

Port Macquarie Private Hospital

Construction Management Plan (CMP)





Version History of Project Specific Plan:

The Project Team shall review this plan every 3 months and record changes in the table below.

Revision	Date	Comments	Completed by
1	25/04/2025	Initial	Jarrad Bishop
2	11/06/2025	Updated with Traffic Access Guide, Complaints Procedure, Letter box drop	Jarrad Bishop

Revision/Review History of Template

Revision	Date	Comments	Completed by
1	15/06/2022	2022 first version of Construction Management Plan	Compliance Council
2	19/01/2023	Developed plan into a more detailed document	Michael Reymont
3	06/04/2023	Finalised Template	Scott Lewin
4	26/05/2023	Changed text	Compliance Council
5	07/09/2023	Format changes	Bec Wilson
6	01/11/2023	New Branding	Bec Wilson
7	18/12/2023	Updated legislation references	Compliance Council
8	18/01/2024	Removed The Block images	Scott Lewin
9	30/04/2024	Added Sign off page section 13	Hayley Weeks
10	17/06/2024	Removal of photo title page	Hayley Weeks
11	10/10/2024	Updated table for stakeholder requirements	Compliance Council
12	25/02/2025	12.Site Evacuation and Safety addition of AED	Hayley Weeks



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1. Introduction

The purpose of the Construction Management Plan (CMP) is to provide Ramsay Health Care with detailed construction information that relates to the construction of the Port Macquarie Private Hospital project at 86-94 Lake Road, Port Macquarie. The content provided in this plan is for the specific reference of Ramsay health Care to bring attention to the documented strategies of Erilyan Group to ensure that the construction activities required on site do not negatively affect the broader context and community where health, safety, environmental and amenity is concerned.

2. Contractor Details

Contractor Details			
Principal Contractor:	Erilyan Pty Ltd		
Head Office No.:	02 8188 0700	Head Office No.:	02 8188 0700
Project Manager:	Jarrad Bishop	Contact No.	0469 274 181
Contact Email:	jbishop@erilyan.com.au		
Site Manager:	Andrew Stewart	Contact No.	0437 403 779
Contact Email:	astewart@erilyan.com.au		
Contracts Admin:	Dee Purohit	Contact No	0414 200 441
Contact Email:	Deep@erilyan.com.au		

3. Project Overview

The Port Macquarie Private Hospital Project involves the refurbishment and extension of the existing private hospital.

Specifically, the project deliverables are comprised of:

1. Construction and fit out of the new CSSD
3. Creation of a new Operating Theatre (OT) including support rooms
4. Minor extension and refurbishment of Day of Surgery Admissions (DOSA)
5. Extension of North-West wing including Medical Imaging (cold shell) and Executive / Admin.
6. Civil upgrades including new car parking and augmentation of existing

4.Site Location

The site is located in the municipality of Port Macquarie, governed by Port Macquarie Hastings Council. The site is located at 86-94 Lake Rd Port Macquarie (main entry) with a secondary entrance off Parker Street to the rear of the site.

Port Macquarie is located 4 hours north of Sydney and 6 hours south of Brisbane. It is easily accessible by main roads with easy access from all the major arterial roads of the Pacific Highway & Oxley Highway. The Hospital is well serviced by public transport.



With 72 beds, Port Macquarie Private Hospital offers a comprehensive range of services including Bariatric, Dental, General Surgery, Gynaecology, Ophthalmology Orthopaedic, Plastic Surgery, Urology, Vascular, Day surgery and medical services.

The Hospital has 6 Operating Theatres, 6 Chair Renal Dialysis Unit, 28 bed Rehabilitation Unit, a 5 bed Close Observation Unit along with ward accommodation for medical and surgical patients in a combination of private and shared rooms

5. Public Safety, Amenity & Site Security

5.1. Stakeholder Identification

Erilyan are responsible for determining stakeholders that may be affected by the project/site's activities and their requirements and considering how these requirements are managed.

The Project Manager is responsible for liaising with these stakeholders as required to consider their requirements, and any impact construction activities may have on them (safety hazards, noise, vibration, traffic, other environmental considerations).

The Project Manager must retain documented evidence of these liaison activities by way of meeting minutes or similar.

Stakeholder	Requirements	How they're managed
Public / Pedestrians	To be kept safe and free from harm when walking / conducting activities within the vicinity of the worksite.	<p>Project Team conduct risk assessment and establish controls that consider items such as falling objects, vehicle interactions, hazardous materials and other activities.</p> <p>Each project provides exclusion zones, traffic management, adequate lighting, and emergency response plans that may affect public safety.</p> <p>Establishment of a community feedback (complaint) management process.</p>
Client	<p>For Erilyan to operate in a safe manner, protecting all workers, members of public and other interested parties.</p> <p>Erilyan to comply to all legislative requirements.</p>	<p>PCG Meetings</p> <p>PCG Risk Review activities</p> <p>Weekly Operations Meetings</p> <p>Construction Management Plan</p>
Neighboring/adjacent properties	Their property / structure to not be disturbed by construction activities, including damage, collapse, or noise / vibration impacts on persons therein.	<p>A dilapidation inspection is undertaken for all works prior to commencement to survey adjacent properties and structures.</p> <p>Where required (in accordance with a risk assessment or regulatory requirement),</p>

		<p>establish noise / vibration monitors to assess impact.</p> <p>Establish traffic management systems that consider flow of traffic to and from neighboring properties in consultation with key stakeholders.</p> <p>Ensure all working hours requirements are adhered to (per local council or similar).</p> <p>Undertake a letterbox drop to notify the neighbors of the upcoming works. Refer to Appendix E for an example. These will be done prior to commencement of works, and prior to any significant changed to the project or program.</p>
Power Authority – Essential Energy	<p>Their assets to not be disturbed, damaged or impacted by Erilyan.</p> <p>Erilyan are to adhere to requirements such as:</p> <p><i>Discuss notification requirements including the installation of the new pad mount substation</i></p> <p><i>Discuss safe working proximity to asset and protection measures.</i></p> <p><i>Decommissioning of redundant underground lines as a part of the commissioning of the new sub.</i></p>	<p>The Project Team obtain BYDA, service reports and surface scans where relevant.</p> <p>Project Team are responsible for managing isolations with authority per the procedure and requirements.</p> <p>Ensure these reports are considering when undertaking excavation tasks in accordance with the Excavation Permit.</p> <p>Mobile plant ESP, and the wider PRA considers overhead powerlines, Safe Approach Distances (SAD) etc. Controls are to be implemented accordingly.</p>
Gas Authority – BOC (Bottle Gas)	<p>Their assets to not be disturbed, damaged or impacted by Erilyan.</p> <p>Erilyan are to adhere to requirements such as:</p>	<p>The Project Team obtain BYDA, service reports and surface scans where relevant.</p> <p>Project Team are responsible for managing isolations with</p>

	<p><i>Discuss notification requirements</i></p> <p><i>Discuss safe working proximity to asset.</i></p> <p><i>Discuss any other relevant requirement.</i></p>	<p>authority per their procedure and requirements.</p> <p>Ensure these reports are considering when undertaking excavation tasks in accordance with the Excavation Permit.</p>
Water Authority – Port Macquarie Hastings Council	<p>Their assets to not be disturbed, damaged or impacted by Erilyan.</p> <p>Erilyan are to adhere to requirements such as:</p> <p><i>Apply to Council with accompanying plans to determine the effect on any Water Authority Infrastructure.</i></p> <p><i>Calculate final water demand to allow Council to determine augmentation requirements.</i></p>	<p>The Project Team obtain BYDA, service reports and surface scans where relevant.</p> <p>Project Team are responsible for managing isolations with authority per their procedure and requirements.</p> <p>Ensure these reports are considering when undertaking excavation tasks in accordance with the Excavation Permit.</p>
Telco/Communications Authority – Telstra / NBN / Optus	<p>Their assets to not be disturbed, damaged or impacted by Erilyan.</p> <p>Erilyan are to adhere to requirements such as:</p> <p><i>Discuss notification requirements</i></p> <p><i>Discuss safe working proximity to asset.</i></p> <p><i>Discuss any other relevant requirement.</i></p>	<p>The Project Team obtain BYDA, service reports and surface scans where relevant.</p> <p>Project Team are responsible for managing isolations with authority per their procedure and requirements.</p> <p>Ensure these reports are considering when undertaking excavation tasks in accordance with the Excavation Permit.</p>
Local Council – Port Macquarie Hastings Council	<p>Ensure activities are conducted in accordance with DA/CC, building permit or other similar approval.</p> <p>Ensure a permit is sought for any traffic disruptions as required.</p> <p>Adhere to hold points outlined in the DA for any development works on public property or works to be accepted by Council as an infrastructure asset.</p>	<p>Project Team is responsible for ensuring all planning requirements are determined and met per EG-DE-CA-FRM-020_Project Establishment Checklist.</p> <p>Project Team are responsible for managing throughout project lifecycle.</p>



5.1.1. Stakeholder Management

Erilyan Group will endeavour to take all appropriate care to ensure that all stakeholders considered now and after the completion of this document in the future are made aware of construction activities which may affect their normal daily activities and movements.

5.1.2. Consultations

Erilyan Group understands the magnitude of this project and the increased awareness that potentially impacts construction activities can have on the broader context and community surrounding the site. Stakeholders will be notified prior to commencement of any impactful construction activities throughout the project.

5.2. Authorities, Permits and Legislation

Permits
<i>The following permits need to be sourced from the applicable council body (Port Macquarie Hastings Council)</i>
<ul style="list-style-type: none">• Planning Permit for the development and use of the site.• Building Permit for the construction work (from the building surveyor).• Permit for a vehicular crossing (permanent or temporary).• Permit for a road opening.• Permit for a road closure.• Permit for a construction Zone.• Permit for legal point(s) of discharge and approval for modifications to street lighting.
Legislation
<i>The following legislation needs to be adhered to:</i>
NSW <ul style="list-style-type: none">• National Construction Code - 2022• Building Code of Australia Volume One - 2022• Plumbing Code of Australia - 2022• Plumbing and Drainage Act 2011• Plumbing and Drainage Regulation 2017• Environmental Planning and Assessment Act 1979 No. 20• Protection of the Environment Operations Act 1997• Work Health and Safety Act 2011• Work Health and Safety Regulation 2017• Heritage Act 1997 No. 136• Roads Act 1993 No. 33

Permits

- Local Government Act 1993 No. 30

5.3. Council Assets Protection

Footpaths and Roads

Erilyan Group is committed to protecting the existing quality of all footpaths, roads, kerbs, and channel and stormwater drains are maintained throughout the project lifecycle. Protective measures in place include

Installation of road plates to protect road and footpath from point loading stress from concrete trucks, where applicable.

Flora and Fauna

Erilyan Group considers the surrounding areas natural elements and has considered the following strategies for the proceeding construction activities.

- Several trees will be removed during the development.
- Prior to commencing work on the site, establish Tree Protection Zones around the trees, using a 1.8-metre-high rigid temporary fence
- Attach two (2) signs to each Tree Protection Zone as detailed in section 5 of the Generic Tree Protection Guidelines attached as appendix 7.
- Correct and complete installation of Tree "Protection measures are to be certified by the project arborist" AS 4970-2009 (5.3.2).
- Awareness of Koala preclearance survey be undertaken and if any fauna species, located during development works, then works should cease until safe relocation can be advised by a contact fauna ecologist

Public Furniture

All public furniture (seats, bins etc.) which Erilyan Group sees as having potential to be damaged or impacted by or during construction works will be removed, securely stores and reinstated in its original position upon completion of the project

5.3.1. Dilapidation Report

Any damage to council property (listed prior) because of construction works will be rectified to prevent any possible threats to public safety

A dilapidation Survey will be undertaken prior to construction, to understand the existing conditions surrounding the immediate site conditions and document it for later use. It will be used to measure the impact of construction works (if any) and rectify at the end of the project. A copy of this report will also be sent through to the Private Certifier & Client for their own documentation. It considers. The following aspects need to be considered.

Project Solutions Pty Ltd has been approached to conduct the Dilapidation and Inspection for the project covering the following areas:

- Adjacent Buildings
- Footpaths
- Roads
- Services
- Structure
- Finishes
- Flora and Fauna
- Public Property

5.4. Public Safety

Hoarding and Edge Protection

The projects boundaries and edge must be considered and their preventative measures to ensure public safety are listed below:

- Temporary Fencing around the site compound
- Temporary Fencing around the South West Carpark
- Temporary Fencing around the Demolition of the Lakes Rd existing front entry
- Relocate Temporary Fencing out to the front of building to allow for civil and building works to occur.
- Internal hoarding to separate the new construction from the existing hospital.
- Internal hoarding to separate CSSD from corridor, whilst maintaining access for staff and patients.
- Internal hoarding to separate Operating Theatre 07 from other clinical area.

Please refer to Appendix A – Site plan for particulars

Gantries & Scaffolding

Safety measures put in place while using a Gantry and Scaffold setup must be documented and provided for review and documentation:

Please refer to Appendix A – Site plan for particulars

Signage

All signage installed on site hoardings in view of the public will include the following:

- Site Safety Regulations
- Pedestrian Warnings
- Emergency Erilyan Group staff contact names and numbers
- Site revealed advertisements
- Site Security monitoring (to discourage bill posting and graffiti)
- Builders Signage



5.5. Site

Layout – Access & Egress

Access to site considers the pedestrian access requirements into and around the site, and the construction works requirements. As noted below:

Please refer to Appendix A – Site plan for particulars

Site Security

Security is paramount in and around all Erilyan Group construction sites. To ensure and maintain security both during and out of working hours, all gates and access points will be padlocked outside site operating hours the following measures have been put in place

- All gates and access points will be padlocked outside site operating hours
- Site Security cameras are provided to deter entry to site

5.6. Plant and Equipment

Cranes

Use of Cranes on and around site requires documented plans and through planning with accredited operators, the steps taken to do so are noted below:

Mobile Cranes will also be used at specific times.

Accredited personal will be sourced to operate this plant, with inductions and checks taken place to ensure that correct permits and certificates have been obtained to conduct the works and operate the machinery.

Checks will also be conducted on the cranes themselves to ensure that they are in good working order.

Please refer to Appendix A – Site plan for particulars

Amenities Location

Site amenities (office, toilet lunchroom, 1st Aid room etc), can be found on the site plan.

Please refer to Appendix A – Site plan for particulars

Concrete Pump

Use of Cranes on and around site requires documented plans and through planning with accredited operators, the steps taken to do so are noted below:

A concrete pump will be required for the structural sequencing and will require to be pumped from the outside of the site boundary on Glenarm Street as documented.

Accredited personnel will be sourced to operate this plant, with inductions and checks taken place to ensure that correct permits and certificates have been obtained to conduct the works and operate the machinery.

Checks will also be conducted on the concrete pumps and booms themselves to ensure that they are in good working order.

Please refer to Appendix A + B – Site plan and TMP for particulars



5.7. Materials

Deliveries

Designated areas for delivering must be nominated and documented through site plan documentation:

All deliveries and laydown areas to and from site will occur at the locations nominated on the site plan on the eastern side of the site, on Glenarm Street

Please refer to Appendix A – Site plan for particulars

Storage

Nominated areas on site will be allocated for storage of materials and machinery. These areas will be safe and secure. Storage areas may change throughout the course of the project as different stages of construction are completed. All dangerous chemicals will be stored in secure areas located away from the emergency exits and stormwater pits. All signage for dangerous goods will be in accordance with AS1219 – 1995 Class labels for dangerous goods.

Please refer to Appendix A – Site plan for particulars



6. Operating Hours, Noise and Vibration Controls

Site Operating Hours	
<i>Erilyan Group aims to complete works within the designated time spans, however, due to unforeseen circumstances works may need to take place outside of these periods. If this is the case, approval will be sought from the Council to obtain an 'Out of hours permit', stakeholders and other parties immediately affected.</i>	
Monday to Friday	7am to 5pm
Saturday	8am to 5pm (or as required)
Sunday	Not available
Public Holidays	Not available
Noise Mitigation	
<i>Erilyan Group will ensure work methods to reduce noise complaints are implemented where required. Such as managing truck noise, encouraging the appropriate conduct of works, and using equipment sensibly. Further to this, the following systems will be in place to mitigate the effects of noise:</i>	
Where required, appropriate ear protection is to be worn by all site personnel. Where necessary signage and restricted areas are to be utilized to prevent hearing damage to workers on site.	
Where required Erilyan Group will ensure subcontractors, SWMS are developed to address the control and reduction of noise (where possible) during the construction activities that will take place on site.	



7. Air and Dust Mitigation

Dust Mitigation
<p><i>Dust Control shall be managed by Erilyan Group, in order to ensure that minimal impact is caused to the public and adjoining owners by confinement to the site boundaries. The following strategies will be adopted where required:</i></p> <ul style="list-style-type: none">• Ensuring all construction plant and equipment with access to the site is properly maintained.• Smokey plant is to be stopped until repair works are completed.• Vehicle engines are to be turned off whilst not in use (no long periods of idling).• Trade contractors are to be notified that trucks transporting materials such as soil and sand are required to be covered and tailgates secured.• Ensuring all areas expelling dust is confined to within the site.• Subcontractors will be required to control the dust created during their tasks in SWMS.• Installing shade cloth on any localised containment fencing where required• Vehicle corridors will be clearly identified and restricted to control vehicle access onsite (limit vehicle speed onsite to walking pace)• Reducing work activities /stop work during high wind velocity periods.• Minimise areas of site disturbed, and stage works where possible.• On site drilling or coring operations will be undertaken by equipment fitted with air filtration equipment. <p>Erilyan Group, anticipate some dust and airborne particles to be present during the demolition phase of the project. Water sprayers are one strategy for the suppression of dust. Control of paths of travel and the speed along which cars can travel will further reduce the impact of dust.</p>
Air Pollution
<p><i>Air quality will be managed by Erilyan Group to maintain acceptable levels of air quality throughout the site and surrounding context. This will be achieved by adopting the following systems:</i></p> <ul style="list-style-type: none">• If odourous materials are uncovered during activities, they must be covered immediately.• By seeking advice from an Environmental Consultant regarding soil /materials management• Ensuring purchased electrical products/whitegoods products comply with specification for CFCS & energy ratings• Ensuring low solvent paints are used as a priority – low VOC• Deliveries / transport from site are effectively planned to limit inefficient transport, assist back loading etc.



8. Stormwater and Sediment Control

Erilyan Group is committed to maintaining uncontaminated storm water and preventing damage to stormwater drains and waterways throughout the project’s duration and during construction activities.

Storm Water Management

Erilyan Group is committed to maintaining uncontaminated storm water and preventing damage to stormwater drains and waterways throughout the project’s duration and during construction activities. The following systems are in place to prevent stormwater contamination:

Silt Containment barriers will also be introduced in appropriate areas to control any runoff the site may produce that flows onto the street.

Dedicated washout areas are established on site to contain contaminated water, it isn’t circulated back into the communities’ storm water drain and supply



9. Waste and Material Re-use Management

Waste Management
<p><i>Waste management needs to be considered in order for Erilyan Group to better contribute more efficient construction through recycling and avoiding unnecessary waste. The following strategies have been implemented across site.</i></p>
<ul style="list-style-type: none">• Waste shall be minimized by avoiding over ordering materials, minimizing the use of packing materials and buying environmentally approved and recycled products where possible.• Waste management training will form part of site induction onto Erilyan Group construction site. This will ensure that contractors and it visitors alike are aware of the materials on site, storage requirements and areas to stay clear of (Hazardous material storage).• Disposal of waste shall also be identified throughout pre-start and on-site plans to ensure that contractors are aware of where to wash out, throw away general rubbish and larger building materials. This will be achieved through mapping out where the appropriate method of disposal is in relation to the site.• Where possible, general waste and construction waste will be recycled through certified recycling facilities. Erilyan Group nominated waste management contractor is TBC. They will be responsible for pick-up and recycling of construction waste.• Nominated onsite personnel will oversee the daily management and disposal of rubbish. All waste collection will occur during the site operating hours.
<p>Note: Waste burning is prohibited on all Erilyan Group sites.</p>
Hazardous Waste
<p><i>All waste deemed hazardous as specified in the hygienist's report will be handled in accordance with state and federal legislation and will be disposed of as per Worksafe/Safework requirements. Further to this, the following measures are in place:</i></p>
<ul style="list-style-type: none">•
Waste Tracking
<p><i>All waste materials that are exported off site will be tracked through the following methods:</i></p>
<ul style="list-style-type: none">• Records of total volumes and mass of waste sent off site including truck weighing bridges and random visual truck inspections throughout its dispatch, journey and receipt.• The waste removal contractor shall provide monthly reports providing a break-up of waste recycling and waste going to landfill. These shall be reconciled against waste receipts by the site foreman.



10. Travel Access Guide

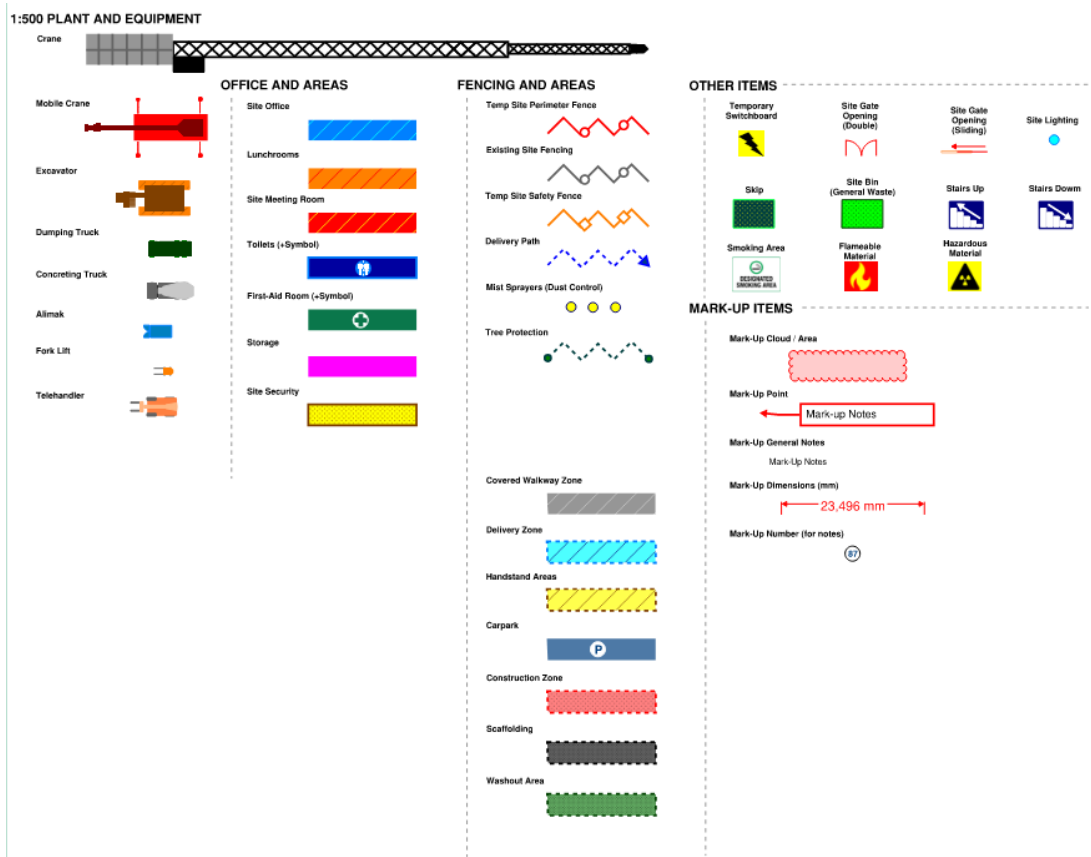
Travel Access Guide
<i>Erilyan has engaged a traffic engineer (Transport Strategies Alliance Pty Ltd) to develop a Traffic Access Guide in conjunction with Ramsay Health Care. The guide includes information about patient transport options, patient/visitor drop off areas, public transport, local networks including maps and timetables, cycle and pedestrian routes, end of trip facilities and taxis.</i>

Refer to Appendix D for Traffic Access Guide, this will be made available on the Ramsay Health Care Port Macquarie Hospital webpage.

11. Construction Site Plan

Plan Details

The below legend contains the key elements used in the creation of a Construction site plan.



Construction Site Plan completed by:	Jarrad Bishop
Date of completion:	25/04/2025
Location:	Port Macquarie Private Hospital

12. Traffic Management

Note the laydown area and delivery zone on the site plan as the proposed main access point of the project for plant & equipment, material deliveries and demolition material removal. With reference to the Traffic Management Plan (TMP) in Appendix B, Erilyan Group have undertaken swept path analyses to understand any impacts on adjacent traffic flows/constraint from this being the designated delivery zone.

The construction TMP will ensure that disruptions to the normal flow of traffic around the construction site are kept to a minimum. Erilyan Group have engaged accredited traffic managers to undertake a detailed assessment of the project and surrounding infrastructures to prepare traffic plans as outlined in Appendix B. See the following areas which make up the TMP.

In order to determine traffic management related risks, a Traffic Management Risk Assessment Checklist has been completed and a Risk Assessment Matrix compiled which details specific risks and controls relevant to this workplace. This Traffic Management Plan (TMP) details what controls are in place and the procedures to be followed to ensure safe traffic movement within this site.

The details within this TMP will be communicated to all employees and visitor to ensure they are aware of site traffic rules and procedures, specific communication processes are detailed in the 'General Safety' section of this TMP. This TMP must also be displayed in the Safe Freight workplace, specific locations where the plan is available from within the workplace are detailed within the 'General Safety' section of this TMP

This TMP and the related controls and procedures will be reviewed annually and in the event of any traffic incident or injury or any relevant information/legislation updates.

TMP completed by:	Transport Strategies Alliance Pty Ltd
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Date of completion:	
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Location:	
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Pedestrian Safety

The following controls and procedures are in place to ensure the health, safety and welfare of pedestrians on site; this includes but is not limited to site workers, drivers, office workers, customers and visitors.

- Temp Jersey Kerbs installed
- Pedestrian Signage
- A Class Hoarding to perimeter of site
- Stop / Go Traffic controllers when plant is entering or existing site

Driving Activities

The following controls and procedures are in place to ensure that driving within the workplace does not pose significant risk to others such as pedestrians and other road users and site plant and equipment.

Pedestrian Safety

- 5km/hr speed limit on site

Mobile Plant & Equipment

The following controls and procedures are in place to ensure that works involving mobile plant and equipment are conducted in a safe manner and do not pose significant risk to other plant and equipment, pedestrians and other road users.

- Plant pre start check List
- Plant inductions
- Task Observations
- Certificate of competency checks

Loading & Unloading Activities

The following controls and procedures are in place to ensure that loading and unloading activities are conducted in a safe and efficient manner.

- In accordance with site specific subcontractor SWMS
- All deliveries shall be booked in via Hammertech

General Safety

The following controls and procedures are general considerations which help to ensure safety in relation to traffic management.

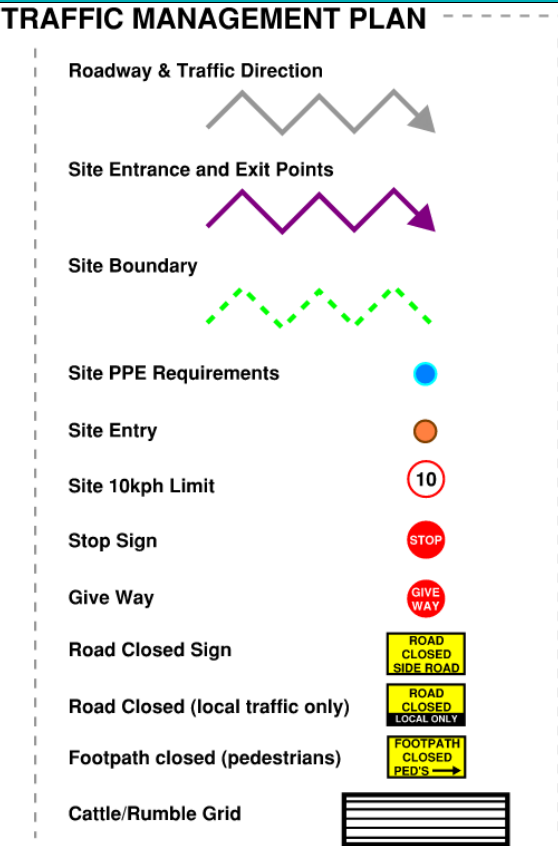
- Erilyan weekly site inspections
- Site manager daily site walks
- Task observations
- Subcontractor SWMS and MoPs
- Toolbox Talks
- Daily prestart meetings
- Signage
- Good Housekeeping
- Emergency awareness and preparedness
- Clear walkways at all times

Emergency Procedures

Additional traffic management requirements may be required in the event an emergency at this workplace. The following controls and procedures are to ensure health, safety and welfare in these events.

- Not Applicable

Site Drawing Key (TMP)



Roles and Responsibilities

This section details specific roles and responsibilities and the responsible person(s) within the site in relation to traffic management.

Role or Responsibility	Responsible Person(s)
Site Manager	Andrew Stewart
Traffic Control	Relevant authorized Subcontractors



13. Site Evacuation and Safety

Site safety is paramount on Erilyan Group sites, we endeavour to ensure that all workers have safe provisions of exit during an emergency and that first aid procedures are known. Through the following checklists, a site emergency and evacuation plan can be developed to ensure that in an emergency, all persons on site will be able to exit in the most efficient manner.

Emergency Exit Path

The following controls and procedures are in place to ensure the health, safety and welfare of pedestrians on site; this includes but is not limited to site workers, drivers, office workers, customers and visitors.

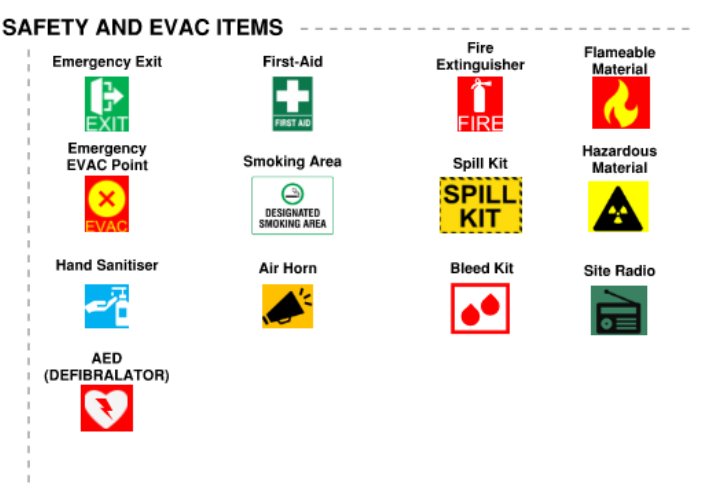
- Path of emergency exit
- Emergency Exit
- Emergency Evacuation point

In an Emergency

During a site emergency, the following areas will contain elements to help deal with the emergency

- Site Radio
- Air Horn
- First Aid location
- AED (Automated External Defibrillator)
- Fire Extinguisher
- Spill Kit
- Hand Sanitiser
- Bleed Kit

Site Drawing Key (Evac and Safety Plan)



Evac and Safety plan completed by:	Jarrad Bishop
Date of completion:	25/04/2025
Location:	Port Macquarie Private Hospital

Roles and Responsibilities

This section details specific roles and responsibilities and the responsible person(s) within the site in relation evacuation and safety management.

Role or Responsibility	Responsible Person(s)
First Aid Officer	Andrew Stewart
Fire Warden	Andrew Stewart

14. Complaints Procedure

Erilyan Pty Ltd is committed to maintaining open and respectful communication with all stakeholders, including neighbours, local businesses, Council, and members of the public. We recognise that construction activities may cause inconvenience at times, and we are committed to managing and responding to any complaints in a timely and professional manner.

14.1 Lodging a Complaint

Any member of the public, stakeholder, or authority may lodge a complaint through one of the following channels:

By Phone:

Jarrad Bishop (Project Manager) – 0469 274 181

Andrew Stewart (Site Manager) – 0437 403 779

By Email:

info@erilyan.com.au

In Person:

Complaints can be made directly to the Site Office during business hours.

In Writing:

Erilyan Pty Ltd

Attn: Project Complaints – Port Macquarie Private Hospital

1/27 Hotham Pde,

Artarmon, NSW, 2064

14.2 Complaints Register

All complaints received will be recorded in a Complaints Register, including:

- Date and time of complaint
- Name and contact details of complainant (if provided)
- Nature of the complaint
- Person handling the complaint
- Action taken and date resolved

This register will be available for inspection by relevant authorities upon request.

14.3 Response Timeframes

Initial Acknowledgement: All complaints will be acknowledged within two business day.

Investigation and Action: Where required, the complaint will be investigated, and corrective action taken.

Resolution: Complaints will be resolved as promptly as possible, generally within five business days, depending on the complexity of the issue.

14.4 Communication and Escalation

Where a complaint cannot be resolved immediately, the complainant will be kept informed of the progress of the resolution. If a complainant is not satisfied with the response, they may request escalation to Erilyan senior management for further review.

14.5 Continuous Improvement

Complaints will be reviewed regularly as part of Erilyan's continuous improvement process. Lessons learned will be incorporated into future project planning and site management practices to minimise recurrence.



15. Director / Project Manager Sign Off

The Project Manager is responsible for ensuring the HSEQ MP, CMP, SEMP, PRA and ITP Register are developed and consider project specific requirements. The Site Manager and Project Manager are to DocuSign each item before issuing to the Group HSEQ Manager for review and approval.

Once satisfied project specific requirements are met, the Group HSEQ Manager is to review and DocuSign each item.

The Responsible Director is then required to DocuSign each document, providing the authority for the document to be live.

The Site Manager, Project Manager, and Group HSEQ Manager are responsible for reviewing and re-signing each document via DocuSign on a quarterly basis or major change of site conditions.

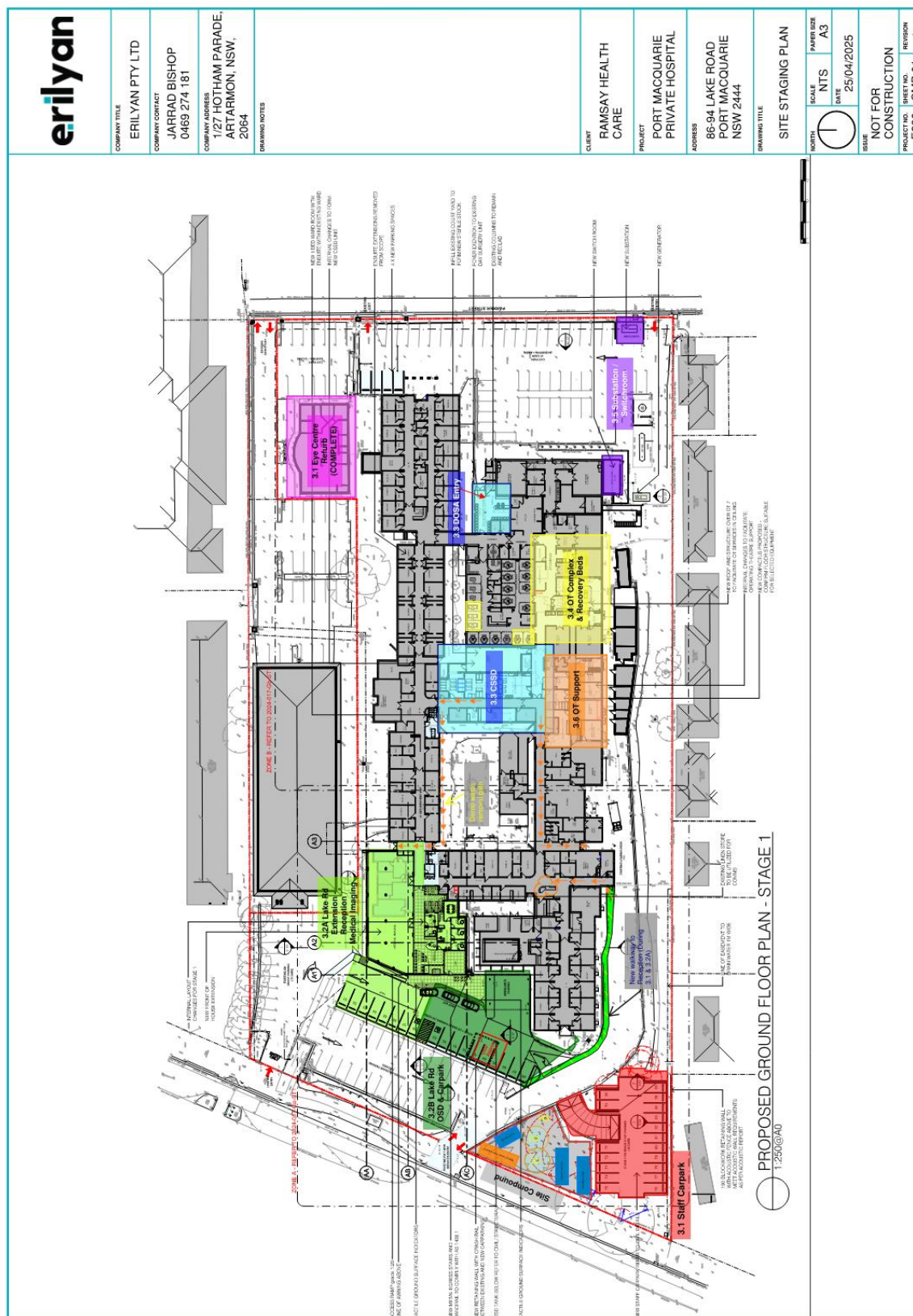
The Project Manager is responsible for ensuring that each version of the respective items are available in the documents section via HT, and remain current at all times.

Please refer to **EG-OP-PRO_Constrution Delivery** & **EG-OP-KL-DS_001_How to send MP using DocuSign** for step by step process.

Jarrad Bishop	<div>DocuSigned by:  FE742D7B737D47B...</div>	11/6/2025 10:46 AM AEST
Project Manager Name	Project Manager Signature	Date
Andrew Stewart	<div>Signed by:  90B57B3C99B64C8...</div>	11/6/2025 11:15 AM AEST
Site Manager Name	Site Manager Signature	Date
Jason Baker	<div>DocuSigned by:  7F16A1C5A990409...</div>	11/6/2025 11:51 AM AEST
Group HSEQ Manager	Group HSEQ Signature	Date
Tim Curtin	<div>DocuSigned by:  FD50205DE1FC4D0...</div>	11/6/2025 12:05 PM AEST
Responsible Director Name	Responsible Director Signature	Date

16. Appendices

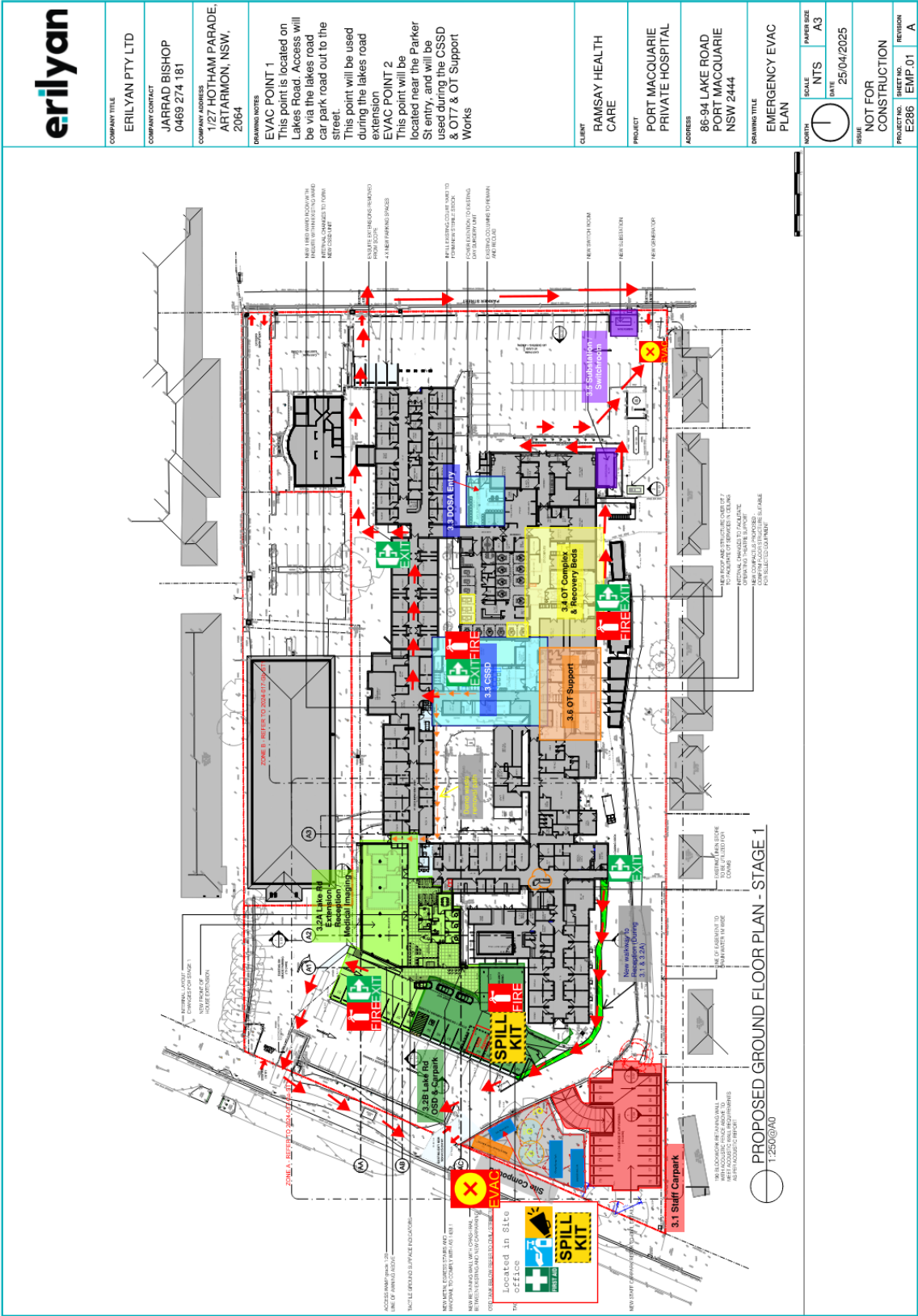
Appendix A Construction Site Plan



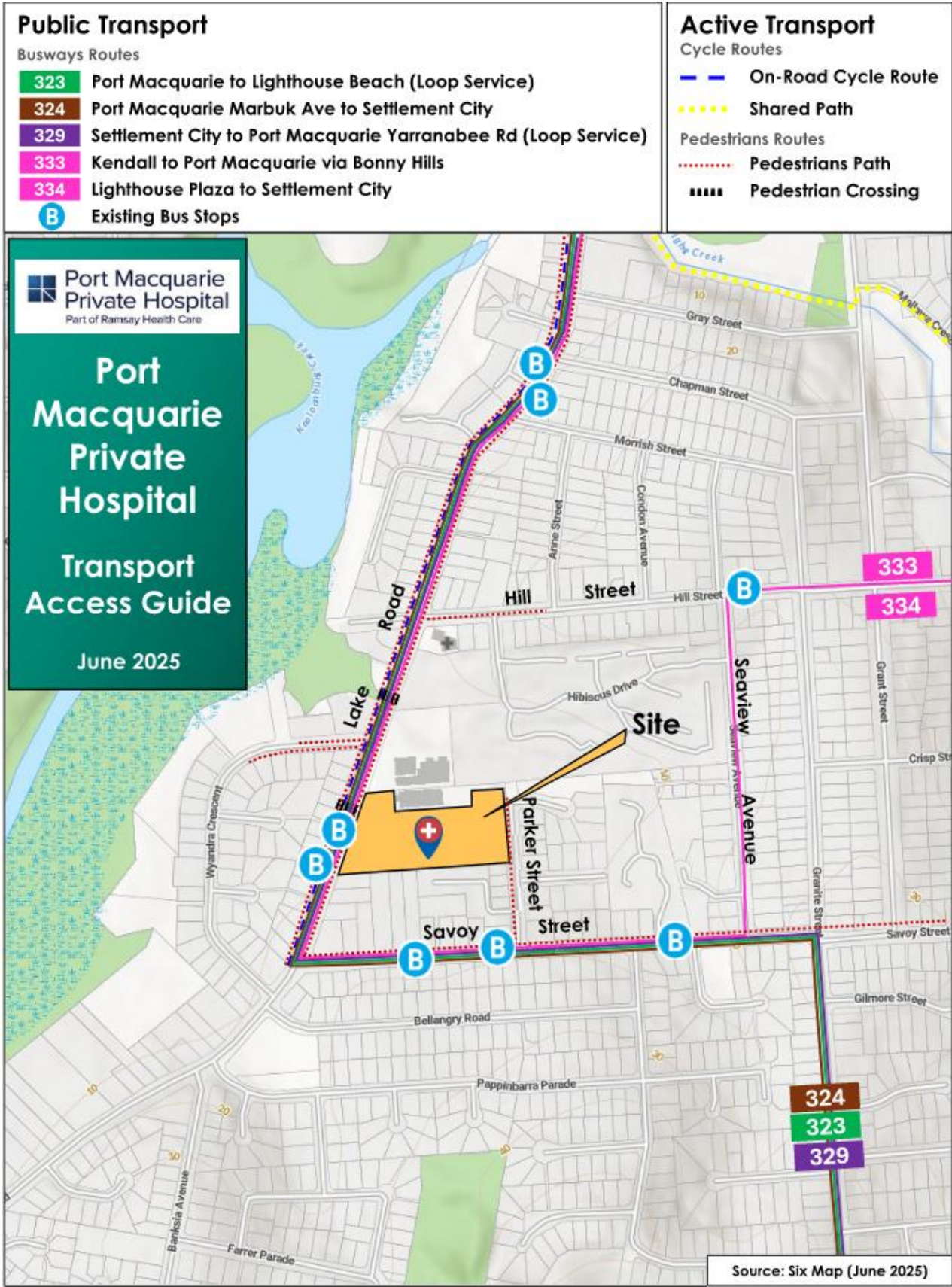




Appendix C Site Evacuation and Safety Plan



Appendix D Traffic Access Guide



B Bus: The nearest bus stop is conveniently located right next to the site on Lake Road. Additional bus routes and stops can be found within a short 6-minute walk. The closest stop is serviced by up to five different bus routes, offering a range of travel options. A brief overview of available services is provided below.

Bus Routes	Frequency (Peak)	Frequency (Off- Peak)
323	60 minutes between 7.02 pm – 11.02 pm	
324	~ 14 -54 minutes	60 minutes
329	10:44 am and 2:34 pm	
333	~ 1.5 hours	~ 2 hours
334	~ 30 minutes	~ 2 hours

For detailed timetables and information on accessible transport options, please visit the Transport Info website at www.transportnsw.info.

Pick-up/Drop-off zone:

Rehabilitation Patients – Access via Lake Road (southern entry). A designated pick-up and drop-off zone is located on the western side of the hospital building. See map below for zone location.

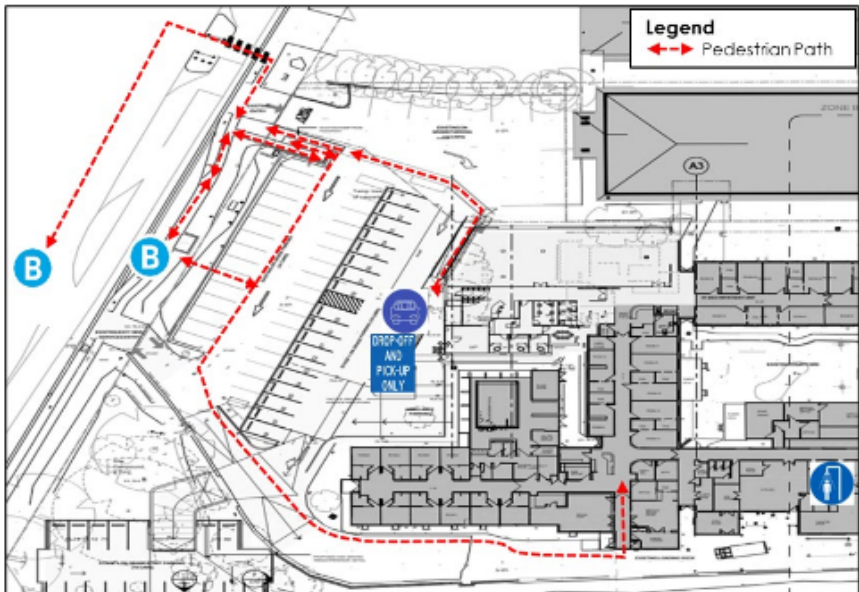
All Other Patients including general and specialist appointments – Access via Parker Street. A designated pick-up and drop-off zone is located on the eastern side of the hospital building.

End-of-Trip Facilities: The hospital offers convenient end-of-trip amenities for staff, including multiple secure lockers and two dedicated shower/change rooms—one for males and one for females.

Taxis & Rideshare Services: Taxis and Uber vehicles are welcome to pick up and drop off passengers at the designated zone near the hospital entrance. To ensure availability—particularly for wheelchair-accessible taxis—it is recommended to book in advance by contacting Port Macquarie Taxis at (02) 6581 0081.

Plan Your Journey with Ease: For a convenient overview of your travel route, including distance, estimated travel time, and alternate options, use [Google Maps](https://www.google.com/maps). The map provides detailed directions and helps you choose the most efficient path.

To explore the best public transport options, check timetables, or receive real-time travel alerts, visit the [Transport for NSW Trip Planner](https://www.transportnsw.info) on your phone, tablet, or computer.



For further public transport information go to www.transportnsw.info or call 131 500

Contact:
Port Macquarie Private Hospital
86 Lake Road, Port Macquarie NSW 2444
(02) 6582 9800
<https://www.portmacquarieprivate.com.au/>

Appendix E Example “neighbor letter box drop”



8 May 2025

Project: E-286

Project Name: Port Macquarie Private Hospital

Address: 86-94 Lake Road, Port Macquarie, NSW 2444

To whom it may concern,

As you may be aware, **Port Macquarie Private Hospital** have been successful in their Development Application DA 2021.19.1 for the proposed extension to the hospital. The approved development Scope includes:

- Extension of the existing Administration and Executive building on Lake Road.
- New patient drop off and porte cochere at newly created main entry.
- Lake Rd car park modifications include new staff parking, ambulance bay and re-alignment of existing parking bays. **This portion of works includes removal of existing Trees on Lake Rd by an Arborist.**
- CSSD relocation, extension and refurbishment.
- DOSA entry foyer extension at Parker St.
- Alterations and additions to clinical spaces, supporting spaces, patient wards and recovery wards to meet new operational requirements.
- New substation, switch room and generator at the rear of the Hospital.

Erilyan Pty Ltd have been engaged on behalf of Ramsay Healthcare to manage and construct this development, which is expected to last up to **May 2026**. Over the course of construction, the Erilyan Project Team will be undertaking best practice to mitigate and impact on the neighbouring properties and public assets.

During development carparking will be compromised, if you do not have a direct need to attend the Port Macquarie Private Hospital or The Grange Medical Centre please do not park in the Lake Rd or Parker St carparks. These carparks will be monitored during these works.

As Senior Project Manager for the project, I am happy to assist any of the neighbours with questions and concerns they may have regarding Port Macquarie Private Hospital extension and redevelopment works.

Do not hesitate to call **Jarrad Bishop** on **0469 274 181** or email jbishop@erilyan.com.au

Yours sincerely

ERILYAN GROUP

Jarrad Bishop
Senior Project Manager