



Australian Government
Indigenous Land and Sea Corporation



The **ILSC GROUP**

DUTY STATEMENT

BUTCHER
Gunbalanya Meats

Duties, Roles and Responsibilities

Reports to: Property Manager, 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 duties of killing, dressing, boning, slicing, preparation, and/or packing of fresh meat including manufacturing or processing of meat for retail or sale.
2. 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; and ensure all employees on the Meatworks do the same.
3. Maintain qualifications and competencies in all aspects of a meat works to enable Gunbalanya Meats to produce a wholesome and hygienic product.
4. Participate in the daily cleaning of the Meat Works, its equipment and surrounding areas to ensure they are maintained and uphold high hygiene standards in accordance with Hazard Analysis Critical Control Point (HACCP) principles. Coordinate the Meat Works cleaning

program in the absence of the Manager. Keep all work areas you are responsible for, as designated by the Manager, in a clean and tidy state.

5. In the Butcher Shop, serve customers in a professional and courteous manner. Ensure cash handling is accurate and balances with till records.
6. Supervise and mentor staff and trainees as required.
7. Keep meatworks records as required. This may include kill sheet and meat sales records, plant and equipment, inventory, infrastructure maintenance schedules and financial records.
8. Liaise with the Manager on a regular basis to ensure correct policies and procedures are followed and maintained.
9. Take the lead in implementing programs associated with the repair, maintenance and care of plant and equipment. Actively identify maintenance issues at the Meat Works and work with the Manager to organise repairs and or maintenance.
10. Provide all workers 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 WHS standards and the National Indigenous Pastoral Enterprises Pty Ltd (NIPE) WHS management systems.
11. Manage, monitor and report on all relevant fraud prevention initiatives within the operation of the Meatworks. Ensure staff members are aware of their responsibilities and obligations to prevent fraud and to report possible breaches.
12. Undertake other duties in relation to the management of Meatworks as directed by the Manager and/or approved representative of the ILSC.

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.