

Rio Tinto

Working with
Rio Tinto

Interested in a career with Rio Tinto?

Rio Tinto operates 13 iron ore mines, three port terminals, and 1400km of railway in the Pilbara region.

We believe that Aboriginal people who have a traditional interest in the land, and a strong knowledge of the region where we operate, should have every chance to benefit from our mining activities. A job with Rio Tinto is one way that you, your family and your community can benefit.

We are very keen to increase the number of local Aboriginal people we employ as part of our workforce, now is a great time to think about a career with Rio Tinto. You never know where it might take you.

This brochure explains some of the exciting jobs at Rio Tinto and it offers some suggestions on how to improve your chances of getting a job with us.

Things you need to know before applying for a job

To give you the best chance of getting a job with Rio Tinto, there are some basic things that you must be able to achieve.

You must be able to read and write, be physically fit and healthy and be able to pass drug and alcohol testing.

To help you work out whether you meet these requirements, we have included a health checklist on page 27 which you can do yourself. This checklist helps you work out just how healthy you are and identify any areas where you may need to put in a little bit of extra work to improve your chances of getting a job with Rio Tinto.

As well as reading, writing, health and fitness, each job we offer at Rio Tinto has other specific requirements. Read on to find out more about this.

Oh, and remember – if you haven't been in the work force for very long or are just starting out - your first job may be a stepping-stone on a very bright career.



Our operations

Rio Tinto have five residential sites at Tom Price, Paraburdoo, Dampier, Pannawonica and Cape Lambert where employees and their families can enjoy living in, and working in one of our world class facilities.

Rio Tinto also has five fly-in fly-out sites at Marandoo, Brockman, West Angelas, Yandicoogina, Hope Downs and Pannawonica.

To service these sites, we currently fly our employees from a number of locations including Broome, Carnarvon, Geraldton, Perth, Busselton, Nullagine and Meekatharra.

The Broome, Nullagine and Meekatharra fly-in fly-out programmes cater mainly for Aboriginal people and have become very popular in local communities.





Are you interested in working in the mining industry and have previous operating experience?

Why not join Rio Tinto as an experienced operator?

If you have skills, knowledge and experience in operating large earth moving equipment, driving haul trucks, working with fixed plant or have worked previously in an open pit mine, you can join Rio Tinto as an experienced operator.

There are great jobs available at our mine sites for people with previous mobile or fixed plant operating experience. These jobs are located at most of our residential and fly-in fly-out sites.

To apply for a job as an experienced operator you need:

- a current C class or Heavy Rigid driver's licence
- experience in open cut mining, operating heavy earth moving equipment or fixed plant
- to be prepared to live and work in a town where Rio Tinto operates or be happy to work on a fly in/fly out roster
- to be physically fit and healthy and able to pass a Fitness for Work assessment
- to be able to pass alcohol and other drug screening tests
- written and spoken communication skills
- to be willing to learn new things
- to be motivated to work hard and do a good job.

Don't have previous mining experience, but would like to work in an operating role?

Why not try your hand at a trainee role?

Rio Tinto offers a variety of non-accredited trainee roles across all our sites. This is a great way to enter Rio Tinto's workforce and receive training on the job while earning a salary.

Rotation programme

This programme provides the opportunity to experience a variety of roles and departments within Coastal Operations (Cape Lambert and Dampier).

Trainees are placed onto a 12 month fixed term Rio Tinto employment contract and during this period, trainees are rotated through four different job disciplines of their choice. This can vary from administration to fixed plant operating. The choice is yours!

A few examples of the roles included in the programme are:

- locomotive maintenance trades assistant
- fixed plant trainee
- laboratory trainee
- warehouse trainee
- power station trades assistant
- administration

Belt splicing traineeship

Trainees complete an accredited belt splicing course, receiving on the job training to learn about all aspects relating to conveyor belt maintenance and repair.

Haul truck & fixed plant operator traineeships

This opportunity is offered at a number of our sites and provides on the job training to inexperienced people wanting to become haul truck and fixed plant operators.

Emergency management officer traineeship

Trainees learn all facets of the role, which includes tasks such as security, emergency response and drug screening, while also completing an accredited industrial paramedics course.

We look for the following qualities in our trainees:

- a current unrestricted driver's licence
- to be physically fit and healthy and able to pass a Fitness for Work assessment
- to be able to pass alcohol and other drug screening tests
- ability to work a 12 hour shift roster
- good written and spoken communication skills
- keen to learn new things
- motivated to work hard and do a good job
- prepared to work in isolated areas every now and then

The choice is yours.



Enjoy working outdoors and operating machinery but you don't have much experience?

Rio Tinto's Training and Earthworks programme could be for you.

The Training and Earthworks programme was set up to help local Aboriginal people gain permanent jobs in the mining industry. It's a great way to combine work and a love of the outdoors.

As a trainee operator in this programme, you will be part of a small team that Rio Tinto relies on for civil earthworks.

While gaining great experience on the job, you'll also be trained to operate and maintain mobile plant equipment such as dozers, loaders, graders and tippers.

The Training and Earthworks programme has a team of trainees based in Dampier and their work location can be anywhere along the Rio Tinto's access roads.

The training period for the programme takes up to 12 months and once completed participants will receive a Certificate II in Metalliferous Mining which is recognised nationally.

While permanent employment is not guaranteed, those trainees who complete the programme with good work commitment, positive attitude and a willingness to learn, will be recommended permanent employment in the business.

To apply for the Training and Earthworks programme you need:

- a current Heavy Rigid unrestricted driver's licence
- to be physically fit and healthy and able to pass a fitness for work test
- to be able to pass alcohol and other drug screening tests
- good written and spoken communication skills
- to be keen to learn new things
- to be motivated to work hard and do a good job
- to be prepared to live away from home every now and then
- own permanent accommodation



Are you a qualified tradesperson?

Rio Tinto has some great career choices for you.

We are always looking for qualified tradespeople. As we expand our operations to meet the growing demand for iron ore, more jobs requiring trades will become available.

To apply as a qualified tradesperson with Rio Tinto you will need:

- a current C class driver's licence
- a current, suitable trade qualification relevant to mining
- to be prepared to live and work in a town where Rio Tinto operates or be happy to work on a fly-in fly-out roster
- to be physically fit and healthy and able to pass a Fitness for Work assessment
- to be able to pass alcohol and other drug screening tests
- good written and spoken communication skills
- to be willing to learn new things
- to be motivated to work hard and do a good job

Rio Tinto offers clerical and administrative positions.

Our hands-on mining jobs are great but we may also be able to use your skills and experience in clerical or administrative areas.

To apply for a position in administration you will need:

- a current C class driver's licence
- a current relevant qualification and/or experience in office administration
- to be prepared to live and work in a town in which we operate or be happy to work on a fly-in fly-out roster
- to be physically fit and healthy and able to pass a Fitness for Work assessment
- to be able to pass alcohol and other drug screening test
- good written and spoken communication skills
- to be willing to learn new things
- to be motivated to work hard and do a good job





Looking for a professional position?

If you have a qualification or degree, your skills and knowledge could be valuable to us.

Our operations across the Pilbara need professionally qualified people in areas such as engineering, human resources, archaeology, business, commerce, marketing or science. There are some great career opportunities available across all our sites.

To be eligible for a professional position you will need:

- a current C class driver's licence
- to be prepared to live and work in a town in which we operate or be happy to work on a fly in/fly out roster
- to be physically fit and healthy and able to pass a Fitness for Work assessment
- to be able to pass alcohol and other drug screening tests
- good written and oral communication skills
- to be willing to learn new things
- to be motivated to work hard and do a good job
- relevant qualification/degree

Leaving school? Looking to kick-start your career? What about a traineeship or apprenticeship?

Traineeships and apprenticeships are a great way to kick-start your working life and Rio Tinto trains a large number of trainees and apprentices in a whole range of different areas.

Whatever you are interested in, whether it's working in an office, doing environmental work or a more hands-on role working towards a trade qualification, a traineeship or apprenticeship is a great way to go.

Rio Tinto offers apprenticeships in:

- metal fabrication (boilermaker)
- mechanical fitting
- automotive
- electrical
- communication
- plant mechanic

If a traineeship is more your scene, you can get involved in:

- environmental land management
- business administration
- human resources
- information technology (computing)

To start a traineeship or apprenticeship with Rio Tinto you will need:

- your own accommodation
- a year 11 pass (in Maths and English) or a suitable pre-apprenticeship course at school or TAFE
- to be happy to make a long-term commitment to the apprenticeship (up to four years) or traineeship (one year)
- to be prepared to live and work in a town in which Rio Tinto operates
- to be physically fit and healthy and able to pass a Fitness for Work assessment
- to be able to pass alcohol and other drug screening tests
- to be able to pass a series of relevant skill and ability tests
- to be willing to learn new things
- to be motivated to work hard and do a good job

You can prepare for a traineeship or apprenticeship before you are ready to leave school. Speak to your school vocational education training co-ordinator for further details.

If you would like to know more about applying for an apprenticeship or traineeship with Rio Tinto, speak to our superintendent apprentice training on 0427 998 082.

Alternatively you could also contact Apprenticeships Australia on (08) 9144 2140 or visit www.cciwa.com/appswa to place an application online.



Don't just take our word for it, hear it from our employees



Shona Park – rotation trainee, Cape Lambert

My name is Shona Park. In 2004 I completed a business administration traineeship with Rio Tinto and I am currently an administrator at the Cape Lambert Rotation Programme. Recently, I assisted with the opening of the Wickham shop front, which was really successful as we received quite a few applications from local Aboriginal people seeking employment with Rio Tinto. I would like to see more Aboriginal people working for the company and continuing on with a long-term career with Rio Tinto.



Andrew Ryder – train driver, Dampier

I started my career with Rio Tinto in 1997 as a field assistant for the Resource Task Force. I was there for a year then managed to get a start with ATAL where I underwent the training programme in earth moving. This gave me a foot in the door to work on the mines. I got a job as an operator out at the Hamersley Iron Yandicoogina mine, where I not only worked on mobile machinery such as the dozer, grader and dump trucks but I was also able to work on the fixed plant side of things as well.

In 2004, I secured a position on the coast as a car examiner and today I am a train driver here at the 7-mile yard, which involves not only taking loaded trains to the ports but also remarshalling and shunting around the yard.



Tyson Martin – emergency management trainee, Dampier

When I moved here over 12 months ago, I really wanted to work for Rio Tinto, but didn't think it would be possible. I applied for a few jobs, but didn't have the work experience to be employed in the mining industry at that stage I lacked confidence. Then I saw an advert for the Rio Tinto work ready program, and decided, 'this is my chance to get a job with Rio Tinto'. I successfully completed the 12-week program and a Work Ready advisor encouraged me to apply for a traineeship in emergency management. I went through the recruitment process and was offered the job. A traineeship in emergency management is a fun job, filled with many experiences and on the job emergency response training. I perform first aid on employees who are injured or ill and also conduct drug screens. If you're keen to work in the mining industry, don't give up. There are opportunities. You just have to give it your best shot.



Laurie Bellotti – superintendent, Dampier

I am the superintendent of the East Intercourse Island Operations, where I am responsible for the production output and input in the port. I supervise approximately 60 employees and I'm responsible for all decisions with regard to safety and production issues onsite.

My career in mining started at ATAL where I was employed as a mobile equipment operator in the earthworks division. I then transferred to Dampier, port operations to take on a traineeship as a fixed plant operator and after a few years I was promoted to supervisor of my crew. Each position that I have been in has led me to take on more responsibility, showed me new experiences and given me a greater understanding of the business as a whole.

My journey has been interesting so far. If anyone is looking for a job, working with massive technical equipment, various groups of people and a company that provides to Australia's economy, then working with Rio Tinto will give you that and more.



Melissa Hands – administration officer, operations improvement, Dampier

I met the AES Team at their annual employment roadshow where I submitted an application form and my resume. The team contacted me and asked if I would like to participate in their 'new' Dampier rotation programme, and I grabbed the opportunity with both hands. We spent the first few weeks completing inductions and then I was placed out into the workforce. As I had prior experience in administration, the AES team referred me for roles as they became available. I was fortunate to be quickly offered a permanent role with the Operations Improvement Training team at Parker Point, Dampier, a role that I enjoy very much. I have a great team who offer me constant encouragement and support. The AES Team also monitors my progress and are just a phone call away. They visit me often onsite. The rotation programme has given me the opportunity to pursue long-term employment within the mining industry. I am truly grateful to the AES team for all their advice and expertise. If the opportunity comes your way, I say go for it!



Ronnita Hannah – rotation trainee, Dampier

I found out about the Work Ready programme from a Rio Tinto aboriginal mentor, and I thought this could be a good thing to try so that I can get a job and better myself. When I finished the work ready course they put me on the Dampier rotation programme. I started work as a trainee at the 7-mile workshop and I find the work really good and I want to keep going to see if I can get a full time job. I would recommend it to any one to give it a go.



Not quite ready for the mining industry?

Then try a job with our contracting companies.

If you would like to work on one of our sites, but don't feel that you are quite ready to enter mining operations, a job with one of our contractors may be a stepping stone into a career in mining.

There is a range of jobs to choose from and they will vary with each contracting company.

Here are a few examples:

- catering (kitchen hand, chef)
- cleaning (offices, accommodation, township)
- gardening
- grounds maintenance
- laundry
- administration
- chef, plumbing, carpentry, and electrical apprenticeships
- horticulture, personal fitness, security, tourism, business management and hospitality traineeships
- retail operations
- pool management
- spotters
- trade assistants
- labouring

Having trouble deciding on a career path?

Want to know more about careers available within mining?

If you are looking for diversity, excitement, challenge and satisfaction the resource industry is the place to work.

Visit the Chamber of Minerals and Energy website at www.careers.cmewa.com to learn about the types of careers available, skills required and approximate salary.

If you do not have access to the internet, there are a number of services available to you free of charge;

- your local community library
- your local employment agency
- your school career guidance counsellor

Here's a brief list of some of the careers within the mining industry;

- Aboriginal heritage advisor
- Aboriginal liaison advisor
- accountant
- business administrator
- geologist
- human resources advisor
- Aboriginal community relations advisor
- mechanical engineer
- boilermaker
- electrical fitter
- laboratory technician
- office administrator
- secretary
- training advisor
- field assistant
- pit technician
- store person
- train driver
- truck driver

Planning to go to university?

We could help with a Rio Tinto scholarship.

Rio Tinto awards scholarships to selected Aboriginal students to help them with the costs of going to university and succeeding in their studies.

We also offer on-the-job employment during university breaks. This means that while you're studying, you can experience first-hand what it's like to work with us.

Our scholarships are a great way to help you through your studies and into a promising career.

If you are in year 12 now, or even if you are already at university, you may be eligible to receive a Rio Tinto Scholarship.

At the end of March each year you can express your interest in a scholarship and applications close three weeks later.

To find out more, please contact our superintendent Aboriginal liaison on (08) 9143 5062 or 0408 902 499.

Currently at university?

Since 1999 Rio Tinto and the Commonwealth Department of Employment and Workplace Relations (DEWR) have been working together to increase the employment of Aboriginal people at Rio Tinto's operations and in related enterprises.

And would like to experience employment in your chosen field of study?

Rio Tinto was one of the first private sector organisations to support the Australian Governments National Indigenous Cadetship Project (NICP). The NICP is administered by the Indigenous Employment Branch of the DEWR. It is designed to provide financial support to indigenous tertiary students. By supporting the NICP, Rio Tinto is contributing to the development of Indigenous professionals with diverse skills and experience.

Cadets can enrol in NICP from first to fourth year depending on their course structures. They are recruited from a diverse range of disciplines from universities across Australia.

Cadets are offered vacation employment during summer break which provides them with practical industry experience in their chosen field of study. This also gives them an opportunity to understand the work environment in which they could potentially be employed.

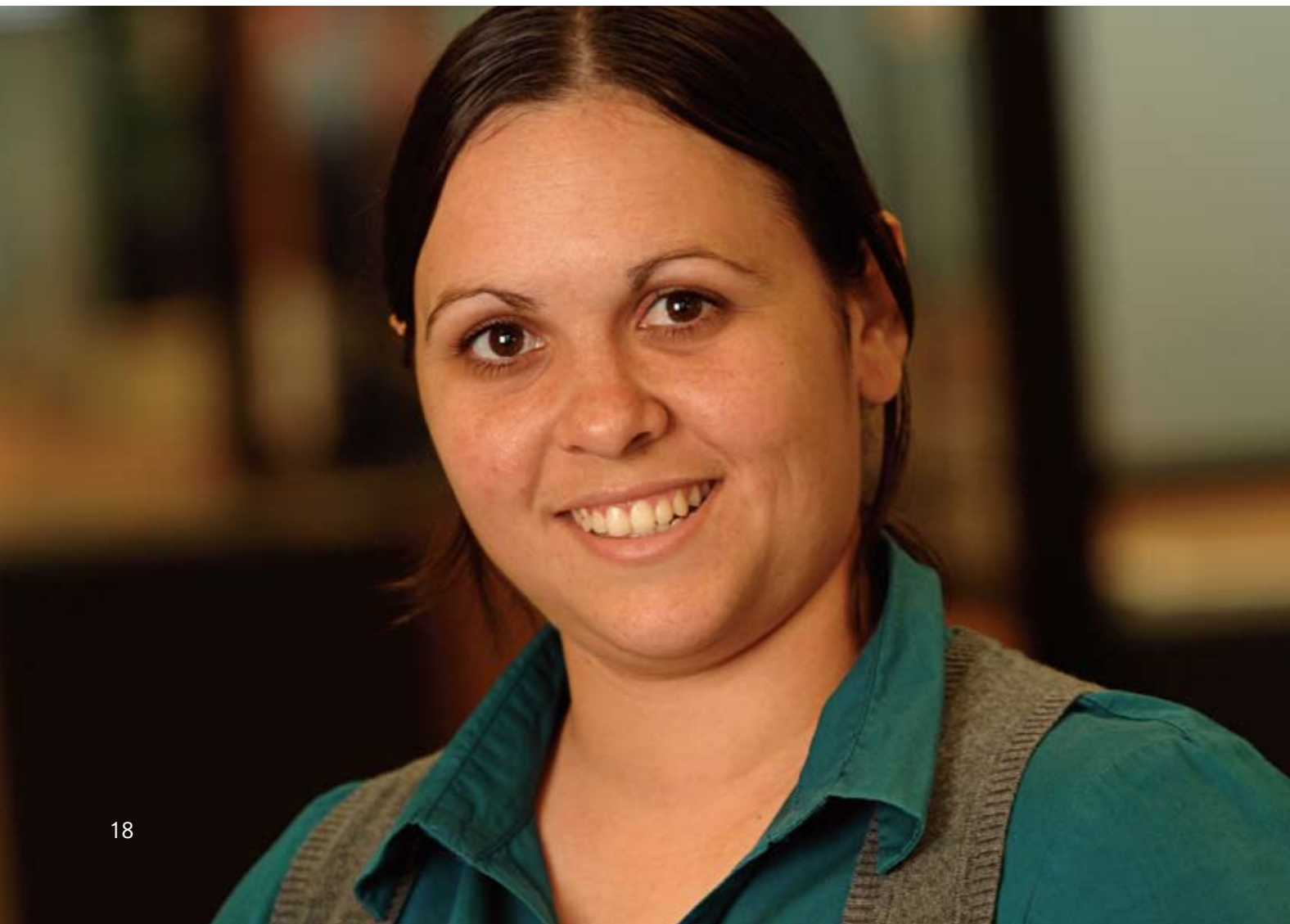
Other benefits for cadets include:

- annual study allowance
- annual text book allowance
- 12 weeks paid vacation employment
- career development
- mentoring
- technical skills development
- experience in a global workplace

Rio Tinto looks for indigenous tertiary students studying in the areas of;

- engineering
 - mining
 - chemical
 - metallurgical
 - mineral processing
 - mechanical
 - electrical
 - civil
 - surveying
- science
 - geology
 - environment disciplines
 - archaeology
 - anthropology
 - communications
 - information technology
 - human resources
 - accounting

Further information can be found on the Rio Tinto website www.riotinto.com or expressions of interest can be placed on the NICP database www.nicp.dewr.gov.au





Not sure if you're ready for a job at Rio Tinto?
 Haven't worked for a while?
 Need some help getting used to working full time?
 Our Work Ready programme is the solution!

How do I apply for a job at Rio Tinto?

At Rio Tinto we advertise job vacancies in local newspapers and on our company website.

All job applications need to be made online and when applying, you must attach an electronic copy of your resume.

You can do this by going to www.riotinto.com/careers and click on vacancies. Here you can conduct a search to view all the jobs that are on offer throughout Rio Tinto and submit your application and resume for the job/s you are interested in.

If you cannot find a suitable vacancy, you can apply against our Aboriginal Opportunities

campaign, Ref: PIL000G4 and your application will be placed on our employment database for when an opportunity becomes available.

Don't wait for a vacancy to appear - call us to discuss your options. We want to hear from all local Aboriginal people who are interested in working with Rio Tinto or our contracting companies.

Our Aboriginal Employment team can assist you with applying online and provide advice on career choices within the mining industry.

If you do not have access to the internet, ring our Aboriginal recruitment advisor on (08) 9143 6975 or 0417 967 634.

Alternatively, you can fax your resume to (08) 9143 5188 and a member of our team will contact you.

Rio Tinto has a Work Ready programme created specifically for Aboriginal people who haven't been able to get a job because of a limited training and work experience.

Through the Work Ready programme you will learn skills that will prepare you for a full time job.

Work Ready teaches you about:

- workplace safety
- duty of care
- time management
- literacy training
- mining and industrial related work skills
- depending on individual circumstances, participants will be assessed, and if possible, assisted to obtain drivers' licences if they don't have one and are eligible.

These programmes are available in Roebourne, Roebourne Prison, Tom Price, Karratha, Paraburdoo, Nullagine and Broome. The course takes at least 12 weeks to complete and are designed for participants to enter Rio Tinto and other workplaces. On site employment is subject to operational requirements and successful programme participation.

If you are interested in participating in Work Ready, contact the co-ordinator on 0488 321 902.



Don't have your drivers licence?

A driver licence is an essential key to gaining employment with Rio Tinto. If you have lost your licence due to fines or need to sit for your learners permit, there are a number of options available to you.

Work Ready programme

If you are a participant on one of our Work Ready programmes, you may be provided with assistance to gain your learners permit and pay fines.

Refer to page 21 of this brochure for information on our Work Ready programmes.

Job Futures

If you are registered with Job Futures, you may be entitled to funds that can assist you with paying for driving lessons. Ring your local Job Futures office today to find out more.

The next step to a job with Rio Tinto is working on your health and fitness.

A healthy body and a good level of fitness will be a great help towards getting a job with Rio Tinto.

We have to be strict about the health and fitness of employees and anyone wishing to work with us must meet set requirements before they will be considered for a job.

You must be able to pass tests for alcohol and other drugs as well as a Fitness for Work assessment.

If you need help with your health and fitness there are a number of services available.



Health & fitness contacts

The Fitness For Work programme

Available for Pilbara residents, this programme helps you meet the requirements of Rio Tinto's Fitness for Work assessment.

If you have recently failed a Rio Tinto medical assessment, this programme may help you overcome health issues.

We can help you improve your health and fitness levels and also provide you with information on food and nutrition.

Please contact our Aboriginal recruitment advisor on 9143 6975 for more information.

Community Health

Your community health nurse can provide you with facts and practical advice on living a healthy lifestyle through a good diet and regular exercise.

Please contact your local hospital or health centre to speak with a community nurse.

Quit WA

According to the people at Quit WA, around 19,000 Australians die every year from diseases caused by smoking.

Rio Tinto encourages a smoke-free working environment so we can protect the health of everyone. If you'd like ideas and advice on quitting and improve your health, call the Quitline on 131 848 or go to www.quitwa.com

Alcohol and Other Drugs

You can only get a job with Rio Tinto if you are free from drugs which may affect your ability to work safely, and you must stay that way.

When you apply for a job with Rio Tinto you will be tested for drugs and alcohol as part of the medical process and we also do random testing in the workplace.

Talk to your doctor or health professional, or call 1800 198 024 to speak to a drugs/alcohol counsellor. Locally, you can call the Pilbara community drug service team on 9143 2224.

Are you fit and healthy?

Assess your health using this simple checklist of activities and information.

A fitness for work examination is part of the recruitment process for all applicants and positions within Rio Tinto.

Depending on the job you are after, a low level of physical fitness may mean that you do not meet the necessary requirements. Different jobs have different fitness requirements. For example equipment operators have a high

level of risk due to the nature of work activity operators do. In comparison working in an office environment is less hazardous, the risks are lower therefore the fitness for work is less demanding.

For all vacancies within Rio Tinto, you need to be a healthy weight. For example, if you want to apply for a job as an operator, it is recommended that you weigh less than 110kg. This is due to the style and function of seating in our machines.

Many roles within Rio Tinto are also physically challenging. For example, machinery operators are often called on to change large tyres, climb ladders onto machines and do maintenance tasks under the vehicles.

Due to all these reasons, we test your strength and flexibility as part of your fitness for work assessment.



Fitness checklist

Here are some of the tests:

We strongly recommend that you consult your doctor prior to commencing these exercises.

So, how did you go?

Can you do all these exercises?

If so, you could be ready for a job with Rio Tinto.

If you didn't do so well, you can improve your results in this test by exercising regularly (at least 30 minutes about 3-4 times a week), eating a healthy and varied diet, avoiding drug use and drinking alcohol in a responsible way.

Push ups

- aim for at least 15 in a row. Women should also aim for 15, but can do half push-ups from the knees



Overhead press

- lifting a 5kg weight from chest height to above head until arms are almost straight. Aim for at least 15



Sit ups

- you should be able to do one full sit up starting with knees at a 90 angle and your head on the ground



Reverse sit up

- lie flat on your back and lift your heels off the ground and hold for two seconds. You should be able to do one good lift



Back extension

- lie on your stomach with your hands resting under your chin and elbows out to the side. Slowly lift your head and chest off the ground and hold for a second before lowering back to starting position. Aim for at least 15



Single leg squat

- stand on one leg and lower half way down to the floor and back to standing height. Aim for at least 10 on each leg



Full squat bounce

- stand on both legs, squat until your finger tips can touch the ground, keeping your back upright, then bounce up to standing position. Aim for at least 10





Rio Tinto provides great jobs, exciting careers and a variety of skills and training for the Aboriginal community.

**Interested in a career with Rio Tinto?
Ring our Aboriginal Employment
Strategy team today to register
your interest.**

**9143 6975 or 0417 967 634
9143 5069 or 0437 413 491**