What could not be read

Request 1 (KW2712), line 2: Not read: shift

What was read — 1 request, 3 positions

☒ Request 1

Job: Kiln 2 Shutdown

Client reference

KW2712

Site

Kwinana Process Plant (KW)

	Role	Licence	People	Starts	Ends	Shift
☒	Rigger	Intermediate rig	2	08/10/2026	23/10/2026	Night shift
☒	Crane Operator	Slewing mobile	1	08/10/2026	23/10/2026	

6. Check each line against the email on the left: role, licence, how many people, the dates.

INTAKE

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Same site, same P0 as before.

Thanks
Kim Tran
Maintenance Superintendent

Decisions this email needs

Client
Tallowmere Minerals

Everything in this email matched your records. Check the lines, then accept.

What could not be read

- Request 1 (KW2712), line 2: Not read: shift

What was read — 1 request, 3 positions

		Job	Client reference	Site
☒	Request 1	Kiln 2 Shutdown	KW2712	Kwinana Process Plant (KW)

	Role	Licence	People	Starts	Ends	Shift
☒	Rigger	Intermediate riq	2	08/10/2026	23/10/2026	Night shift
☒	Crane Opi	Slewing mobile	1	08/10/2026	23/10/2026	Day shift

7. Press **Accept**. The order and its positions are made.

Hi team,

The kiln shell is worse than we thought. For KW2712 can we please get:

2 x Riggers (RI) 08/10/2026 – 23/10/2026 night shift

1 x Crane Operator (C6) 08/10/2026 – 23/10/2026

Same site, same PO as before.

Thanks

Kim Tran

Maintenance Superintendent

Everything in this email matched your records. Check the lines, then accept.

What could not be read

Request 1 (KW2712), line 2: Not read: shift

What was read — 1 request, 3 positions

Request 1

Job: Kiln 2 Shutdown

Client reference

KW2712

Site

Kwinana Process Plant (KW)

	Role	Licence	People	Starts	Ends	Shift
☒	Rigger	Intermediate rig	2	08/10/2026	23/10/2026	Night shift
☒	Crane Operator	Slewing mobile	1	08/10/2026	23/10/2026	Day shift

Purchase order

PO number — optional; "TBA" is fine

None given

The email gives no PO number. If it is only on the document, it is left blank — never read from a file name.

7

Accept — 1 request, 3 positions

Discard — not an order

It is a PO for an order we already have

✓ Done. The order is made, and its shortlist is ready to offer the work.

INTAKE

Kiln 2 shutdown KW2712 - two more riggers please

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Same site, same P0 as before.

Thanks

Kim Tran

Maintenance Superintendent

Accepted

✓

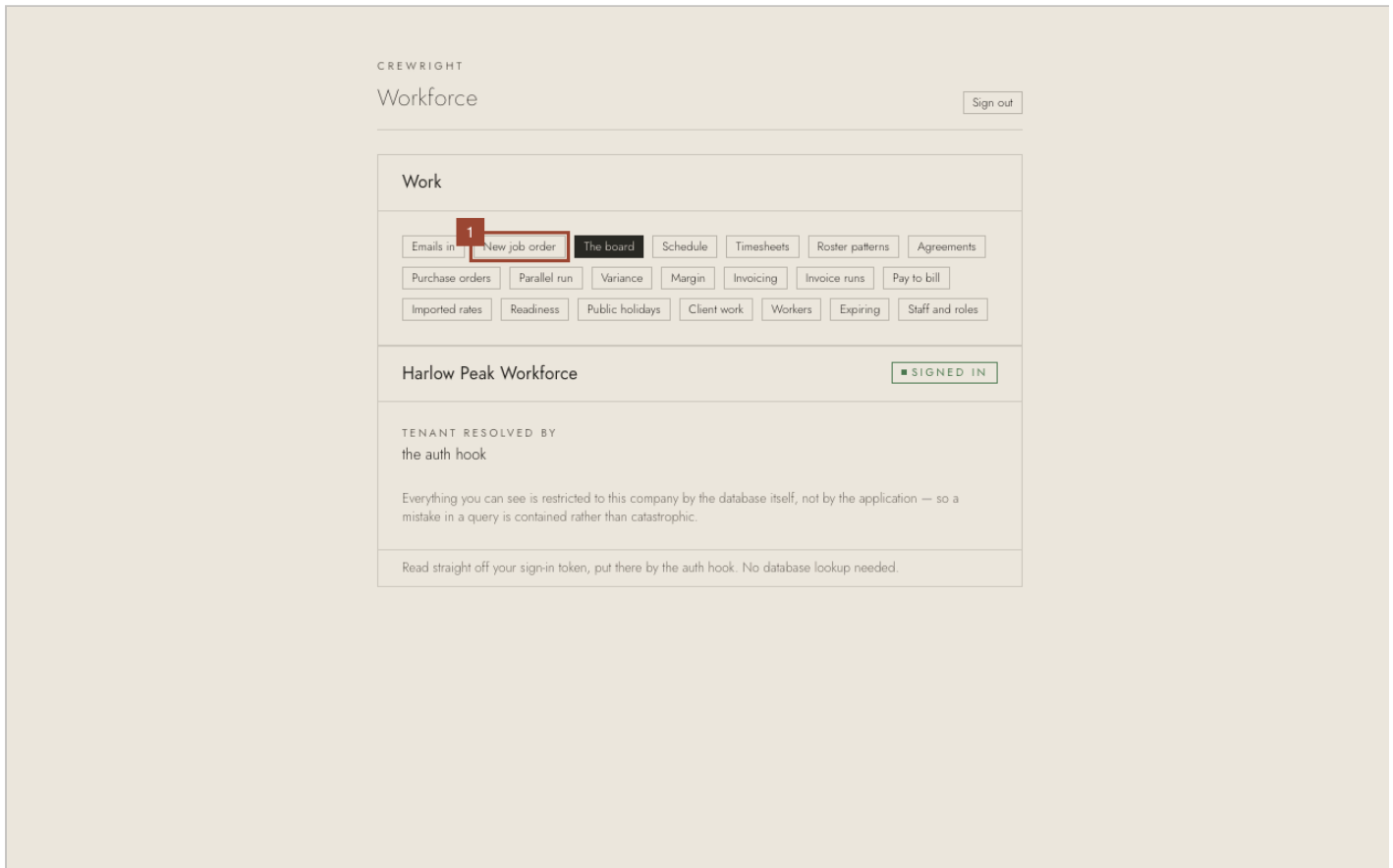
Kiln 2 Shutdown · KW2712 — 0 of 3 filled

his shortlist is ready — crew it

Make a new job order

For an order that came by phone or text. (An emailed order goes through Emails in instead.) The same checks as an email: the client, where it goes, and each line.

1. On the home page, open **New job order**.



2. Choose the Client.

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

2

Client

Choose the client...

Where it goes

Choose the client first

Client's reference (optional)

Their reference number

Site

No site

PO number (optional)

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

Role

Choose...

Licence

None

People

1

First day

dd/mm/yyyy

Last day

dd/mm/yyyy

Shift and times

Day, or 06:00–16:30

Add a line

Make the order

3. Choose **Where it goes**: the client's contract or project it is under.

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

Client

Tallowmere Minerals

3

Where it goes

Choose the unit of work...

Client's reference (optional)

Their reference number

Site

No site

PO number (optional)

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

Role

Choose...

Licence

None

People

1

First day

dd/mm/yyyy

Last day

dd/mm/yyyy

Shift and times

Day, or 06:00–16:30

Add a line

Make the order

4. Type the client's reference, if they gave one. A new one becomes a new job under where it goes.

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

Client

Where it goes

Client's reference (optional)

Site

PO number (optional)

Tallowmere Minerals

Plant Maintenance Services (MSA-6730)

4

Their reference number

No site

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

Role

Licence

People

First day

Last day

Shift and times

Choose...

None

1

dd/mm/yyyy

dd/mm/yyyy

Day, or 06:00–16:30

Add a line

Make the order

5. Choose the Site.

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

Client

Where it goes

Client's reference (optional)

Site

PO number (optional)

Tallowmere Minerals

Plant Maintenance Services (MSA-6730)

KW2790

5

No site

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

Role

Licence

People

First day

Last day

Shift and times

Choose...

None

1

dd/mm/yyyy

dd/mm/yyyy

Day, or 06:00–16:30

Add a line

Make the order

6. For each line: the Role...

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

Client

Tallowmere Minerals

Where it goes

Plant Maintenance Services (MSA-6730)

Client's reference (optional)

KW2790

Site

Kwinana Process Plant (KW)

PO number (optional)

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

6

Role

Choose...

Licence

None

People

1

First day

dd/mm/yyyy

Last day

dd/mm/yyyy

Shift and times

Day, or 06:00–16:30

Add a line

Make the order

7. ...the Licence they must hold, if any...

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

Client

Tallowmere Minerals

Where it goes

Plant Maintenance Services (MSA-6730)

Client's reference (optional)

KW2790

Site

Kwinana Process Plant (KW)

PO number (optional)

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

7

Role

Rigger

Licence

None

People

1

First day

dd/mm/yyyy

Last day

dd/mm/yyyy

Shift and times

Day, or 06:00–16:30

Add a line

Make the order

8. ...how many People...

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

Client

Where it goes

Client's reference (optional)

Site

PO number (optional)

Tallowmere Minerals

Plant Maintenance Services (MSA-6730)

KW2790

Kwinana Process Plant (KW)

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

Role

Licence

People

First day

Last day

Shift and times

Rigger

Intermediate rigging (RI)

81

dd/mm/yyyy

dd/mm/yyyy

Day, or 06:00–16:30

Add a line

Make the order

9. ...the First day...

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

Client

Where it goes

Client's reference (optional)

Site

PO number (optional)

Tallowmere Minerals

Plant Maintenance Services (MSA-6730)

KW2790

Kwinana Process Plant (KW)

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

Role

Licence

People

First day

Last day

Shift and times

Rigger

Intermediate rigging (RI)

2

dd/mm/yyyy

dd/mm/yyyy

Day, or 06:00–16:30

Add a line

Make the order

10. ...the Last day...

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

Client

Where it goes

Client's reference (optional)

Site

PO number (optional)

Tallowmere Minerals

Plant Maintenance Services (MSA-6730)

KW2790

Kwinana Process Plant (KW)

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

Role

Licence

People

First day

Last day

Shift and times

Rigger

Intermediate rigging (RI)

2

04/11/2026

dd/mm/yyyy

Day, or 06:00–16:30

Add a line

Make the order

11. ...and the Shift and times. Add a line for another role.

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

Client

Where it goes

Client's reference (optional)

Site

PO number (optional)

Tallowmere Minerals

Plant Maintenance Services (MSA-6730)

KW2790

Kwinana Process Plant (KW)

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

Role

Licence

People

First day

Last day

Shift and times

Rigger

Intermediate rigging (RI)

2

04/11/2026

08/11/2026

Day, or 06:00–16:30

Add a line

Make the order

12. Press Make the order.

WORK

New job order

For an order that came by phone or text. Emailed orders go through Emails in.

Client

Tallowmere Minerals

Where it goes

Plant Maintenance Services (MSA-6730)

Client's reference (optional)

KW2790

Site

Kwinana Process Plant (KW)

PO number (optional)

TBA is fine

A reference the client already has a job for goes on that job; a new one becomes a new job under where it goes.

Role

Rigger

Licence

Intermediate rigging (RI)

People

2

First day

04/11/2026

Last day

08/11/2026

Shift and times

Day 06:00—16:30

Add a line

12

Make the order

✓ Done. The order opens on its crew page, its shortlist ready to offer.

CREW

Tallowmere Minerals — KW2790

KW2790 · Kwinana Process Plant · PO PO4566590

0 of 2 filled

The board — assign across all open work

Purchase order

PO4566590

Save

No PO document yet.

Drop a file here

Choose File

No file chosen

Upload

Or choose one: PDF, JPEG, PNG or an iPhone photo (HEIC), up to 10 MB.

It is renamed to your company's convention; the name it arrived with is kept.

2 × Rigger — 04/11/2026 → 08/11/2026

✓

20 available · 10 withheld: 7 tickets missing, 2 not active, 1 ticket with no expiry date

Must hold, current on the first day: Intermediate rigging.

Offer to the chosen

or the top

4

Offer to the top 4

☐ Camila Gómez

☐ Rodol Mendoza

Offer work to the shortlist

Every order line has a shortlist the moment it exists: who can do it, best first, and who is withheld and why. Offer it to more people than you need; saying yes places nobody.

- 1. Read the line: how many are available, and who is withheld and why (open **Withheld** to see them).

CREW

Tallowmere Minerals — KR2743

Kiln 3 Reline · Kwinana Process Plant

0 of 2 filled

The board — assign across all open work

Purchase order

PO number, or TBA

Save

No real PO number yet. Work on this order that is approved for invoicing shows on the list to chase.

No PO document yet.

Drop a file here

Choose File

No file chosen

Upload

Or choose one: PDF, JPEG, PNG or an iPhone photo (HEIC), up to 10 MB.

It is renamed to your company's convention; the name it arrived with is kept.

2 × Rigger — 28/10/2026 → 01/11/2026

1

25 available · 5 withheld: 3 already assigned those dates, 2 not active

Offer to the chosen

 or the top

4

Offer to the top 4

☐ Arjun Thapa

☐ Deng Papadopoulos

2. Tick the people to offer it to: here, Huy Huynh...

Drop a file here

Choose File

No file chosen

Upload

Or choose one: PDF, JPEG, PNG or an iPhone photo (HEIC), up to 10 MB.

It is renamed to your company's convention; the name it arrived with is kept.

2 × Rigger — 28/10/2026 → 01/11/2026

25 available · 5 withheld: 3 already assigned those dates, 2 not active

Offer to the chosen

 or the top

4

Offer to the top 4

☐

Arjun Thapa

☐

Deng Papadopoulos

☒

Huy Huynh

☐

Jomar Ó Briain

☐

Léa Nowak

☐

Matteo Castellano

☐

Minh Nguyen

☐

Rawiri Walker-Ngata

☐

Rowena Bautista

☐

Ahmad Bellucci

☐

Ahmad Taufa

☐

Jan Liu

☐

Kylie O'Rourke

☐

Maria Sousa

3. ...and Jomar Ó Briain. (Or offer it to the top few with Offer to the top.)

Drop a file here

Choose File

No file chosen

Upload

Or choose one: PDF, JPEG, PNG or an iPhone photo (HEIC), up to 10 MB.

It is renamed to your company's convention; the name it arrived with is kept.

2 × Rigger — 28/10/2026 → 01/11/2026

25 available · 5 withheld: 3 already assigned those dates, 2 not active

Offer to 1 chosen

 or the top

4

Offer to the top 4

☐

Arjun Thapa

☐

Deng Papadopoulos

☒

Huy Huynh

☒

Jomar Ó Briain

☐

Léa Nowak

☐

Matteo Castellano

☐

Minh Nguyen

☐

Rawiri Walker-Ngata

☐

Rowena Bautista

☐

Ahmad Bellucci

☐

Ahmad Taufa

☐

Jan Liu

☐

Kylie O'Rourke

☐

Maria Sousa

4. Press Offer to 2 chosen. It goes to their phones.

Drop a file here

Choose File

No file chosen

Upload

Or choose one. PDF, JPEG, PNG or an iPhone photo (HEIC), up to 10 MB.

It is renamed to your company's convention; the name it arrived with is kept.

2 × Rigger — 28/10/2026 → 01/11/2026

25 available · 5 withheld: 3 already assigned those dates, 2 not active

4

Offer to 2 chosen

or the top

4

Offer to the top 4

☐

Arjun Thapa

☐

Deng Papadopoulos

☒

Huy Huynh

☒

Jomar Ó Briain

☐

Léa Nowak

☐

Matteo Castellano

☐

Minh Nguyen

☐

Rawiri Walker-Ngata

☐

Rowena Bautista

☐

Ahmad Bellucci

☐

Ahmad Taufa

☐

Jan Liu

☐

Kylie O'Rourke

☐

María Souza

5. Their answers show here as they come in. If someone rings to say yes, press Yes beside them.

☐

Jan Liu

☐

Kylie O'Rourke

☐

María Souza

☐

Omar Khoury

☐

Omar Nassar

☐

Rami Khoury

☐

Siobhán Oliveira

☐

Suman Gill

☐

Thabo Okafor

☐

Tinashe Huynh

☐

Vikram Shrestha

☐

Wei Marković

☐

Zoë Wiśniewski

☐

Thanh Pham

► Withheld — who, and why (5)

Offered to 2 · 0 said yes · 2 not answered

Huy Huynh

NOT OPENED

Jomar Ó Briain

NOT OPENED

► Change or cancel this line

5

Yes

Yes, but...

No

Text them

Yes

Yes, but...

No

Text them

Kin 3 Reline

✓ Done. People who said yes are in the pool on the board, where you place them.

☐ Jan Liu

☐ Kylie O'Rourke

☐ María Souza

☐ Omar Khoury

☐ Omar Nassar

☐ Rami Khoury

☐ Siobhán Oliveira

☐ Suman Gill

☐ Thabo Okafor

☐ Tinashe Huynh

☐ Vikram Shrestha

☐ Wei Marković

☐ Zoë Wiśniewski

☐ Thanh Pham

► Withheld — who, and why (5)

Offered to 2 · 1 said yes · 1 not answered

Huy Huynh

✓ SAID YES

Jomar Ó Briain

NOT OPENED

YesYes, but...NoHold

YesYes, but...NoText them

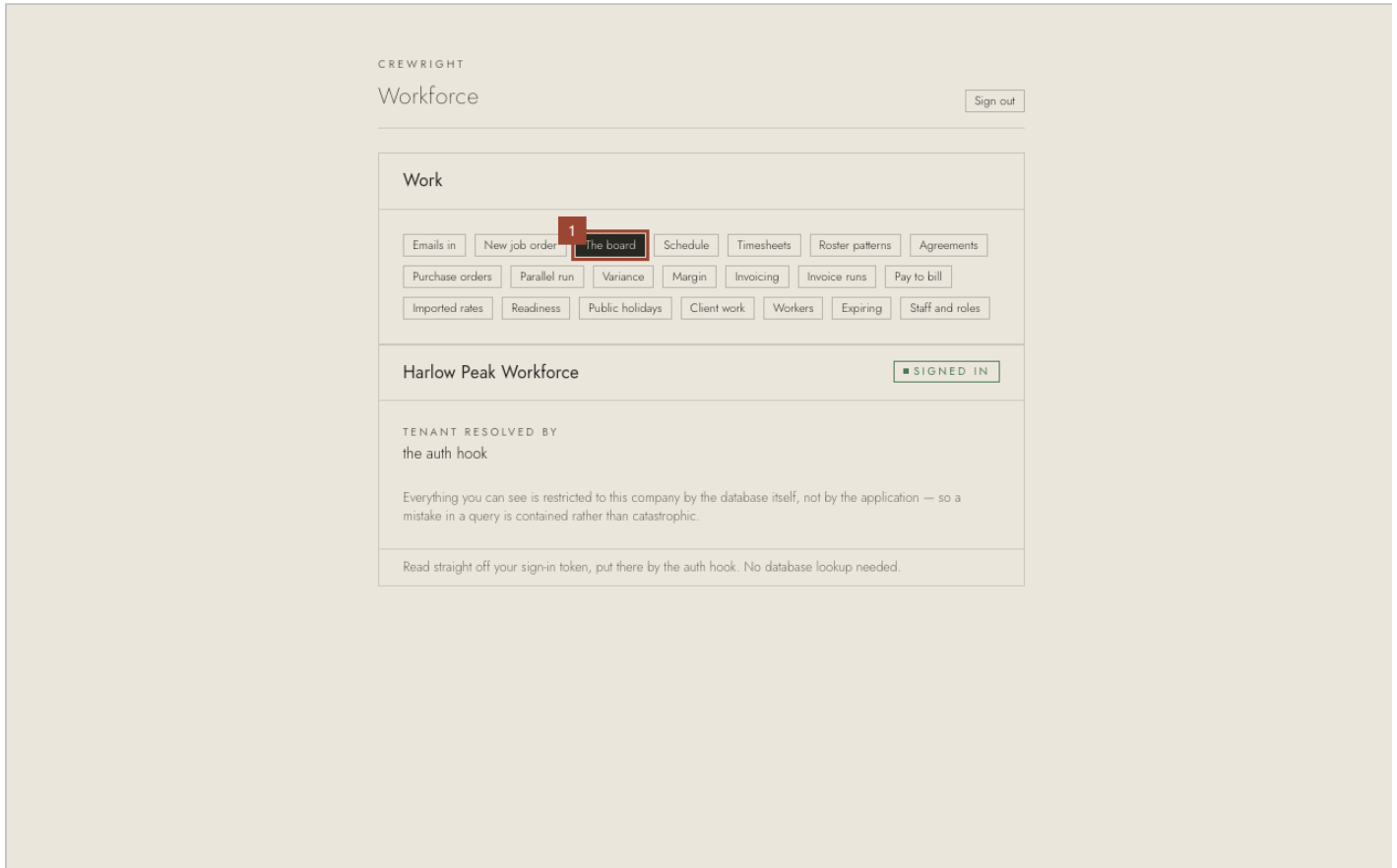
► Change or cancel this line

Klin 3 Reline

Fill an order from the board

People who said yes to an offer are in the pool on the right. Saying yes places nobody: you choose who goes where, then tell them.

1. On the home page, open **The board**.



2. In the pool on the right, type a name in **Find a name** — here, Arjun Thapa.

ALLOCATION

The board

Every open piece of work on the left, everyone who said yes on the right. Choose a person, then where they go. Saying yes places nobody.

The schedule — who is where, day by day

52 of 144 filled

41 on a position, not yet locked in

153 said yes

60 not placed yet

5 held

49 offers not opened

Declined at lock-in — these need someone now:

Westgrave Power · CO2702 · Scaffolder — Tevita Ncube declined, 07/10/2026 15:29

Only work that still needs people

Westgrave Power — Unit 1 Boiler Outage

10 of 14 filled · 3 in progress

CO2702

Collie Power Station

shortlist and offers

client approves names

6 x Scaffolder · 10/09/2026 — 11/10/2026 · must hold Intermediate scaffolding

Offered to 13 · 6 said yes · not opened 4: Giuseppe Castellano, Ahmad Chahine, Bikash Fernando, Suman Wickramasinghe · said no 3: Ahmad Haddad, Dragan Horvat, Tevita Ncube

1

10/09/2026

DECLINED AT LOCK-IN

11/10/2026

2

10/09/2026

FILLED

Arjun Sandhu

Take off

11/10/2026

3

10/09/2026

FILLED, WITH CONDITIONS

Harpreet Wickramasinghe

Take off

11/10/2026

4

10/09/2026

FILLED, WITH CONDITIONS

Iosefa Lam

Take off

11/10/2026

5

10/09/2026

FILLED

Ivan Pham

Take off

11/10/2026

6

10/09/2026

LOCK-IN SENT

Johan De Luca

Confirmed

Declined

11/10/2026

The pool

Said yes to something still open. Choose one to place.

Not placed yet (60)

Every role

2

Find a name

60 shown

Choose

Johan Adeyemi

Boilermaker

Yes to Brolga Downs Resources · PH-2707 · Boilermaker — “Needs a lift to site on the first day” · Hold

Yes to Westgrave Power · CO2705 · Boilermaker · Hold

Choose

Sione Afamasaga

Electrician

Yes to Bluewren Infrastructure · Solar Farm Stage 2 · Electrician · Hold

Choose

Arnel Bautista

Electrician

Yes to Bluewren Infrastructure · Solar Farm Stage 2 · Electrician · Hold

3. Press **Choose** beside them.

ALLOCATION

The board

Every open piece of work on the left, everyone who said yes on the right. Choose a person, then where they go. Saying yes places nobody.

The schedule — who is where, day by day

52 of 144 filled

41 on a position, not yet locked in

153 said yes

60 not placed yet

5 held

49 offers not opened

Declined at lock-in — these need someone now:

Westgrave Power · CO2702 · Scaffolder — Tevita Ncube declined, 07/10/2026 15:29

Only work that still needs people

Westgrave Power — Unit 1 Boiler Outage

10 of 14 filled · 3 in progress

CO2702

Collie Power Station

shortlist and offers

client approves names

6 x Scaffolder · 10/09/2026 — 11/10/2026 · must hold Intermediate scaffolding

Offered to 13 · 6 said yes · not opened 4: Giuseppe Castellano, Ahmad Chahine, Bikash Fernando, Suman Wickramasinghe · said no 3: Ahmad Haddad, Dragan Horvat, Tevita Ncube

1

10/09/2026

DECLINED AT LOCK-IN

11/10/2026

2

10/09/2026

FILLED

Arjun Sandhu

Take off

11/10/2026

3

10/09/2026

FILLED, WITH CONDITIONS

Harpreet Wickramasinghe

Take off

11/10/2026

4

10/09/2026

FILLED, WITH CONDITIONS

Iosefa Lam

Take off

11/10/2026

5

10/09/2026

FILLED

Ivan Pham

Take off

11/10/2026

6

10/09/2026

LOCK-IN SENT

Johan De Luca

Confirmed

Declined

11/10/2026

The pool

Said yes to something still open. Choose one to place.

Not placed yet (60)

Every role

Arjun Thapa

1 shown

3

Choose

Arjun Thapa

Rigger

Yes to Sandpiper Terminals · GL2702 · Rigger · Hold

Yes to Tallowmere Minerals · KR2741 · Rigger · Hold

Yes to Brolga Downs Resources · TP2703 · Rigger · Hold

Yes to Copperleaf Refining · KG2703 · Rigger · Hold

Yes to Tallowmere Minerals · KW2712 · Rigger — “Not the first Friday — a family commitment” · Hold

Yes to Tallowmere Minerals · KR2740 · Rigger · Hold

4. Find the order (here KR2741) and press **Assign Arjun Thapa** on the open position.

▶ travel as the work

Tallowmere Minerals — Kiln 3 Reline

3 of 11 filled

KR2740

Kwinana Process Plant

[shortlist and offers](#)

3 × Rigger · 29/09/2026 — 28/10/2026 · offered this

Offered to 5 · 5 said yes

1

29/09/2026 — 28/10/2026

FILLED

Camila Gómez

Take off

2

29/09/2026 — 28/10/2026

FILLED

Rodel Mendoza

Take off

3

29/09/2026 — 28/10/2026

FILLED

Ivan Perić

Take off

KR2741

Kwinana Process Plant

[shortlist and offers](#)

1 × Rigger · 21/10/2026 — 04/11/2026 · offered this

Offered to 2 · 2 said yes

1

21/10/2026 — 04/11/2026

OPEN

4

Assign Arjun Thapa

KR2743

Kwinana Process Plant

[shortlist and offers](#)

2 × Rigger · 28/10/2026 — 01/11/2026 · not offered this — said yes to other work

Offered to 2 · 1 said yes · not opened 1: Jomar Ó Briain

1

28/10/2026 — 01/11/2026

OPEN

Assign Arjun Thapa

2

28/10/2026 — 01/11/2026

OPEN

Assign Arjun Thapa

KR2742

Kwinana Process Plant

[shortlist and offers](#)

1 × Rigger · 06/11/2026 — 20/11/2026 · not offered this — said yes to other work

Offered to 1 · 0 said yes · not opened 1: Ivan Perić

1

06/11/2026 — 20/11/2026

OPEN

Assign Arjun Thapa

KR2744

Kwinana Process Plant

[shortlist and offers](#)

1 × Dogger · 11/11/2026 — 15/11/2026 · not offered this — said yes to other work

1

11/11/2026 — 15/11/2026

OPEN

Assign Arjun Thapa

The pool

Said yes to something still open. Choose one to place.

Not placed yet (60)

Every role

Arjun Thapa

1 shown

Chosen

Arjun Thapa

Rigger

Yes to Sandpiper Terminals · GL2702 · Rigger · Hold

Yes to Tallowmere Minerals · KR2741 · Rigger · Hold

Yes to Brolga Downs Resources · TP2703 · Rigger · Hold

Yes to Copperleaf Refining · KG2703 · Rigger · Hold

Yes to Tallowmere Minerals · KW2712 · Rigger — “Not the first Friday — a family commitment” · Hold

Yes to Tallowmere Minerals · KR2740 · Rigger · Hold

5. Press **Tell them....** The message they will get is shown; change it if you need to.

▶ travel as the work

Tallowmere Minerals — Kiln 3 Reline

3 of 11 filled · 1 in progress

KR2740

Kwinana Process Plant

[shortlist and offers](#)

3 × Rigger · 29/09/2026 — 28/10/2026 · offered this

Offered to 5 · 5 said yes

1

29/09/2026 — 28/10/2026

FILLED

Camila Gómez

Take off

2

29/09/2026 — 28/10/2026

FILLED

Rodel Mendoza

Take off

3

29/09/2026 — 28/10/2026

FILLED

Ivan Perić

Take off

KR2741

Kwinana Process Plant

[shortlist and offers](#)

1 × Rigger · 21/10/2026 — 04/11/2026 · offered this

Offered to 2 · 2 said yes

1

21/10/2026 — 04/11/2026

ASSIGNED

Arjun Thapa

5

Tell them....

Take off

KR2743

Kwinana Process Plant

[shortlist and offers](#)

2 × Rigger · 28/10/2026 — 01/11/2026 · not offered this — said yes to other work

Offered to 2 · 1 said yes · not opened 1: Jomar Ó Briain

1

28/10/2026 — 01/11/2026

OPEN

already assigned to Tallowmere Minerals · KR2741 (21/10/2026 — 04/11/2026)

Move Arjun Thapa here

2

28/10/2026 — 01/11/2026

OPEN

already assigned to Tallowmere Minerals · KR2741 (21/10/2026 — 04/11/2026)

Move Arjun Thapa here

KR2742

Kwinana Process Plant

[shortlist and offers](#)

1 × Rigger · 06/11/2026 — 20/11/2026 · not offered this — said yes to other work

Offered to 1 · 0 said yes · not opened 1: Ivan Perić

1

06/11/2026 — 20/11/2026

OPEN

Assign Arjun Thapa

The pool

Said yes to something still open. Choose one to place.

Not placed yet (59)

Every role

Arjun Thapa

0 shown

6. Press Send to them.

▶ travel as the work

Tallowmere Minerals — Kiln 3 Reline

3 of 11 filled · 1 in progress

KR2740

Kwinana Process Plant

shortlist and offers

3 × Rigger · 29/09/2026 – 28/10/2026 · offered this

Offered to 5 · 5 said yes

1

29/09/2026 – 28/10/2026

FILLED

Camila Gómez

Take off

2

29/09/2026 – 28/10/2026

FILLED

Rodel Mendoza

Take off

3

29/09/2026 – 28/10/2026

FILLED

Ivan Perić

Take off

KR2741

Kwinana Process Plant

shortlist and offers

1 × Rigger · 21/10/2026 – 04/11/2026 · offered this

Offered to 2 · 2 said yes

1

21/10/2026 – 04/11/2026

ASSIGNED

Arjun Thapa

You're locked in: Tallowmere Minerals · Kwinana Prc

6

Send to them

Cancel

Take off

KR2743

Kwinana Process Plant

shortlist and offers

2 × Rigger · 28/10/2026 – 01/11/2026 · not offered this — said yes to other work

Offered to 2 · 1 said yes · not opened 1: Jomar Ó Briain

1

28/10/2026 – 01/11/2026

OPEN

already assigned to Tallowmere Minerals · KR2741 (21/10/2026 – 04/11/2026)

Move Arjun Thapa here

2

28/10/2026 – 01/11/2026

OPEN

already assigned to Tallowmere Minerals · KR2741 (21/10/2026 – 04/11/2026)

Move Arjun Thapa here

KR2742

Kwinana Process Plant

shortlist and offers

The pool

Said yes to something still open. Choose one to place.

Not placed yet (59)

Every role

Arjun Thapa

0 shown

✓ Done. They are asked to confirm on their phone. If they ring instead, press Confirmed or Declined here.

▶ travel as the work

Tallowmere Minerals — Kiln 3 Reline

3 of 11 filled · 1 in progress

KR2740

Kwinana Process Plant

shortlist and offers

3 × Rigger · 29/09/2026 – 28/10/2026 · offered this

Offered to 5 · 5 said yes

1

29/09/2026 – 28/10/2026

FILLED

Camila Gómez

Take off

2

29/09/2026 – 28/10/2026

FILLED

Rodel Mendoza

Take off

3

29/09/2026 – 28/10/2026

FILLED

Ivan Perić

Take off

KR2741

Kwinana Process Plant

shortlist and offers

1 × Rigger · 21/10/2026 – 04/11/2026 · offered this

Offered to 2 · 2 said yes

1

21/10/2026 – 04/11/2026

LOCK-IN SENT

Arjun Thapa

✓

Confirmed

Declined

KR2743

Kwinana Process Plant

shortlist and offers

2 × Rigger · 28/10/2026 – 01/11/2026 · not offered this — said yes to other work

Offered to 2 · 1 said yes · not opened 1: Jomar Ó Briain

1

28/10/2026 – 01/11/2026

OPEN

already assigned to Tallowmere Minerals · KR2741 (21/10/2026 – 04/11/2026)

2

28/10/2026 – 01/11/2026

OPEN

already assigned to Tallowmere Minerals · KR2741 (21/10/2026 – 04/11/2026)

KR2742

Kwinana Process Plant

shortlist and offers

1 × Rigger · 06/11/2026 – 20/11/2026 · not offered this — said yes to other work

Offered to 1 · 0 said yes · not opened 1: Ivan Perić

1

06/11/2026 – 20/11/2026

OPEN

Assign Arjun Thapa

KR2744

Kwinana Process Plant

shortlist and offers

The pool

Said yes to something still open. Choose one to place.

Not placed yet (59)

Every role

Arjun Thapa

0 shown

1. In the pool, find them: here, Suman Gill.

ALLOCATION

The board

Every open piece of work on the left, everyone who said yes on the right. Choose a person, then where they go. Saying yes places nobody.

The schedule — who is where, day by day

52 of 144 filled
42 on a position, not yet locked in
153 said yes · 59 not placed yet
5 held
49 offers not opened

Declined at lock-in — these need someone now:

- Westgrave Power · CO2702 · Scaffolder — Tevita Ncube declined, 07/10/2026 15:29

☐ Only work that still needs people

Westgrave Power — Unit 1 Boiler Outage

10 of 14 filled · 3 in progress

CO2702

Collie Power Station · [shortlist and offers](#) · client approves names

6 × Scaffolder · 10/09/2026 — 11/10/2026 · must hold Intermediate scaffolding

Offered to 13 · 6 said yes · not opened 4: Giuseppe Castellano, Ahmad Chahine, Bikash Fernando, Suman Wickramasinghe · said no 3: Ahmad Haddad, Dragan Horvat, Tevita Ncube

1	10/09/2026 — 11/10/2026	DECLINED AT LOCK-IN		
2	10/09/2026 — 11/10/2026	FILLED	Arjun Sandhu	Take off
3	10/09/2026 — 11/10/2026	FILLED, WITH CONDITIONS	Harpreet Wickramasinghe	Take off
4	10/09/2026 — 11/10/2026	FILLED, WITH CONDITIONS	Iosefa Lam	Take off
5	10/09/2026 — 11/10/2026	FILLED	Ivan Pham	Take off
6	10/09/2026	LOCK-IN SENT	Johan De Luca	Confirmed Declined

The pool

Said yes to something still open. Choose one to place.

Not placed yet (59)
Every role

1

Find a name

59 shown

Choose
Johan Adeyemi
Boilermaker

- Yes to Brolga Downs Resources · PH-2707 · Boilermaker — “Needs a lift to site on the first day” · Hold
- Yes to Westgrave Power · CO2705 · Boilermaker · Hold

Choose
Sione Afamasaga
Electrician

- Yes to Bluewren Infrastructure · Solar Farm Stage 2 · Electrician · Hold

Choose
Arnel Bautista
Electrician

- Yes to Bluewren Infrastructure · Solar Farm Stage 2 · Electrician · Hold

2. Press Choose beside them.

ALLOCATION

The board

Every open piece of work on the left, everyone who said yes on the right. Choose a person, then where they go. Saying yes places nobody.

The schedule — who is where, day by day

52 of 144 filled 42 on a position, not yet locked in 153 said yes · 59 not placed yet 5 held 49 offers not opened

Declined at lock-in — these need someone now:

- Westgrave Power · CO2702 · Scaffolder — Tevita Ncube declined, 07/10/2026 15:29

☐ Only work that still needs people

Westgrave Power — Unit 1 Boiler Outage

10 of 14 filled · 3 in progress

CO2702

Collie Power Station

[shortlist and offers](#)

client approves names

6 x Scaffolder · 10/09/2026 — 11/10/2026 · must hold Intermediate scaffolding

Offered to 13 · 6 said yes · not opened 4: Giuseppe Castellano, Ahmad Chahine, Bikash Fernando, Suman Wickramasinghe · said no 3: Ahmad Haddad, Dragan Horvat, Tevita Ncube

1	10/09/2026 — 11/10/2026	DECLINED AT LOCK-IN		
2	10/09/2026 — 11/10/2026	FILLED	Arjun Sandhu	Take off
3	10/09/2026 — 11/10/2026	FILLED, WITH CONDITIONS	Harpreet Wickramasinghe	Take off
4	10/09/2026 — 11/10/2026	FILLED, WITH CONDITIONS	Iosefa Lam	Take off
5	10/09/2026 — 11/10/2026	FILLED	Ivan Pham	Take off
6	10/09/2026 —	LOCK-IN SENT	Johan De Luca	Confirmed Declined

The pool

Said yes to something still open. Choose one to place.

Not placed yet (59) Every role

Suman Gill

1 shown

2 Choose Suman Gill Rigger

- Yes to Tallowmere Minerals · KR2745 · Rigger Hold

3. Check their licence card shows the class the work needs, then press Licence sighted — assign Suman Gill.

Offered to 1 · 0 said yes · not opened 1: Ivan Peric

1 06/11/2026 — 20/11/2026 OPEN Assign Suman Gill

KR2744

Kwinana Process Plant

[shortlist and offers](#)

1 x Dogger · 11/11/2026 — 15/11/2026 · not offered this — said yes to other work

1 11/11/2026 — 15/11/2026 OPEN Assign Suman Gill

2 x Rigger · 11/11/2026 — 15/11/2026 · not offered this — said yes to other work

1 11/11/2026 — 15/11/2026 OPEN Assign Suman Gill

2 11/11/2026 — 15/11/2026 OPEN Assign Suman Gill

KR2745

Kwinana Process Plant

[shortlist and offers](#)

1 x Rigger · 18/11/2026 — 22/11/2026 · must hold Intermediate rigging · offered this

Offered to 1 · 1 said yes

1 18/11/2026 — 22/11/2026 OPEN

Intermediate rigging: an HRWL is on record but its class is not — sight the licence

3 Licence sighted — assign Suman Gill

Push through for this work...

Tallowmere Minerals — Kiln 2 Shutdown

6 of 21 filled · 4 in progress

KW2712

Kwinana Process Plant

[shortlist and offers](#)

1 x Supervisor · 30/09/2026 — 23/10/2026 · not offered this — said yes to other work

Offered to 3 · 2 said yes · not opened 1: Antonio Bellucci

1 30/09/2026 — 23/10/2026 LOCK-IN SENT D'Arcy McKenna Confirmed Declined

Swing 1

► Travel as the work:

3 x Dogger · 01/10/2026 — 23/10/2026 · must hold Dogging · not offered this — said yes to other work

Offered to 7 · 6 said yes · not opened 1: Johan Botha

1 01/10/2026 — 23/10/2026 FILLED Linh Nguyen Take off

Swing 1

The pool

Said yes to something still open. Choose one to place.

Not placed yet (59) Every role

Suman Gill

1 shown

Chosen Suman Gill Rigger

- Yes to Tallowmere Minerals · KR2745 · Rigger Hold

✓ Done. The sighting is recorded with your name, for this work only. Ask them to send a photo of the card from the app so it is on record.

ALLOCATION

The board

Every open piece of work on the left, everyone who said yes on the right. Choose a person, then where they go. Saying yes places nobody.

52 of 144 filled

42 on a position, not yet locked in

153 said yes

59 not placed yet

5 held

49 offers not opened

Declined at lock-in — these need someone now:

Westgrave Power · CO2702 · Scaffolder — Tevita Ncube declined, 07/10/2026 15:29

✓

Licence sighted and assigned — recorded as a current ticket sighted, for this work only: Intermediate rigging: an HRWL is on record but its class is not.

☐ Only work that still needs people

Placing Suman Gill — each open position says whether they can go there.

Westgrave Power — Unit 1 Boiler Outage

10 of 14 filled · 3 in progress

CO2702

Collie Power Station

shortlist and offers

client approves names

6 x Scaffolder · 10/09/2026 — 11/10/2026 · must hold Intermediate scaffolding · not offered this — said yes to other work

Offered to 13 · 6 said yes · not opened 4: Giuseppe Castellano, Ahmad Chahine, Bikash Fernando, Suman Wickramasinghe · said no 3: Ahmad Haddad, Dragan Horvat, Tevita Ncube

1

10/09/2026

DECLINED AT LOCK-IN

Intermediate scaffolding: an HRWL is on record but its class is not — sight the licence

—

11/10/2026

Licence sighted — assign Suman Gill

Push through for this work

2

10/09/2026

FILLED

Arijun Sandhu

Take off

—

11/10/2026

3

10/09/2026

FILLED, WITH CONDITIONS

Harpreet Wickramasinghe

Take off

—

11/10/2026

4

10/09/2026

FILLED, WITH CONDITIONS

Iosefa Lam

Take off

—

The pool

Said yes to something still open. Choose one to place.

Not placed yet (59)

Every role

Suman Gill

1 shown

Chosen

Suman Gill

Rigger

Yes to Tallowmere Minerals · KR2745 · Rigger

Hold

Change or cancel an order line

When the client changes their order. Everyone offered the work or placed on it is told on their phone, and every change is recorded.

- 1. On the line to change, open **Change or cancel this line**.

☐ [Kowena Dautsja](#)

☐ [Ahmad Bellucci](#)

☐ [Ahmad Taufa](#)

☐ [Jan Liu](#)

☐ [Kylie O'Rourke](#)

☐ [María Souza](#)

☐ [Omar Khoury](#)

☐ [Omar Nassar](#)

☐ [Rami Khoury](#)

☐ [Siobhán Oliveira](#)

☐ [Suman Gill](#)

☐ [Thabo Okafor](#)

☐ [Tinashe Huynh](#)

☐ [Vikram Shrestha](#)

☐ [Wei Marković](#)

☐ [Zoe Wiśniewski](#)

☐ [Thanh Pham](#)

► Withheld — who, and why (2)

1

Change or cancel this line

[Kiln 3 Reline](#)

2. Change what the client asked for: here, **People** from 2 to 3...

☐	Rowena Daurista
☐	Ahmad Bellucci
☐	Ahmad Taufa
☐	Jan Liu
☐	Kylie O'Rourke
☐	Maria Souza
☐	Omar Khoury
☐	Omar Nassar
☐	Rami Khoury
☐	Siobhán Oliveira
☐	Suman Gill
☐	Thabo Okafor
☐	Tinashe Huynh
☐	Vikram Shrestha
☐	Wei Marković
☐	Zoe Wiśniewski
☐	Thanh Pham

► Withheld — who, and why (2)

▼ Change or cancel this line

People	First day	Last day	Role	Shift and times
2 2	11/11/2026	15/11/2026	Rigger ▼	Day

Save the change — tell everyone on it Cancel this line...

3. ...and the **Last day**. The role and the shift and times change the same way.

☐	Rowena Dautista
☐	Ahmad Bellucci
☐	Ahmad Taufa
☐	Jan Liu
☐	Kylie O'Rourke
☐	María Souza
☐	Omar Khoury
☐	Omar Nassar
☐	Rami Khoury
☐	Siobhán Oliveira
☐	Suman Gill
☐	Thabo Okafor
☐	Tinashe Huynh
☐	Vikram Shrestha
☐	Wei Marković
☐	Zoe Wiśniewski
☐	Thanh Pham

► Withheld — who, and why (2)

▼ Change or cancel this line

People	First day	Last day	Role	Shift and times
3	11/11/2026	15/11/2026	Rigger	Day

Save the change — tell everyone on it Cancel this line...

4. Press **Save the change**. If someone placed cannot do the new dates, it says who, and nothing changes.

☐	Rowena Daulista
☐	Ahmad Bellucci
☐	Ahmad Taufa
☐	Jan Liu
☐	Kylie O'Rourke
☐	Maria Souza
☐	Omar Khoury
☐	Omar Nassar
☐	Rami Khoury
☐	Siobhán Oliveira
☐	Suman Gill
☐	Thabo Okafor
☐	Tinashe Huynh
☐	Vikram Shrestha
☐	Wei Marković
☐	Zoë Wiśniewski
☐	Thanh Pham

► Withheld — who, and why (2)

▼ Change or cancel this line

People	First day	Last day	Role	Shift and times
3	11/11/2026	17/11/2026	Rigger	Day

4 Save the change — tell everyone on it Cancel this line...

5. To cancel a line: open **Change or cancel this line** on it...

☐	Rami Georgiou
☐	Renee Treloar
☐	Dilshan Oliveira
☐	Layla Haddad
☐	Nomvula Georgiou
☐	Siobhán Da Silva
☐	Wei Georgiou
☐	Wiremu Havili
☐	Katarzyna Kowalski
► Withheld — who, and why (4)	
5	Change or cancel this line

6. ...press **Cancel** this line.....

Rami Georgiou

Renee Treloar

Dilshan Oliveira

Layla Haddad

Nomvula Georgiou

Siobhán Da Silva

Wei Georgiou

Wiremu Havili

Katarzyna Kowalski

► Withheld — who, and why (4)

▼ Change or cancel this line

People

Last day

Last day

Role

Shift and times

1

11/11/2026

15/11/2026

Dogger

Day

Save the change — tell everyone on this line

Cancel this line...

3 × Rigger — 11/11/2026 → 17/11/2026

28 available · 2 withheld: 2 not active

Offer to the chosen

or the top

4

Offer to the top 4

Camila Gómez

Rodel Mendoza

Arjun Thapa

7. ...say why (the people on it see this)...

☐ Rami Georgiou

☐ Renee Treloar

☐ Dilshan Oliveira

☐ Layla Haddad

☐ Nomvula Georgiou

☐ Siobhán Da Silva

☐ Wei Georgiou

☐ Wiremu Havili

☐ Katarzyna Kowalski

▶ Withheld — who, and why (4)

▼ Change or cancel this line

People

1

Last day

11/11/2026

Last day

15/11/2026

Role

Dogger

Shift and times

Day

Save the change — tell everyone on it

Why — the people on it see this

Cancel the line — tell everyone on it

Keep it

3 × Rigger — 11/11/2026 → 17/11/2026

28 available · 2 withheld: 2 not active

Offer to the chosen

or the top

4

Offer to the top 4

☐ Camila Gómez

8. ...and press **Cancel the line**.

☐ [Rami Georgiou](#)

☐ [Renee Treloar](#)

☐ [Dilshan Oliveira](#)

☐ [Layla Haddad](#)

☐ [Nomvula Georgiou](#)

☐ [Siobhán Da Silva](#)

☐ [Wei Georgiou](#)

☐ [Wiremu Havili](#)

☐ [Katarzyna Kowalski](#)

► Withheld — who, and why (4)

▼ Change or cancel this line

People

First day

Last day

Role

Shift and times

1

11/11/2026

15/11/2026

Dogger

Day

Save the change — tell everyone on it

The client no longer needs a dogger.

8 **Cancel the line — tell everyone on it** Keep it

3 × Rigger — 11/11/2026 → 17/11/2026

28 available · 2 withheld: 2 not active

Offer to the chosen

 or the top

4

Offer to the top 4

☐ [Camila Gómez](#)

✓ Done. A cancelled line stays on the order, with why; the people on it were told.

☐ [Suman Khoury](#)

☐ [Rami Khoury](#)

☐ [Siobhán Oliveira](#)

☐ [Suman Gill](#)

☐ [Thabo Okafor](#)

☐ [Tinashe Huynh](#)

☐ [Vikram Shrestha](#)

☐ [Wei Marković](#)

☐ [Zoe Wiśniewski](#)

☐ [Thanh Pham](#)

► Withheld — who, and why (2)

▼ Change or cancel this line

People

First day

Last day

Role

Shift and times

3

11/11/2026

17/11/2026

Rigger

Day

Save the change — tell everyone on it Cancel this line...

Changed: 3 people, now 11/11/2026 → 17/11/2026.

✓

Cancelled lines

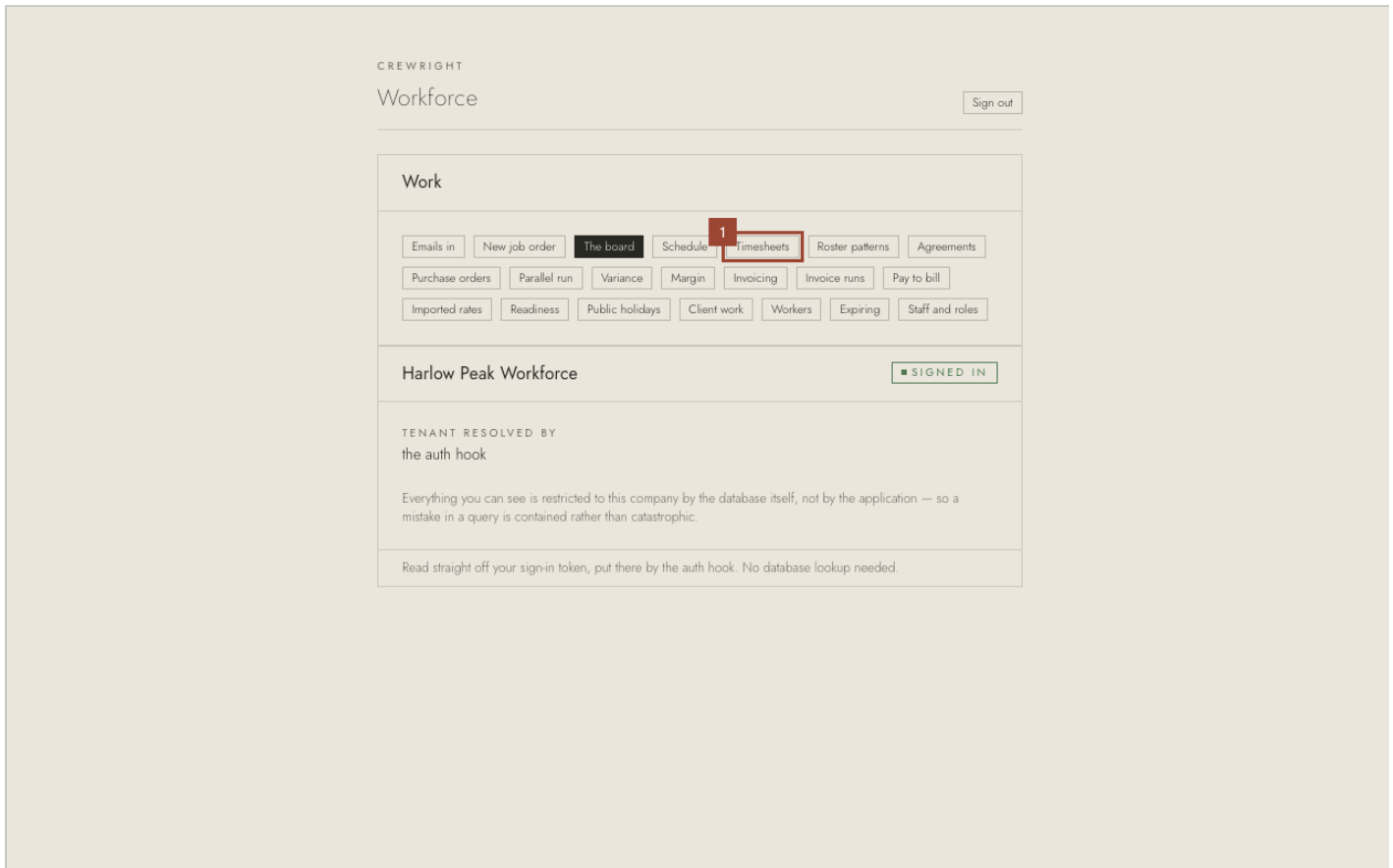
1 × Dogger — 11/11/2026 → 15/11/2026 · cancelled 08/10/2026: The client no longer needs a dogger.

[Kiln 3 Reline](#)

Approve timesheets

Workers record their hours on the phone each day. You check each day and approve it, or send it back with a reason the worker sees.

1. On the home page, open **Timesheets**. Every day waiting on a decision is listed.



2. Open a day by its date — here, Camila Gómez's.

WORK

Timesheets to decide — 2

What workers recorded on the phone. The hour types are derived by the agreement, never chosen by the worker. Approve, or send back with a reason the worker sees.

DAY	WORKER	WORK	RECORDED	SIGNED	NEEDS
2 06/10/2026 LATE	Camila Gómez	Tallowmere Minerals · Kwinana Process Plant · KR2740	Day shift · 06:00–16:30 · 10 h	signed on the phone	1 allowance claim
06/10/2026 LATE	Rodel Mendoza	Tallowmere Minerals · Kwinana Process Plant · KR2740	Day shift · 06:00–16:30 · 10 h	signed on the phone	—

Unsigned, by client and site

None.

Workers are told the reason may be shared with the client. Many of one reason at one site is that site's supervision.

3. Check the hours and the break against what you know of the shift.

TIMESHEET

Camila Gómez — 06/10/2026

Tallowmere Minerals · Kwinana Process Plant · KR2740

All waiting

3

What the worker recorded

DayDay shift

Hours06:00 to 16:30 · 10 h

Break30 minutes

Sent08/10/2026 LATE

Sign-off

Signed on the phone by Kim Tran, Maintenance Superintendent — against the hours above, not the money.

What the agreement makes of it

Priced on Harlow Peak Site Agreement, charged on Tallowmere Minerals Charge Schedule.

LINE	HOURS	x	RULE	WHY
ORD Ordinary time	7.6	1	ordinaryDay	7.6 h on Tuesday 2026-10-06: ordinary time (ordinaryDay): inside 06:00–18:00 (ordinarySpan) and within 7.6 h ordinary hours. 7.6 h x the rate x 1.
OT1 Overtime (first line)	2	1.5	overtime_first	2 h on Tuesday 2026-10-06: overtime — beyond 7.6 h ordinary hours for the day (ordinaryDay), within the first 2 h (overtime_first, v1.5), 2 h

4. Check the sign-off: who signed for the hours on site.

TIMESHEET

Camila Gómez — 06/10/2026

Tallowmere Minerals · Kwinana Process Plant · KR2740

All waiting

What the worker recorded

Day

Day shift

Hours

06:00 to 16:30 · 10 h

Break

30 minutes

Sent

08/10/2026

LATE

4

Sign-off

Signed on the phone by Kim Tran, Maintenance Superintendent — against the hours above, not the money.

What the agreement makes of it

Priced on Harlow Peak Site Agreement, charged on Tallowmere Minerals Charge Schedule.

LINE	HOURS	x	RULE	WHY
ORD Ordinary time	7.6	1	ordinaryDay	7.6 h on Tuesday 2026-10-06: ordinary time (ordinaryDay): inside 06:00–18:00 (ordinarySpan) and within 7.6 h ordinary hours. 7.6 h x the rate x 1.
OT1 Overtime (first tier)	2	1.5	overtime.first	2 h on Tuesday 2026-10-06: overtime — beyond 7.6 h ordinary hours for the day (ordinaryDay), within the first 2 h (overtime.first: x1.5). 2 h x the rate x 1.5.
OT2 Overtime (second tier)	0.4	2	overtime.then	0.4 h on Tuesday 2026-10-06: overtime — beyond 7.6 h ordinary hours for the day (ordinaryDay), beyond the first 2 h (overtime.then: x2). 0.4 h x the rate x 2.

Charged to the client as ORD 7.6, OT1 2, OT2 0.4 — no PO yet; it is on the list to chase.

Allowance claimed, waiting on a decision: TRAVEL — not priced until accepted.

5. Decide each allowance claimed: here Travel allowance — press Accept. To refuse one, type why and press Reject.

ORD Ordinary time	7.6	1	ordinaryDay	7.6 h on Tuesday 2026-10-06: ordinary time (ordinaryDay): inside 06:00–18:00 (ordinarySpan) and within 7.6 h ordinary hours. 7.6 h x the rate x 1.
OT1 Overtime (first tier)	2	1.5	overtime.first	2 h on Tuesday 2026-10-06: overtime — beyond 7.6 h ordinary hours for the day (ordinaryDay), within the first 2 h (overtime.first: x1.5). 2 h x the rate x 1.5.
OT2 Overtime (second tier)	0.4	2	overtime.then	0.4 h on Tuesday 2026-10-06: overtime — beyond 7.6 h ordinary hours for the day (ordinaryDay), beyond the first 2 h (overtime.then: x2). 0.4 h x the rate x 2.

Charged to the client as ORD 7.6, OT1 2, OT2 0.4 — no PO yet; it is on the list to chase.

Allowance claimed, waiting on a decision: TRAVEL — not priced until accepted.

Allowances claimed

CLAIMED	WHAT THE AGREEMENT SAYS	DECISION
Travel allowance	In the agreement: per day, separate	5 Accept Why not — the worker sees this Reject

A tick is a claim. Nothing claimed is paid until it is accepted here.

Decision

Approve the hours

What needs fixing — the worker sees this

Send back

6. Press **Approve the hours**. To send the day back instead, type what needs fixing and press **Send back**.

LINE	HOURS	x	RULE	WHY
ORD Ordinary time	7.6	1	ordinaryDay	7.6 h on Tuesday 2026-10-06: ordinary time (ordinaryDay): inside 06:00–18:00 (ordinarySpan) and within 7.6 h ordinary hours. 7.6 h x the rate x 1.
OT1 Overtime (first tier)	2	1.5	overtime.first	2 h on Tuesday 2026-10-06: overtime — beyond 7.6 h ordinary hours for the day (ordinaryDay), within the first 2 h (overtime.first: x1.5). 2 h x the rate x 1.5.
OT2 Overtime (second tier)	0.4	2	overtime.then	0.4 h on Tuesday 2026-10-06: overtime — beyond 7.6 h ordinary hours for the day (ordinaryDay), beyond the first 2 h (overtime.then: x2). 0.4 h x the rate x 2.
ALW:TRAVEL Travel allowance	—	1	allowances.TRAVEL	Travel allowance: the rate once per day, separate from the rate and not multiplied (allowances.TRAVEL).

Charged to the client as ORD 7.6, OT1 2, OT2 0.4, ALW:TRAVEL 1 — no PO yet, it is on the list to chase.

Allowances claimed

CLAIMED	WHAT THE AGREEMENT SAYS	DECISION
Travel allowance	In the agreement: per day, separate	accepted

A tick is a claim. Nothing claimed is paid until it is accepted here.

Decision

6

Approve the hours

What needs fixing — the worker sees this

Send back

✓ Done. The day is approved. Go back to **Timesheets** for the next one.

What the agreement makes of it

Priced on Harlow Peak Site Agreement, charged on Tallowmere Minerals Charge Schedule.

LINE	HOURS	x	RULE	WHY
ORD Ordinary time	7.6	1	ordinaryDay	7.6 h on Tuesday 2026-10-06: ordinary time (ordinaryDay): inside 06:00–18:00 (ordinarySpan) and within 7.6 h ordinary hours. 7.6 h x the rate x 1.
OT1 Overtime (first tier)	2	1.5	overtime.first	2 h on Tuesday 2026-10-06: overtime — beyond 7.6 h ordinary hours for the day (ordinaryDay), within the first 2 h (overtime.first: x1.5). 2 h x the rate x 1.5.
OT2 Overtime (second tier)	0.4	2	overtime.then	0.4 h on Tuesday 2026-10-06: overtime — beyond 7.6 h ordinary hours for the day (ordinaryDay), beyond the first 2 h (overtime.then: x2). 0.4 h x the rate x 2.
ALW:TRAVEL Travel allowance	—	1	allowances.TRAVEL	Travel allowance: the rate once per day, separate from the rate and not multiplied (allowances.TRAVEL).

Charged to the client as ORD 7.6, OT1 2, OT2 0.4, ALW:TRAVEL 1 — no PO yet, it is on the list to chase.

Allowances claimed

CLAIMED	WHAT THE AGREEMENT SAYS	DECISION
Travel allowance	In the agreement: per day, separate	accepted

A tick is a claim. Nothing claimed is paid until it is accepted here.

Decision

✓

Approved.

