

Independent Audit Program – The Ribbon Hotel, 31 Wheat Road, Darling Harbour

Details of the independent audit for the flowing works approvals:

- SSD 8838 – The Ribbon - Hotel Fitout
- SSD 8839 - The Ribbon - IMAX Theatre Fit-out

1 Audit schedule

Fitout works subject of the above approvals will commence in early 2020. Based on audit frequency stipulated in the Department guidelines, four audits are anticipated for the below dates. A proposed audit schedule is provided below. This program may vary slightly depending on construction progress.

Audit schedule

	AUDIT 1	AUDIT 2	AUDIT 3	FINAL
Commence audit	January 2021	January 2022	April 2023	Sept 2023
SMEC: Draft report to Builder	February 2021	February 2022	May 2023	October 2023
SMEC: Final report to Builder	March 2021	March 2022	June 2023	October 2023
Report submission and response to NSW DPE	April 2021	April 2022	July 2023	November 2023

2 Audit methodology

The proposed audit methodology closely follows NSW Department of Planning and Environment (Department) guidelines. The methodology covers:

- Pre-site inspection activities: Includes information review and preparation of audit table, audit checklist and audit program.
- Audit inspection: Includes opening meeting, onsite interviews, site walkover, information/data/post approval documentation review and close out meeting.
- Stakeholder consultation
- Reporting
- Builder review and response, and submission of final report

AUDIT METHODOLOGY

NO.	AUDIT REQUIREMENT	PROPOSED ACTIVITIES
1.	Review of available information	<p>Prior to the site inspection, the auditor will review available information provided by The Builder. This may include, but not limited to:</p> <ul style="list-style-type: none"> • A description of the construction works including: <ul style="list-style-type: none"> - a layout map of the site showing construction boundaries and sensitive receptors, construction footprint and key activity areas (eg. Access points, waste management areas, hazardous materials storage, drainage layout/discharge points, etc. - brief description of the construction works, including scheduling, key activities, plant and equipment, workforce, etc. - organisational chart showing key positions and environmental resources. • Development approval documentation, including relevant environmental impact assessment report(s) and consent conditions. • Any licences, permits and notices. • Description of monitoring/management program, including management plan documentation (eg. Air quality, noise, waste, hazardous materials, traffic, wastewater, stormwater, etc.) • Stakeholder consultation information
2.	Preparation of Audit Table	<p>Requirements for conditions of consent, environmental licences (excluding EPA licences), permits and approvals will be identified and an Audit Table prepared as detailed in the Department’s guidelines. This includes the following:</p> <ul style="list-style-type: none"> • a unique identification number; • the exact wording of the compliance requirement; • a blank column to record the evidence used to assess and determine whether each requirement has been complied with; • a blank column for commentary on findings and recommendations; and • a blank column for recording the status of compliance. <p>The audit Table will be forwarded to The Builder for review and necessary amendments made.</p>
3.	Audit checklist	<p>An audit checklist will be prepared, which will form the basis for undertaking the site audit. The audit checklist will cover all aspects required to address Audit table items, as well as gauging the level and adequacy of environmental management.</p>

NO.	AUDIT REQUIREMENT	PROPOSED ACTIVITIES
		The audit checklist will cover all relevant environmental aspects including air, noise, waste, hazardous materials, traffic, stakeholder management, environmental resources and training, environmental KPIs, inspections and identification of environmental issues/non-compliance, corrective actions and close out, monitoring and data management, emergency management and reporting.
4.	Audit program	An audit program will be prepared and forwarded to The Builder. The program will detail the audit inspection, including an audit inspection time, opening and closing meetings, site walk-over, personnel interviews and documentation/data review activities. The program will also include a list of information requirements required during the audit inspection including access to relevant personnel (including those responsible for environmental management and site supervisor/manager), monitoring data, waste receipts, construction plans, stakeholder consultation records and any other relevant information.
5.	Audit inspection	It is anticipated that the audit inspection will be undertaken over a one day period, however if necessary a follow-up site visit would be arranged. A general audit program is described below and this will be further expanded upon in the Audit program.
	i. Opening meeting	Attended by auditor, relevant environmental personnel and The Builder's site supervisor/manager. Meeting will confirm any safety/site induction requirements and address audit objectives and methodology, resource and personnel requirements, information/data access and key personnel interviews. The meeting will also confirm key stakeholders to be interviewed post the site inspection.
	ii. Onsite interviews	Interviews with key personnel involved in project compliance, environmental management and project delivery.
	iii. Site inspection	<p>The site inspection and evidence collection will cover all development areas and environmental aspects that form part of the audit scope (Audit checklist). Specific activities include:</p> <ul style="list-style-type: none"> • Site inspection of areas/activities/processes agreed to at the opening meeting • Review of records, including relevant plans, reports, monitoring data and stakeholder consultation activities. • Risk identification and corrective action systems • Compliance management • Photos, maps, drawings, org-charts, etc.
	iv. Post approval documentation	<p>Assessment to include:</p> <ul style="list-style-type: none"> • Documents comply with approval conditions, licences, etc. • Document implementation and any non-compliances or opportunities for improvement

NO.	AUDIT REQUIREMENT	PROPOSED ACTIVITIES
		<ul style="list-style-type: none"> • Audit Table: Compliance status descriptors: <ul style="list-style-type: none"> - <i>Compliant</i>: sufficient verifiable evidence to demonstrate that all elements of the requirement have been complied with within the scope of the audit. - <i>Non-compliant</i>: Determined that one or more specific elements of the conditions or requirements have not been complied with within the scope of the audit. - <i>Not triggered</i>: Activation or timing trigger that has not been met at the time when the audit is undertaken, therefore an assessment of compliance is not relevant. <p>Opportunities for improvement will also be identified.</p>
	v. Previous audit findings	Any previous audit findings and responses will be reviewed. The auditor will confirm if findings remain open and unresolved, or if satisfactorily closed out.
	vi. Close out meeting	Preliminary audit findings will be presented, any recommendations made, and post-audit actions confirmed.
6.	Consultation	Key identified stakeholders will be consulted with regard to The Builders’s environmental management. This may include, but not limited, to the Department, EPA, Darling Harbour Authority and nearby neighbours. Discussion notes and any relevant documentation will be included in the audit report.
7.	Reporting	As per department requirements:
	i. Version control	Project number, version number, date prepared and issued, auditor details
	ii. Contents:	i. detailed in Department requirements and cover: <ul style="list-style-type: none"> • <i>Introduction</i>: Department requirements (Points 1 to 7) • <i>Audit findings</i>: Department requirements (Points 1 to 17) • <i>Recommendations and opportunities for improvement</i>: <ul style="list-style-type: none"> - All non-compliances addressed by a recommendation - Opportunities for improvement to minimise environmental risks
	iii. Appendices	As per Department requirements and sample table of contents:

NO.	AUDIT REQUIREMENT	PROPOSED ACTIVITIES
		<ul style="list-style-type: none"> • Completed audit table • Copy of Department's approval of auditor/technical specialists • Details of consultation with department and other stakeholders • Signed Independent Audit Declaration Form(s) • Any technical reports prepared by technical specialist • Site inspection photos <p>A completed audit checklist with cross referencing to evidentiary information will also be included as an Appendix.</p>
	iv. Glossary	The audit report will conform to the glossary provided in the Department's guidelines.
	Builder review and response	<p>As per department requirements:</p> <p>A draft audit report will be provided to The Builder within about three weeks following the site inspection. The report will be amended to correct an error of fact or misunderstanding. Any additional information will be noted in the report and the auditor's view in relation to it recorded.</p> <p>A final audit report will then be submitted to The Builder.</p>
	Audit submission	<ul style="list-style-type: none"> • An electronic copy of the final Independent Audit Report will be emailed to the Department (compliance@planning.nsw.gov.au) by The Builder • An electronic copy of the response to the audit findings will be emailed to the Department (compliance@planning.nsw.gov.au) by The Builder <p>The subject line of the email and the electronic file name will contain the name of the relevant project and application number.</p> <p>If a final Independent Audit Report or response to audit findings is too large to email, the auditor will contact the Department regarding alternative document transfer arrangements</p>