



Australian Government
Indigenous Land and Sea Corporation



The **ILSC GROUP**

DUTY STATEMENT

ADMINISTRATION OFFICER Roebuck Export Depot

Duties, Roles and Responsibilities

Reports to: Roebuck Export Depot Manager

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. Perform bookkeeping duties for the Roebuck Export Depot (RED). This includes, but not limited to, processing invoices for payment, finalising time sheets, processing the engagement of casual employees, etc in accordance with ILSC procedures.
2. Coordinate the purchase of goods and services through the ILSC purchase order system in accordance with the approved budget and in accordance with the ILSC's purchasing procedures with the aim of keeping expenditure within the budget.
3. Coordinate and process invoices for payment for RED and forward them to the ILSC Finance Officer within one week of receiving the invoices, to enable them to be processed for payment efficiently and on time.
4. Assist the RED Manager with any financial/administration requests and the day-to-day operations and general duties at RED.
5. Undergo accredited training and perform duties as required in accordance with industry and work health and safety legislation and standards.



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6. Have a duty as a worker to abide by existing laws on animal cruelty in Western Australia as a minimum, and then to adopt the ILSC/Primary Partners policy and procedures on animal welfare.
7. Assist in undertaking WHS inspections to identify, assess and control risks.
8. Perform duties in accordance with industry and WHS legislation, practices and standards.
9. Conduct a respectful and constructive relationship with Traditional Indigenous Owners and groups associated with RED.
10. Undertake other duties in relation to the operations of RED as directed by the RED Manager or authorised ILSC officer.

Accountability Statement

All duties shall be carried out in accordance with all applicable and appropriate Work Health and Safety legislation, standards and practices and animal welfare standards and guidelines relevant to the pastoral industry. All workers must 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 Company 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 PPPL 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.

Possession of a valid driver’s licence is essential. Any disqualification of your driver’s license may result in termination of employment.

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 Pty Ltd (PPPL). A description of the PPPL’s Code of Conduct is contained in the Employment Offer which is signed on commencement. Accepting a position with PPPL indicates that you accept these guidelines and Code of conduct and will uphold and promote them.

EEO/Diversity – All PPPL 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 the PPPL and broader community.

Probity – All PPPL 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. PPPL employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other PPPL employees.



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WHS – All PPPL workers have an obligation to always work safely and not endanger their own well-being or the well-being of others. This includes workers at PPPL as well as others such as members of the public. Furthermore, all workers are obligated to report any WHS hazards as soon as they become aware of them to prevent injury and/or illness.

Customer Service – All AIA 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 PPPL are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.