



Australian Government
Indigenous Land and Sea Corporation



The **ILSC GROUP**

DUTY STATEMENT

Depot Manager
Roebuck Export Depot, Broome, WA

Reports to: Business Planning and Support Manager - Agribusiness

ORGANISATIONAL ENVIRONMENT

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

DIRECTORATE ENVIRONMENT

ILSC Agribusiness is a specialised unit of the ILSC that focuses on the development and management of commercial agribusiness investments on Indigenous land in partnership with Indigenous people. ILSC Agribusiness currently operates agricultural businesses, including beef cattle, fine-wool merino sheep, a community-based meatworks and a cattle export depot.

SECTION ENVIRONMENT

Roebuck Export Depot (RED) is a live export depot in the Kimberley region of WA. The facility has the capacity to hold 17,444 head at any one time and is utilised by exporters and livestock agents to prepare cattle for live export markets as well as handling transit cattle for the domestic markets. The facility operates under strict environmental and animal welfare standards and holds animal welfare in the highest regard.

Key Responsibilities/ Accountabilities and Outcomes

1. Management of the Roebuck Export Depot (RED) in accordance with industry best practice.
2. Ensure all livestock in the RED are handled humanely and in accordance with best practice animal welfare standards.
3. Ensure that the electronic recording of all transactions and activities is completed to the highest level of accuracy.
4. Keep all RED records according to ILSC guidelines ensuring all documentation is completed to the highest level of accuracy.
5. Provide a monthly management report in writing to the ILSC on all material facts regarding the operations conducted during the previous month by the tenth of the following month.
6. Manage the purchase of goods and services through the ILSC's purchase order system in accordance with the approved budget and in accordance with the ILSC's purchasing procedures with the aim of keeping expenditure below the budget.
7. Draft and submit to the ILSC budgets & operations program for each financial year and half yearly revisions of such Budgets and Programs.
8. Plan and manage the implementation of infrastructure improvement in accordance with the approved annual budget.



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9. Management of the repair, maintenance and care of all infrastructure and plant and equipment in accordance with the recommended industry standards. Maintain a repair and maintenance schedule for individual items of equipment.
10. Consistent with ILSC guidelines, employ or engage such employees or contractors as are required to conduct the operations of the RED giving priority to maximising the employment of Aboriginal persons and Torres Strait Islanders.
11. Ensure the integration of the ILSC's Indigenous training activities into the daily operations of all work at the RED.
12. Assume direct responsibility for Work Health & Safety (WH&S) within areas under your control. Provide all employees with information, instruction, training and supervision necessary to enable them to perform their work in a manner that is competent, safe and in accordance with industry WH&S standards and Primary Partners WHS Injury Management Program.
13. Participate in, and implement the recommendations of, the Hazard Identification Risk Assessment and Control audit(s).
14. Manage, monitor and report on all relevant fraud prevention initiatives within the operation of the RED. Ensure staff members are aware of their responsibilities and obligations to prevent fraud and to report possible breaches.
15. Undertake other duties in relation to the management of the RED as directed by the ILSC.



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Accountability Statement

All duties shall be carried out in accordance with all applicable and appropriate Work Health and Safety standards and practices relevant to the pastoral industry and it shall be the responsibility of all employees to ensure they and their co-workers adhere to such standards at all times and that visitors to the Property comply with all safety instructions at all times.

Special Conditions

The preferred applicant will be engaged with Primary Partners Pty Ltd, a wholly owned subsidiary of the Indigenous Land and Sea Corporation.

Appointment to this position of a person not currently an employee of the ILSC or Primary Partners will be subject to a 6 months qualifying/probationary period; and required to undertake a criminal history check and medical assessment.

Subject to the approval of the Delegate accrued Annual Leave must be taken during the “Wet Season” or “Off Peak” season.

There will be a requirement to undertake extended out of hours of work during peak periods.

Expectations and Behaviours

All employees are expected to conduct themselves in a professional manner at all times. Below are some brief guidelines on the values of Primary Partners. A description of the Primary Partners/ILSC’s Code of Conduct is contained in the Employment Offer which is signed on commencement. Accepting a position with Primary Partners indicates that you accept these guidelines and Code of conduct and will uphold and promote them.

EEO/Diversity – All Primary Partners employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within Primary Partners and broader community.

Probity – All Primary Partners employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. Primary Partners employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other Primary Partners employees.

WH&S – All Primary Partners employees have an obligation to always work safely and not endanger their own well-being or the well-being of others. This includes employees at Primary Partners as well as members of the public. Furthermore, all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.

Customer Service – All Primary Partners employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.

Continuous Improvement – All employees at Primary Partners are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.