

CHANILIERIE STATION

ENVIRONMENTAL
management
SYSTEM

PART TWO: SUMMARY MANUAL

DOCUMENT REGISTER & AMENDMENT LIST

Document Title	Document Code	Revision #	Date	Authorised
Summary Manual	EMS D1	1	07/02	
Emergency Response	EMS D2	1	07/02	
Monitoring Program	EMS D3			
Obligations Register	EMS D4	1	07/02	
Environmental Review	EMS D5	1	07/02	
Communication Strategy	EMS D6	1	07/02	
Environmental Improvement Plans				
Soil and Land Improvement Plan	EMP 1	1	07/02	
Native Flora Improvement Plan	EMP 2	1	07/02	
Procedures				
Rangeland Monitoring and Assessment	P 0001	1	07/02	
Maintaining the Legal Register	P 0002	1	07/02	
Management system audits	P 0003	1	07/02	
System Records				
Document register & amendment list	SR 001	1	07/02	
Staff training tables	SR 002	1	07/02	
Incident report	SR 003	1	07/02	
Report form	SR 004	1	07/02	
Operational Records				
Monitoring records	OR 001	1	07/02	
Station diary	OR 002	1	07/02	

1. FOREWORD

This manual describes the Environmental Management System (EMS) used on the pastoral lease of L. A. Jones & Sons. This manual, and the system that it describes, is relevant to Chanilerie Station.

The system provides a framework for continual improvement in environmental management and a means by which the planning, implementation and review of that improvement can be recorded and demonstrated.

2. BUSINESS DESCRIPTION

Chanilerie Station is a 90,000 hectare pastoral lease located approximately 1200 km from Perth in the Gascoyne region of Western Australia. The Jones family has managed the lease since 1908, grazing merino sheep on the Station's native saltbush pasture.

Situated in the semi-arid rangelands of the Gascoyne region, Chanilerie receives an average annual rainfall of 200 millimetres, most of which falls during the winter months. Cyclones periodically bring significant summer rains and thunderstorms.

Chanilerie has abundant ground water resources and much highly productive pastoral land. Several ephemeral rivers and creeks dissect the Station including the Chanilerie River and Mundanup Creek. These watercourses support fertile, high-quality native pasture.

Chanilerie livestock graze in a natural environment; native pastures grow without chemical assistance and stock are treated only for welfare reasons. Grazing management is designed to ensure a minimal impact on native flora and fauna.

3. ENVIRONMENTAL POLICY

We, the managers of Chanilerie Station, are dedicated to the responsible management of the natural environment in which our livestock graze. We understand that the condition of the soil and native vegetation, along with all other aspects of the environment, is critical to our success as pastoralists and to the long-term health and diversity of the rangelands.

As a demonstration of our commitment to responsible rangeland management, we have established an environmental management system. This system commits us to continually improve our management of the environment and ensures that our activities do not cause pollution. Our management system will also help us to fulfil our legal and industry obligations to manage the environment.

We will endeavour to:

- Reduce the risk of overgrazing by controlling total grazing pressure and ensuring stock numbers match feed on offer and seasonal conditions.
- Protect rare vegetation.
- Limit the spread of declared plants, in accordance with legal requirements.
- Conserve the value of riparian areas.
- Continually monitor and record the condition of our resource base to identify and control undesirable change.

L. A. Jones

Signature

Leroy Adam Jones

Name

27th May 2002

Date

PART TWO: SUMMARY MANUAL

4. PLANNING

An environmental review has been conducted to identify significant environmental issues and legal requirements relevant to Chanilerie Station.

The results of the review have been used to determine management objectives and targets and to provide a basis for continual improvement and legal compliance.

4.1 LEGAL REQUIREMENTS

An Obligations Register has been compiled to ensure that all legal obligations to manage the environment are identified and satisfied. This register provides a summary of legislation relevant to environmental management on Chanilerie Station and a foundation upon which to set management objectives and targets.

4.2 ENVIRONMENTAL IMPACTS

Priority environmental impacts on Chanilerie Station have been identified using a risk assessment process. The full listing of impacts is held on file and the risk assessment process is documented in this manual.

4.3 OBJECTIVES AND TARGETS

Management objectives and targets have been developed to ensure that significant environmental impacts are appropriately managed. Working to achieve these objectives and targets will ensure a continual improvement in the standard of environmental management on Chanilerie Station. Objectives and targets are documented in the Station's Environmental Improvement Plans.

4.4 ENVIRONMENTAL IMPROVEMENT PLANS

Environmental Improvement Plans have been developed for priority issues, to ensure that the objectives and targets of the Chanilerie Station EMS are fulfilled. These plans set out the actions required for improving management of priority issues and outline the corrective actions required to rectify problems.

4.5 MONITORING PROGRAM

A monitoring program has been designed and implemented to track changes in the status of priority environmental issues.

4.6 ENVIRONMENTAL MANAGEMENT TEAM

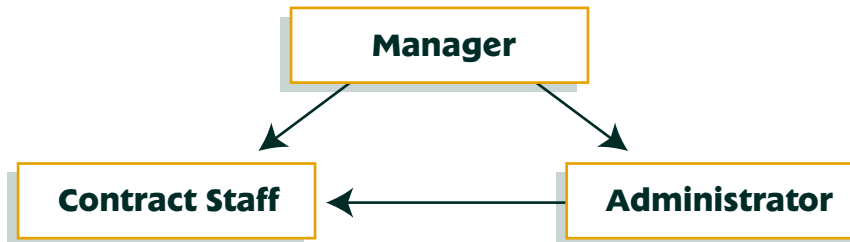
The Chanilerie Station EMS has been developed in consultation with those listed below:

Name	Position	Skills
Leroy Jones	Station manager EMS team leader	Rangeland management expertise Stock management
Amy Jones	Station administration	Rangeland monitoring and record keeping
James Privett	Advisor	Rangeland ecologist
Harry Ross	Advisor	EMS expertise

5. IMPLEMENTATION AND OPERATION

5.1 STRUCTURE AND RESPONSIBILITY

The organisational structure of Chanilerie Station is as follows:



The responsibilities assigned to each position within the organisation include:

Position	Responsibilities
Manager	Stock and rangeland management
	EMS maintenance and management
	Training and management of staff
	Station duties
Administrator	Maintenance of records
Station hand	Duties as required
Contract staff	Duties as required

5.2 TRAINING AND COMMUNICATION

To reduce the risk of environmental harm, staff and contract employees undergo an environmental induction. All staff and contract employees are made aware of the Chanilerie Station Environmental Policy.

Where required, relevant training is provided to staff whose work may create a significant environmental impact. A record is maintained of the training completed by all employees.

The manager of Chanilerie Station is responsible for communicating environmental objectives to all staff. Where appropriate, the manager will inform relevant external parties of the Station’s environmental policy and objectives.

5.3 DOCUMENTATION

The documentation referred to and contained in this manual supports the achievement of the environmental objectives of Chanilerie Station. This documentation describes the core elements of the EMS, guides the implementation and maintenance of the system, and promotes awareness of responsible environmental management amongst all employees.

PART TWO: SUMMARY MANUAL

5.4 DOCUMENT CONTROL

A list of documents and amendments is kept in at the front of this manual. Any documents that become outdated, illegible or worn will be replaced.

5.5 MANAGEMENT PROCEDURES

Operational procedures have been developed and documented for Station activities with the potential to cause environmental harm. These procedures specify how such activities must be performed on Chanilerie Station to reduce the risk of environmental harm.

System management procedures have also been developed to ensure the smooth operation of the environmental management system.

5.6 EMERGENCY RESPONSE

otential emergency situations have been identified as part of the environmental review. A preparedness and response plan has been developed to guide the management of these situations.

6. REVIEW AND IMPROVEMENT

6.1 RECORDS

Records of environmental performance and EMS operation are kept in the office on file and/or on computer. These provide objective evidence of compliance with the requirements of the EMS.

Records are kept for a minimum of five years and are stored to allow easy access and to prevent damage and deterioration.

6.2 ENVIRONMENTAL MANAGEMENT SYSTEM AUDIT

The manager of Chanilerie Station will conduct an annual audit to determine whether the EMS has conformed to planned arrangements and been properly implemented.

6.3 MANAGEMENT REVIEW

The manager of Chanilerie Station will conduct an annual review of the EMS to ensure it remains suitable to the goals of the station and effective in achieving these goals.

SOIL AND LAND MANAGEMENT PLAN		EMP 1	
Objectives	To improve the condition of soil and land resources		
Targets	Actions	When	Who
Commence rehabilitation works in degraded areas of Smithy's Paddock by January 2004	Map and record degraded areas in Smithy's Paddock and identify priority areas for rehabilitation.	June 2003	Manager
	Identify appropriate rehabilitation techniques.	September 2003	Manager
	Employ rehabilitation techniques on key areas.	November 2003	Manager and contract staff
Reduce grazing in Wiley's Paddock by December 2004	Identify alternative stock watering point from that on fragile ground in Wiley's Paddock.	December 2003	Manager
	Decommission water point in Wiley's Paddock and make operative a water point at alternative location.	March 2004	Manager and contract staff
Corrective actions	Review improvement plans and revise timeframes as required.		
Records	Station diary		

PART TWO: SUMMARY MANUAL

NATIVE FLORA MANAGEMENT PLAN		EMP2	
Objectives	To protect rare flora from grazing by stock and other animals.		
Targets	Actions	When	Who
Fence known populations of rare flora by March 2003	Design appropriate fence to isolate plant population on breakaway in Rocky Paddock.	December 2002	Manager
	Approach relevant State and Federal funding bodies for funding to carry out the fencing.	December 2002	Administration
	Construct fence with or without funding.	March 2003	Manager and contract staff
Establish a herbarium of native species for use in rehabilitation work by December 2003	Contact Department of Conservation and Land Management regarding ways to establish a herbarium.	January 2003	Administration
	Construct herbarium.	March 2003	Manager and contract staff
Corrective actions	Source seed for herbarium.	Seasonally	Administration
Records	Review and revise improvement plan and budget. Station diary.		

RANGELAND MONITORING AND ASSESSMENT				PROCEDURE 0001
<p>Purpose: To ensure sustainable management of the rangeland.</p>				
<p>Background: Pastoral leaseholders are required to adopt best environmental management practice and maintain indigenous pasture to the satisfaction of the Pastoral Lands Board. To maintain rangeland resources, we must:</p> <ul style="list-style-type: none"> • match grazing pressure to feed on offer (FOO); • monitor seasonal conditions and manage total grazing pressure accordingly. 				
Action	When	Where	Who	Records
Visually assess FOO and condition of stock to determine whether stocking rates match FOO Where grazing pressure is deemed to be exceeding FOO, remove excess stock	Weekly mill run	Paddocks	Manager	Paddock record
Visually assess numbers of feral and pest animals.	Daily	Paddocks (water points)	Manager	Waybills Station diary
Muster and remove excess feral animals, or employ a licensed shooter to remove excess kangaroos.	Muster as required			
Monitor seasonal trends Revise stocking rates as appropriate	Rain events	Rain gauge	Station hand	Rainfall records

PART TWO: SUMMARY MANUAL

MAINTAINING THE OBLIGATIONS REGISTER			PROCEDURE 0002	
<p>Purpose: To ensure all legislative and other requirements relating to environmental management are identified, recorded and fulfilled.</p>				
<p>Definitions: <u>Legislative and other requirements</u> - all requirements that the manager is legally required to meet. These include Federal, State and local government acts and regulations. Other requirements include non-statutory obligations such as industry codes of practices and written agreements with interested parties.</p>				
Action	When	Where	Who	Records
<p>Check State Law publisher web-site for changes to legislation and regulations</p> <p>Consider how changes to operations may have affected legal liability</p> <p>If required, update Obligations Register</p> <p>If legal compliance is not being achieved, update Aspects and Impacts register and amend objectives and targets.</p> <p>Record failure to comply on a non-conformance form</p> <p>Replace superseded documentation in accordance with Document Control procedure</p>	<p>Annually</p>	<p>Office</p>	<p>Station administrator</p>	<p>Document register</p>

MANAGEMENT SYSTEM AUDITS			PROCEDURE 0003	
<p>Purpose: To establish the methods and responsibilities for planning, preparation, performance and review of audits of the EMS. Audits are required to determine if the EMS is being correctly implemented.</p>				
Action	When	Where	Who	Records
<p>Complete Internal Audit Checklist</p> <p>Review all elements of the system against policy statement. Ensure system is fit for purpose</p> <p>Reverify objectives and targets and management plans</p> <p>Amend system where required</p>	<p>Annually</p> <p>Annually or when the system changes</p>	<p>Office</p> <p>Office</p>	<p>Manager</p>	<p>Internal Audit Checklist</p> <p>Document Register</p>
<p>Record all amendments</p> <p>Make all records/ documentation available to auditor</p>	<p>As required by certification body</p>	<p>Office</p>		<p>Audit Report</p>

PART TWO: SUMMARY MANUAL

EMERGENCY PLAN

Situation	Response	Contact
Fuel or chemical spill	<p>Action</p> <ul style="list-style-type: none"> Identify substance spilled <p>If material is not hazardous:</p> <ul style="list-style-type: none"> Treat affected persons where possible Control spill where possible Contain the spill with earthen bunds or other barriers Clean up spilled material <p>If material is hazardous</p> <ul style="list-style-type: none"> Contact emergency services <p>Equipment</p> <ul style="list-style-type: none"> Shovels Wheelbarrow First aid kit <p>Responsibility</p> <ul style="list-style-type: none"> Station manager 	<ul style="list-style-type: none"> Emergency services: 888 888 88
Bushfire	<p>Action</p> <ul style="list-style-type: none"> Report bushfire to station Bushfire Officer. Bushfire Officer to notify Regional Fire Control Officer and Shire <p>Equipment</p> <ul style="list-style-type: none"> Two-way UHF radios Four wheel drive vehicles Firefighting equipment with twin hoses 10 tonne truck with 10 000L water tank Front end loader for firebreaks <p>Responsibility</p> <ul style="list-style-type: none"> Station Bushfire Officer 	<ul style="list-style-type: none"> Shire Clerk : 999 999 99 Regional Fire Control Officer 777 777 77

MONITORING PROGRAM				EMS D3	
What	Where	How	When	Who	Reference
Feed on offer	All paddocks	Visually	Weekly mill run	Manager	<ul style="list-style-type: none"> • P0001 • Monitoring File
Condition of land & vegetation	Fixed monitoring sites	Visually with photo record	Annually	Manager	<ul style="list-style-type: none"> • P0001 • Monitoring File
Number & condition of rare plants	Rocky Paddock monitoring site	Visually with photo record	Every second month	Manager	<ul style="list-style-type: none"> • P0001 • Monitoring File
Presence of mesquite plants	All paddocks	Visually	During muster and mill runs	All staff	<ul style="list-style-type: none"> • Monitoring File

PART TWO: SUMMARY MANUAL

OBLIGATIONS REGISTER

Issue	Legislation or Other Obligations	Requirements
Soil and Land management	Land Administration Act 1997	<ul style="list-style-type: none"> • Use best pastoral and environmental management practice • Obtain approval from PLB before undertaking any activity other than grazing • Apply to PLB for a permit to clear vegetation or disturb the soil • Apply to the PLB for a permit to sow or cultivate non-indigenous pasture • Maintain pasture and vegetation to the satisfaction of the PLB • Obtain approval from the PLB for any improvements to the land or lease • Control declared plants and animals to the satisfaction of the PLB • Submit an annual report to the PLB providing information about the lease condition and production activities
Water management	Rights in Water and Irrigation Act 1914	<ul style="list-style-type: none"> • Can take any non-artesian ground water for domestic use and for stock unless from a proclaimed area, in which case a license is required • Artesian bores must be licensed; use must comply with the terms of the licence.
Managing flora and fauna	Wildlife Conservation Act 1950	<ul style="list-style-type: none"> • All native fauna is protected unless the Minister for the Env says otherwise • The Minister may request threatened species be given special protection. CALM has a list of these species and their management requirements • It is an offence to kill, hunt or disturb threatened fauna without authorisation • The Minister may declare an open season on certain native species including red kangaroos, euros and western grey kangaroos. During an open season, numbers can be controlled if a permit has been obtained from CALM • All native flora is protected • The Minister may request that rare species be given special protection. CALM has a list of rare species and their management requirements • It is an offence to gather, cut, destroy or damage native flora without a permit
Using and storing chemicals	Agricultural and Veterinary Chemicals Code Act 1994 (Commonwealth) Agricultural and Veterinary Chemicals (Western Australia) Act 1994 (WA)	<ul style="list-style-type: none"> • It is an offence to possess a chemical not registered with the National Registration Authority (NRA). • It is an offence to contravene label directions without permission from the NRA or Executive Director of Public Health.

ENVIRONMENTAL REVIEW & ASSESSMENT FORM

MANAGING LANDSCAPES & AND PASTURE							
Activity	Impact	Cause	Significance			Reason for your rating	
			Legal alert	L	S		Rating
Setting stocking rates	Soil and land degradation: Bare, sealed surface Loss of organic matter Loss of nutrients Gully erosion Sheet erosion Wind erosion Soil deposition	Stock exceeding season & feed on offer Seasonal conditions affect the availability and quality of feed for stock. Mismatching stock numbers and seasonal conditions can cause degradation through overgrazing.	✓	4	1	H	Legal requirement: Lessees must use best environmental management practice If stock numbers are not matched to feed, degradation will occur. There are some areas of past degradation on Chanillerie, caused by overgrazing.
Fencing paddocks	Soil and land degradation Changes in pasture composition: Reduced perennials Reduced herbage Scrub encroachment	Inadequate rest periods High stock numbers and inadequate rest periods can reduce vegetation cover. Without sufficient cover, the soil and land are prone to degradation.		5	2	L	Paddocks with palatable pasture are rested in good seasons to promote recovery whilst other feed is available.
		Confined grazing pressure Fences can promote degradation by concentrating the effects of movement and grazing. Water channelled along fence-lines, and stock pads, can cause degradation.		4	2	M	There is evidence of fence-line effect but the impacts are not severe.
		Grazing: selective plant removal Grazing animals prefer certain plants; preferential grazing can increase the numbers of grazing-tolerant plants and decrease the numbers of grazing-sensitive plants.		5	2	L	Paddocks are already fenced to include land systems of similar palatability.

PART TWO: SUMMARY MANUAL

MANAGING BIODIVERSITY & SENSITIVE ENVIRONMENTS							
Activity	Impact	Cause	Legal alert	Significance			Reason for your rating
				L	S	Rating	
Managing grazing	Decline in rare flora	Grazing of rare flora Unrestricted access to rare flora by stock and feral animals can lead to a decline in plant numbers.	✓	3	1	H	<i>Legal requirement: Rare flora must be protected</i> There is a known population of rare flora on Chanilerie. CALM has not specified management requirements.
Managing sensitive areas	Degradation	Stock access to sensitive areas Unrestricted access to sensitive areas for grazing animals (stock and feral) can lead to a permanent decline in the condition and value of the areas.		3	2	H	The Chanilerie River is a fragile area that needs to be protected from grazing to prevent further degradation of riverbanks. The river is fenced, but fences must be maintained to ensure effective control
	Increased weeds	Management of declared plants Improper management of declared plants can cause species to spread and increase in number.	✓	4	1	H	<i>Legal requirement: Declared flora must be managed to Dept. Agriculture specifications</i> There are mesquite plants present on Chanilerie. These must be controlled.

CHEMICALS & POLLUTION						
Activity	Impact	Cause	Legal alert	Significance		Reason for your rating
				L	S	
Using chemicals	Soil and water contamination	Spills, misapplications and overuse Careless or untrained use of chemicals can lead to excess use or spills that contaminate soil and water	✓	4	4	Legal requirement: Use only as directed on label Chemicals are used according to label, staff are trained to Chemcert standards.
Storing chemicals	Soil and water contamination		4	4	L	Chemicals are stored in minor quantities. Chemical store has containment facilities.
NATURAL EVENTS						
Planning and recovery	Soil and water contamination	Bushfires Insufficient planning and preparation may hinder control efforts and increase the effects of a fire, leaving land prone to degradation. Restocking before the land has recovered can increase this effect.	✓	3	2	Legal requirement: Maintain adequate firefighting appliances to prevent spread of bushfires. Bushfires are infrequent but have caused major damage in the past.
			4	4	L	Solar power is used at the homestead and for electric fencing. Water is pumped with windmills.
ENERGY EFFICIENCY & OTHER ISSUES						
Providing power to pumps, fences and homesteads	Resource depletion	Fossil fuel consumption Burning fossil fuels to run engines releases greenhouse gases into the atmosphere. These gases may contribute to global climate change.		4	4	

PART TWO: SUMMARY MANUAL

COMMUNICATION STRATEGY

INTERNAL COMMUNICATION			
Objectives	Actions	Date	Responsibility
To ensure all staff are aware of the EMS and their responsibilities within the system	Deliver Environmental Induction to all new staff	As required	Manager
To ensure all staff are aware of changes to the system	Staff meetings to discuss changes and developments	As required	Manager
EXTERNAL COMMUNICATION			
Objectives	Actions	Date	Responsibility
To keep Land Conservation District Committee members informed of environmental priorities on Chanilerie	Discuss priorities at LCDC meetings	As required	Manager
To inform Pastoral Lands Board of environmental priorities and management results	Include as an appendix to annual Pastoral Lands Board report	Annually	Manager

TRAINING AND RESPONSIBILITY TABLE

Name: Steven Rogers

Position: Station hand

Address: Flynn Rd, Busselton

Date of Employment: 20th February 1999

General duty statement: Maintenance and repair of infrastructure, mustering, drenching general duties as required

Training	Date	Employer's signature	Employee's signature
Chemchart Course	13/6/99	<i>LA Jones</i>	<i>S Rogers</i>
Use of front end loader	8/11/01	<i>LA Jones</i>	<i>S Rogers</i>
Environmental induction	21/5/02	<i>LA Jones</i>	<i>S Rogers</i>

PART TWO: SUMMARY MANUAL

INCIDENT REPORT

Date and record number	Incident	Reason for incident	Impacts (if any)	Corrective Action (list the action, authorising signature, and date)	System changes required (describe)
9 July 2002	Stock grazing in Chanilerie River	Break in fence	N/A	Fence fixed: 10 July 2002 <i>L. A. Jones</i>	N/A

REPORT FORM

<p>Type of report: Audit report</p> <p>Date: 27 July 2002</p> <p>Completed by: Leroy Jones (manager)</p>		
<p>Areas to be improved</p>		
<ul style="list-style-type: none"> • Obligations register has not been reviewed in accordance with Procedure 0002: Maintaining obligations register • Staff awareness of procedures – station hand unaware of responsibilities assigned in Procedure 0001: Rangeland monitoring and assessment 		
Recommended Actions	Responsibility	Action Taken (date and signature)
Revise Procedure 0002 – identify alternative means of updating register	Station administrator	Amy Jones (administration) <i>A Jones 29/7/02</i>
Inform station hand of all responsibilities Review environmental induction and training tables	Manager	Leroy Jones (manager) <i>L.A. Jones 30/7/02</i>

PART TWO: SUMMARY MANUAL

INTERNAL AUDIT SCHEDULE

DATE: 27 July 2002

✓ AUDIT COMPLETED

■ AUDIT SCHEDULED

Audit Area	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Policy		✓										
Plans		✓										
Procedures												
Impacts			✓									
Legislation	✓											
Training												