



MACS MILLING GROUP
PTY LTD

SITE BASED ENVIRONMENTAL MANAGEMENT PLAN

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JULY 2026

Version 1.0

MACS MILLING GROUP
PTY LTD

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DOCUMENT STATUS & CONTROL RECORD

Report Type:

Report Preparation:

Document Responsibility:

SITE BASED ENVIRONMENTAL MANAGEMENT PLAN

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Version No	Date	Issued By		Checked By		Version Notes
0	19/06/2026	PJA		MMG		Draft issued to Client for Review (Electronic)
1.0	14/07/2026	JB		IMEMS		Version 1.0
		AB				

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GLOSSARY

DA	Development Approval
DETSI	Department of Environment, Tourism, Science and Innovation
DTMR	Department of Transport & Main Roads
EA	Environmental Authority
MCU	Material Change of Use
TRC	Toowoomba Regional Council
SBEMP	Site Based Environment Management Plan

1 INTRODUCTION

This Site Based Environmental Management Plan (SBEMP) has been prepared for the operation of Macs Milling Group Pty Ltd (Macs Milling Group), located at 614 Haynes Kite Millar Road, Cherry Creek, QLD 4314 (Lot 3 SP121826).

This SBEMP should be read in conjunction with the Environmental Authority and all appendices.

The operational activities carried out at the site are typical of any sawmill operations and a brief summary of these activities are provided below:

- Raw materials (log) storage areas;
- Sawing and cutting of logs to desired sizes within the mills;
- Storage of by-products (sawdust and woodchips); and
- Handling, packaging, storage and dispatch of final products.

No treatment of timber or milling of treated timber is undertaken at the site.

1.1 Purpose of the SBEMP

The purpose of this Site Based Environmental Management Plan (SBEMP) is to implement a structured program for managing the potential environmental impacts associated with the ongoing operation of the Macs Milling Group and to describe and demonstrate that the activities will not impact the surrounding environment.

Revision of the SBEMP is necessary to include provisions of any environmental conditions that are attached to relevant Development Approval and Environmental Authority once issued by the Toowoomba Regional Council (TRC) and Department of Environment, Tourism, Science and Innovation (DETSI).

This document includes the following components:

- Sets the environmental objectives / standards to be achieved;
- Identifies the potential environmental harm that may occur from routine operations, and establishes and documents measures to avoid this harm as far as reasonably practicable;
- Identifies extraordinary factors (that is, abnormal operation, emergencies) that may cause environmental harm, and establishes and documents contingency plans to deal with these;
- Identifies training requirements for all persons undertaking onsite activities to ensure that they are aware of the current environmental risks, mitigations, measures and contingency plans;
- Implements the monitoring of environmental performance to ensure the effectiveness of measures and contingency plans; and
- Provides a platform to enable continual improvement.

It has been prepared for the benefit of:

- Macs Milling Group staff and in particular, staff who will be responsible for the management of the sawmill including its environmental performance;
- Government regulators who need to be able to confirm that practical strategies have been put in place for achieving environmental objectives;

- Consultants who undertake environmental monitoring and auditing and other related activities onsite on behalf of Macs Milling Group;
- Community groups, to confirm protection of environmental and social values; and
- Members of the public who may download the SBEMP for reference purposes.

It should be noted some environmental issues addressed in this plan might also relate to workplace health and safety, plant security, or the management of dangerous and hazardous goods. Consequently, they may be the subject of other management plans, policies or operating procedures.

Where human health and safety are at imminent risk, addressing these particular risks should take precedence over matters covered in this plan. However, this plan should take precedence over other plans or policies where there is no immediate threat to human health or safety.

1.2 Document Scope

This SBEMP covers the operation of Macs Milling Group and has been prepared to support the expansion of the sawmill, this SBEMP has been created to support a Development Application (DA) for Material Change of Use (MCU) to Toowoomba Regional Council, in association with an Environmental Authority application to DETSI.

This SBEMP also addresses the requirements of DETSI Guideline ESR/2017/3561¹ which stipulates that the below elements should be considered at a level consistent with the scale of the activity, the sensitivity of the location, and the environmental risk. Where a condition of an EA requires a management plan, the plan should address the requirements of the condition.

Elements:

1. Environmental commitments – a commitment by senior management to achieve environmental goals;
2. Identification of environmental issues and potential impacts;
3. Control measures for routine operations to minimise likelihood of environmental harm;
4. Contingency plans and emergency procedures for non-routine situations;
5. Organisational structure and responsibility;
6. Effective communication;
7. Monitoring contaminant releases;
8. Conducting environmental impact assessments;
9. Staff training;
10. Record keeping; and
11. Periodic review of environmental performance and continual improvement.

¹ QLD Government Guideline, Environmental management, Activity management plans, ESR/2017/3561, Version 2.05, 16 December 2025

1.3 Document Structure

This plan is divided into four (4) major sections:

1. An **Introduction** section that details the purpose, structure and scope of the SBEMP as well as and documents control requirements and related specialised management plans.
2. An **Operational Description & Potential Environmental Impacts** section that provides a description of the sawmill operation, its various facets and their potential impact on environmental values.
3. An **Environmental Management Plans** section (see below for details).
4. A **Roles & Responsibilities, Training & Awareness** section that details requirements for sawmill management and the implementation of the SBEMP as well as staff competence, training and awareness.

1.3.1 Environmental Management Plans

Individual environmental management plans have been developed for particular identified significant issues and included in **Section 3** of this SBEMP.

These individual plans provide management objectives, identify specific activities, performance targets/legislative requirements, management measures, monitoring requirements, reporting requirements and responsibilities, corrective actions and auditing and reviews.

These individual plans should be updated from time to time to reflect contemporary standards and up to date sawmill operations when and as required (e.g. introduction of new process). As a minimum they should be reviewed on an annual basis.

The individual plans prepared for the Macs Milling Group include:

- Noise Management Plan;
- Water Quality Management Plan;
- Air Quality Management Plan;
- Community Relations Management Plan;
- Environmental Monitoring and Auditing Management Plan;
- Waste Management Plan;
- Stormwater Management Plan (separate document); and
- Oil, Grease, Fuel and Chemical Management Plan.

Each individual plan is based on a recommended standard set of headings which provide a framework for setting goals and prescribing management actions for each topic or element covered. The generic framework for topics is presented and explained in **Table 1** below:

Table 1: Generic framework for management plans.

Heading	Content
Element / Issue	The aspect of operation to be managed (as it affects environmental values)
Operational Policy & Goal	The operational policy or management objective that applies to the element
Performance Criteria	Measurable performance criteria (outcomes) for each element of the operation
Management Procedures & Practices	The strategies, tasks or actions (to nominated operational design standards that would be implemented to achieve the performance criteria
Monitoring	The monitoring requirements to measure actual performance (e.g. specified limits to pre-selected indicators of change)
Responsibility	Responsible staff for implementing or overseeing the implementation of environmental management procedures and practises
Reporting	Format and timing of reporting
Corrective Action	Corrective actions may be stated where site specific measures are required
Auditing & Review	The auditing requirements to demonstrate implementation of agreed operation environmental management procedures, actions and compliance with agreed performance criteria
Reference Documents	Identifies important source documents, if any

1.4 Document Control

Copies of the SBEMP should be considered as uncontrolled documents, meaning that all copies of the document that are used for managing the daily operations of the sawmill will be updated whenever the master copy of the SBEMP is updated.

1.4.1 Approval

The SBEMP will be submitted to the TRC for assessment as part of the proposal and in doing so, the document will also be provided to DETSI as part of the required Environmental Authority needed to operate the expanded sawmill.

If the proposal is approved, management strategies in this SBEMP will likely form part of one or both approvals.

1.4.2 Distribution

The master copy of the SBEMP is to be maintained at the Macs Milling Group primary site office. Site copies are to be distributed to workshops as necessary and a distribution record is to be maintained to keep track of copies, their locations and versioning. Responsibility for maintaining accurate copies will rest with the site production manager.

It should be noted that once the SBEMP has been prepared and approved as part of the Material Change of Use development approval by TRC, this SBEMP along with other application material will become public documents listed on Council's website and will be obtainable via information requested through state government channels.

1.4.3 Amendments

As the SBEMP will likely be approved in some format by TRC and/or DETSI, future amendments to the SBEMP covering issues that would affect capacity for the sawmill to meet approval conditions may require regulatory approval. Amendments to any other matters within the SBEMP must be consistent with any development and Environmental Authority conditions that are in force.

Due to changes in the regulatory environment and in environmental monitoring and management technologies, annual reviews and amendments (if required) to the SBEMP will be made over time. Regular review and amendment is necessary to ensure the plan remains relevant and implementable.

This SBEMP is subject to periodic updates, it will be controlled to ensure that only the current version is used to guide operations and that superseded versions are removed from use.

Version numbers will be clearly displayed on any printed copies and the current version number and revision register will be maintained in the master copy.

In the event there are no changes made to the content of the SBEMP in a given year, this will be recorded within the document for quality control purposes (i.e. simply changing the version number and adding to the register, noting no change).

Hard copies of this SBEMP will be uncontrolled copies and may become superseded as new revisions are issued.

1.5 Related Management Plans

A number of specialised management plans may be required by TRC and / or DETSI as part of approval packages issued.

Findings and recommendations from these plans have been incorporated into this SBEMP where possible.

It will be necessary to review these other plans to ensure that all requirements are understood before undertaking management activities that may be covered by one of these plans or covered by this SBEMP. Some areas of overlap will occur and the more stringent requirement should prevail, which in most cases will be in the specialised plan.

Known specialised management plans include the Stormwater Management Plan (SWMP), Bushfire Emergency Evacuation Plan and Acoustic Impact Assessment. No other specialised plans are expected to be required.

The SBEMP forms part of Macs Milling Group's environmental management system.

1.6 Performance Requirements

Performance requirements for some matters contained in this SBEMP will depend on conditions stated in the development approval and / or Environmental Authority and will need to be written into the SBEMP once they become known. Once obtained these documents should be added to **Appendix 1**.

Other performance requirements originate from Commonwealth legislation, Queensland Government legislation (Acts and Regulations) and the Toowoomba Regional Planning Scheme.

Items that are not explicitly covered by an Act are considered to be covered by the general environmental duty (defined under the Environmental Protection Act 1994) that requires companies and individuals to minimise environmental harm.

1.7 Corporate Environmental Policy

Macs Milling Group's Corporate Environmental Policy is provided in **Appendix 2**.

This policy should be displayed in a prominent position at the site office to convey to staff, contractors, visitors and the like a concise description of what Macs Milling Group is trying to achieve with its environmental goals and how these will be accomplished.

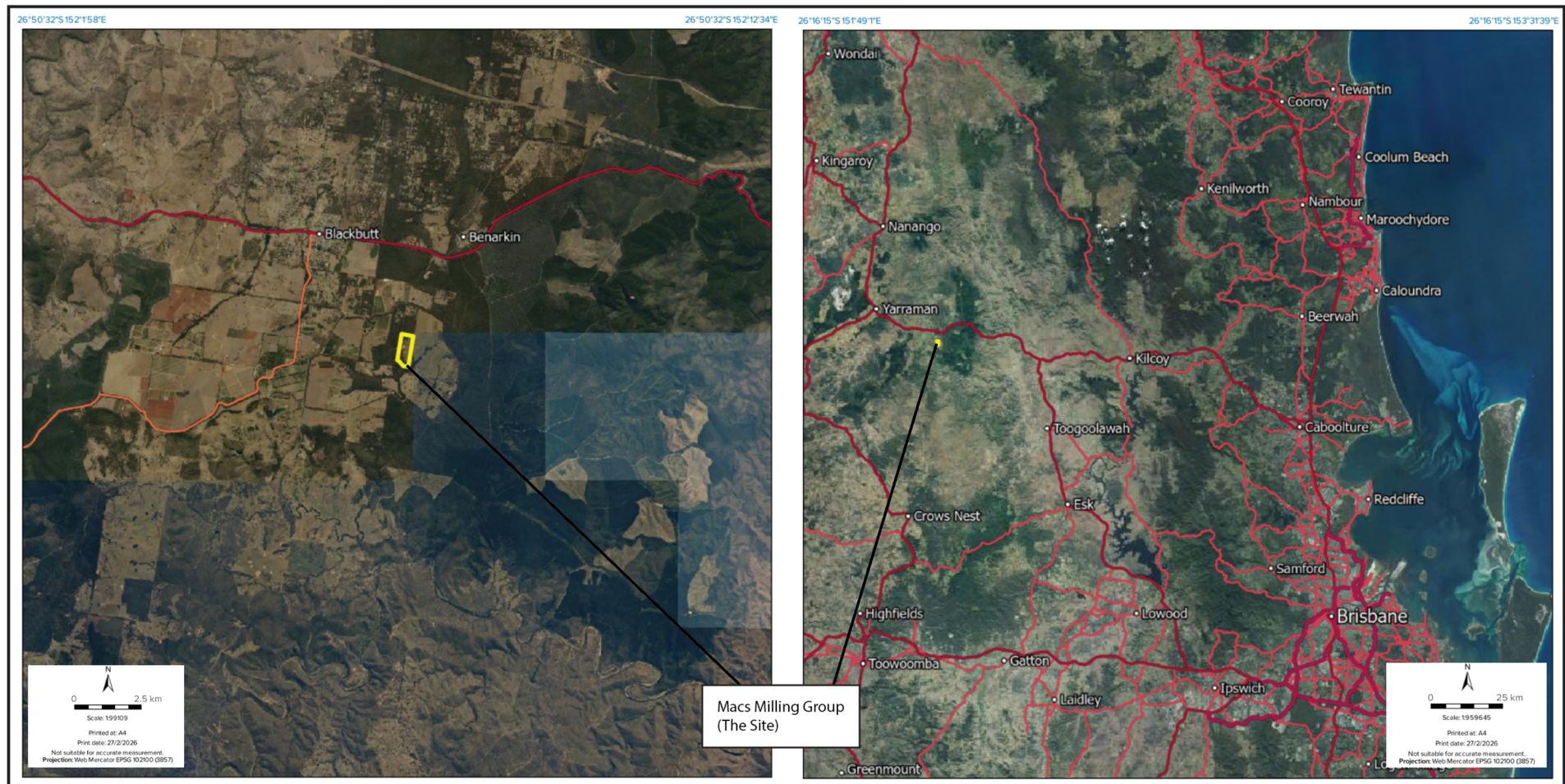


Figure 1: The Site Location

2 SITE DETAILS

2.1 Site Description

Key site details are provided in **Table 2**.

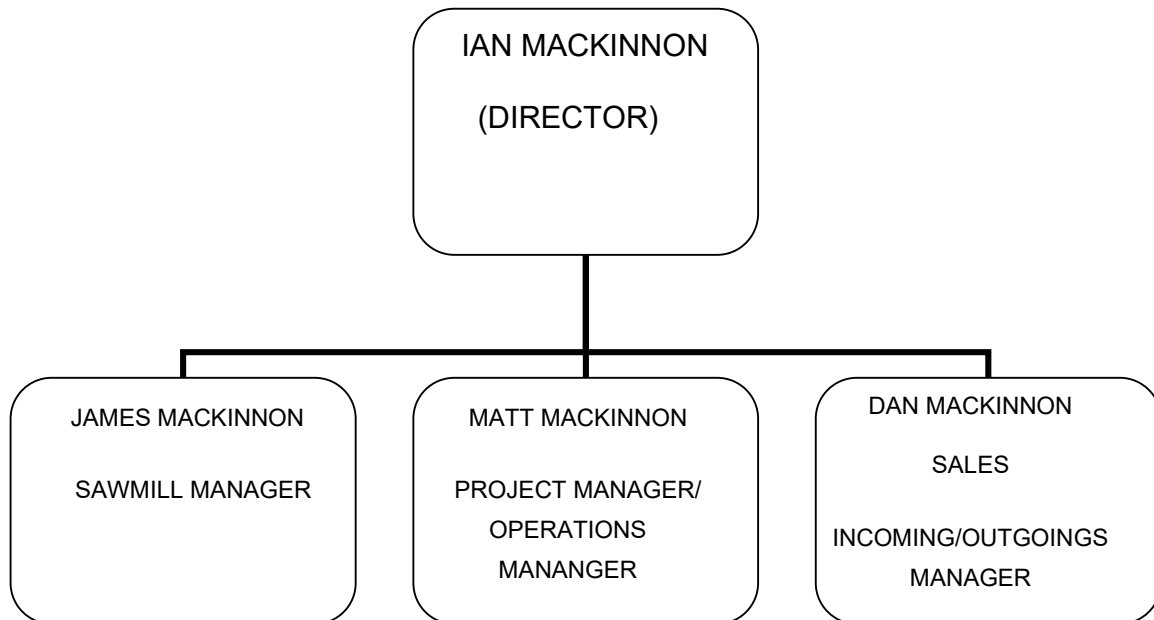
Table 2: Site details

Item	Comment
Street address:	614 Haynes Kite Millar Road, Cherry Creek Qld 4314 (Refer to Diagram 1 for site location)
Real property description:	Lot 3 SP121826
Area:	19.46 ha
Access:	Beckett Road
Central co-ordinates:	Lat -26.90972 Long 152.12322
Occupancy:	MMG – a business owned and operated by the Mackinnon family. The onsite residential home is occupied by Ian and Bev Mackinnon.
Local Authority:	Toowoomba Regional Council (TRC)
Zoning:	Rural, 100 ha
Surrounding Land Uses:	Production & Plantation Forestry, Residential, Horticulture, Cropping and other minimal uses.
Environmental Management Register (EMR) / Contaminated Land Register (CLR) status:	The site is not listed on the EMR or CLR.
Topography and drainage:	The site has a gentle slope from the northwest to southeast.

3 OPERATIONAL DESCRIPTION

3.1 Organisational Structure and Responsibilities

The following presents the organisational structure of the company, along with their respective responsibilities.



3.2 General Description

Macs Milling Group is a family owned and operated small-scale timber mill supplying a range of sawn hoop pine products to customers across the southeast region of Queensland.

The business employs 8 fulltime and 4 casual staff, generally operating the mill Monday to Thursday from 7:00AM to 3:30PM and on Friday from 7:00AM to 1:00PM (excluding Saturdays and Sundays). It is during these hours that the key equipment is used (mills, generator, loaders and forklifts and represent the standard hours). However, the proposed new hours will be 6:00AM to 7:00PM to accommodate arrival of trucks to/from the site. There are approximately 6-8 inbound log trucks per week and approximately 3-5 outbound truck carrying sawn board and 1-2 outbound sawdust /mulch trucks per week.

Overall, the sawmill receives logs harvested from forests for milling to produce a number of seasoned timber products as outlined above. Some pre-processing may occur during harvesting but generally the sawmill will receive logs that will then be rough sawn, hand-sorted, packed, docked, and sold. Log and timber is sourced from private land and crown land in the region and generally comprises of Hoop Pine (*Araucaria cunninghamii*).

Treating timber for preservation using chemicals including copper is **not undertaken at the sawmill.**

3.3 Noise Emissions

The main operations undertaken at the Macs Milling Group that have potential to generate noise include:

- Transport and unloading of logs in the log storage area;

- Log preparation;
- Cutting and sawmilling;
- Wood chipping;
- Desticking, stacking, and loading for dispatch of boards;
- Dust extraction blowers in the mill (tonal noise); and
- Reversing alarms on vehicles.

3.4 Stormwater & Sewage

3.4.1 Stormwater

Stormwater run-off is currently collected from a number of interceptors servicing the processing areas of the unsealed sawmill site and to some extent nearby storage areas which directs flows into the main Stormwater Catchment Dam. Any surplus stormwater run-off flows into the 2nd Stormwater Catchment Dam on the Southeast corner of the site. Uncontrolled release of uncontaminated stormwater has potential to result in erosion and sedimentation of surrounding areas if not managed appropriately. Refer to **Section 4.7 Environmental Monitoring & Auditing Management Plan and Appendix 7 Soil & Water Monitoring Procedure**.

3.4.2 Sewage

The sawmill is not connected to mains sewers and has an existing onsite sewerage septic tank system based on a domestic design and scale servicing the office and amenities facilities.

Domestic sewage and greywater from the office and amenities facilities will continue to be directed to this onsite septic tank system.

3.5 Emissions to Air

Potential emissions to atmosphere from sawmills include sawing, milling and chipping as well as onsite traffic movement with dust and particulates from other site operations.

Emissions can be discharged from the following source at the Macs Milling Group:

- An area source, for example, dust blown from storage areas and waste stockpiles.

The sources of these potential emissions and some of the control and management options implemented onsite already for this is summarised in **Table 3**. Potential impacts are evaluated via risk assessment (refer to the Risk Matrix in **Appendix 6**).

Table 3: Typical air emissions, sources and current management options at the sawmill.

Potential Emission	Nature of Source	Summary of Management
	▸ Sawing, milling, chipping.	▸ Collection and extraction of particulates by cyclones or fabric filter dust collectors. ▸ Use of water sprays
	▸ Onsite traffic movements	▸ Use of water sprays

3.5.1.1 Traffic and materials handling

Particulates, consisting of dirt and debris from logs and from unsealed sections of the yard, can arise from:

- The reception yard where logs are delivered;
- The movements of sawn timber into storage areas or onto trucks; and

- Other materials handling in the yard.

3.5.1.2 Processing sawlogs & other timber products

Inside the mill, the processing of timber and timber products through sawing, milling (depending on what is being produced) generates wood shavings, sawdust, sanding dust, etc.

The size of these wood-based particles varies significantly. Some dusts are very fine and can cause respiratory irritation.

3.5.2 Odour

There is minimal likelihood of adverse odours being generated onsite.

3.6 Solid Waste & Wood By-product Generation, Reuse & Disposal

Sawdust and woodchip piles are stored in dedicated areas. These by-products from the milling processes are valuable materials and are sold on for recycling (eg input to landscaping products). Wood waste is not burned or buried onsite.

Other solid wastes such as office waste and packaging materials may cause litter related problems if not adequately managed.

Accumulation of sawmill residues, disused plant and equipment, waste oil and general rubbish is avoided in order to minimise the potential for site contamination, reduce the visual impact of the operation and improve site safety.

General refuse is collected and temporarily stored onsite in bins with lids until collected by standard waste management collection for disposal to landfill.

3.7 Hazardous Materials

Some smaller quantities of oils, greases and hazardous chemicals are stored in dedicated pallet-bunded containers.

Fuel is stored onsite (diesel) as well as petrol in smaller quantities in the workshop and is used primarily for vehicle and small engine refuelling purposes.

Diesel is stored in a dedicated self-bunded freestanding tank with a maximum fill of 24,000L.

There is a potential fire risk associated with the storage of the above hazardous products. In addition, leakage of hazardous products into the environment can cause significant short and long-term contamination of soils, groundwater and/or indirect contamination of surface waters if allowed to enter the wastewater stream and released untreated.

4 Environmental Management Procedures & Plans

4.1 Risk Assessment and Issues Register

An evaluation of the risk of impact has been undertaken for the key Macs Milling Group activity areas including the general site, log yard, green milling, timber drying, dry milling and traffic & transport management. A copy of the Issues Register and Risk Assessment has been provided in **Appendix 6**.

4.2 General Controls

4.2.1 Site Inductions

All staff, contractors, and visitors shall be appropriately inducted on first time arrival on site. Inductions shall cover safety and administrative matters and any environmental matters that are relevant to the person's activities on site. A record will be kept of the induction, including names, company names, contact details, site activity and scope/specific content of induction.

All inductions will include a brief description of the General Environmental Duty and of key matters which management has to tightly control in order to abide by approval conditions.

The presence of sensitive or restricted areas will be indicated as necessary.

4.2.2 Hours of Operation

Hours of operation for all activities onsite, in line with existing operational hours are presented in **Table 4** below. The sawmill does not operate on Saturdays, Sundays or public holidays.

Table 4: Macs Milling Group Work Days & Hours.

ACTIVITY	CURRENT HOURS OF OPERATION		PROPOSED HOURS OF OPERATION
	Weekdays (Monday to Thursday)	Weekdays (Friday)	Weekdays (Monday to Friday)
Access (general operations)	7.00AM to 3.30PM	7.00AM to 1.00PM	6.00AM to 7.00PM
Sales	7.00AM to 3.30PM	7.00AM to 1.00PM	6.00AM to 7.00PM
Delivery of logs	7.00AM to 3.30PM	7.00AM to 1.00PM	6.00AM to 7.00PM
Dispatch of timber and other products	7.00AM to 3.30PM	7.00AM to 1.00PM	6.00AM to 7.00PM
Plant & equipment maintenance	7.00AM to 3.30PM	7.00AM to 1.00PM	6.00AM to 7.00PM
Milling, chipping	7.00AM to 3.30PM	7.00AM to 1.00PM	6.00AM to 7.00PM

4.2.3 Site Security & Signage

Site security and signage shall be maintained as required. The goal of site security and signage is to:

- Restrict unauthorised access;
- Maintain site security; and
- Keep works/operational areas secured in accordance with standard regulatory requirements.

4.3 Noise Management Plan

4.3.1 Rationale

The sawmilling activity will be managed in a way that protects the environmental values of the acoustic environment. Any releases of sounds from the sawmill site are managed so that potentially adverse impacts on environmental values including health and wellbeing and sensitive ecosystems are prevented or minimised. The key objective of the *Noise Management Plan* is to protect the acoustic environment on site and at surrounding residences and to minimise the likelihood of complaint.

4.3.2 Issues/Aspects/Impacts

Noise is the most common cause of complaints at sawmills. The major sawmill noise sources that have potential to generate noise have been identified and include:

- Truck, loader and forklift movements and associated unloading logs and loading of timber products for transport;
- Chainsawing;
- Primary saws, bandsaws and circular saws associated with timber milling;
- Fans, compressors, conveyors, and dust collectors associated with dust extraction and sawdust movement;
- Woodchipper associated with chipping offcuts;
- Light vehicles (employee vehicles, maintenance vehicles and service vehicles);
- Maintenance activities; and
- Ancillary plant and equipment.

4.3.3 Management Plan

<i>Operational Policy Objective – Noise Management</i>	
<i>Goal: To protect the acoustic environment at surrounding residences and to minimise the likelihood of complaint.</i>	
Performance Criteria	▸ Operations will comply with the Environmental Protection (Noise) Policy 2019 (EPP Noise) and the conditions of approval documents (e.g. Development Approval, Environmental Authority).
Management Procedures and Practice	▸ Hours of operation for all activity, other than office and site maintenance activities (e.g. cleaning), are restricted to between 6.00AM and 7.00PM. ▸ To reduce the noise impact from chainsaws as far as practicable, minimise the time chainsaws are required to be used and avoid the use of chainsaws during sensitive periods of the day (i.e. early in the morning). ▸ Maintain effective enclosure of major plant within the saw shelters. ▸ Maintenance of the blades of the circular saws should be done regularly to maintain good cutting conditions and reduce noise generated by damager equipment. ▸ Where reasonable and practical, mobile plant to be fitted with broadband reversing beepers. ▸ Use mufflers and engine covers/screens where appropriate for generators and mobile plant. ▸ Care should be taken to reduce noise when loading or unloading vehicles or moving materials. Minimise drop heights of materials when transferring (e.g. loading and unloading vehicles and storage areas). ▸ Trucks approaching and leaving the premises are routed to avoid residential areas wherever practicable and to wherever possible use main highways.
Monitoring & Reporting	▸ The Sawmill Manager will initiate a noise survey following a request from an administering authority (DETSI or TRC) to investigate a noise complaint, providing this complaint is reasonable and not frivolous or vexatious; ▸ The Sawmill Manager will also initiate noise monitoring/surveys as often as is necessary to check compliance with the performance targets; ▸ The Sawmill Manager will ensure noise mitigation measures including plant and equipment are

	maintained and working effectively; and ▸ The Sawmill Manager will maintain records of any noise monitoring or surveys undertaken.
Responsibility	▸ All complaints received at the sawmill will be recorded in a Complaints Log Book. The Sawmill Manager will investigate complaints and take actions in accordance with the complaints handling protocol (Appendix 3).
Corrective Action	▸ The Sawmill Manager will personally meet any person making a complaint and to resolve issues raised by the complainant. The Sawmill Manager may request the services of a specialist consultant to investigate the noise issues if required. ▸ Specialist consultants might be required to give advice on noise control devices that can be implemented at the sawmill, to prevent environmental nuisance. ▸ The Sawmill Manager is to undertake appropriate action to reduce the identified noise source and ensure the performance criteria is achieved.
Auditing & Review	▸ The Sawmill Manager (or consultant) will retain and review monitoring undertaken in the preceding 12 months, compare the monitoring results against relevant legislative requirements, approval conditions and nominated performance criteria, and review changes to mill activities employed at the site and any complaints received and actions taken.
Reference Documents	▸ ATP Noise Impact Assessment Macs Milling Group (MMG) 614 Haynes Kite Millar Road, Cherry Creek, June 2026. ▸ DETSI, <i>Noise Measurement Manual</i>, Version 4.01, 10 March 2020. ▸ WorkCover Queensland, <i>Noise</i>, Online: https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/hazardous-exposures/noise ▸ Environmental Protection (Noise) Policy 2019. ▸ Australian Standard AS1055-2018, <i>Acoustics – Description and measurement of environmental noise</i>. Parts 1, 2 and 3.

4.4 Water Quality Management Plan

4.4.1 Rationale

The key objective of site operations is to manage operations in a way that protects environmental values of waters and wetlands. Apart from the stormwater catchment dams, there are no water bodies or wetlands on site and risk of impact to groundwater is considered minimal. This is achieved by: (a) Storage and handling of potential contaminants to prevent or minimise releases to the environment from spills or leaks; (b) contingency measures to prevent or minimise adverse effects on the environment due to unplanned releases or discharges of contaminants to water; (c) stormwater contaminated by the sawmilling activity that may cause an adverse effect on an environmental value will not leave the site without prior pre-treatment; (d) stormwater is managed to ensure that adverse effects on environmental values are prevented or minimised.

4.4.2 Issues /Impacts

Stormwater runoff from log storage areas may contain soil and other materials washed out of the logs, as well as sawdust and chip from general operations on site.

Domestic sewage and greywater from the office and amenities facilities will continue to be directed to the onsite sewage septic tank system.

4.4.3 Management Plan

<i>Operational Policy Objective - Water Quality Management</i>	
Goal:	Protect the quality of receiving waters and to minimise the likelihood of complaint
Performance Criteria	▸ The water released from the site will comply with the Environmental Authority conditions and stormwater discharge requirements of the development approval. ▸ Environmental Protection (Water and Wetland Biodiversity) Policy 2019.
Management Procedures and Practice	▸ Management practices and procedures are described below (using the hierarchy of stormwater management controls) as a framework contained in the Site Based Stormwater Management Plan. ▸ Sawdust and wood waste are stockpiled in such a manner and position that sawdust or leachate cannot directly enter watercourses.
Monitoring & Reporting	▸ The Sawmill Manager will regularly inspect the site for erosion following major rainfall events. The Sawmill Manager will also inspect diversion drains, other drains, rock chutes, sediment basins, and settling ponds. ▸ The Sawmill Manager will arrange for monitoring of the water exiting the site to investigate water quality, upon receipt of request from an administering authority ▸ The Sawmill Manager will arrange for sampling of soils and stormwater at least once yearly. This will be undertaken by a suitably qualified third party. Analysis of samples will be undertaken by NATA accredited laboratory.
Responsibility	▸ All water quality complaints received at the sawmill will be recorded in the complaints register. The Sawmill Manager will investigate complaints and take actions in accordance with the complaints handling protocol. ▸ The Sawmill Manager will allow an administering authority (DETSI or TRC) to visually inspect the complaints register on request. ▸ The Sawmill Manager will be responsible for ensuring that drains and other sediment and erosion control systems and devise are kept free of silt build-up which can impact on runoff water quality.
Corrective Action	▸ The Sawmill Manager is to personally meet with any person making a complaint and to resolve issues raised by the complainant. Additional water monitoring will be undertaken following reasonable and relevant complaints if requested by the administering authority, or upon the advice of an environmental consultant.

	▶ The Sawmill Manager will inspect stormwater management devices and instigate maintenance activities where required.
Auditing & Review	▶ The Sawmill Manager (or consultant) will review the results of the water monitoring tests if undertaken and compare the monitoring results against relevant legislative requirements, licence conditions and nominated performance targets.
Reference Document	▶ Site Based Stormwater Management Plan (prepared by IMEMS Environmental).

4.5 Air Quality Management Plan

4.5.1 Rationale

The sawmill produces a variety of emissions to the air that if not adequately controlled has the potential to be a nuisance at the nearest residences.

The objective of the air quality management plan is to protect air quality of the locality and to minimise the likelihood of complaint.

The key goal will be to minimise discharge to air from the sawmilling activity of contaminants that may cause an adverse impact on the environment. This will occur via (a) minimisation of fugitive emissions of contaminants from storage, handling and processing materials on the site; and (b) contingency measures which will prevent or minimise potentially adverse impacts on the environment from unplanned emissions.

4.5.2 Issues/Aspects/Impacts

Sawmill activities which have the potential to impact on air quality of the locality include;

- Log handling and green milling;
- Dry milling of rough sawn timber to produce final milled product (floor boards, decking etc);
- Storage of by-product.

4.5.3 Management Plan

<i>Operational Policy Objective - Air Quality Management</i>	
Goal:	To protect air quality of the locality and to minimise the likelihood of complaint
Performance Criteria	The <i>Environmental Protection (Air) Policy 2019</i> (EPP (Air)) provides a statutory basis for the establishment of guidelines for ambient air quality and technology-based standards for point source emissions, identification of environmental values and the guidelines to protect them and provision of frameworks for managing environmental impacts. The objective of the EPP (Air) is to protect Queensland's air quality and to protect environmental values and wellbeing of humans.
Management Procedures and Practice	▸ The sawmill is to be generally maintained in a condition which minimises or prevents the emission of dust emanating from the property. ▸ Sawdust or sawmill residue or by-product not to be deposited on any land, whether by way of filling or otherwise, or burnt. ▸ No open burning of wood residue or by-product is allowed. ▸ Shavings and sawdust will be collected via the cyclone dust collector. The cyclone dust collection system will be regularly inspected to ensure filters, airspeed etc. are in working and optimum condition. Stacks and vents will be visually inspected daily. ▸ Roads and storage areas are to be watered or sealed (or both) to minimise the emission of dust. ▸ All loads of wood chips and sawdust being removed from the premises to be effectively covered to control spillage. ▸ Plant is to be operated and maintained in a proper and efficient manner that does not cause visible exhaust emissions.
Monitoring & Reporting	▸ Air quality monitoring in accordance with AS3580.09.63 will be undertaken to investigate a complaint of dust-related health impact, upon receipt of request from an administering authority. ▸ The Sawmill Manager will initiate further dust monitoring as often as is necessary to check compliance with performance targets. ▸ All sawmill employees will be responsible for visual surveillance of dust emissions. Excessive dust generated will be reported to the Sawmill Manager who will give instruction on actions to be taken.
Responsibility	▸ All complaints received at the sawmill will be recorded in the complaints register. The Sawmill

	Manager will investigate complaints and take actions in accordance with the complaints handling procedure. ▶ The Sawmill Manager will allow an administering authority (DETSI or Toowoomba Regional Council) to visually inspect the complaints register on request. ▶ The Sawmill Manager will be responsible for ensuring that dust suppression equipment is maintained and is in good working order. ▶ The Sawmill Manager will report any actions or dust observations in the operator's daily diary.
Corrective Action	▶ The Sawmill Manager is to personally meet with any person making a complaint and to resolve issues raised by the complainant in accordance with the complaints handling protocol. ▶ Specialist consultants might be required to give advice on further dust control measures which should be implemented at the sawmill if dust generated by the sawmill is unacceptable. ▶ During unfavourable weather conditions, the Sawmill Manager will schedule activities and implement controls to prevent dust nuisances. ▶ The Sawmill Manager will give instruction on actions to be taken if excessive dust is generated.
Auditing & Review	▶ The Sawmill Manager (or consultant) will retain and review monitoring undertaken in the preceding 12 months, compare the monitoring results against relevant legislative requirements, approval conditions and nominated performance criteria, and review changes to mill activities employed at the site and any complaints received and actions taken.
Reference Document	▶ AS3580.9.8 (2022) - Methods for sampling and analysis of ambient air: Determination of suspended particulate matter PM10 - Gravimetric Method. Australian Standards ▶ AS/NZS 3580.14:2014 – Methods for sampling and analysis of ambient air, Part 14: Meteorological monitoring for ambient air quality monitoring applications. ▶ AS/NZS 3580.1.1:2016 – Methods for sampling and analysis of ambient air – Part 1.1: guide to siting air monitoring equipment. ▶ DETSI, <i>Noise Measurement Manual</i>, Version 4.01, 10 March 2020. ▶ Any current air monitoring guidance by Qld DETSI.

4.6 Community Relations Management Plan

4.6.1 Rationale

The Macs Milling Group is located on the fringe of the small town of Blackbutt in a rural locality of the same name. As a member of the local community, the operator has obligations to meet and discuss issues and concerns raised by surrounding land users relating to the day-to-day operation of the sawmill.

The objective of the *Community Relations Management Plan* is to foster good relationships and co-operation with the local community.

4.6.2 Issues/Aspects/Impacts

The local community has an interest in ensuring that sound sawmill management is carried out and that amenity and environmental values are protected.

4.6.3 Management Plan

<i>Operational Policy Objective – Community Relations Management</i>	
<i>Goal: To foster good relationships and co-operation with the local community.</i>	
Performance Criteria	There are no specific legislative requirements for achieving good community relations. The general target for the Macs Milling Group is to prevent repeated complaints.
Management Procedures and Practice	- A protocol for settling complaints has been prepared and sets out specific procedures and timeframes for dealing with complaints. This protocol is reproduced in Appendix 3, which also includes a template that can be used to generate a Complaint Log Book in order to maintain a record of complaints and their investigations. - The sawmill welcome community members to visit the sawmill by appointment. - The Complaints Log is to be made available on demand for inspection by the TRC, DETSI or any authorised officer from a government department or agency responsible for administering the matters involved in the complaint.
Monitoring & Reporting	- If monitoring is undertaken, the Sawmill Manager, or the consultant commissioned to undertake the study/survey, will provide an objective summary of the results of the survey to the complainant. Actions resulting from commissioning of a study will also be provided to the complainant. - The Sawmill Manager will at least annually update records of property owners and contact details within 500m of the sawmill. - The Sawmill Manager shall maintain a register of all environmental complaints received in accordance with the protocol for settling complaints. - Upon assessing the complaint to the best practical extent, the Sawmill Manager will record the actions taken to settle the complaint in the Complaints Log Book.
Responsibility	- The Sawmill Manager upon consideration of the complaint, will if possible, personally investigate the issue raised by the Complainant. The Sawmill Manager may commission an investigatory study to determine whether the complaint can be substantiated. - Employees receiving a complaint are required to record the complaint and notify the Sawmill Manager that the complaint has been received.
Corrective Action	The Sawmill Manager will ensure that actions to reduce the likelihood of further complaints will be undertaken.
Auditing & Review	The Sawmill Manager (or consultant) will keep records summarising any complaints received in the preceding 12 months, and review changes to the extraction or Complaints (included in Appendix 3) will be reviewed, and modified where necessary. Any actions carried out in response to a complaint will also be included in the Annual Return Report.
Reference Documents	Not Applicable

4.7 Environmental Monitoring & Auditing Management Plan

4.7.1 Rationale

Environmental monitoring can provide information to assess whether environmental performance targets and legislative requirements have been achieved. Monitoring can also be used as a management tool to assess whether additional or modification of existing environmental management measures is required to protect the amenity of surrounding land and environmental values.

The objective of the *Environmental Monitoring & Auditing Management Plan* is to ensure that monitoring and auditing is carried out to assess compliance with any legislative requirements / nominated performance criteria and whether environmental management practices have been successful in protecting the amenity of surrounding areas.

4.7.2 Issues/Aspects/Impacts

Environmental monitoring will be carried out:

- During a complaint investigation;
- To assess compliance with any nominated performance criteria;
- To assess the effectiveness of environmental management practices employed; and
- Following a request from TRC or the DETSI.

Monitoring may either be qualitative (for example, visual surveillance) or quantitative (for example, measuring sound levels at a nearby residence).

4.7.3 Management Plan

Operational Policy Objective – Environmental Monitoring & Auditing	
Goal: <i>To ensure that monitoring and auditing is carried out to assess compliance with any legislative requirements / nominated performance targets and whether environmental management practices have been successful in protecting the amenity of surrounding areas.</i>	
Performance Criteria	▸ Monitoring shall be carried out, as required by the SBEMP. ▸ An Annual Return Report will be prepared within one month prior to the anniversary of the issue of the Environmental Authority, as required by the SBEMP.
Management Procedures and Practice	▸ Management will adopt standard monitoring and reporting requirements to ensure the legitimacy of the results and to enable trends to be detected. ▸ The following should be recorded for all monitoring undertaken: ● Reason for carrying out the monitoring; ● Location/s where monitoring was conducted (description and plan showing the monitoring location/s); ● The monitoring method (qualitative and/or quantitative); ● Description of the monitoring location/s including observations made (qualitative measurements – for example sampling depth, visible water quality or audibility of noise); ● Prevailing weather conditions; ● The name of the person carrying out the monitoring; ● Method of monitoring (for example photograph, grab sample, survey, field measurements); ● The type, model, serial number and calibration of any monitoring equipment used; ● Sampling/measurement date and time, including the measurement duration/period; ● Parameters measured, including units of measurement; ● Measurements taken or monitoring results (for example noise levels or water quality)

	measurements); and - Any standards, guidelines or protocols in which monitoring was carried out in accordance with (for example, noise monitoring carried out in accordance with the Noise Measurement Manual). - Monitoring records and results shall be kept at the site office for a period of at least 5 years. Management shall make available monitoring results following a written request from the Toowoomba Regional Council, DETSI or other relevant stakeholder. - The results of monitoring during a complaint investigation should be made available to the complainant, along with any additional measures that have been undertaken to resolve the complaint. - The Monitoring Schedule is included as Table 5.
Monitoring & Reporting	- The Sawmill Manager shall ensure that a suitably experienced person: - Undertakes soil and water monitoring and sampling at select locations in accordance with the <i>Soil and Water Monitoring Procedure</i> (refer to Appendix 7) - Compares the monitoring results with the legislative requirements and/or nominated performance targets. - Assesses/reviews additional environmental management practices which may be required to ensure legislative requirements and/or nominated performance targets are met. - The results of the above shall be recorded in a suitable form for review by sawmill management.
Responsibility	- The Sawmill Manager is responsible for ensuring that all monitoring required by the Management Plans in this document are carried out in a timely manner. - The Sawmill Manager is responsible for ensuring that monitoring is carried out by experienced personnel. - The Sawmill Manager is responsible for ensuring that all monitoring results are recorded in a consistent fashion, and the results are stored for easy retrieval. - The Sawmill Manager is responsible for ensuring that monitoring results are assessed and reported on by a suitably qualified person. - The Sawmill Manager is responsible for ensuring that any additional monitoring or changes to management practices recommended from the review of monitoring records by a suitably qualified person) be implemented in a timely manner.
Corrective Action	Where monitoring or reporting has not been carried out as required in these Management Plans – carry out the monitoring as soon as reasonably practical.
Auditing & Review	The Sawmill Manager (or consultant) will retain and review monitoring undertaken in the preceding 12 months, compare the monitoring results against relevant legislative requirements, approval conditions and nominated performance criteria, and review changes to mill activities employed at the site and any complaints received and actions taken.
Reference Documents	Australian Government Dept of Environment, <i>Compliance Monitoring & Auditing</i>, undated fact sheet.

Table 5: Macs Milling Group Monitoring Schedule.

ENVIRONMENTAL ASPECT	MONITORING FREQUENCY
Complaints	As received
Noise	Following complaint, Daily surveillance
Visible Dust	Daily surveillance
Fire controls	Bi-annual
Weeds	Six Monthly
Erosion	After major rainfall event
Review of Employee and Contractor Environmental Competencies	New employee on commencement Existing employees on annual basis
Site signage	Annually
Record and track regulated waste disposal	Event
Inspect waste storage facilities	Quarterly
Update Material safety Data Sheets	Event and annually
Inspect oil, grease and fuel stores	Monthly
Stormwater structures	Following major rainfall events

4.8 Waste, By-Products and Residues Management Plan

4.8.1 Rationale

The key objective of site operations is to manage timber by-products and any waste ancillary to operations in a way that protects all environmental values. This is achieved by ensuring that any waste generated by the sawmilling activity or transported is managed in accordance with the waste and resource management hierarchy in the *Waste Reduction and Recycling Act 2011*. Should waste be disposed of, it is disposed in a way that prevents or minimises any likelihood of adverse impacts on the environmental values.

4.8.2 Issues/Aspects/Impacts

Principal wastes at the sawmill may include:

- Paper and general wastes from the office, workshop and amenities;
- Timber offcuts, woodchips and sawdust;
- Used oils and grease from plant, equipment and vehicle servicing;
- Used machinery and equipment;
- Consumables such as batteries, tyres and oil filters;
- Used containers, drums, bags and packaging;
- Water and sludge from the onsite septic tank system;

The management of oils, greases, fuels and chemicals is detailed in the Oil, Greases, Fuels and Chemicals Management Plan.

4.8.3 Management Plan

<i>Operational Policy Objective - Waste Management</i>	
<i>Goal: To minimise wastes generated by sawmill activities and to control disposal of waste.</i>	
Performance Criteria	▸ The Waste Reduction and Recycling Act 2011 legislates a waste management hierarchy in a preferred order of adoption. The hierarchy is as follows; 1 Waste Avoidance 2 Waste Reduction 3 Waste Re-use 4 Waste Recycling 5 Recovery from Wastes 6 Waste Treatment 7 Waste Disposal. ▸ The performance criteria for the Macs Milling Group will be to manage its wastes in accordance with the <i>Waste Reduction and Recycling Act 2011</i>.
Management Procedures and Practice	Waste Avoidance ▸ Waste avoidance relates to preventing the generation of waste or reducing the amount of waste generated. Reasonable and practicable measures for achieving waste avoidance may include, but are not necessarily limited to: ▸ Input substitution (using recyclable materials instead of disposable materials, for example using oil delivered in recyclable steel drums instead of non-recyclable plastic containers; ▸ Increased efficiency in the use of raw materials, energy, water or land (purchasing consumables in bulk (viz. large containers) rather than in small quantities); ▸ Product redesign; ▸ Improved maintenance and operation of equipment (keep equipment in good working order to reduce wear and overhaul); ▸ Closed-loop recycling; and ▸ Undertaking an assessment of waste minimisation opportunities from time to time.

	Waste Reduction Waste Reuse - Waste re-use refers to re-using waste, without first substantially changing its form. Reasonable and practicable measures for reusing waste may include, but are not necessarily limited to: - Recovering and separating solvents, metals, oil, or components or contaminants and reusing separated solvents for degreasing plant and equipment; - Applying waste processing fines to land in a way that gives agricultural and ecological benefits; - Onselling surplus sawdust, bark and chip to the landscaping industry; and - Using water collected in Stormwater Dam for dust control; Waste Recycling - Waste recycling refers to treating waste that is no longer useable in its present form and using it to produce new products. Reasonable and practicable measures for reusing waste may include, but are not necessarily limited to: - Recovering oils, greases and lubricants for collection by a licensed oil recycling contractor; - Recovering, separating and recycling packaging (including paper, cardboard, steel and recyclable plastics; - Recycling used plant and equipment to the maximum practicable extent; - Finding alternatives to disposal of non-recyclable materials; and - Providing suitable receptacles and storage areas for collection of materials for recycling. Recovery from Wastes - This refers to recovering and using energy generated from waste. Reasonable and practicable measures may include, but are not necessarily limited to: - Separating wastes from sawmilling including timber offcuts, flitches and sawdust is on sold to a licenced Garden Product supplier to reuse in garden soil blends. Waste Treatment Waste Disposal - This refers to disposing of waste that cannot be otherwise reused, recycled or used for energy recovery. Reasonable and practicable measures may include, but are not necessarily limited to: - Regulated wastes must be transported and disposed of in accordance with the Environmental Protection Regulation 2019; - Disposal to a licensed waste disposal facility (viz landfill or transfer station); and - Disposal of effluent from onsite sewerage plants in accordance with AS1547 or licensed waste disposal.
Monitoring & Reporting	- The Sawmill Manager shall ensure that a system is in place to record and track waste disposal in accordance with the Waste Reduction and Recycling Act 2011 and Environmental Protection Regulation 2019. - Regular (monthly) visual inspections of waste storage areas should be carried out to ensure that: - Containers are not overflowing, and becoming a visual blight; - Odours are not causing a nuisance to employees or neighbours; - Weeds and / or vermin are not becoming established; and - The waste holding facilities have not become a fire risk.
Responsibility	The Sawmill Manager shall ensure all employees and contractors are made aware of the Waste

	Management Plan and the objective to reduce waste. ▸ The Sawmill Manager will ensure that temporary waste storage areas are signed, waste and recycling bins are emptied when full and materials which may cause land contamination are not disposed of on the site. ▸ The Sawmill Manager shall ensure that regular (monthly) inspections of waste storage areas are undertaken. ▸ All Employees will be responsible for ensuring wastes are temporarily stored in the designated areas and that recycling is undertaken to the maximum practical extent. ▸ The Sawmill Manager shall ensure that a system is in place to record and track waste disposal in accordance with the Waste Reduction and Recycling Act 2011 and Environmental Protection Regulation 2019.
Corrective Action	▸ Where inspections of waste holding areas indicate problems with overflowing bins, odour, weeds, vermin or fire risk, the Sawmill Manager shall arrange for remedial actions to take place as soon as reasonably practical (i.e. remove waste to licensed waste facility).
Auditing & Review	▸ The Sawmill Manager (or consultant) will retain and review monitoring undertaken in the preceding 12 months, compare the monitoring results against relevant legislative requirements, approval conditions and nominated performance criteria, and review changes to mill activities employed at the site and any complaints received and actions taken. ▸ The Sawmill Manager shall review the Waste Management Plan as required and at least once every three (3) years.
Reference Documents	▸ Waste Reduction & Recycling Act 2011. ▸ Waste Reduction & Recycling Regulation 2023. ▸ Qld Govt DETSI, Waste. Online: Waste reduction and recycling Environment, land and water Queensland Government

4.9 Oil, Grease, Fuel & Chemical Management Plan

4.9.1 Rationale

Sawmill operations have the potential to contaminate land and water in and surrounding the site by the release of oils, greases, fuels and other hazardous substances. Contamination can be prevented by the implementation of control measures.

The objective of the *Oil, Grease, Fuel and Chemical Management Plan* is to prevent the contamination of land or water.

4.9.2 Issues/Aspects/Impacts

Various chemicals are likely to be used and/or stored on the site. These chemicals may include:

- Distillate (fuel for stationary and mobile engines);
- Oils (lubricants and hydraulic oils for stationary and mobile equipment);
- Greases (lubrication of equipment);
- Solvents (degreasing and cleaning of engine parts);
- Paints and paint thinners (maintenance of equipment, buildings and signs); and
- Miscellaneous chemicals (weedicides, additives to products, cleaning agents etc.).

4.9.3 Management Plan

<i>Operational Policy Objective – Oil, Grease, Fuel & Chemical Management</i>	
<i>Goal: To prevent the contamination of land or water.</i>	
Performance Criteria	▸ No major spills of oils, greases, fuels or other hazardous chemicals and compliance with relevant Australian Standards.
Management Procedures and Practice	▸ Maintaining all material/chemical safety data sheets and information relating to the storage, use and handling of chemicals at the site office, and at the location of use. ▸ Inducting all new employees on the use and handling of chemicals. ▸ Preparing an accidental spill containment and clean-up procedure (refer to Appendix 8 for copy). ▸ Storing flammable and combustible liquids in accordance with AS1940. ▸ Storing and handling corrosive materials in accordance with AS3780. ▸ Disposing of unused or unwanted substances that have the potential to contaminate the site in accordance with statutory requirements. ▸ Transporting chemicals in accordance with the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code). ▸ Maintaining the site in a neat and tidy condition; and ▸ Providing and maintaining spill containment and clean-up kits at the sawmill workshop and fuel storage area.
Monitoring & Reporting	▸ Each month the Sawmill Manager will inspect the integrity of chemical stores, oil storages and fuel stores. This will include the inspection of bunds, enclosures or collection trays. ▸ Monitoring results and integrity tests for fuel storages will be kept at the sawmill office. ▸ The location, volumes and chemicals involved in major spills will be reported to the Department of Environment, Tourism, Science and Innovation and the Toowoomba Regional Council. Appropriate reporting forms are included as Appendix 44.
Responsibility	▸ All employees will be responsible for the safe day-to-day handling, use and storage of chemicals. ▸ The Sawmill Manager shall be responsible for ensuring all employees and contractors are

	aware of the requirements of the Oil, Grease, Fuel and Chemical Management Plan. ▸ The Sawmill Manager shall be responsible for training employees in the procedures for safe use of chemicals on site, where the use of such chemicals is a day-to-day requirement for their job. ▸ The Sawmill Manager shall be responsible for training all employees on the procedure for containing and cleaning up of chemical, oil and fuel spills. ▸ The Sawmill Manager shall be responsible for notifying the Department of Environment, Tourism, Science and Innovation and the Toowoomba Regional Council, of the location, volumes and chemicals involved in major spills.
Corrective Action	▸ Spillage and contamination will be immediately contained and a program designed to remediate any contamination will be implemented. ▸ Oils and grease spills will be cleaned up and materials disposed of in accordance with statutory requirements. ▸ Repair of bunds, enclosures or collection trays will be where inspection has found them to be damaged, or otherwise not in good order.
Auditing & Review	▸ The Sawmill Manager (or consultant) will retain and review monitoring undertaken in the preceding 12 months, compare the monitoring results against relevant legislative requirements, approval conditions and nominated performance criteria, and review changes to mill activities employed at the site and any complaints received and actions taken.
Reference Documents	▸ AS1940 – 2017 - The storage and handling of flammable and combustible liquids. Australian Standards. ▸ AS3780 - 2023: - The storage and handling of corrosive substances ▸ National Transport Commission, <i>Australian Code for the Transport of Dangerous Goods by Road & Rail</i>, Edition 7.9, October 2024. ▸ WorkCover Queensland webpage, Storage and handling systems, https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/hazardous-chemicals/managing-hazchem-risks/storage-and-handling-systems ▸ A guide for flammable and combustible liquids under the Work Health & Safety Act 2011, Version 3 updated January 2018.

5 Roles & Responsibilities, Training & Awareness

5.1 Roles & Responsibilities

Responsibility for environmental management and continuous improvement in performance is the duty of all personnel managing or working at the sawmill.

All personnel associated with the project shall comply with the requirements of all relevant environmental legislation, regulations, codes of practice, project standards, procedures and work instructions. Section 319 of the EP Act 1994 defines “general environmental duty” as “*A person must not carry out any activity that causes, or is likely to cause environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm*”.

The environmental responsibilities of key personnel are outlined below.

Business Manager/Owner

- Integrate the requirements of the SBEMP into project specific procedures;
- Review any environmental non-conformances, remediation and preventative actions;
- Evaluate the performance of the SBEMP on a regular basis;
- Allocate resources and delegate environmental tasks to manage environmental issues; and
- Ensure suppliers and contractors comply with environmental requirements.

Sawmill Manager

- Normally be present on site operational activities;
- Ensure that the SBEMP is effectively established, implemented and maintained;
- Ensure that staff are trained and aware of their environmental obligations;
- Take corrective action to resolve non-conformances;
- Report to the Business Manager/Owner on environmental issues and non-conformances;
- Have sufficient authority to take steps necessary to avoid or minimise adverse environmental impacts, including recommending to staff that activities cease due to inadequate environmental performance;
- Be present on site during any critical activities and provide support to staff to enable them to meet their environmental obligations;
- Arrange for environmental inspection and audit programs to be completed as required by internal procedures, approvals, licenses and permits;
- Complete any environmental inspection checklists and report to the Business Manager Owner;
- Implement an appropriate environmental awareness training program and assist staff to complete the training program;
- Ensure environmental records are kept and files maintained;
- Ensure community complaints and non-conformances are recorded and appropriately considered and acted upon;
- Coordinate with TRC and DETSI as necessary regarding approvals; and
- Communicate with the general public and key stakeholders, as required and within limits of authority.

All Staff

- Observe Environmental Policies and Procedures;
- Comply with the relevant Standards, Codes of Practice, Acts, and Regulations;
- Promptly report any non-conformances and/or breaches to management; and
- Take part in awareness training as directed by management.

5.2 Staff Training

Appropriate environmental training shall be received by employees to ensure they are aware of their responsibilities and are competent to carry out their work in an environmentally acceptable manner.

Employees shall attend a site induction during which environmental requirements shall be explained. Ongoing instruction shall be provided via modular training packages and toolbox meetings. All inductions and ongoing instruction shall be recorded on a project register (**Appendix 5**) to ensure all staff are inducted and receive the appropriate training.

Employees shall receive instruction in the following areas:

- SBEMP and related documents;
- Environmental policies;
- Understanding the regulatory requirements applying to the sawmill operation and their consequent responsibilities as a member of staff;
- Environmental objectives and targets;
- Potential consequences of straying from procedures;
- Emergency procedures and responses; and
- Understanding their legal obligations.

Personnel carrying out tasks that possess higher than usual environmental risks shall be provided with additional induction and training to further inform them of particular requirements, risks and controls. Such types of tasks though are not expected to be routine.

5.3 Emergency Contact Details

A list of emergency contact details is to be compiled and displayed in the site manager's office and in other locations that are accessible and frequently observed by all sawmill staff and visitors. The emergency contact details will cover all potential emergency scenarios that have been identified by risk management processes. Refer to **Appendix 9** for copy.

The list will be revised annually (or more frequently as required) to take into account any changes in administrative arrangements or contact details.

APPENDICES

Appendix 1: Development Approval & Environmental Authority.

Appendix 2: Corporate Environmental Policy

Appendix 3: Protocol for settling complaints and Complaints Log Book Template.

Appendix 4: Environmental Incident Reporting Form.

Appendix 5: Staff Training Records Log Book.

Appendix 6: Risk Assessment & Issues Register.

Appendix 7: Soil & Water Monitoring Procedure.

Appendix 8: Spill Containment & Clean-up Procedure.

Appendix 9: Emergency Contact Details.

Appendix 1: Development Approval & Environmental Authority.

**INSERT DEVELOPMENT APPROVAL AND
ENVIRONMENTAL AUTHORITY AT THIS
LOCATION**

Appendix 2: Corporate Environmental Policy



MACS MILLING GROUP
PTY LTD

Corporate Environment Policy

At Macs Milling Group, we will grow a business that delivers profitability while operating responsibly within our local community. We will achieve this through our people (employees) and by engaging with our customers, community and other stakeholders.

We believe that, to ensure we run as a successful business, due regard for the environment needs to be integrated into how the business operates. We will manage our business so that we minimise the impact on the environment and are committed to:

- › Supporting principles of sustainable development;
- › Train and encourage our employees to achieve and maintain sound environmental practices;
- › Minimising air, noise, and water and land pollution;
- › Promoting energy efficiency in our operations; and
- › Providing information to the community as required to show we are keeping our commitments.

In particular, we will:

- › Optimise the use of our waste products through recycling
- › Act in accordance with environmental guidelines and practises set by the company and relevant Government agencies to ensure that we comply with all environmental regulations as a minimum standard;
- › Ensure that we are aligned with our government approval conditions
- › Use effective management practices; and
- › Assist the public in understanding the environmental impact of our operation with a focus on minimising the environmental impact on our neighbours.

Macs Milling Group understands that being environmentally responsible in the way we conduct our business is an important aspect of maintaining our social licence to operate.

Matt Mackinnon
Macs Milling Group Pty Ltd

Appendix 3: Protocol for settling complaints and Complaints Log Book Template.

Protocol for Settling Complaints

Objective

To ensure that there is response to all complaints and that reasonable complaints are investigated and appropriate action is taken.

Complaint Recording

All complaints relating to the operation of the sawmill must be recorded in a log book with the following details:

- i. time, date and nature of complaint including urgency and significance.
- ii. type of communication (telephone, letter, personal etc).
- iii. name, contact address and contact telephone number of complainant (note: if the complainant does not wish to be identified then '*not identified*' is to be recorded).
- iv. response and investigation undertaken as a result of the complaint.
- v. names of persons responsible for receiving and/or investigating complaint.
- vi. action taken as a result of the complaint investigation and signature of responsible person.

Investigating Complaints

All complaints should be investigated. The investigations should include:

- determining what activities (and equipment) were being carried out or operated at the time of the complaint.
- determining whether, at the time of the complaint, normal day to day activities were conducted or whether new activities were conducted (viz. operation of new plant and/or equipment, or operation of equipment in a new location on the site).
- identifying whether equipment or activities on the extractive industry site were the source of complaint (or whether other activities in the locality were the cause of the complaint).
- determining what potential actions may be carried out to resolve complaint and/or minimise the likelihood of further complaint.

Resolving Complaints

Resolving complaints will be necessary to ensure that a good relationship with landholders in the locality is fostered.

Resolving complaints involves determining what actions are required to resolve the complaint and to reduce the likelihood of further complaints.

To ensure that a person making the complaint is satisfied with the actions taken (if actions are required) to resolve the complaint, contact should be made with the complainant following the carrying out of investigations/actions to ensure that the complaint has been satisfactorily resolved.

Complaint Log Book

A complaint log book/register will be kept at the site office.

Management Responsibility

The Sawmill Manager will be responsible for ensuring all employees at the sawmill are familiar with the procedure for complaint recording.

Employee Responsibility

Employees receiving a complaint are required to record the complaint and notify the Sawmill Manager that the complaint has been received.

Employees are to show respect and understanding to complainants.

PERFORMANCE TARGETS

Complaints are to be investigated within two working days of complaint being received.

Confirmation by the complainant within one month of completion of investigations of the complaint, that the issue has been satisfactorily resolved.

No repeated complaints.

Mac's Milling Group Complaint Log Book

All community complaints received by the site must be recorded on this register and referred to the applicable administering authority within 24hrs

Date & Time of Complaint	Issue/Reason for Complaint	By Whom/Contact Details	Action Taken to Address Complaint	Date & Time Action Taken	Comments (referred to Administering Authority?)

Appendix 4: Environmental Incident Reporting Form.

Macs Milling Group

Environmental Incident Reporting Form

This form is to be completed by the relevant employee and supervisor before being forwarded to the Owner/Business Manager of Macs Milling Group in the event of an environmental incident occurring.

Note: This form is not intended to replace other organisations' internal reporting procedures.

ALL RELEVANT SECTIONS MUST BE COMPLETED ON THIS FORM

SECTION 1 - GENERAL DETAILS	
Date:	Reported By:
Time: am / pm	Name:
Incident No:	Position:
	Company:
	Phone:

SECTION 2 - RESPONSIBLE PARTIES	
Name:	Phone:
Company Name:	Email:
Witness Details (if applicable)	
Name:	Phone:
Witness Statement Taken? ☐ Yes ☐ No	

NOTE

Pollution incidents and activities that cause or threaten to cause serious environmental harm or material environmental harm such as a major fuel spill or fire at the sawmill must be reported quickly (within 24hrs) to the Department of Environment, Tourism, Science and Innovation in accordance with the *Environmental Protection Act 1994*.

In certain circumstances the Toowoomba Regional Council must also be notified, so appropriate action can be taken to prevent or limit possible environmental harm.

SECTION 3 - INCIDENT DETAILS

- Type of Incident:
- | | |
|--|---|
| ☐ Spill (Go to Section 4) | ☐ Cultural Heritage disturbance/damage (Go to Section 6) |
| ☐ Waste/rubbish (Go to Section 6) | ☐ Chemicals / herbicide Use (Go to Section 6) |
| ☐ Wildlife disturbance/injury (Go to Section 6) | ☐ Water pollution/contamination (Go to Section 6) |
| ☐ Vegetation disturbance/damage (Go to Section 6) | ☐ Nuisance (noise, air quality) (Go to Section 6) |
| ☐ Acid Sulphate Soils disturbance (Go to Section 6) | ☐ Other: |

Incident Description

Immediate Response Actions Taken:

SECTION 4 - SPILL DETAILS

Spilled Material:

Quantity spilled (Litres):

Area affected (m²):

Total Response Time:

Time spent cleaning-up:

Surface Type:

- | | | | |
|--|---------------------------------|---------------------------------|--------------------------------|
| ☐ Asphalt/Bitumen | ☐ Grass | ☐ Gravel | ☐ Soil |
| ☐ Concrete | ☐ Pavers | ☐ Sand | ☐ Other |

Did the spill go into a waterway or drain?

- ☐ Yes – **Contact Toowoomba Regional Council immediately on 131 872**
- ☐ No

Details i.e. Cherry Creek :

Was a Spill Response Kit used? ☐ Yes (Complete Section 5) ☐ No

SECTION 5 - SPILL RESPONSE KITS (IF APPLICABLE)

Quantity Used i.e. 10kg absorbent material, 1 absorbent sock :

Was the contaminated waste placed into disposal bags? ☐ Yes ☐ NoWas the bagged waste placed into the Disposal Bin? ☐ Yes ☐ No**SECTION 6 - CONTRIBUTING FACTORS AND PREVENTATIVE ACTIONS****(TO BE COMPLETED BY MANAGER/SUPERVISOR)**Cause, Circumstances and
Contributing Factors:Measures that were in place to
prevent this type of incident:Measures to be implemented to
prevent/minimise this type of
incident occurring again**Manager / Supervisor General Comments**

Comments:

Name:

Position:

Company:

Signature:

Date:

SECTION 7 – FOLLOW UP & INVESTIGATION**(TO BE COMPLETED BY OWNER/BUSINESS MANAGER)**

Assessed Level of Potential or Actual Harm:

Is an Investigation Required? ☐ Yes ☐ No

Investigation Team:

FOLLOW UP ACTION:**COMMENTS**

Name:

Position:

Signature:

Date:

Appendix 5: Staff Training Records Log Book.

Mac's Milling Group

Staff Training Records Log Book

Photocopies of training certificates, etc. should be kept as records

Name	Date of Training	Name of Training Provider	Type of Training	Length of Training	Training Satisfactorily Completed

Appendix 6: Risk Assessment & Issues Register.

RISK ASSESSMENT**STEP 1 – Consider the CONSEQUENCES**

- ▶ What are the consequences of this event occurring?
- ▶ Consider what could reasonably happen with existing controls in place or if an incident has occurred.
- ▶ Look at the **CONSEQUENCE** descriptions on the Risk Matrix and choose the most suitable Consequence.

STEP 2 – Consider the LIKELIHOOD

- ▶ What is the likelihood of the consequence identified in Step 1 happening?
- ▶ Consider this without new or interim controls in place.
- ▶ Look at the **LIKELIHOOD** descriptions on the Risk Matrix and choose the most suitable Likelihood.

STEP 3 – Calculate the RISK

- ▶ Take the **CONSEQUENCE** rating and select the correct column.
- ▶ Take the **LIKELIHOOD** rating and select the correct row.
- ▶ Select **RISK** rating where the two ratings cross on the matrix.

LIKELIHOOD (how likely is it to happen?)

Qualitative Risk Assessment Matrix			Almost Certain (once per 6 months)	Likely (once per 12 months)	Possible (once per 1-5 years)	Unlikely (once in 5-25 years)	Rare (once in 25 years)
			A	B	C	D	E
CONSEQUENCE (how severe will the consequence be?)	Catastrophic / Severe	5	E	E	E	H	M
	Major	4	E	E	H	H	M
	Moderate	3	H	H	M	M	L
	Minor	2	M	M	L	L	L
	Insignificant	1	L	L	L	L	L

MANAGEMENT AREA

SW	Stormwater Erosion & Sediment
W	Waste
WW	Waste Water
A	Air
N	Noise
GE	Greenhouse Emissions
HS	Hazardous Substances
FO	Fuels & Oils
EC	Energy Consumption
RLV	Resource Lifecycle Value
LV	Land & Vegetation
BP	By Product

Sort ID	Activity Area	Management Area	Aspect	Impact Risks	Risk Rating						Controls		
					Potential			Actual			Plant and Infrastructure	Procedural	Monitoring
					Likelihood	Consequence	Level of Risk	Likelihood	Consequence	Level of Risk			
1	Site	A	Mud from vehicles on road leading to dust generation by vehicle movement	Nuisance factor: Neighbour complaints	A(Almost Certain)	1(Insignificant)	L	E(Rare)	1(Insignificant)	L	Hard pavements for truck, car and mobile plant movement	Regular road maintenance (repair potholes)	Daily surveillance
2	Site	A	Exhaust emissions from mobile plant	Nuisance factor: Neighbour complaints	A(Almost Certain)	2(Minor)	M	E(Rare)	1(Insignificant)	L	Design: All vehicles comply with Australian emission requirements at time of purchase	Operation and regular maintenance as per manufacturer and supplier specifications.	Daily surveillance
3	Log Yard	SW	Dust emissions from log yard operations	Nuisance factor: Neighbour complaints	A(Almost Certain)	3(Moderate)	H	D(unlikely)	1(Insignificant)	L	Process design enables 'hot decking' from trucks direct to process as far as practically possible so as to minimise log yard handling	Site policy and procedures in place to water log yard and trafficable areas if / when required	Daily surveillance
3	Log Yard										Predominant winds are from the SE and E Vegetation screening from adjacent to site provides a buffer to potentially sensitive residential properties.	Visual monitoring of dust generation in log yard, green mill areas.	Daily surveillance
4	Green Mill	A	Dust generation from Green Mill operations	Nuisance factor: Neighbour complaints	A(Almost Certain)	2(Minor)	H	D(unlikely)	1(Insignificant)	L	Sawdust is 'green' and inherently moist which minimises risk of airborne dust generation	Visual monitoring of dust generation green mill areas.	Daily surveillance
4	Green Mill										Machines which have the potential to generate dust through virtue of the process, have water lubrication which also minimises the potential for airborne dust generation	Operation and regular maintenance as per manufacturer and supplier specifications.	Daily surveillance
4	Green Mill										Automated materials handling equipment is utilised to transfer materials between processes to minimise use of mobile plant	Operation and regular maintenance as per manufacturer and supplier specifications.	As per supplier specifications.
4	Green Mill										Equipment that is likely to generate sawdust from the process is are guarded as far as practicable and housed within enclosed buildings	Maintenance of guards and building enclosure	Daily surveillance
4	Green Mill										Sawdust is transferred from the Green Mill via covered conveyors.	Regular maintenance and vigilance	As required

Sort ID	Activity Area	Management Area	Aspect	Impact Risks	Risk Rating						Controls		Monitoring
					Potential			Actual			Plant and Infrastructure	Procedural	
					Likelihood	Consequence	Level of Risk	Likelihood	Consequence	Level of Risk			
1	Site	L	Landscaping	Visual amenity and maintenance of on-site vegetation	C(Possible)	3(Moderate)	M	E(Rare)	1(Insignificant)	L	Design: Landscaped entrance	Regular entrance and frontage maintenance	Monthly
1	Site	L									Site 75% used for non sawmilling activities	Regular site maintenance	Six monthly
1	Site	L	Noxious and declared weeds	Establishment of noxious and declared weeds and their spread outside site	B(Likely)	3(Moderate)	H	E(Rare)	2(Minor)	L	Landscaping maintenance	Regular weed control	Yearly
1	Site	L										Complaints handling, incident reporting and corrective action	as required
1	Site	L	Landscaping	Fire hazard							Onsite bore water and stormwater catchment dam stored water can be used for fire control	Regular maintenance of dams	Monthly
												Utilising fire retardent plant species in landscaping works where practicable	as required

Sort ID	Activity Area	Management Area	Issues	Impact Risks	Risk Rating						Controls: Actual		Monitoring
					Potential			Actual			Plant and Infrastructure	Procedural	
					Likelihood	Consequence	Level of Risk	Likelihood	Consequence	Level of Risk			
1	Off Site	N	Noise generated by trucks on approaches to Site	Nuisance factor: Neighbour complaints	B(Likely)	2(Minor)	H	D(unlikely	1(Insignificant)	L	Limit use of truck exhaust brakes and training of truck drivers to limit use of exhaust breaks near sensitive receivers and on approaches to Mill	Site policy, notification to all suppliers and haulage contractors, induction and training of truck drivers. Annual re-induction of all personnel and contractors.	As required
2	Green Mill	N	Noise generated by Green Mill equipment operation	Nuisance factor: Neighbour complaints	A(Almost Certain)	3(Moderate)	E	D(unlikely	2(Minor)	L	Plant and enclosure design, vibration dampening treatment to conveyors and chutes	Vigilence and regular maintenance for noise attenuation equipment	Weekly Site checks
2	Green Mill	N									Walls of Green Mill clad to reduce and control noise emissions.	Site policy and procedures for keeping doors closed during operation	Noise monitoring, (for complaint investigation)
4	Log Yard	N	Noise generated by trucks on Site	Nuisance factor: Neighbour complaints	B(Likely)	2(Minor)	H	D(unlikely	1(Insignificant)	L	Ban use of truck exhaust brakes on Site	Complaints handling, incident reporting and corrective action procedures	
4	Log Yard	N									Bunker design used for by-products: noise abatement barriers	Complaints handling, incident reporting and corrective action procedures	
4	Log Yard	N									Regular road maintenance (repair potholes)		
5	Log Yard	N	Noise generated by mobile plant operation	Nuisance factor: Neighbour complaints	B(Likely)	2(Minor)	H	D(unlikely	1(Insignificant)	L	White noise reversing beepers fitted to mobile plant	Complaints handling, incident reporting and corrective action procedures	Site checks
5	Log Yard	N									Regular road maintenance (repair potholes)	Vigilence and regular maintenance for noise attenuation equipment	Noise monitoring (for complaint investigation)
5	Log Yard	N									Expert assessment and recommendations for noise attenuation and procedures	Expert assessment and recommendations for noise attenuation and procedures	If required
6	Green Mill	N	Noise generated by log infeed	Nuisance factor: Neighbour complaints	A(Almost Certain)	3(Moderate)	E	E(Rare)	2(Minor)	L	Installation of impact bars on conveyor to reduce noise	Vigilence and regular maintenance for noise attenuation equipment	Weekly Site checks
6	Green Mill	N									Expert assessment and recommendations for noise attenuation and procedures	Expert assessment and recommendations for noise attenuation and procedures	If required
7	Green Mill	N	Noise generated by chippers	Nuisance factor: Neighbour complaints	A(Almost Certain)	3(Moderate)	E	D(unlikely	2(Minor)	L	Chippers contained in acoustic enclosures	Vigilence and regular maintenance for noise attenuation equipment	Weekly Site checks
7	Green Mill	N									Acoustic enclosure contained within clad building	Complaints handling, incident reporting and corrective action procedures	Noise monitoring (for complaint investigation)
8	Green Mill	N									Minimised use of mobile plant: Low noise belt conveyors utilised for materials handling	Complaints handling, incident reporting and corrective action procedures	Noise monitoring (for complaint investigation)

Soil Water Issues				Macs Milling Group							Issues Register		
Sort ID	Activity Area	Management Area	Aspect	Impact Risks	Risk Rating						Controls		
					Potential			Actual			Plant and Infrastructure	Procedural	Monitoring
					Likelihood	Consequence	Level of Risk	Likelihood	Consequence	Level of Risk			
1	Site	SW	Oils and grease from vehicles, mobile plant and trucks	Soil & water contamination	B(Likely)	3(Moderate)	H	D(unlikely	2(Minor)	L	All stormwater falling on areas with sawdust flows to onsite stormwater catchment dams. Sawdsut is excellent oil absorbant material	Site policy, notification to all contractors, induction of all mobile plant drivers. Annual training and re-induction of all personnel and contractors as required. Site emergency response. Complaints Handling.	Compliance by all personnel and contractors.
1	Site	SW									Spill kits for minor spills	Site emergency response. Complaints Handling.	As required
2	Log Yard	SW	Suspended & dissolved solids from Log Yard operations	Soil & water contamination	A(Almost Certain)	3(Moderate)	H	D(unlikely	1(Insignificant)	L	All stormwater falling on areas with sawdust flows to onsite stormwater catchment dams	Site emergency response. Complaints Handling.	As required and following major rainfall events
2	Log Yard	SW									Stormwater system consists of concrete, lined or vegetated drains	Regular maintenance and vigilance	As required and following major rainfall events
3	Green Mill	SW	Oils and grease from Green Mill operations.	Soil & water contamination	B(Likely)	3(Moderate)	H	E(Rare)	2(Minor)	L	All stormwater falling on areas with sawdust flows to onsite stormwater catchment dams. Sawdsut is excellent oil absorbant material	Regular maintenance and vigilance Site emergency response. Complaints Handling.	Daily checks, Check pre rain events and following major rainfall events Soil & Stormwater sampling procedure
3	Green Mill	SW									All hydraulic systems have drip tray bunds.	Regular maintenance and vigilance	Soil & Water monitoring procedure
3	Green Mill	SW									All drums stored on appropriately sized portable bunds	Regular maintenance and vigilance	As required
3	Green Mill	SW									Spill kits for minor spills	Regular maintenance and vigilance	As required
4	Green Mill	SW	Suspended & dissolved solids from Green Mill operations	Soil & water contamination	A(Almost Certain)	3(Moderate)	H	D(unlikely	1(Insignificant)	L	By-products (sawdust, chip & bark) are stored in a concrete bunker	Site policy to minimise stockpile of by-products on Site	As required
4	Green Mill	SW									By-product conveyors are covered or are under roof	Regular maintenance and vigilance	Daily surveillance
4	Green Mill	SW									All stormwater falling on areas with sawdust flows to onsite stormwater catchment dams	Regular maintenance and vigilance Site emergency response. Complaints Handling.	As required and following major rainfall events
4	Green Mill	SW									Hard pavements for truck, car and mobile plant movement (except log yard)	Regular maintenance and vigilance	As required
5	Site	SW	Hazardous goods storage	Soil & water contamination	B(Likely)	4(Major)	E	E(Rare)	1(Insignificant)	L	All hazardous goods stored in bunded areas	Regular maintenance and vigilance Site emergency response. Complaints Handling.	As required
5	Site	SW									All hydraulic systems have drip tray bunds.	Regular maintenance and vigilance	As required
5	Site	SW									All drums stored on appropriate sized portable bunds	Regular maintenance and vigilance	As required
5	Site	SW									Spill kits for minor spills. Sawdust is an excellent oil absorbant material	Regular maintenance and vigilance Site emergency response. Complaints Handling.	As required
6	Site	SW	Erosion of surface soils	Soil & water contamination	C(Possible)	2(Minor)	H	D(unlikely	1(Insignificant)	L	All stormwater falling on areas with sawdust flows to onsite stormwater catchment dams	Regular maintenance and vigilance Proactive complaints handling	As required
6	Site	SW	Mud from vehicles dropped onto site roads	Soil & water contamination	B(Likely)	2(Minor)	H	E(Rare)	1(Insignificant)	L	Hard pavements for truck, car and mobile plant movement	Regular maintenance and vigilance Site emergency response. Complaints Handling.	As required

So	Activi	Manager	Aspect		Risk Rating						Controls		
					Potential			Actual					
6	Site	SW	Offsite Upstream contaminants migrating onto site	Contamination of soil & stormwater	B(Likely)	4(Major)	E	D(unlikely	1(Insignificant)	L	Upstream offsite strowmater is diverted around and through the site via a system of dedicated stormwater diversion and directional drains. All stormwater falling on areas with sawdust flows to onsite stormwater catchment dams.	Regular maintenance and vigilence Site emergency response. Complaints Handling.	As required
7	Site	SW	Site sewage & grey water	Contamination of soil & stormwater	B(Likely)	4(Major)	E	D(unlikely	1(Insignificant)	L	All sewerage is treated via on site septic tank system.	Regular maintenance and vigilence Septic tank pump out as required	As required and following major rainfall events

Sort ID	Activity Area	Management Area	Aspect	Impact Risks	Risk Rating						Controls Actual & Planned			
					Potential			Actual			Plant and Infrastructure	Procedural	Controls Planned	Monitoring
					Likelihood	Consequence	Level of Risk	Likelihood	Consequence	Level of Risk				
1	Off Site	T	Traffic & transport	Impact on road network	C(Possible)	2(Minor)	L	D(unlikely	2(Minor)	L	Expert assessment and recommendations for traffic movements	Complaints handling, incident reporting and corrective action procedures	Consult with Council and DTMR concerning the potential need for road works or related upgrades	Site Security, Site monitoring - community relations management plan
1	Off Site											Site policy, notification to all suppliers and haulage contractors, induction of truck drivers. Annual re-induction of all personnel and contractors	Consult with Council, DTMR concerning the need for any road improvements or road works required to the local or regional road network	Site Security, Site monitoring - community relations management plan
2	Off Site	T	Traffic & transport	Loose material on road network	B(Likely)	4(Major)	E	D(unlikely	2(Minor)	L		Complaints handling, incident reporting and corrective action procedures	Site policy and procedure to ensure that all trucks leaving the site with loose material are properly loaded and securely covered to prevent spillages on roads	Site Security, Site monitoring - community relations management plan
2	Off Site											Site policy, notification to all suppliers and haulage contractors, induction of truck drivers. Annual re-induction of all personnel and contractors	Site induction including implementation of Transport Code of Conduct to transport contractors	Site Security, Site monitoring - community relations management plan
												All loads of wood chips and sawdust being removed from site to be covered to prevent spillage and airborne dust / particles.	Site induction including implementation of Transport Code of Conduct to transport contractors	Site Security, Site monitoring - community relations management plan
3	On Site	T	Traffic & transport	Impact on road network from Site entrance	B(Likely)	3(Moderate)	H	E(Rare)	1(Insignificant)	L	Design: Site entrance is in accordance with relevant traffic guidelines	Complaints handling, incident reporting and corrective action procedures	Site policy and procedure to ensure that contractors limit access to the Site to 1 x articulated vehicle and 1 x car turning right into the site at any one time	Site Security, Site monitoring - community relations management plan
3	On Site										Expert traffic assessment and recommendations	All heavy vehicles check in/out at site office	Site induction including implementation of Transport Code of Conduct for Heavey Vehicles	Site Security, Site monitoring - community relations management plan

Waste By-Products Issues					Macs Milling Group						Issues Register		
Sort ID	Activity Area	Management Area	Aspect	Impact Risks	Risk Rating						Controls		Monitoring
					Potential			Actual			Plant and Infrastructure	Procedural	
					Likelihood	Consequence	Level of Risk	Likelihood	Consequence	Level of Risk			
1	Log Yard	BP	Bark and log residues generated as by-product from Log Yard operations	Unsold material is stored on site	A(Almost Certain)	2(Minor)	H	D(unlikely)	1(Insignificant)	L	Log Yard bark and residue scrapings sold as a organic material to the landscaping industry as much as practical.	Log Yard is scraped to collect bark (which has become separated from logs) prior to milling. Such material is collected and sold as a by-product for landscaping or minesite rehabilitation	As required
2	Log Yard	BP	Reject Logs	Loss of log yard space	B(Likely)	3(Moderate)	H	E(Rare)	1(Insignificant)	L	Reject logs (out of specification logs) are returned to the Log Supplier or onsold	Contractual requirement on log quality specification to be met by supplier	As required
3	Green Mill	BP	Sawdust generated as by-product from Green Mill operations	By product of process	A(Almost Certain)	4(Major)	E	E(Rare)	1(Insignificant)	L	Sawdust stored onsite for on sale.	Sawdust sold as an organic material to the landscaping industry.	As required
4	Green Mill	BP	Bark generated as by-product from Green Mill operations	By product from process	A(Almost Certain)	4(Major)	E	E(Rare)	1(Insignificant)	L	Bark stored onsite for on sale.	Surplus bark sold as an organic material to the landscaping industry.	As required
5	Green Mill	BP	Chip generated as by-product from Green Mill operations	By product from process	A(Almost Certain)	4(Major)	E	E(Rare)	1(Insignificant)	L	Chip stored onsite for on sale.	Surplus chip sold as an organic material to the landscaping industry.	As required
6	Green Mill	BP	Out of specification kiln stickers rejected from the stacking process	By product from process	A(Almost Certain)	3(Moderate)	E	D(unlikely)	1(Insignificant)	L	Out of specification sticks are chipped	Surplus chip sold as an organic material to the landscaping industry.	As required
15	Green Mill	BP	Packaging materials as a waste from Dry Mill operations	Waste from process	A(Almost Certain)	3(Moderate)	E	D(unlikely)	2(Minor)	L	Design: Best practice equipment used to minimise generation of waste	Plastic strap is recycled	As required
16	Site	W	Generation of containers from Mill operations	Waste (containers) from process	A(Almost Certain)	3(Moderate)	E	D(unlikely)	2(Minor)	L	Bulk liquid product containers	Triple rinsed and disposed of at local drum muster facility.	As required
17	Site	W	Waste oils from Mill operations	Waste from process	B(Likely)	3(Moderate)	H	E(Rare)	2(Minor)	L	Maximise use of electrified drive systems in lieu of hydraulic drive systems	High specification oils to maximise life	As required
17	Site											At end of life, oils are collected and stored prior to being reused on site for chain lubrication.	As required
18	Site	W	Generation of general office waste (paper, plastic, food scraps, food packaging)	Waste from incidental operations	A(Almost Certain)	3(Moderate)	E	E(Rare)	1(Insignificant)	L	Paper collected in dedicated recycling containers in every office	Recycled through local council recycling process	As required
18	Site	W									separate bins for Food scraps and organic packaging	Placed in TRC bins for weekly collection	As required
18	Site	W									Cans and bottles	Placed in TRCrecycling bins for weekly collection	As required
19	Site	BP	Superseded and decommissioned machinery	Redundent equipment stock pile	A(Almost Certain)	3(Moderate)	E	D(unlikely)	2(Minor)	L	By product from process	Machinery sold as is or sold to scrap metal merchant	As required
20	Site	W	Sewage	Waste from incidental operations (No trade waste)	A(Almost Certain)	3(Moderate)	E	E(Rare)	1(Insignificant)	L	All sewage is pumped to on site septic tanks	Regular maintenance and vigilance.	As required
												Pump out when required.	As required
21	Site	W	Energy Usage	Wastage of Electricity	B(Likely)	3(Moderate)	H	D(unlikely)	1(Insignificant)	L	Best practice design utilising variable speed drives and power factor correction equipment	Regular maintenance and vigilance	As required
21	Site	W									Lighting designed for fitness for application, zoning and energy efficiency	Ongoing energy review by site management team	As required
21	Site	W									Switch Off stickers on light and Air conditioning controls.	Ongoing energy review by site management team	As required
22	Site	W	Water Usage	Wastage of Water	B(Likely)	2(Minor)	H	D(unlikely)	1(Insignificant)	L	Water usage is manually controlled in process to minimise wastage	Regular maintenance and vigilance	As required
22	Site										Staff washroom facilities	Regular maintenance and vigilance	As required

Appendix 7: Soil & Water Monitoring Procedure.



SOIL AND WATER MONITORING PROCEDURE

The purpose of this document is to define the general requirements for collection of samples from select locations to meet the requirements of the ***Environmental Monitoring & Auditing Management Plan***.

This document should be used in conjunction with all recognised standards and guidelines.

Sample Locations

TO BE CONFIRMED

Sampling Procedure

TO BE CONFIRMED

Procedure Review

This procedure is to be reviewed annually by the Macs Milling Group Pty Ltd Director and Site Manager, specifically to determine whether additional sample points need to be monitored or whether any of the above nominated sample points can be removed from the sampling program.

Procedure Version Control

Version	Date created	Author	Document Review
1	June 2026	PA, MAT, AB, JB (IMEMS)	June 2027

Appendix 8: Spill Containment & Clean-up Procedure.



SPILL CONTAINMENT & CLEAN-UP PROCEDURE

The purpose of this document is to meet the requirements of the ***Oil, Grease, Fuel & Chemical Management Plan***. The procedure outlines the steps to manage a chemical spill in order to minimise the potential for injury and damage to the environment.

This document should be used in conjunction with all recognised standards and guidelines.

PROCEDURE – CHEMICAL SPILL MANAGEMENT

Be prepared to respond to a spill by:

- Keeping a fully stocked and regularly maintained chemical spill response kit readily available;
- Predetermining spill procedures and training relevant workers accordingly;
- Ensuring appropriate personal protective equipment (PPE) is provided and used;
- Knowing the location and proper use of clean-up material;
- Knowing how to turn equipment and energy sources off (i.e. air conditioning, electricity etc);
- Maintaining and reviewing the relevant Safety Data Sheets (SDS) ensure appropriate risk controls are in place (SDS must be no more than five years old from date of issue; and
- Developing and maintaining chemical Safe Work Procedures (SWPs).

Spill kits are provided and readily accessible in relevant locations at the workplace.

Each spill kit contains:

- Spill absorbent (sawdust can also be used);
- Hand protection (chemical resistant safety gloves i.e. disposable neoprene or nitrile gloves);
- Eye protection (safety goggles);
- Respiratory protection (dust mask);
- Brooms, dustpan and square mouth shovel to sweep up the absorbent material;
- Paper towels for minor spills;
- Plastic tongs or scoops to pick up contaminated absorbent material;
- A chemical resistant bin with a close fitting lid to hold the volume of spill and absorbent residues prior to disposal;
- Heavy duty plastic bags for wrapping contaminated PPE.

SPILL RESPONSE

Step 1: Assess safety and stop the source of the spill. Limit access to the immediate area where the spill has occurred and ensure that only personnel with the appropriate training and equipment deal with the spill (providing it is safe to do so).

This may involve righting an overturned container or placing the source (e.g. a cracked container) in a larger container or a bund to contain the spill.



Step 2: Review safety precautions and risk controls. Review relevant SDS for the spilt chemical (SDS should be located where the chemical is used and stored). The SDS will have specific instructions on how to deal with chemical spills as well as first aid information. Safe work procedures should be referred to.

Step 3: Clean up the spill. Using appropriate PPE, promptly cover the spill with absorbent material taking care not to spread the spill further. Using a dust pan or spade, collect the absorbent material/waste and place into a thick walled, puncture proof chemical resistant bag/bin which is suitably labelled. The waste disposal method will depend on the type of chemical that was spilt and disposal should be in accordance with local and state regulations.

Step 4: The Workplace Manager should be notified immediately and the incident logged on the Hazard & Incident Report. If there is a hazard to health, property or environment, call 000.

Step 5: Restock the chemical spill kit. Restock the spill kit and return it to its designated storage location.

INCIDENT REPORTING

Incidents involving hazardous materials must be reported by completing the Hazard & Incident Report.

PROCEDURE REVIEW

This procedure is to be reviewed annually by the Macs Milling Group Pty Ltd Director and Site Manager.

Procedure Version Control

Version	Date created	Author	Document Review
1	June 2026	PA, JB (IMEMS)	June 2027

Appendix 9: Emergency Contact Details.



EMERGENCY CONTACT DETAILS

Police, Fire, Ambulance – 000

Poisons Information Centre – 13 11 26

**Department of Environment, Tourism, Science & Innovation– 1300 130 372
(Option 2)**

For significant pollution events.

Toowoomba Regional Council – 131 872

For minor pollution events.

REVIEW OF EMERGENCY CONTACT DETAILS

This list is to be reviewed annually by Macs Milling Group Pty Ltd Director and Site Manager.

Version Control

Version	Date created	Author	Document Review
1	June 2026	PA, JB, AB, MT (IMEMS)	June 2027