

OZMININGJOBS

MINING CAREERS PATHWAYS GUIDE

**HOW TO SECURE
EMPLOYMENT IN THE
AUSTRALIAN
MINING INDUSTRY**



Table of Contents

<i>Chapter</i>	<i>Subject</i>	<i>Page</i>
1	Introduction	3
2	The Australian Mining Industry – A Short History	6
3	The Right Fit – Pros & Cons of Working in the Mining Industry	7
4	Job Types and Roles	10
5	Pay Rates	15
6	Living and Working Conditions	21
7	Pre-Entry Requirements – Doing it Right!	27
8	The Cover Letter and Resume	31
9	Links to Australian Mining Companies, Contractors and Labour Hire Companies	38
10	Glossary of Mining Terms	47
	ANNEX A . Steps for Foreign Applicants	51

FREE BONUS COVER LETTER AND RESUME – Page 52

Chapter 1. Introduction

I entered mining with no experience and very few formal qualifications, or tickets to speak of. In spite of those setbacks I managed to land a mining job that led me on a 10 year journey that took me all over Australia and led to financial freedom. Throughout that period I worked my way up from general labourer in Central Queensland's coal region to training/safety supervisor in Western Australia's iron ore rich Pilbara; not bad considering that I entered the mining industry at the ripe old age of 43!



Back then there was very little information available to the average applicant trying to get a foot in the door. Fortunately, through a chance meeting, I came across someone already working in the industry that was prepared to answer my questions in a no nonsense, factual manner. Questions like; what skills and qualifications do I need?; how do I prepare myself to get a head start over others; what types of jobs are available?; who's a good employer?; what are the pay rates?; what about travel and accommodation ?; work conditions, and so on.

I've compiled this info package aimed at those wanting to enter the mining industry with no mining experience and with no contacts to turn to, based on what I've learned over 10 years of working in the industry.

I've included a huge range of job types, including their pay rates; living and travel details; typical work environments and daily work routines, HR contact details and much more.

I'm confident that you'll find all of the answers you seek here and sincerely hope that I'm able to get you *mine ready*!

Gary Paul - Author

My Background

I owned a small property maintenance business on the Sunshine Coast, QLD. The work (and lifestyle), was great but after a few years I decided that it was time to move on and I started to actively look at other job opportunities. I drove trucks for a while before a chance encounter with a parent at my son's footy game became the catalyst for my venture into mining. Janice was working in a South Australian mine as a shot firer (preparing and blasting explosives), at the time and was home on R&R. We got to talking and she said that I should give mining a go. She had absolutely no experience in that field when she applied and had worked her way up from blast crew labourer to shot firer/leading hand in just 3 years.



Drag line, Curragh Mine, Central Qld

After picking Janice's brains (a lot!), and doing a little of my own research I discovered a wealth of information that was not available to the average applicant. Janice answered all of my questions and helped me draft my cover letter and prepare my resume, tailored to the mine industry.

My application process was NOT all plain sailing, and this is where many people become despondent and give up. It took almost 3 months before my application proceeded to the first stage (not to say that this is typical but I applied during the mining boom when EVERYONE was applying). Unfortunately many believe that mine companies are desperate for workers. *"I can drive a truck so I'll go into the mines and make big bucks"*, unfortunately it's just not that simple. ALL mine companies have very strict entry criteria, for good reason – they invest a lot of time AND money sourcing the right people!

I was offered a position as a blast crew *bench hand* (i.e. labourer), with Orica Mining Services at Curragh Mine, Central Queensland and worked my way up to become the operator of a Mobile Mixing Unit or MMU, a purpose built truck that delivers bulk explosive to predrilled blast holes on site.

After 4 years of working in the coal industry I applied for a position as a training advisor with a project management company contracted to one of Rio Tinto's iron ore projects in



Over burden blast – Curragh Mine

Karratha, WA. My roles were varied but included managing company induction courses, health & safety audits and enterprise (company specific) training and assessment.

I left the resources industry after 10 years having saved enough to reach my goal of becoming debt free. For some, this type of work is a lifelong career and I take my hat off to them – and for others, like myself it's an end to a means.

I currently work from home as a document writer, spending as much time as possible with my family – and YES, I'm living the dream!

Disclaimer: The information contained in this document is the result of my own research, based on credible sources (reference to source material is included), and more importantly, my own knowledge and experience. My aim is to genuinely assist those seeking to find employment in the mining and resources industry, however this document does not necessarily guarantee employment in the mining industry.

Good Luck!

Chapter 2. Mining In Australia - A Short History

Mining in Australia has long been a significant primary industry and contributor to the Australian economy by providing export income, royalty payments and employment. Many different ores, gems and minerals have been mined in the past and a wide variety are still mined throughout the country.

Mining was an important early source of export income in Australian colonies and helped to pay for the imports needed for the growing colonial economies.



Silver Ore

Silver and later copper were discovered in South Australia in the 1840s, leading to the export of ore and the immigration of skilled miners and smelters. The first economic minerals in Australia were silver and lead in 1841 at Glen Osmond, now a suburb of Adelaide in South Australia. Mines including Wheal Gawler and Wheal Watkins opened soon after. The value of these mines was soon overshadowed by the discovery of copper at Kapunda in 1842, Burra in 1845 and in the Copper Triangle (Moonta, Kadina and Wallaroo) area at the top of Yorke Peninsula in 1861.

Australia has mining activity in all of its states and territories. The Minerals Council of Australia estimates that 0.02% of Australia's land surface is directly impacted by mining. Particularly significant areas today include the Goldfields, Peel and Pilbara regions of Western Australia, the Hunter Region in New South Wales, the Bowen Basin in Queensland and Latrobe Valley in Victoria and various parts of the outback. Places such as Kalgoorlie, Mount Isa, Mount Morgan, Broken Hill and Coober Pedy are known as mining towns.



Iron Ore Seam, Western Australia

Australia is the world's largest refiner of bauxite and the fourth largest producer of primary aluminium. It is the largest producer of gem and industrial diamonds, lead and tantalum, and the mineral sands ilmenite, rutile and zircon. It is the fifth largest producer and largest exporter of black coal and the second largest producer of zinc, the third largest producer of gold, iron ore and manganese ore and the fourth largest producer of nickel. It is the fifth largest producer of copper and silver. It has the world's largest resources of low-cost uranium.



Bauxite Ore

Much of the raw material mined in Australia is exported overseas to countries such as China for processing into refined product. Energy and minerals constitute two-thirds of Australia's total exports to China, and more than half of Australia's iron ore exports are to China.

A Few Stats

Iron ore – Australia was the world's largest producer in 2024, supplying 580 million tonnes, 37% of the world's output (39% of the world's contained metal production).

Coal – Australia is the world's largest exporter of coal and fourth largest producer of coal behind China, USA and India.

Copper – In 2024 Australia was the world's third largest exporter of copper and the seventh largest exporter.

Uranium – Australia is the world's third largest exporter of uranium with 7 thousand tonnes in 2024.

Gold – Australia is the world's second largest producer of gold with 315 tonnes produced in 2024.

Source – Department of Industry, Innovation and Science

Chapter 3. The Right Fit – Pros & Cons of Working in the Mining Industry

Working in the mining industry isn't for everyone. Especially when the role includes fly-in fly-out (FIFO), or drive-in-drive-out (DIDO) travel that involves prolonged periods of time away from home and family.

Before applying for a mine role, it's a good idea to think closely about whether the lifestyle is a good fit.

Rosters (or swings), consist of 12 hour days with typical swings ranging from eight days on with six days off (8/6) to split shifts like 7/7, 9/5, 14/7, 14/14 or even four weeks on, one week off.

Rosters aside, what are the advantages and disadvantages of a mining lifestyle?



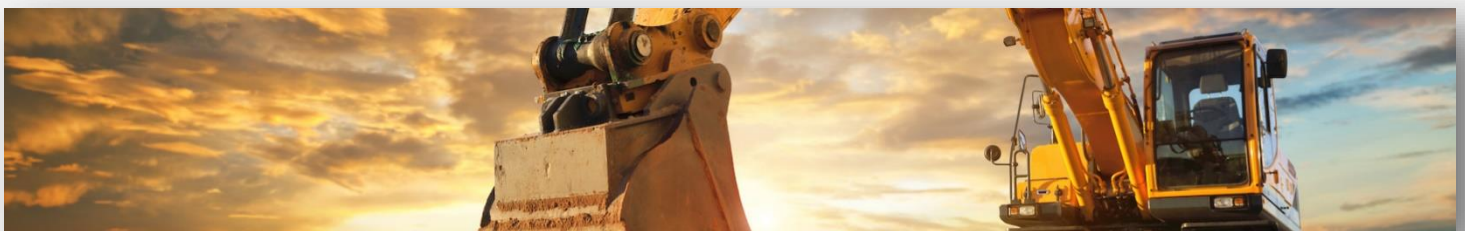
Advantages

- A salary package a lot greater than what you could expect from an average 40 hour week is obviously at the top of the list.
- The “rest and relaxation” (R&R) period — your “off” time — gives you enough time to fully recover from the long hours and shift work.
- Your home and work life are completely separate (you’re certainly not taking your work home with you!)
- There’s a good opportunity to spend quality time with your family when you’re home on R&R.
- With some rosters and leave entitlements, taking an R&R term with annual leave can provide two lots of three-week-long holiday periods a year — which many FIFO workers use for international travel.
- While you’re on site the only thing you have to do aside from work is your personal laundry.
- The wide range of facilities on most sites is of a high standard and generally you would not have a similar range so close to your own home.

- The friends you make on site usually become friends for life, as you do form friendships quicker when living and working with the same people.
- The opportunity to learn about other roles in mining is easier as you meet other employees in different departments and sometimes different companies. New employment opportunities often present themselves this way.

Disadvantages

- Family and friends do not always have a good idea of what it is like to live in a small mining camp. They don't necessarily understand what it's like or what you're experiencing.
- You're highly likely to miss significant events back at home, like birthdays, concerts and sporting events.
- If you're in a relationship it can cause issues, as one partner can feel as if they are running the household as a single person or single parent.
- The hours and the rosters can be long and tiring. Especially if you are working outdoors.
- Working in close proximity to others for long periods can be difficult.
- Some people feel constrained by the camp lifestyle, as some are almost prisonlike in their layout.
- If driving from site over long distances, night driving coupled with fatigue is a serious risk factor.
- When new to site, it can be a challenge to get to know people — especially on a large site.



Chapter 4. Job Types and Roles

Mines, like other large organisations employ a variety of skilled, and unskilled workers. The major differences being that mines operate on a twelve hour day, often in hot, remote or isolated areas, and can work between seven – twenty one day shifts (sometimes longer). There can be literally hundreds of people employed on site in varying roles ranging from mine executives at the top end, through to entry level labourers.

Administration

In mining, these roles can be metropolitan or site based. Administration covers a broad aspect of employees and mines prefer that applicants have experience in their professional fields. These positions are often overlooked by job seekers as many attribute mining careers to machinery and production operations. Jobs that fall under this category include:

Administration Manager and Supervisor

Administration Assistant

Payroll Manager

Payroll Assistant

Secretary

Nurse

Human Resources Manager and Supervisor

Human Resources Advisors

Training Manager and Supervisor

Training Advisors

Training Coordinator

Health, Safety and Environment Manager and Supervisor

Health, Safety and Environment Advisors

IT Manager



Entry Level Mining Jobs

Entry-level jobs *are* out there and, for obvious reasons attract the most applicants. If you have few qualifications, and no experience then expect to start at the ground level and get your hands dirty. This is the best way to make contacts from scratch and learn along the way. Gaining experience is key to advancement in the mining industry.

Mine jobs in this category include:

- General labourers
- Blast crew
- Trades assistants
- Cleaners
- Bar staff
- Cooks and kitchen-hands
- Hospitality staff
- Apprentices
- Offsiders
- Driller assistants



Mine Machine Operators

Training and certification and/or experience are usually key requirements for these types of mining jobs. An All Rounder operator role fits nicely into this category. The All Rounder is expected to be able to safely operate the haul truck, water truck, excavator, roller and 4WD vehicles.

Other types of machine operators include the underground jumbo, crane, front-end loader, plant and dozer operator positions. Machinery operator mining jobs are continually advertised on the mining jobs boards like SEEK, Indeed, CareerOne, iMINCO and JobSearch.



Graduate and Managerial Positions

Mines require a raft of graduate employees, planners and managers to operate effectively. These may include mining, planning, chemical, environmental, and drill and blast engineers, surveyors, geologists.



Managerial positions may include mine planning, mine engineering, technical services, exploration, geology, resource evaluation, process, mobile plant, projects, and contracts.

A Few Job Roles

Dump Truck Operator

Dump truck and mine machinery operators are responsible for loading, storage management and transporting of materials excavated from a mine site, on a range of different mining operations.

Driller

Drillers set up and operate drilling rigs and additional equipment in order to drill holes to explore for mineral deposits. Drillers have a requirement to be physically fit and able to handle heavy drilling equipment and machinery. The work can be above or below ground, in remote areas and more often than not, under challenging conditions. Drillers also need to record their drilling activity accurately, precision is critical to the safety of the mine site. Drillers can be categorised into these categories; Surface Drillers, Underground Mine Driller and Drill and Blast.

Blast Crew

Mines conduct blasting operations to loosen soil and rock (overburden), which lies over the coal, ore, or minerals. Blast crew members are responsible for measuring, preparing, loading, priming and blasting pre-prepared areas of overburden containing multiple blast holes. Blast crews spend most of their time working in hot and dusty conditions, unlike the majority of mine employees who operate machinery.

Pump Crew

Mine operations often cause large volumes of water to accumulate in mine pits and low areas. Pump crew operators are responsible for positioning, operating and maintaining a constant pump program to allow access and mine operations to continue unimpeded.

Mine Site Electricians

Electricians work in a wide range of mining operations, both in open-cut mining projects as well as underground mines. Electrical maintenance on a mine site is always challenging and requires specialist training and safety qualifications to perform the job to strict mine site operational safety standards. Electrical fitters also work as part of the mine-site electrical maintenance team, with an electrical maintenance technician helping to plan, co-ordinate, develop and review important electrical maintenance procedures.

Exploration Geologist

An exploration geologist has the job of finding and determining where minerals are likely to be located for future mining operations. This role is crucial to the success of mining operations and will often require long periods in remote areas mapping and surveying the topography.

Geophysicist

A mine site geophysicist studies the structure and composition of the surface material, locates the minerals beneath and the whereabouts of ground water. A bachelor degree or higher qualification is almost always required, as well as relevant mining or minerals experience.

Mine Geologist

A mine geologist works with a team of other mining professionals to locate, map and define the grade of ore, coal, gold and other minerals. This operation is critical to discover whether the mining operation is feasible or not.

Resource Geologist

A resource geologist plans and implements resource development modelling and painstakingly looks at the key mineral deposits in preparedness for the planning of new mining development.

GIS Technician

A GIS technician has the responsibility of providing professional support to discover and analyze mineral samples.

Chemical Engineer/Metallurgist

A metallurgist researches and develops processes to extract metals from raw materials. Various mining disciplines such as Mill Superintendent, Senior Metallurgist, Process Engineer and Graduate Metallurgist are covered in this role.

Civil Engineer

A civil engineer plans, designs, organises and oversees the development, construction and operation of mining projects. Other job roles fit into this job type including Project Manager, Civil/Structural Engineer and Mine Site Engineer.

Mechanical Engineer

A mechanical engineer is responsible for planning, designing and management of a huge array of mine site assembly, operation and maintenance activities. This includes highly specialised mechanical and process plant equipment used in the procurement, refinement and transportation of minerals. Project Engineers and Site Engineers fit into this category.





Chapter 5. Pay Rates

Hourly pay base rates are very similar across the mining industry. This is because the Fair Work Ombudsman has legislated minimum rates starting at \$25.29/hr for entry level employees, through to \$50.12 for processing employees, Level 4 (as an example). These rates may sound quite low (and they are the minimum), but they DO NOT take into account a number of important factors:

- ❖ Most mining companies operate a shift system with each shift working 12 hour days, unlike your standard 8 hr/day.
- ❖ Shifts operate 365 days of the year regardless of public holidays. *Substantial* allowances are paid for this inconvenience (an additional 40% loading is common).
- ❖ Accommodation is often free, as are meals.
- ❖ Bonus payments are additional in most cases where production targets, or Key Point Indicators (KPIs) are met.
- ❖ Compulsory employer superannuation contributions (currently 12%) are yet to be included.

Job remuneration increases have steadily been on the rise since the mid-point of 2020, an approximate increase of 6% year-on-year for technical roles and a stand-out 12% increase within engineering. Blue collar, Operator and Trades roles have not been left behind with a 6% year-on-year increase.

The average salary for a miner is difficult to calculate as factors such as those mentioned above do not apply to every site or individual. Trades, qualifications, experience and job types are also just as varied however a survey by *Indeed*, an international employment advertising company, states “*The average salary for a Miner is \$145,653 per year in Australia. (Salary estimates are based on 13 salaries submitted anonymously to Indeed by mine employees, and collected from past and present job advertisements on Indeed in the past 36 months)*”.



mining engineering permanent positions

job title	annual salary (ex super)
Mining Engineer 3-5 years.....	\$125,000 – \$145,000
Mine Planning Engineer 3-5 years.....	\$125,000 – \$145,000
Drill & Blast Engineer 3-5 years	\$125,000 – \$135,000
Senior Mining Engineer 5-10+ years.....	\$165,000 – \$185,000
Senior Mine Planning Engineer 5-10+ years	\$165,000 – \$185,000
Senior Drill & Blast Engineer 5-10+ years	\$145,000 – \$160,000
Chief/Principal Mining Engineer 10+ years.....	\$185,000 – \$230,000
Chief/Principal Mine Planning Engineer 10+ years	\$185,000 – \$230,000
Chief/Principal Drill & Blast Engineer 10+ years	\$185,000 – \$225,000
Mine Planning Manager 10+ years	\$210,000 – \$245,000
Mine Engineering Manager 10+ years	\$210,000 – \$245,000
Technical Services Manager 10+ years	\$210,000 – \$245,000
Group Mine Planning Manager 10+ years	\$210,000 – \$245,000

mining surveying permanent positions

job title	annual salary (ex super)
Mine Surveyor 3-5 years	\$110,000 – \$130,000
Senior Mine Surveyor 5-10+ years	\$130,000 – \$150,000
Chief Mine Surveyor 10+ years	\$160,000 – \$190,000

geology permanent positions

job title	annual salary (ex super)
Mine Geologist 3-5 years.....	\$120,000 – \$140,000
Exploration Geologist 3-5 years.....	\$110,000 – \$130,000
Production Geologist 3-5 years	\$110,000 – \$130,000
Senior Mine Geologist 3-5 years	\$140,000 – \$180,000
Senior Exploration Geologist 5-7+ years	\$140,000 – \$180,000
Senior Production Geologist 5-7+ years.....	\$140,000 – \$180,000
Chief/Principal Mine Geologist 10+ years	\$160,000 – \$200,000
Chief/Principal Exploration Geologist 10+ years	\$160,000 – \$200,000
Chief/Principal Production Geologist 10+ years.....	\$160,000 – \$200,000
Geology Manager 10+ years	\$180,000 – \$220,000
Exploration Manager 10+ years.....	\$180,000 – \$220,000
Resource Evaluation Manager 10+ years	\$180,000 – \$220,000



mining engineering permanent positions

job title

annual salary (ex super)

Mining Engineer 3-5 years.....	\$125,000 – \$145,000
Mine Planning Engineer 3-5 years.....	\$125,000 – \$145,000
Drill & Blast Engineer 3-5 years	\$125,000 – \$135,000
Senior Mining Engineer 5-10+ years.....	\$165,000 – \$185,000
Senior Mine Planning Engineer 5-10+ years	\$165,000 – \$185,000
Senior Drill & Blast Engineer 5-10+ years	\$145,000 – \$160,000
Chief/Principal Mining Engineer 10+ years.....	\$185,000 – \$230,000
Chief/Principal Mine Planning Engineer 10+ years	\$185,000 – \$230,000
Chief/Principal Drill & Blast Engineer 10+ years	\$185,000 – \$225,000
Mine Planning Manager 10+ years	\$210,000 – \$245,000
Mine Engineering Manager 10+ years	\$210,000 – \$245,000
Technical Services Manager 10+ years	\$210,000 – \$245,000
Group Mine Planning Manager 10+ years	\$210,000 – \$245,000

mining surveying permanent positions

job title

annual salary (ex super)

Mine Surveyor 3-5 years	\$110,000 – \$130,000
Senior Mine Surveyor 5-10+ years	\$130,000 – \$150,000
Chief Mine Surveyor 10+ years	\$160,000 – \$190,000

geology permanent positions

job title

annual salary (ex super)

Mine Geologist 3-5 years.....	\$120,000 – \$140,000
Exploration Geologist 3-5 years.....	\$110,000 – \$130,000
Production Geologist 3-5 years	\$110,000 – \$130,000
Senior Mine Geologist 3-5 years	\$140,000 – \$180,000
Senior Exploration Geologist 5-7+ years	\$140,000 – \$180,000
Senior Production Geologist 5-7+ years	\$140,000 – \$180,000
Chief/Principal Mine Geologist 10+ years	\$160,000 – \$200,000
Chief/Principal Exploration Geologist 10+ years	\$160,000 – \$200,000
Chief/Principal Production Geologist 10+ years	\$160,000 – \$200,000
Geology Manager 10+ years.....	\$180,000 – \$220,000
Exploration Manager 10+ years.....	\$180,000 – \$220,000
Resource Evaluation Manager 10+ years.....	\$180,000 – \$220,000

metallurgy and process engineering permanent positions

job title annual salary (ex super)

Chemical Engineer 3-5 years	\$135,000 – \$160,000
Metallurgist 3-5 years.....	\$120,000 – \$160,000
Senior Metallurgist 5-7+ years	\$180,000 – \$200,000
Chief/Principal Metallurgist 10+ years	\$200,000 – \$240,000
Metallurgy Manager 10+ years	\$200,000 – \$240,000
Process Engineer 3-5 years	\$135,000 – \$165,000
Senior Process Engineer 5-7+ years.....	\$155,000 – \$185,000
Chief/Principal Process Engineer 10+ years.....	\$185,000 – \$230,000
Process Manager 10+ years	\$210,000 – \$245,000

mining maintenance permanent positions

job title annual salary (ex super)

Electrical Engineer 3-5 years.....	\$145,000 – \$165,000
Mechanical Engineer 3-5 years	\$145,000 – \$165,000
Reliability Engineer 3-5 years	\$145,000 – \$165,000
Senior Electrical Engineer 5-7+ years	\$165,000 – \$185,000
Senior Mechanical Engineer 5-7+ years.....	\$165,000 – \$185,000
Senior Reliability Engineer 5-7+ years.....	\$165,000 – \$185,000
Principal Electrical Engineer 10+ years.....	\$185,000 – \$220,000
Principal Mechanical Engineer 10+ years	\$185,000 – \$220,000
Principal Reliability Engineer 10+ years	\$185,000 – \$215,000
Maintenance Engineering Superintendent 7-10 years.....	\$190,000 – \$225,000
Reliability Engineering Superintendent 7-10 years.....	\$190,000 – \$230,000
Electrical Engineering Superintendent 7-10 years	\$190,000 – \$235,000
Reliability Manager 10+ years	\$190,000 – \$235,000
Engineering Manager 10+ years.....	\$190,000 – \$235,000
Maintenance Planner 3-5 years.....	\$140,000 – \$155,000
Fixed Plant Maintenance Superintendent 7-10 years.....	\$195,000 – \$220,000
Mobile Plant Maintenance Superintendent 7-10 years.....	\$195,000 – \$220,000
Mobile Plant Maintenance Manager 10+ years	\$200,000 – \$235,000
Electrical Superintendent 7-10 years.....	\$180,000 – \$210,000
Maintenance Planning Superintendent 7-10 years	\$180,000 – \$220,000



production & operations / blasting permanent positions

job title	annual salary (ex super)
Mining/Production Supervisor 5-7 years	\$140,000 – \$160,000
Mining/Production Superintendent 7-10 years	\$160,000 – \$180,000
Mining/Production Manager 10+ years	\$200,000 – \$240,000
Mine Manager 10+ years	\$220,000 – \$240,000
Operations Manager 10+ years	\$220,000 – \$240,000
General Manager 10+ years	\$230,000 – \$250,000
Drill & Blast Supervisor 5-7 years	\$140,000 – \$160,000
Drill & Blast Coordinator 5-7 years	\$160,000 – \$180,000
Drill & Blast Superintendent 7-10 years	\$160,000 – \$180,000
Project Manager (Blasting) 10+ years	\$200,000 – \$240,000

supply chain & logistics / procurement permanent positions

job title	annual salary (ex super)
Contracts Officer 3-5 years	\$90,000 – \$110,000
Contracts Engineer 3-5 years	\$110,000 – \$140,000
Contracts Superintendent 7-10 years	\$140,000 – \$150,000
Contracts Manager 10+ years	\$160,000 – \$180,000
Inventory Controller 3-5 years	\$110,000 – \$140,000
Inventory Supervisor 5-7 years	\$130,000 – \$150,000
Inventory Superintendent 7-10 years	\$150,000 – \$160,000
Supply Chain Supervisor 5-7 years	\$130,000 – \$150,000
Supply Chain Superintendent 7-10 years	\$150,000 – \$160,000
Supply Chain Manager 10+ years	\$160,000 – \$180,000
Procurement Supervisor 5-7 years	\$130,000 – \$150,000
Procurement Superintendent 7-10 years	\$150,000 – \$160,000
Procurement Manager 10+ years	\$160,000 – \$170,000

health, safety, environment, quality permanent positions

job title	annual salary (ex super)
Health & Safety Advisor 3-5 years	\$100,000 – \$140,000
Health & Safety Superintendent 7-10 years	\$130,000 – \$160,000
Health & Safety Manager 10+ years	\$150,000 – \$180,000
Environmental Engineer 3-5 years	\$120,000 – \$150,000
Environmental Manager 10+ years	\$160,000 – \$185,000
HSEQ Manager 10+ years	\$160,000 – \$190,000



trades and production personnel (blue collar)

fixed plant - maintenance

job title	annual salary (ex super)
Instrument Electrician (Dual Trade)	\$135,000 – \$155,000
Instrument Technician	\$130,000 – \$150,000
Electrician	\$125,000 – \$145,000
Mechanical Fitter	\$115,000 – \$130,000
Boilermaker/Fitter	\$115,000 – \$130,000

fixed plant - operations

job title	annual salary (ex super)
Control Room Operator	\$125,000 – \$135,000
Process Operator/Technician	\$120,000 – \$130,000
Mill Operator	\$120,000 – \$130,000

mobile plant - maintenance

job title	annual salary (ex super)
Workshop Supervisor	\$135,000 – \$160,000
Heavy Duty Fitter	\$125,000 – \$150,000
Service Person	\$105,000 – \$120,000
Auto Electrician	\$130,000 – \$150,000
Boilermaker/Welder	\$120,000 – \$135,000

mobile plant - operations (open/cut)

job title	annual salary (ex super)
Dump Truck Operator	\$105,000 – \$125,000
Excavator Operator	\$130,000 – \$155,000
Grader Operator	\$120,000 – \$140,000
Dozer Operator	\$120,000 – \$140,000
All-Rounder	\$130,000 – \$145,000

underground

job title	annual salary (ex super)
Shift Boss	\$145,000 – \$165,000
Jumbo Operator	\$140,000 – \$160,000
Bagger Operator	\$120,000 – \$150,000
Loader Operator	\$120,000 – \$130,000

Chapter 6. Living and Working Conditions

Accommodation

FIFO accommodation usually falls into two categories; on site - which is owned and administered by the mine company; or off site camps, which are privately owned, often very large, and located in, or near the closest town. Motels and private residences are also used where small groups are employed. Most mine sites and camps offer modern, single person rooms, with TV, microwave, jug, desk air conditioning, and ensuite as standard fixtures. Room cleaning is conducted weekly and laundries are situated throughout. Some sites offer laundry services for a minimal fee.



Typical self-contained room

Because they are privately owned and are competing for mining business, camps offer a higher standard of services and facilities.

Gyms, swimming pools,

PayTV, broad band, bars and recreation areas, as well as a high standard of food can be found at most private camps. Most camps are landscaped (where climate allows), and provide a lot more green/free space. Although alcohol consumption is permitted after work hours you are still required to present for work with a zero breath alcohol level. Most mine sites conduct daily, or random breath tests each morning.



3 Dongas per prefab



Dongas are usually prefabricated structures containing between 3-6 self-contained rooms under one roof. Living in close proximity to others, especially when walls are thin and doors are slammed at all hours can be stressful. Especially if your neighbour is on an opposite shift (i.e. nights), or they enjoy a few mates over in the evenings. A good piece of advice (if you have the choice), is to bag an end room and you'll only have one neighbour to deal with!

Clothing

It goes without saying that your choice of uniform will be limited to what your company issues. Once accepted and before you arrive on site you'll be asked to complete a uniform sizing form. There are a number of popular work wear brands that mine companies use and the same brands can be found at your local work wear/tradie shops. Don't be afraid to ask the company what brands they use. Then visit your local store for a fitting. I've been caught out twice with brands that claimed they were my size but were too small, or tight.

Boots. The main brands issued are Oliver, Mongrel and Steel Blue. The last two suit a wider foot and, in my opinion Mongrels were the most comfortable and could be worn straight out of the box. If the site allows I'd also choose a side zip and front lace option just for convenience. Of course, personal preference is key when choosing boots but if you're going to spend all day wearing them its best to do your trial and error before you start work. Office/admin applicants should take note. If your workplace is on the mine site then you'll have to wear the same uniform as the mine workers, including boots.



Case Study – Dump Truck Operator

After working as a travel agent for more than a decade, Lyn made a career change and found work in the mining industry as a dump truck operator.

What do you do on a day-to-day basis?

My role is basically to operate the truck, and move dirt from the pit to the dump areas. I have an extra role where I also train new recruits that come through.



What shift do you work to?

Currently I'm on 12.5 hours. Normally its 12 but Kalgoorlie has 12.5 so we can cover the changeover from day shift to night shift.

How long have you been at Kalgoorlie, and where did you work previously?

I've been at Kalgoorlie 14 months now. Previous to that I was at Cape Preston with Citic Pacific Mining, and then before that I was at Tom Price with Rio Tinto. My first job was at Murrin Murrin for Minara Resources.

How different were the working conditions across these sites?

The site and the working conditions for me are exactly the same, the only thing that was different was the kind of truck I was driving, and it only takes one day to adjust. The rules across each site are also very similar, maybe one or two might be a little different.

What did you do before you found work in the mining industry?

I was a travel agent for 10 years, and I spent a lot of time travelling around the world. But when I returned to Australia I found I could no longer afford to buy a house on a travel agent's wage.

Soon after I met a girl who drove dump trucks, and she inspired me. I thought 'wow, if she can do it so can I'. It took me a year to get in because I had no experience, and it was

only meant to be a two year plan to get a deposit for a house. Well, I had no idea I was actually going to enjoy the job and the industry so much that you can't get me out now.

What training/qualifications did you gain before applying for a mine job?

I was fortunate enough that at the time there was a six week training program conducted by Richard's Mining Services here in Perth (no longer operating). So to get onto the program I had to make sure I did some initial training, then apply to be on the program which was held on a mine site three hours north of Kalgoorlie.

They actually paid me to be trained instead of me paying for a training program, and at the end of the six weeks, if the mining company liked your performance then they offered you a full time role, which they did.

Pros and Cons?

I work with a great bunch of people! The job can be repetitive but I'm also thankful that I'm in an air conditioned cab, and of course the money's great!

Case Study – Blast Crew Operator

Stu discovered mining through an online advertisement. At 32 years of age Stu was made redundant after working in logistics with the same company for 9 years.

Stu currently works for Orica Mining Services at Byerwen Mine in Queensland and has been working there for 2 years.

What do you do on a day-to-day basis?

Our camp is located on the mine site. I wake at 4 a.m. and head to breakfast at 4.30. My crew (9 in total), and I meet at the camp car park at 5.30 a.m. and we drive the short distance to our yard.

The shift starts at 6 a.m. with a tool box talk that covers a catch up on what the previous shift did, the day's scheduled activities, where we'll be working and a safety brief.

Typically we'll either be preparing an area for blasting by measuring the blast holes and checking them for water, or loading them with bulk explosive. I operate a purpose built truck that mixes the explosive components and loads it into the blast holes.



What shift do you work to?

12 hours per day and I work a 7/7 roster.

What training/qualifications did you gain before applying for a mine job?

I was fortunate to have my forklift and medium rigid truck licenses before I applied. The position required that I hold a heavy rigid license so I sat that before I applied.

Pros and Cons

I'm lucky to have an even time roster so I'm home regularly. I drive 4 hours to and from site so that can be tough after a swing but the pay is really good and I enjoy the work.

Case Study – Training Advisor

John left the navy after 14 years in search of a career change. He found his current position as training advisor on the Seek website and has worked with Fortescue Metals Group at Port Hedland, Western Australia for 3 years.

**What do you do on a day-to-day basis?**

My work day starts at 6 a.m. and we work a 12 hour day. I'm responsible for planning and coordinating our 2 week program which is an induction course for new starters. I also conduct a variety of classroom training lessons and assess individuals on a number of work place competencies.

Most of our training is aligned to national standards and so I spend a lot of time writing and updating our company training documents and procedures.

What shift do you work to?

12 hours per day and I work a 14/7 roster.

What training/qualifications did you gain before applying for a mine job?

I was an experienced trainer when I left the navy but I didn't hold any nationally recognised qualifications. I put myself through the Certificate IV Training and Assessment which was the only formal prerequisite for the position.

Pros and Cons?

I really enjoy helping people and I can achieve that through training. Yes, time spent away from family can be a strain but I video chat with my wife and kids every night before they go to bed. Oh, and the meals and facilities at our camp are great!



7. Pre Entry Requirements – Doing It Right!

A common mistake when considering an entry level mining career is unpreparedness. Although many people don't like spending money on mining qualifications, the reality is, no matter what career you choose, continual education is one of the sure-fire ways to earn more money. If you're an ambitious type – then you'll already be thinking of a budget to spend on your education. Realistically,



(like any form of education/ qualification or training) having extra qualifications shows a potential employer you are dedicated and motivated and you instantly have a leg up over your competition. Remember this – when you go to an interview and you have plenty of qualifications, you can talk confidently about many topics – this is also another way to get offered a position, be comfortable talking about yourself in a confident and non-bragging way.

The best advice is for you to invest in training yourself further. No matter what you hear the reality is, you want to make it as easy as possible for an employer to hire you and that's the bottom line; why would an employer hire someone with little-to-no training; without any idea of the culture or safety requirements of a mine site?

General Construction Induction – White Card

A "white card" is an industry accreditation proving that a worker has completed a construction induction training course, specifically the unit CPCWHS1001 Prepare to work safely in the construction industry. This card is mandatory for anyone performing construction work or accessing a construction zone in Australia and demonstrates knowledge of work health and safety laws, common site hazards, and risk control. You must obtain it from a registered training organization (RTO) by completing the training, and it should be kept on site at all times.

NOTE – A White Card is *not* mandatory on all mine sites as policies differ between mine companies, however gaining this qualification *prior* to applying for a mining position proves motivation, and will set you apart from other applicants that do not hold it.

Coal Mine Worker's Health Scheme – QLD (formally known as the Coal Board Medical)

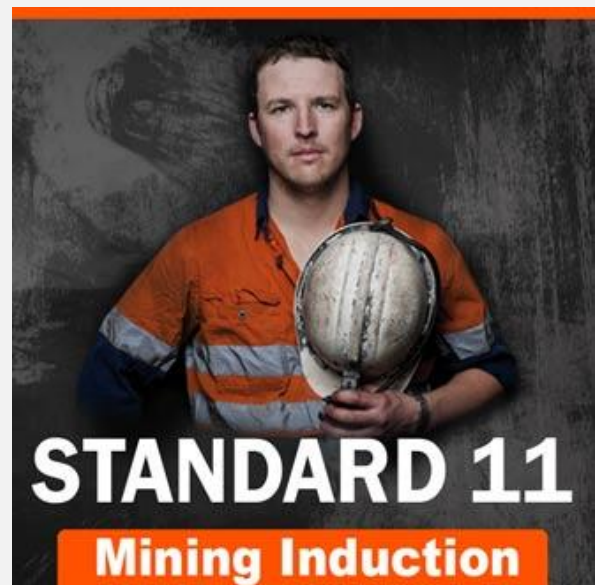
Most companies request you do a thorough medical examination, however if you have already taken the initiative and completed a coal board medical at the time of applying for mining jobs, it truly is viewed upon in a very positive light. This type of test shows you are physically fit, drug free and ready to start work at short notice (which makes you an easy and risk-free candidate).

These medical examinations are valid for 6 months and rest assured, if you have completed a Coal Mine Worker's Health Scheme Medical, it will be viewed by prospective employers as an asset and is another tick in the box over your competition, who are often not ready to go at short notice. So guess what, if you're qualified, ticketed and have done a medical you're ready to start and you are making it extremely easy for employers to offer you a job.

The examination is conducted by appointed medical practitioners in most regional areas. More information may be found [here](#).

Standard 11 Generic Induction Training Course – Coal and Metalliferous Mines QLD

The Standard 11 course is a Queensland workplace health and safety package for the Resources and Infrastructure Industry (RII). There are 6 units of study (competency) in the Standard 11, as recognised in the Training in Coal Mines (Qld Coal Mining Safety and Health Act 1999).



This course exceeds the requirements of most other interstate mining induction requirements (however you should always check first with the mine about any specific requirements they may have).

If you're a process worker, electrician, plumber, fitter, engineer, architect, cleaner, kitchen hand, chef, office and admin staff, driver, labourer, manager etc. and part of

your job means you have to work on a Queensland coal or metalliferous mine site – you'll need a Standard 11.

The Standard 11 covers essential safety and procedures training designed to keep you and other workers safe from injury and harm when working on site.

National Police Check

No matter the role, most mining jobs will require that you obtain a National Police Check.



A National Police Check (NPC) lists an individual's criminal and (in some states), traffic court outcomes and pending charges that are deemed disclosable at the time of application. The certificate is based upon a check of the National Names Index (NNI) using the name, date of birth and (if applicable) fingerprints supplied by the applicant.

Getting a police check can leave most people feeling a little uneasy, even for those with no known convictions. Feeling comfortable comes from knowing what to expect. In most cases, if you don't think you have anything to worry about, it is likely you don't. If you've not been convicted of a crime, it would be surprising for something out of the ordinary to appear. Yet, a police check can still leave many people feeling tense. So, we've prepared all you need to know about what will and will not come up on your NPC.

What can you expect to show up on your NPC?

A National Police Certificate lists your disclosable court outcomes. This involves convictions, sentences, penalties, and pending charges, nationwide. This includes:

- All findings of guilt, good behaviour bonds, community-based orders, and suspended sentences
- Traffic infringements (e.g., drink or drug driving, excessive speeding) for which you are convicted.

What will not show up on a NPC?

- Findings of non-guilt

- Incomplete or dropped charges
- Traffic infringements not involving convictions (e.g., fines, cautions)
- Diversion programs
- Penalties imposed by institutions or professional bodies
- Matters prosecuted by authorities other than the police
- Convictions overseas.

Spent findings are also not shown on a National Police Check record depending on what state they are in. A spent finding is a criminal offence which is older than five years if convicted as a child, or an offence older than ten years in any other case. Convictions which are not eligible to be “spent” include:

- Convictions for which a prison sentence of more than six months has been imposed
- Convictions for sexual offences
- Convictions against companies and other corporate bodies
- Convictions prescribed by the regulations.

Those with a criminal record should not be deterred from applying for roles in the mining industry. While all employers will have to take convictions into consideration, the best approach is to be honest about any prior charges and allow the hiring manager to determine if/how this could impact your application.

Security Sensitive Ammonium Nitrate (SSAN) Police Clearance Certificate

This certificate is required if you intend working with or transporting explosives in the mining industry and relates specifically to blast crew positions.

Due to the ASIO security assessment, this form must be completed and lodged at a Queensland police station.

[Application for a Police Certificate and ASIO Security Assessment](#)

Note: The ASIO security assessment can take up to 3 months. Queensland Police cannot accelerate this result as it is performed independently by ASIO and the certificate cannot be supplied without their authorisation.

Chapter 8. The Cover Letter and Resume

The two most important marketing documents you will ever need to create are the the cover letter and resume. Your cover letter and resume must let an employer know what you can contribute to their organisation. It is also the first chance you get to make an impression on a potential employer. An employer will generally spend around 20-30 seconds initially reviewing each resume, so it critical that you get it right. Present your information in a clear, concise and persuasive way.

The Cover Letter

Here are six top tricks to writing a great cover letter that will help get you to the interview stage. Three will help you with writing structure. Three will help you stand out from the rest!

Know who you are writing to

Always add the name of the person who will be reviewing your letter.

If you don't know, do not write "to whom it may concern". If you can't find (after many hours of research) the name of the person who will review the cover letter, then write something like "Dear Project Engineer Hiring Manager".

Always tailor the greeting to whomever will be reading the cover letter.

What are you applying for?

The heading and first sentence of your letter should contain the position and reference that you are applying for and where it was advertised. Recruiters do NOT have time to investigate the position that you are applying for and your application will be dismissed if this detail is omitted. Here's a good example of an opening header;

Re: Coal Miner Position – Ref: 4552P

I wish to apply for the position of Coal Miner as advertised on Seek.com.au

Why you are the perfect candidate

Next is your opportunity to link your “pitch” to the job advert.

You want to highlight succinctly why you would be perfect for the role. This should include what relevant skills and experience you have, as well as how you align to their company culture. Briefly include information about times you have worked with other companies or teams which are similar to theirs.

Be professional without being formal

Gone are the days of “Dear Mr. So-and-So, I wish to extend my great interest in position XYZ”.

People want to work with people they relate to, so it’s vital to appear human. Be professional, but also be yourself.

Format for the online world

We no longer write physical letters. This means you often have to contend with incompatible computer programs that threaten to mess up your format. Here’s a simple hack: convert your cover letter to a PDF so that everyone can read it as you intended.

CAUTION: Clean up your SOCIAL MEDIA ACCOUNTS before applying for a mining job. HR staff will search your online profile and if there is the slightest hint of you causing embarrassment to their company then your application will not proceed.

Consider keywords

As technology has evolved, time poor recruiters and hiring managers often use AI to scan applications for keywords that will identify the most suitable candidates. Be mindful of this and add relevant keywords to your cover letter, based on the position’s advertisement.

A strong attitude towards safety is extremely important so include any safety related key words that support your training or qualifications.

The Resume

Why the design and layout of your resume is so important

A great resume is about substance, so while it might be tempting to dress up your resume with fancy fonts and graphics, it's much more compelling to have a clean and fuss-free design and layout. There are other good reasons to ensure a simple resume design:

Resumes with graphics and too many columns won't actually get through Applicant Tracking Systems (ATS), so a poorly-designed resume may not ever be seen by potential recruiters.

Fancy or hard-to-read fonts are distracting—busy recruiters and employers won't view them favourably.

An aesthetically appealing, functional resume is a reflection of who you are as a potential employee—it shows your professionalism.

This doesn't mean you're expected to come up with a knock-out resume design yourself, though—choosing a simple resume template and making it your own is the best way to go.

The ideal length

Depending on your relevant experience, your resume should range from two to four pages long. Focus on quality, not quantity, by keeping your word count tight. Less is more when it comes to providing context for the roles you have listed. Describing what you've achieved in your career in as few words as possible will make your resume stand out.

There are five key topics that should be included on your resume:

Your name and contact details

This should be at the very top, in the header. Use a larger font for your name. Include your personal phone number and email address.

Your career objective

Your personal summary should paint a picture of who you are, why you're ideal for the role you're applying for and what your career aspirations are. It's best to tailor your personal summary to the prospective role and limit it to one paragraph.

Your qualifications and training

Clearly highlight this. In bold, state the years you started and completed your training, then the course and institution. List your most recent qualification first.

Your key skills and abilities

Listing these is a must, so that potential employers can quickly see your core capabilities. Aim for three to four bullet points.

Your personal details

Less is more. As a minimum your health and hobbies/interests relevant to the position. Do not include your age, or date of birth on your resume. Although age discrimination is illegal in Australia the reader may subconsciously use this against you.

It's a good idea to include something about your life outside of work. Including your passions or interests is a great way to differentiate yourself and make yourself memorable. It's also an opportunity to build rapport with your interviewer, especially if you share common interests.

Your employment history

Your most recent role should appear first, followed by previous professional experience. This is the most important part of your resume and it's crucial to get the formatting right.

If you have an extensive work history that may divulge your age it is best to include positions dating back a maximum of 15 years

Always highlight your position at the beginning, followed by the organisation and the time you worked there, including the month and year. Write a brief summary of what your position entailed and include at least two bulleted lists—one for your key responsibilities and the other for your achievements.

References

You may also wish to include a note at the end of your resume to say that references are available on request.

What not to include

Photos: It's not about how you look, it's about your relevant skills and experience.

Roles you undertook more than 20 years ago: This is simply not relevant, so omit any outdated information, Hallam says.

The words Curriculum Vitae: now resume is more current.

Remember—if you want your resume to stand out, focus on getting the content right, rather than dressing it up with fancy fonts or graphics. A clean and functional resume will be a much better tool to get you noticed by potential employers.

Source: Paul Hallam, CEO of recruitment company, Six Degrees Executive

Bonus copies of a cover letter and resume have been included with your purchase.

What if my applications don't succeed?

If your submissions are getting no response, and there are no typos or errors. You might want to assess your resume against these possible challenges.

Your resume is focused heavily on duties and lacks inclusion of your accomplishments

Anyone can list what they did in whatever job they had. Employers don't care about your past job descriptions, they want to know how you made a difference for your employers and how you contributed actively. Did you change a process and make it more efficient? Did you take on a tough project and execute it well? Did you help increase sales in a key target market? These are the things employers are most interested in and will increase your chance of being called in for an interview. It's not always easy to remember your outstanding accomplishments after the fact so start keeping a journal so you can easily refer to them when you need to.

Did you follow the directions given on the application?

If the employer asks you to apply using their own web form, don't send an email with your resume attached via another source. Be sure to read the entire job description, as well as the instructions for submitting your resume and cover letter (if required). By using the correct application method, you are demonstrating that you can follow direction without deviating.

Did you "market" yourself effectively?

In short, review your cover letter and determine whether you have focused more on how the job would benefit you instead of how you and your skills would benefit the company. Think about it this way: If a car salesperson is trying to sell you an automobile, you won't hear how your purchase would help the dealership. A big part of landing that job is demonstrating how your skills and background would fit the job and benefit the company's growth now and in the future. Stop thinking about yourself and think about what you can give to your employer.

Remember: while you obviously want a good job that can be a good fit and possibly help your career, you can't explicitly communicate that when you make your opening pitch to an employer.

You revealed your age

Unfortunately, age bias is against the law in hiring, but is alive and well. Don't give employers any ammunition to prevent them from considering you. For instance, if you graduated from High School in the early 2000s, don't include your graduation date on your resume. If you have more than 15 years of relevant work experience, don't detail any experience beyond that point, unless it's more relevant to the job you're seeking. Overall aim to remove any potential discrimination which may act in contradiction to your capabilities.

Consider whether you used enough keywords from the job description

Employers, especially large ones, will inspect a high number of resume submissions by scanning them for keywords or phrases that come right from the job description. If you don't have a few of them in your resume, chances are you won't make that first cut. Alternatively smaller businesses will allocate one or two HR personnel to screen resumes before it gets into the hands of the actual recruitment manager to review, therefore they will be looking for resumes which are specifically written towards exact positions. Therefore aim to use relevant key words which make a lasting impression. To improve your chances, compare your resume to each job posting you answer. Edit where necessary to match their wording, as long as you're not misrepresenting or stretching the truth about your background or skills, you will have a better chance of being chosen for an interview.



Chapter 9. Links to Australian Mining Companies, Contractors and Labour Hire Companies

Australia's Biggest Mine Companies

1. BHP Group

Market Cap: 137.5 Billion
Headquarters: Melbourne
Operations: Diversified
Employees: 72,000 +



BHP sits at the very top of the biggest mining companies in the world. Specialising in the extraction and processing of minerals, as well as oil and gas, they employ over 72,000 workers - mainly in Australia and the Americas.

BHP is based in Melbourne, although their products are for sale worldwide - their main marketing efforts are led through Houston in the United States and Singapore. BHP Group is among the world's top producers of major commodities such as copper, iron ore, metallurgical coal, oil, energy coal and gas.

2. Rio Tinto

Market Cap: 114.4 Billion
Headquarters: Melbourne
Operations: Diversified
Employees: 47,500 +



Rio Tinto have been a key player in the industry for years - they're the second biggest mining company Australia has to offer. Much like BHP Group, they're based in Melbourne, with an impressive market cap of 114.4 billion. Rio Tinto currently employ over 47,500 people in 35 countries.

Rio Tinto specialise in producing a range of materials. They're responsible for a lot of the aluminium found in smartphones and cars, titanium found in household products, iron ore for steel, copper for wind turbines and more.

3. Fortescue Metals

Market Cap: 23.0 Billion

Headquarters: Perth

Operations: Iron Ore

Employees: 5,455



Coming in third for the biggest mining companies in Australia is Fortescue Metals Group. Based in Perth, the company operates as an iron ore production and sea-borne trading organisation. Founded in 200 by John Andrew Henry Forrest, Fortescue has seen rapid growth in recent years, ranking #94 on the Forbes “World’s Best Employers list in 2019”.

Fortescue Metals now consistently ship over 170 million tonnes of iron ore per year and are the lowest cost provider of seaborne iron ore to China. The group now employ over 5,000 people and own and operate a fully integrated infrastructure and supply chain spanning two mine hubs, with a third currently under development.

4. Newcrest Mining

Market Cap: 16.2 Billion

Headquarters: Melbourne

Operations: Gold



With their headquarters based out of Melbourne, Newcrest Mining is the fourth biggest mining company Australia has in operation. Their current market cap of 16.2 billion is a result of their efficient gold production.

Newcrest Mining claims they’re focused on maximising the profitable cash generation potential of their existing projects, assets and exploration projects. They began operation in 1996 and have mines located across the Ivory Coast, Papua New Guinea, Indonesia and, of course, Australia.

5. South32

Market Cap: 9.4 Billion

Headquarters: Perth

Operations: Base Metals

Employees: 15,545



South32 come in fifth for the biggest mining companies in Australia. The Perth-based organisation employ over 15,000 people as of 2015 and specialise in Base Metal production. The company operates through a number of business segments across the globe, producing materials like aluminium, alumina, silver, lead, zinc, nickel, coal and manganese.

6. Evolution Mining

Market Cap: 4.5 Billion

Headquarters: Perth

Operations: Gold

Employees: 1,263



Evolution mining are the sixth biggest mining company Australia has to offer. They're ranked 49th in the world for the industry, and specialise in the production and mining of gold. Evolution Mining is a relatively new business, beginning operation in November 2011. Their rise to the 6th largest Australian mining company is an impressive feat.

What is the biggest mining company in the world?

Currently, the biggest mining company in the world is BHP Group. The organisation has an operating income of around 26 billion AUD, with a total asset valuation of \$171 billion.

How many mining companies are in Australia?

Currently, there are 626 companies in the Metals & Mining industry listed on the ASX (Australian Stock Exchange). Six of those Australian companies rank amongst the top 50 mining companies in the world.

Careers pages of the companies listed above:

- [BHP Careers](#)
- [Rio Tinto Careers](#)
- [Fortescue Metals Careers](#)

- [Newcrest Mining Careers](#)
- [South32 Careers](#)
- [Evolution Mining Careers](#)

Australia's Biggest Oil and Gas Companies

1. BHP Billiton

Headquarters: Melbourne

Operations: Diversified

Number of Employees: 72,000+



One of the world's largest mining companies, BHP is involved in the production of iron, steel, copper, aluminium, oil and gas. BHP operates offshore oil fields and gas operating facilities in Western Australia and Victoria, with offshore interests in the Bass Strait and North West Shelf (approximately 125 kilometres off Dampier, Western Australia). The petroleum segment currently represents around 13% of BHP's total business. In 2019, the Board also approved an offshore shallow oil and gas development, named Ruby, in Trinidad and Tobago. Initial production at Ruby is scheduled for 2021.

2. Woodside Petroleum Limited

Headquarters: Perth

Operations: Oil & Gas

Number of Employees: 3,300+



Australia's largest operator of oil and gas production, Woodside employs over 3,000 people and is headquartered in Perth. Specialising in exploring, developing, producing and supplying energy, Woodside operates producing assets in North-Western Australia and Canada, while exploring and developing opportunities in places such as Gabon, Senegal, Peru and Myanmar, Ireland and Bulgaria.

3. Origin Energy Limited

Headquarters: Sydney

Operations: Diversified

Number of Employees: 5,300+



Origin Energy was created in 2000 as a result of a demerger of Boral Limited, when the energy business was separated from that of building and construction materials. As an integrated energy company, Origin specialise in exploring, producing, generating and retailing energy from their assets based in Queensland and the Northern Territory.

4. Santos Limited

Headquarters: Adelaide

Operations: Energy, Oil & Gas

Number of Employees: 2,100+



In 2019, Santos (South Australian Northern Territory Oil Search) celebrated 50 years since it first began supplying gas to homes and businesses in Adelaide. An independent oil and gas producer, it produces oil and gas from five central assets, located in Queensland, the Northern Territory; Papua New Guinea, Western Australia and New South Wales.

5. Caltex Australia Limited

Headquarters: New South Wales

Operations: Petroleum

Number of Employees: 7,500+



Caltex is a mineral exploration company that refines, distributes and markets petroleum products and supplies approximately one-third of Australia's transport fuel needs. At its oil refinery in Lytton in Brisbane, Caltex manufactures fuels including liquefied

petroleum gas, petrol, diesel, jet fuel as well as lubricants, greases and other specialty products.

What is the biggest oil and gas company in Australia?

Woodside Energy, a petroleum exploration and production company, is Australia's largest oil company. Woodside Energy has become the country's largest operator of oil and gas production and is also Australia's biggest independent dedicated oil and gas company.

Careers pages of the companies listed above:

- [BHP Careers](#)
- [Woodside Energy Careers](#)
- [Origin Energy Careers](#)
- [Santos Careers](#)
- [Chevron Careers](#)

The 5 Biggest Coal Mines in Australia

- Carmichael Coal Mine, Galilee Basin, Central Queensland
[Owned by Adani](#)
- Peak Downs Coal Mine, Bowen Basin, Central Queensland
[Owned by BHP Mitsubishi Alliance](#)
- Mount Arthur Coal Mine , Hunter Valley, New South Wales
[Owned by BHP Billiton](#)
- Goonyella Riverside Coal Mine, Bowen Basin, Central Queensland
[Owned by BHP Mitsubishi Alliance](#)
- Saraji Coal Mine, Bowen Basin, Central Queensland
[Owned by BHP Mitsubishi Alliance](#)

Other Major Coal Mine Companies in Australia

- [Anglo American Metallurgical Coal Ltd](#)
- [Bloomfield Collieries Pty Ltd](#)
- [Centennial Coal](#)
- [Ensham Resources Pty Ltd](#)
- [Foxleigh Joint Venture](#)
- [Glencore Pty Ltd](#)
- [Peabody Pacific Pty Ltd](#)
- [Wesfarmers Coal Ltd](#)
- [Whitehaven Coal Mining Pty Ltd](#)



The 5 Biggest Copper Mines in Australia

- Olympic Dam Mine, South Australia
[Owned by BHP Billiton](#)
- Cadia Mine, New South Wales
[Owned by Newcrest](#)
- Mount Isa Copper Mine, Queensland
[Owned by Glencore PLC](#)
- Ernest Henry Mine, Queensland
[Owned by Evolution Mining](#)
- Carrapateena Mine, South Australia
[Owned by BHP Billiton](#)

The 5 Biggest Gold Mines in Australia

- Boddington Gold Mine, Western Australia
[Owned by Newmont](#)
- Kalgoorlie Super Pit Gold Mine, Western Australia
[Owned by KCGM](#)
- Telfer Gold Mine, Western Australia
[Owned by Newcrest](#)
- Jundee Gold Mine, Western Australia
[Owned By Northern Star Resources](#)
- Lake Cowal Gold Mine, New South Wales
[Owned By Evolution Mining](#)

Mine Contractors and Labour Hire Companies

[BMD](#)

[Boom Recruitment WA](#)

[CIVMEC](#)

[CPB](#)

[CTM Recruitment](#)

[Downer](#)

[Goodline](#)

[Ironside Resources \(Veteran Focussed\)](#)

[Comlek](#)

[Maxitool](#)

[McMahon Services](#)

[Mining Pathways](#)

[Monadelphous](#)

[Hayes](#)

[Orica Mining Services](#)

[Redpath Mining](#)

[Mineral Resources](#)

[Perth Recruitment](#)

[Tech Force](#)

[Programmed](#)

[Site Force](#)

[Warrikal](#)

[DAC Mining Services](#)

[Shell](#)

[Schlam](#)

[Unite Resourcing](#)

[Inverse Energy](#)

[Dyno Nobel](#)

[Downer EDI](#)

[Red Dirt](#)

Service and Hospitality Contractors

[Civeo](#)

[Comlek](#)

[Spotless](#)

[OICS](#)

[Serco](#)

[ESS](#)

Employment Search Sites

[Adzuna](#)

[Career One](#)

[Indeed](#)

[Seek](#)

[Job Search](#)

[Jora](#)

[Glass Door](#)

[Job Serve](#)

Chapter 10. Glossary of Mining Terms

Acronyms

RPL – Recognition of prior learning (this can be used to reduce length/cost of course if you have been using the equipment/doing the task)

BCC – Black Coal competency (this is another name for mining qualifications)

RII's – Qualification that starts with the letters RII

VOC – Verification of Competency (generally used for a piece of equipment you have been authorised / signed off to use on site)

Swing – Length of days you are on site

Shift – Length of time working in one day

PPE – Personal Protective Equipment

Toolbox talk – A pre-shift meeting to discuss safety, issues / changes

SWI – Safe Working Instructions

SWP – Safe Working Practice

SSE – Senior Site Executive – The person in charge of the site

OCE – Open Cut Examiner – The person in charge of ensuring site safety

ERT – Emergency Response Team

Auxiliary Operations – All activities supportive of but not contributing directly to mining

Mining Documents

J.S.A. – Job Safety Analysis — Job breakdown that gives a safe, efficient job procedure.

J.S.E.A – Job Safety Environmental Analysis – Job breakdown that gives safe, efficient and environmentally sustainable job procedures

SWMS – Safe Work Method Statements – Document that outlines the hazards that may arise from a task and the measures to put in place to control the risks.

Take 5 – Document aimed at checking potential hazards prior to commencing a task.

SLAM – Stop, Look, Assess, Manage – Document to be completed prior to commencing task.

SOP's – Standard Operational Procedures – Document showing procedures for the site

MSDS – Material Safety Data Sheet – Document for safe use/handling of equipment/chemicals

Mining Processes/Tools

Auger – A rotary drill that uses a screw device to penetrate, break, material.

Bench – One of two or more divisions of a coal seam separated by a layer of overburden.

Coke – A hard, dry carbon substance produced by heating coal to a very high temperature in the absence of air. Coke is used in the manufacture of iron and steel.

Core sample – A cylinder sample generally 1-5" in diameter drilled out of an area to determine the geologic and chemical analysis of the overburden and coal.

Dragline – A large excavation machine used in surface mining to remove overburden (layers of rock and soil) covering a coal seam. The dragline casts a wire rope-hung bucket a considerable distance, collects the dug material by pulling the bucket toward itself on the ground with a second wire rope (or chain), elevates the bucket, and dumps the material on a spoil bank, in a hopper, or on a pile.

Overburden – Layers of soil and rock covering a coal seam. In surface mining operations, overburden is removed prior to mining using large equipment. When mining has been completed, it is either used to backfill the mined areas or is hauled to an external dumping and/or storage site.

Reclamation – The restoration of land and environmental values to a surface mine site after the coal is extracted. Reclamation operations are usually underway as soon as the coal has been removed from a mine site. The process includes restoring the land to its approximate original appearance by restoring topsoil and planting native grasses and ground covers.

Refine – To produce the pure state of a commodity from its ore

Rehabilitation – Leaving the mine area in the condition in which you find it or the condition agreed with the local community

Reject – The coarse (pebbles) and fine (tailings) waste produced at processing plants

Reserve – Resources of coal, ore or minerals which can be mined profitably under existing conditions.

Resource – A naturally occurring liquid, solid or gas in the earth's crust that can be extracted for profit

Run of Mine (ROM) – Ore that is mined and ready to go to the processing plant

Seam – An underground layer of a mineral such as coal

Slag – The waste product of the process of smelting.

Surface mine – A mine in which the coal lies near the surface and can be extracted by removing the covering layers of rock and soil.

Thermal coal – A generic term used to describe coal which is used primarily to generate heat as opposed to metallurgical coal which is converted to coke for use in steel production. Sometimes referred to as steam coal.

Tailings – The material or waste left over after the valuable product/commodity has been extracted from ore.

Tailings dam – A dam used to store the waste by products or tailings produced during the process of extracting the valuable commodity/product from ore.

Tunnel Boring Machine – A machine that is used as an alternative to drilling and blasting. These machines can excavate tunnels with a circular cross section and can bore through anything from hard rock to sand.

Waste – Rock that is mined but not processed.

Working face – The location where ore and waste is removed from solid rock

Mining Role Names

Multi Skilled Operator / All Rounder -This is a person who has experience operating a variety of machinery and they are generally sought after in the mines but be aware, going out and gaining a multitude of tickets without any experience can actually have a negative effect in the industry. The entry level machinery roles are Dump Truck and Water Truck operators. Get these tickets and, once you are on site working, then slowly gain the remaining tickets.

Peggy / Utility / Nipper – These are all terms for a person doing “odd jobs” around site. You may be required to wash down machinery, clean the office premises, drive to the airport / camp to collect workers, drive a dump truck.

Trades Assistant / Offsider - Entry level employee used to assist with general duties

ANNEX A.

Steps for Foreign Applicants1. Obtain the Correct Visa

You must have legal permission to work in Australia. Both temporary and permanent visas are available, depending on your circumstances.

- New Zealand Applicants – New Zealand citizens are generally granted a Special Category Visa (SCV) on arrival, allowing them to live, work, and study in Australia indefinitely.
 - Other Foreign Nationals – Temporary work visas permit employment for a set period and may include conditions restricting the type of work or employer. More information is available [HERE](#).
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2. Relocate to Australia

To improve your job prospects, relocate to the state where you intend to work. Employers receive thousands of applications from within Australia, and a local address significantly strengthens your application. Most employers also require a residential address in Australia as part of their hiring criteria.

3. Apply for a Tax File Number (TFN)

A Tax File Number (TFN), issued by the Australian Taxation Office, is required to work legally in Australia. Your TFN is used for tax and superannuation purposes. Applications are free. Further details and application steps are available [HERE](#).

4. Open a Bank and Superannuation Account

Most employers pay wages into an Australian bank account. Opening an account requires a local residential address.

Superannuation (“super”) is a compulsory retirement savings scheme. Employers contribute a fixed percentage of your salary (currently 12%) to your nominated fund. Numerous superannuation providers operate across Australia.

5. Set Up an Australian Mobile Phone Account

Employers may need to contact you quickly. Using a foreign number reduces your chances of being shortlisted.

Telstra provides the widest mobile network coverage nationwide.

6. Transfer Your Driver’s Licence and Qualifications

Transfer your driver’s licence as soon as possible—most employers will not consider applications without a valid Australian licence.

Certain operator tickets (e.g., EWP, W@H, Loader, and Digger) may need to be converted to Australian-recognised standards. Registered Training Organisations (RTOs) can assist with this process through Recognition of Prior Learning (RPL). Providing video evidence of your skills can support assessment.

Good luck with your application process!

FREE BONUS COVER LETTER AND RESUME

(Personal details have been altered for privacy reasons)

Benjamin Smith
123 Main Street
Mount Isa, QLD
m. 0423 123 456
e. bensmith@gmail.com

8 April 2025

Ms. Matilda Burns
HR Manager
Millennium Coal Pty Ltd
259 Queen St, Brisbane 4000
Queensland

Dear Ms. Burns,

Re: Application for Safety Advisor Position – Ref: 124552P

I wish to apply for the position of Safety Advisor as recently advertised by your company on the seek.com.au website.

I have an extensive background and formal qualifications in Work Health and Safety, and Training and Assessment spanning 12 years and feel that I am ideally suited to fill this role.

I am currently employed as a Training and Assessment/Safety Advisor with Krue Health and Safety, a reputable Health, Safety and Training consultancy servicing Mount Isa and the North West of Queensland. Employed in this role for 8 years I am experienced in the following;

- OHS auditing – systems audits
- Workplace inspections
- Onsite safety coverage
- Safety management plans and systems development – developing policies and plans
- Induction course presentation
- Risk assessment/hazard analysis
- Accident investigations

In response to your advertised position's criteria I offer the following;

- *Relevant qualifications in OH&S Cert IV (Diploma level or higher highly regarded).*
I hold a Diploma of Work Health and Safety and have vast practical experience in this field.
- *Cert IV Training and Assessment highly regarded.*
I possess a Diploma of Training Design and Development, and a Certificate IV in Training and Assessment.

- *Working knowledge of OH&S legislation & HSE management practices.*
In my current role I am responsible for maintaining and implementing the company OH&S framework and incorporating best practice OH&S procedures in to the training and assessment program.
- *Strong communication skills both verbal and written.*
I am an experienced trainer/assessor and accomplished communicator able to converse effectively in a variety of situations. My writing skills include training course design and development, report and letter writing and external communication with key stake holders via email.
- *Easy and approachable interpersonal skills with all, from ground staff to CEO.*
I possess a calm and collaborative approach, with an ability to confidently establish an effective rapport across all levels.
- *Excellent computer skills with a sound knowledge of the MS Office.*
I am proficient in the use of Microsoft Word, Excel, PowerPoint and Microsoft Outlook, and possess fast and accurate keyboard skills.
- *Manual driver's license.*
I have an untarnished driving history and hold a Heavy Rigid driver's license and a number of plant and equipment operator tickets.
- *Current first aid certification.*
I have held a First Aid certificate for 9 years and I am qualified to conduct accredited First Aid courses.
- *HRWL LF (highly regarded).*
I am an experienced fork lift operator and qualified assessor. I possess a current HRWL (LF) ticket that is renewed annually.

I possess strong communication skills and leadership qualities with an ability to interpret orders effectively and convey clear, concise instructions in a professional yet informal manner.

I have a clean criminal record and am able to provide a current police clearance check. If my application is successful I am prepared to relocate, or travel to my place of work.

I have attached my resume for your review. Thank you for considering my application.

Sincerely,

Benjamin Smith

Benjamin Smith

Safety Advisor · Trainer · Assessor

m. 0432 123 456

bensmith@gmail.com

Career Objective Safety and compliance focused with strong interpersonal and mentoring skills, I am actively pursuing a career opportunity in the mining industry where I can utilise my extensive experience gained over the last 12 years as a Safety Advisor, Trainer and Assessor and Mobile Equipment Operator. I possess strong negotiation and leadership skills with proficiency in overseeing operations, scheduling, planning and auditing. Proactive in ensuring practical, cost effective measures in the workplace, instilling a strong safety culture to maximize employee accountability for health, safety and environmental conditions and practices. Proven track record of achievement promoting a zero - harm environment with proficiency in risk management and hazard prevention.

Qualifications

- Diploma of Work Health and Safety, HBA
- Diploma of Training Design and Development, HBA
- Certificate IV Occupational Health and Safety, NSCA
- Certificate IV Training and Assessment, Krause Health and Safety
- Certificate IV Frontline Management, Foster TAFE

Licenses and Certificates

- Heavy Rigid License, Queensland
- Front End Loader Ticket, Queensland
- Mobile Slewing Crane Ticket, Queensland
- 8 Ton Compactor Ticket, Queensland
- Skid Steer Loader Ticket, Queensland
- Apply First Aid Certificate, New South Wales

Demonstrated Skills and Abilities

- Proficient in the use of a variety of safety and risk databases, including Cintellate, Bsafe and CURA.
- Demonstrated ability to lead assurance activities, including workplace audits and investigations.
- Capacity to develop risk assessments and safe work procedures implementing appropriate controls.
- Highly competent in the implementation of safety systems, including formulation of corrective plans.
- Capacity to develop Task Analysis, Risk Assessments and JSA's within the training framework.
- Ability to liaise and negotiate effectively with internal and external teams, clients and contractors.
- Excellent communication and interpersonal skills with a flexible and collaborative approach.

Employment History

July 2020 – Current KRUE HEALTH AND SAFETY
Mount Isa, Queensland
Safety Advisor / Trainer and Assessor (current role)

Key duties:

- Safety advisor consultant performing a range of training/assessing activities.
- Carried out a range of complex safety audits and observations as required by the client.
- Ensured strict compliance to all environmental standards were met accordingly.
- Coordinated injury management through return-to-work plans as required.

June 2015 – June 2020 RUTHERFORD CIVIL CONSTRUCTION
Mount Isa, Queensland
Health and Safety Officer

Key duties:

- Contributed primarily as a Workplace Health and Safety Officer, involved in all aspects of safety.
- Performed higher duties (2IC supervisory) as required, overseeing operations and scheduling of a team of 12.
- Consulted with appropriate internal and external resources to assist in day to day operations and planning.
- Initiated, performed and documented jobsite inspections and audits with a focus on hazard recognition.
-

May 2010 – May 2015 MARTHER CONSTRUCTION
Townsville, Queensland
Carpenter

Key duties

- Constructed, erected, installed and repaired structures and fixtures in all aspects of building in accordance with the building plan.
- Advised owners and stake holders on best practice methods and material.
- Performed higher duties (2IC supervisory) as required, overseeing operations and scheduling.

Computer and Technical Skills

- Microsoft Word, Excel, PowerPoint and Microsoft Outlook
- SAP
- Proficient in various safety and risk management databases
- Email and internet proficient and fast and accurate keyboard skills

Referee details available on request

