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Harry Moate

FDC Construction (NSW) Pty Ltd

22 - 24 Junction Street Forest Lodge NSW 2037

61 2 8117 5099 | M 0409 072 545 | F 61 2 9566 2900

**sydney**

unit 18, level 3

21 mary st

surry hills nsw 2010

t 61 2 8202 8333

**bathurst**

35 morrisset st

(po box 434)

bathurst nsw 2795

t 61 2 6331 4541

**bega**

suite 1, 216 carp st

(po box 470)

bega nsw 2550

t 61 2 6492 8333

**canberra**

unit 17, 27 yallourn st

(po box 62)

fyshwick act 2609

t 61 2 6280 5053

f 61 2 6280 9387

**newcastle**

7/11 union st

newcastle west nsw 2302

t 61 2 4929 2301

**wagga wagga**

suite 1, 39 fitzmaurice st

(po box 5464)

wagga wagga nsw 2650

t 61 2 6971 9696

f 61 2 6971 9693

[ngh@nghenvironmental.com.au](mailto:ngh@nghenvironmental.com.au)

[www.nghenvironmental.com.au](http://www.nghenvironmental.com.au)

**RE – Audit Plan for the Chau Chak Wing Museum**

In accordance with the Development Consent conditions for SSD 7894:

**Independent Environmental Audit**

*B34. No later than one month before the commencement of construction works or within another timeframe agreed with the Secretary, a program of independent environmental audits must be prepared for the development in accordance with the latest version of AS/NZS ISO 19011-2014: Guidelines for Auditing Management Systems (Standards Australia, 2014) and submitted to the Secretary for information.*

*B35. The scope of each audit must be defined in the program. The program must ensure that environmental performance of the development in relation to each compliance requirement that forms the audit scope is assessed at least once in each audit cycle.*

*B36. The environmental audit program prepared and submitted to the Secretary in accordance with conditions B35 and B36 above must be implemented and complied with for the duration of the development.*

The following pages details the NGH Environmental Audit program for the Proposed construction at the Chau Chak Wing Museum, Sydney University.

Yours sincerely,

Your name

Natascha Arens

Director

Exemplar Global Principal environmental auditor

## 2 AUDIT PROGRAM

### 2.1 DESCRIPTION OF WORKS

The new Chau Chak Wing Museum (CCWM) will comprise of a new 5 level building with 3 levels above ground. It will be located in the North Eastern Sector of the Camperdown Campus at the location of the existing tennis courts adjacent the Quadrangle Building.

The new building consolidates the current Macleay and Nicholson Museums, the University Art Gallery and associated cultural and scientific collections which will transform their use and integrate them into a new purpose built museum facility.

It will support cultural and scientific enquiry and provide a new benchmark for integrated cross-disciplinary teaching and learning through exhibitions and museum collections alongside study rooms, collections and conservation, shop and a cafe. The CCWM will become the focal point for University-wide cultural outreach.

### 2.2 ROLES AND COMPETENCE

Natascha Arens will conduct the audits. Natascha is an exemplar Global Certified Principal Environmental auditor with around 25 years professional experience as an environmental professional. It is proposed that Natascha Arens undertake all audits for the project.

### 2.3 AUDIT SCOPE

The audit scope will include all conditions as listed in Schedule 2 of the Development Consent conditions for SSD 7894

### 2.4 OBJECTIVES AND METHODS

The objectives of the audit are to ensure compliance with the conditions of consent as contained within Development Consent conditions for SSD 7894 and to assess the environmental performance of the development, and its effects on the surrounding environment including the community.

It is proposed that a preliminary document review of all relevant documents including the CEMP and all sub plans and other relevant procedures and documents as required by the conditions of consent. The review would be undertaken prior to any construction works and would form the basis for the checklist to be used to audit compliance throughout the construction period.

The methods for each audit would include:

- Opening meeting defining the scope for the audit
- Site inspection and audit of site environmental controls
- Document review
- Interviews with staff
- Closing meeting detailing all non conformances
- The audit report would be provided to the construction contractor within 10 days of the site audit

### 2.5 AUDIT FREQUENCY

It is proposed that audits are planned quarterly with an initial audit to be undertaken prior to the commencement of construction. The audit schedule would be as follows.

Schedule	scope
Audit 1 prior to construction	All requirements of the conditions of consent B1 – B33 including a review of the CEMP and associated subplans against the DA Consent and other relevant documents and standards. This initial audit will inform the construction audits in that a checklist will be developed, detailing all auditable ongoing construction commitments in the plans and DA consent
Audit 2 (month 3)	<ul style="list-style-type: none"> <li>• Follow up of previous audit findings</li> <li>• Implementation of the CEMP, sub plans and other procedures on site to check for adequacy of plans in managing environmental impacts and staff and contractors knowledge of their responsibilities in relation to the plans</li> <li>• Site inspection</li> <li>• Staff interviews</li> <li>• Document and record review</li> </ul>
Audit 3 (Month 6)	<ul style="list-style-type: none"> <li>• Follow up of previous audit findings</li> <li>• Implementation of CEMP, sub plans and other procedures</li> <li>• Review of monitoring results</li> <li>• Review of project records</li> <li>• Review of complaints management system</li> </ul>
Audit 4 (Month 9)	As above
Audit 5 (Month 12)	As above
Audit 6 (Month 15)	As above
Audit 7 (Month 18)	<ul style="list-style-type: none"> <li>• As above; and</li> <li>• Commence audit of preparation for occupation including review of relevant requirements of Part D of the DA consent conditions</li> </ul>
Audit 8 (Month 21)	<ul style="list-style-type: none"> <li>• Review of requirements for project hand over and site shut down</li> </ul>

A formal audit schedule will be prepared once the construction commencement date is confirmed. The audit schedule will be updated as required in line with the construction period and works program.

## **2.6 MONITORING AND REVIEW AND IMPROVEMENT OF THE AUDIT PROGRAM**

The audit program will be monitored, to ensure audit frequencies are maintained and adequate, evaluate feedback from management on the audit program and review audit findings. The monitoring process may result in changes to the audit program. The audit program is a live document and will be modified as required in response to either the audit findings or other changes to the project, the management system, or legislations changes.

The audit program will be reviewed regularly. The review would consider:

- Results and trends of audit findings
- Changing needs of the client and or regulatory bodies
- Alternative or new audit methods