



Australian Government
Indigenous Land and Sea Corporation



The **ILSC GROUP**

DUTY STATEMENT

COOK **Gunbalanya Meats**

Reports to: Property Manager/Administration Officer- Gunbalanya Meats

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.

Divisional/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

Gunbalanya Meats operates a small abattoir and retail butcher shop in the community of Gunbalanya on the eastern edge of Kakadu in the NT. Beef meat grown on Gunbalanya Station is processed through Gunbalanya Meats and sold to a wide range of customers, including Indigenous community supermarkets and various NT meat wholesalers and retailers. Gunbalanya Station and Meats are a significant source of employment at Gunbalanya and host local Aboriginal people training and working in beef production and meat processing.

Key Responsibilities/ Accountabilities and Outcomes

Under the direction of the Manager and/or Admin Officer:

1. Perform the cooking and cleaning duties for the staff (Meatworks), trainees and any visitors as required. This may involve working split shifts and/or having multiple breaks over the course of the day.
2. Plan menus and prepare meals which are economical, nutritious, tasty and varied. Meals to be provided are:
 - a. Breakfast;
 - b. Smoko;
 - c. Lunch;

3. Maintain store supplies to feed the staff, trainees and any visitors within the approved budget allocation.
4. At all times maintain the kitchen, eating area, store and cool rooms to an optimum hygienic, tidy and safe standard in accordance with industry work health and safety practices and standards.
5. Ensure food, dishes and utensils are cleaned and put away directly after each meal.
6. Ensure kitchen appliances and utensils are clean and hygienic and are in good working order.
7. Alert the Manager when appliances and/or utensils need repair or maintenance or are in need of attention.
8. Cleaning of guest rooms when required and cleaning of toilets and laundry at the Meatworks Monday to Friday each afternoon and other areas as required.
9. Have a duty as a worker to abide by existing laws on animal cruelty in each state/territory as a minimum, and then to adopt the ILSC/NIPE policy and procedures on animal welfare.
10. Assist in monitoring and implementing actions required from the Work Health Safety (WHS) Hazard Identification Risk Assessment and controls (HIRAC) inspections.
11. Undertake other duties as directed.

Accountability Statement

All duties shall be carried out in accordance with all applicable and appropriate Work Health and Safety standards and practices and animal welfare standards and guidelines 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.

Adhere to all rules and regulations listed in the National Indigenous Pastoral Enterprises Pty Ltd (NIPE) Enterprise Agreement, Employee Handbook including property specific and ILSC policies outlined for the Meatworks.

Values 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 NIPE. A description of the NIPE's Code of Conduct is contained in the Employment Offer which is signed on commencement. Accepting a position with NIPE indicates that you accept these guidelines and Code of conduct and will uphold and promote them.

EEO/Diversity – All NIPE 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 NIPE and broader community.

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

WHS – All NIPE workers have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes workers at NIPE 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 NIPE 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 NIPE are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.