



EAST GIPPSLAND SHIRE COUNCIL

PROJECT BRIEF

OCEAN ACCESS BOAT RAMP, BASTION POINT, MALLACOOTA ENVIRONMENTAL EFFECTS STATEMENT PROJECT MANAGEMENT

CONTRACT No. 595/034

Closes: 12 noon on Wednesday 21 April 2004

**REQUEST FOR PROVISION OF PROJECT MANAGEMENT SERVICES
CONSULTANT PROJECT BRIEF
INVITATION TO TENDER NO. 595/034**

1. PROJECT TITLE

Ocean Access Boat Ramp, Bastion Point, Mallacoota, Environmental Effects Statement. Project Management.

2. INTRODUCTION

East Gippsland Shire is seeking the services of a suitably qualified and experienced consultant to Project Manage processes involved with the preparation of an Environmental Effects Statement (EES), which is required to determine the feasibility and impact of the development of an upgraded Ocean Access Boat Ramp at Mallacoota.

The consultant would be required to work with Council to co-ordinate a range of activities associated with the EES project and to provide Council with expert advice in relation to specialist and technical matters addressed as part of the process.

3. MUNICIPAL PROFILE

East Gippsland Shire is located in the far eastern corner of Victoria, between 280 and 550 kilometres from Melbourne. It covers 21,051 square kilometres in area, and is the second largest municipality in area in the State.

The population of East Gippsland is approximately 38,000 people, mostly concentrated in the southwest corner. Mallacoota, which is located in the eastern most corner of the Shire beside Mallacoota inlet and the ocean, has a permanent population of approximately 1000 people.

East Gippsland Shire has extensive responsibilities for management of foreshore land, including Bastion Point, as a Committee of Management.

4. BACKGROUND/OVERVIEW OF PROJECT

Existing Facility

A small concrete launching ramp was constructed in the 1960's on the beach at Bastion Point, Mallacoota. The foreshore is Crown land for public purposes, for which East Gippsland Shire is Committee of Management.

The existing ramp is a small, single lane concrete platform that runs directly off the car-park onto the beach. The car-park holds approximately 10 cars with boat trailers and around five additional cars. A gravel surface access track leads down to a smaller parking area on the beach, adjacent to the ramp. There are often vehicle conflicts in this area, due to the limited space for manoeuvring whilst launching or retrieving boats.

4. BACKGROUND/OVERVIEW OF PROJECT (Cont'd)

The launching ramp is unprotected and its exposure limits safe use. In the past two decades, sand and weed build up on the ramp and offshore have further reduced its effectiveness. The abalone industry operates a tractor to launch and retrieve boats, but the general public does not have access to this assistance.

The natural entrance to Mallacoota inlet, located north of Bastion Point, is migratory and generally shallow. The passage through the entrance is mostly unsuitable for use by boat operators without local knowledge, considerable skill and a vessel with a powerful motor. The bar at the entrance makes it dangerous during rough weather. During the late 1990's, the entrance closed on several occasions, requiring all ocean access to take place from the Bastion Point boat ramp.

Strategic Context

The Bastion Point ramp – together with the natural entrance to the Mallacoota inlet – is the only access boat launching facility between Cape Conran, on the Victoria coast just east of Orbost, and the port of Eden in New South Wales – a distance of approximately 150 kilometres.

The area of ocean accessible from Mallacoota is a popular recreational fishing ground and could provide access to high quality game fishing opportunities around north of Gabo Island, if larger boats were able to launch safely. The new Marine Park at Cape Howe is also a potential drawcard for scuba diving and wildlife observation.

Marine safety authorities have identified advantages in having an upgraded boat launching facility at Mallacoota, to enable rescue vessels to more effectively access an area of ocean which is otherwise isolated and prone to hazardous boating conditions.

The *Victorian Coastal Strategy 2002* identifies Mallacoota as the location for a Regional Boat Ramp, which is defined as follows:

A regional Boat Ramp accommodates a significant amount of recreational boating in appropriate conditions. These include multiple boat ramps, jetties, substantial car parking, safety measures where required and significant onshore facilities such as fish cleansing facilities, wash down areas and toilets. A site satisfying this level of hierarchy generates a significant level of boating activity for a wide catchment.

To allow the facility to meet these specifications, substantial upgrading is required.

Proposals for Upgrade of Ocean Access

The Shire of Orbost and its successor, East Gippsland Shire, have sought on a number of occasions to gain State Government support to provide an upgraded ocean access facility.

4. BACKGROUND/OVERVIEW OF PROJECT (Cont'd)

A number of alternative locations have been investigated, including several near the existing ramp at Bastion Point, and one further to the west, at a location dubbed 'Airport Cove'.

'Airport Cove' was found to be unsuitable and was eliminated from further consideration.

Three potential sites on the eastern side of Bastion Point remained under investigation: the location of the existing ramp; a site south of the present ramp on the other side of the major rock outcrop; and one 50 metres south again. The Coastal Engineering Solutions study in 1998 preferred the most southerly site. Upgrading in the existing location was found to be feasible but, compared with other options, involved increased reversing distance, increased risk of siltation, operation on shallower water and increased conflict with other beach users.

Nevertheless, Council determined in 1999 to pursue the option of upgrading the facility on the existing site. This decision was motivated partly by community opposition to alternative locations and partly by the expectation that a full EES would not be required if the new ramp were to be located on the same site as the present facility. This proposal formed the basis of the community plebiscite in March 2000, when two thirds of Mallacoota voters supported the upgrade.

Specification of Project for EES Purposes

In view of the Government's decision that an EES is required, consideration of all three sites at Bastion Point has been approved by Council. This will allow Council and the community to compare the performance of alternative locations and designs against the criteria of environmental impact, safety, efficiency of operation and minimising conflict with other users.

The EES process involves community consultation throughout the study and provides a range of formal opportunities for public submissions to be taken into account.

A Draft EES scoping report and the proposed methodologies and costings below have been prepared on the basis of evaluating the three alternative locations at Bastion Point.

Outline of studies required for EES

Minister's Requirements and Department of Infrastructure Advice

The process, staging and specification of the studies required for the EES has been prepared in accordance with the requirements of the Minister for Planning in his letter of August 2000 announcing his decision and taking into account of subsequent advice (November 2001) from the Department of Infrastructure.

The major steps are summarised below and shown in more detail in the attached Sequence of Project Planning and Investigations.

4. BACKGROUND/OVERVIEW OF PROJECT (Cont'd)

The proposal has been referred to Environment Australia for advice as to whether approval is required under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and any further study requirements that may arise.

Project Planning

To date, this phase has involved:

- Discussions on the scope of the studies and the alternatives to be considered.
- Consultation with the Department of Sustainability and Environment on the scoping statement and the methodology to be used for the coastal processes evaluation.

EES Studies – Stage 1

The first stage of the EES studies involves:

- Preparation of concept designs for the three alternative locations, determining the type of ramp(s), associated marine structures, scale and general location of ancillary uses (car and trailer parking, toilets, wash down area, etc) and the maximum area of potential disturbance construction.
- Developing an understanding of coastal processes and wave climates in the Mallacoota area.
- Finalising design proposals for ramps and protection structures.
- Evaluating the likely effects of proposed marine structures on coastal processes and sediment transport, including assessment of impacts on geomorphological values.

This part of the study corresponds with the requirements on the Minister's letter for assessment of 'impacts on sediment transport and deposition, including impacts both for and of required dredging and associated design issues'.

Once these studies are complete, Council will be in a position to determine whether the facility is technically feasible and can be constructed without adverse effects on sediment deposition or erosion on site, adjacent to the site or elsewhere on the Mallacoota area.

If the project is found not to be technically feasible or to have unacceptable impacts on coastal processes, options need to be investigated for redesign to avoid identified problems. If these cannot be overcome, the project should be abandoned.

If the facility is found to be feasible and to satisfy environmental assessment criteria, the EES project moves into the second stage. It should be noted that the Department of Sustainability and Environment has advised that, in view of the history of the project, no public involvement is necessary up to this point.

4. BACKGROUND/OVERVIEW OF PROJECT (Cont'd)

EES Studies – Stage 2

This stage involves the other major components of the environmental impact assessments and the commencement of the formal EES consultation process. Tasks include:

- Convening the Inter-Agency Contact Group required by the Department of Infrastructure.
- Exhibiting the draft scoping report for public comment and refining the specification of studies if necessary.
- Appointing consultants for the Stage 2 studies.
- Investigating safety issues associated with upgraded ocean access – ‘the safety of the boat ramp for users’ as required by the Minister’s letter – as compared with the safety consequences of doing nothing (i.e. boats continue to use natural entrance and existing ramp).
- Carrying out flora and fauna surveys, including identifying species potentially affected by the development of the ocean access boat ramp or its associated facilities and other ‘impact on marine, inter-tidal and terrestrial flora and fauna’ (as required by the Minister).
- Conducting a cultural heritage survey, to identify any indigenous or non-indigenous cultural heritage sites or issues that may be impacted upon by the facility (the Minister’s letter requires consideration of the impacts on ‘archaeological and heritage values’).

If the project is found to have unacceptable environmental impacts (which could include cultural impacts), options for redesign should be considered. If problems cannot be overcome, the project should be abandoned.

If the facility is found to satisfy environmental assessment criteria, the remainder of the EES studies – as required by the Minister – should be commissioned.

EES Studies – Stage 3

Tasks in Stage 3 include:

- Appointment of consultants.
- A landscape and visual study, incorporating a landscaping plan for amelioration of impacts and restoration of areas affected by works (the Minister’s letter requires consideration of ‘landscape and visual impacts’).
- A traffic and parking study, including noise evaluation (the Minister’s letter requires consideration of ‘traffic and car parking requirements’).
- A social and recreational study (the Minister’s letter requires consideration of ‘impacts on other uses of Bastion Point’).
- A review of the cost benefit analysis, to take account of detailed cost estimates for the preferred new location and design and to update assumptions concerning levels of use of the facility and income generation potential (the Minister’s letter requires a ‘review of cost benefit analysis’).

4. BACKGROUND/OVERVIEW OF PROJECT (Cont'd)

At this point, it will be possible to determine whether the facility be constructed and operated without unacceptable impacts on environmental, cultural, social and recreational values and whether its construction and operation will produce a positive net economic result for Council and/or the community.

Once again, if difficulties are encountered in meeting particular criteria, it may be possible to redesign the facility or take other action to ameliorate the problems. If problems cannot be overcome satisfactorily, or if the economic costs outweigh benefits substantially, the project would not proceed.

However, if the ocean access boat ramp facility is shown to be feasible, environmentally acceptable and economically desirable, the project would proceed to complete the documentation and exhibit the EES report.

EES Documentation and Exhibition

Finalising the EES report will include:

- Documentation and evaluation of alternative options for the location and design of the boat ramp and associated facilities (the Department of Sustainability and Environment staff have agreed that consideration of locations other than those at Bastion Point can be based on studies already completed).
- Reviewing the design and performance of each potential site in the light of results of EES studies, selecting a preferred alternative and determining the final design.
- Preparing an environmental management plan for construction and operation of the facility, including proposals for monitoring of impacts, and a facility management plan incorporating safety and emergency response, fee structure, security etc.
- Preparing a draft EES report and discussing it with the Inter-Agency Contact Group.
- Exhibiting the draft EES report and technical (consultant) reports for public comment.

Evaluation

The components of the evaluation phase will involve:

- A Panel process to consider submissions, hold public hearings and prepare a report to the Minister for Planning.
- The Minister's Assessment, prepared on the basis of the Panel recommendations.
- The response from Commonwealth Minister under *Environmental Protection and Biodiversity Conservation Act 1999* (if required).

Once the advice from the Minister(s) is received, Council will be in a position to decide on whether the project can and should be pursued. This will include consideration of any conditions that may be required by the Minister(s) and their probable consequences for the operation and economic feasibility of the project.

4. BACKGROUND/OVERVIEW OF PROJECT (Cont'd)

Implementation

If Council determines to proceed with the project, the following steps will be required:

- Seeking formal consent from the Minister for Conservation and Environment (or her delegate) under the *Coastal Management Act 1996*.
- Pursuing funding for project from State and Commonwealth Governments and industry.
- Constructing the facility.
- Implementing the environmental management plan and undertaking any monitoring programs required.

The initial focus of the EES will be Stage 1, which will involve coastal processes and sediment transport implications. It is intended that the preparation of preliminary designs of the ramp facility will form part of Stage 1 of the process.

To date, Council has:

1. Resolved to examine three sites at Bastion Point previously identified as potentially suitable for construction of upgraded facilities; and
2. Make a referral to the Commonwealth Department of Environment Protection and Biodiversity Conservation Act 1999.

5. OBJECTIVES, TASKS AND OUTPUTS

Consultant's Objectives

Provide Council with professional project management of the EES project. Initially the project will only focus on preliminary and Stage 1 tasks. Further stages will only proceed should Stage 1 determine that construction of the upgraded facility is feasible and should funding be available to complete later stages.

Tasks

Preparation of the consultants brief for Stage 1 of the EES, including the requirements to prepare preliminary concept designs for the facility incorporating existing studies and other available information.

The role of the Project Manager would include:

- Liaison with Inter-Agency Contact Group.
- Preparing draft Scoping Report for public consultation and feedback.
- Finalising Scoping Report and preparing specifications for study components.
- Selecting specialist consultants for each component.
- Supervising progress with these studies and resolving any issues that may arise.
- Overseeing and participating in public consultation processes.
- Preparing draft EES report, synthesising the results of the specialist studies.

5. OBJECTIVES, TASKS AND OUTPUTS (Cont'd)

-
- Assisting Council staff with presentations to Panel Hearings.
- Finalising the EES report.
- Recommending – in consultation with the specialist consultant – effective ways to achieve any changes required to the proposal in the light of the Minister’s Assessment.
- Management of the Project Budget.

Outputs

The core outputs of this project will include the following depending on the stages completed:

- Project Management plan with anticipated timeframes and key milestones.
- Records of all meetings with the required Inter Agency Contact Group.
- Records of consultations with other stakeholders and members of the community.
- Specifications for each study component agreed to be proceeded with.
- Draft Scoping Report for consultation and feedback and final Scoping Report following this process.
- Preparation of the EES.
- Finalisation of the EES.
- Preparation of recommendations as necessary following the Ministers Assessments.

6. PROJECT MANAGEMENT & REPORTING**Project Management**

The key client representative responsible for managing day-to-day interactions with the consultant will be Group Manager Development Services, Kate Nelson, (03) 5153 9500.

7. RESPONSE TO THE BRIEF**Submissions**

Consultants are invited to submit proposals to undertake the project.

Submissions should include all information specified below, along with a covering letter detailing the tendered price for the project.

Timing

It is proposed that the project should commence mid May 2004.

Selection Criteria

All personnel to be involved in the project must be listed, along with a concise description of qualifications, experience and proposed level and duration of involvement. Any changes of personnel or their responsibilities during the project will need to be approved by the Project Manager.

7. RESPONSE TO THE BRIEF (Cont'd)

The consultant must be able to demonstrate:

- Successful completion of equivalent projects elsewhere in Victoria.
- Excellent project management skills and experience, including preparation of specialist consultants briefs.
- Excellent report writing and presentation skills.
- Demonstrated knowledge of the range of issues to be addressed by the EES.
- High level skills in dealing with staff/customers.
- Detailed understanding of EES process and relevant legislation.
- Excellent community and stakeholder consultation skills.

The submission should include:

- A detailed schedule for undertaking the tasks required by the project.
- Evidence of public liability cover of \$10 million & professional indemnity cover of \$5 million. The successful tenderer will be required to provide proof of insurances naming East Gippsland Shire Council as Principal.

Project Fee & Basis of Costing

As Council is currently able to confirm completion of Stage 1 of the EES, the tendered price for this project should be submitted on the following basis:

1. A fixed fee for Project Management of Stage 1 of the EES project; and
2. An estimate of the fixed fee proposal for Project Management for each of the following components:
 - EES Studies – Stage 2;
 - EES Studies – Stage 3;
 - EES Documentation and Exhibition; and
 - Evaluation.

Depending on the outcomes of each component of the study, Council will reserve the right not to proceed with any stage or component of the EES.

Council may decide to negotiate with the preferred tenderer to undertake study components beyond Stage1, or to again seek separate Expressions of Interest, depending on price and scope and nature of any change to the EES process.

It is anticipated that the total Project Management budget will not exceed \$30,000.

8 TENDER DOCUMENTATION

- A response to this brief should be lodged with the Tendering Coordinator by placing in the tender box at the Lakes Entrance Library / Business Centre at 18 Mechanics Street, Lakes Entrance or by posting to PO Box 1618, Bairnsdale, Victoria, 3875.
- This response should be submitted in a sealed envelope marked "Ocean Access Boat Ramp, Bastion Point, Mallacoota, Environmental Effects Statement, Project Management" and will be received until 12 noon on Wednesday 21 April 2004. **Faxed, emailed and late responses will not be accepted.**

9. INFORMATION PRIVACY

- 1) In this clause:

Personal Information means information or any opinion (including information or an opinion forming part of a database) that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

- 2) You agree in respect of Personal Information held in connection with this Agreement:

- a) To be bound by the Victorian Information Privacy Act 2000, the Victorian Health Records Act 2001, the Commonwealth Privacy Act 1998 and the Commonwealth Privacy Amendment Act 2000 with respect to any act done, or practice engaged in, by you, including, without limitation, to use Personal Information only for the purposes of fulfilling your obligations under this Agreement and not to disclose Personal Information without Council's written authority except for the purpose of fulfilling your obligations under this Agreement;
- b) To immediately notify Council where you become aware of a breach of clause 2(a) by you or any of your agents or employees;
- c) To indemnify Council in respect of any liability, loss or expenses incurred arising out of or in connection with a breach of clause 2(a) by you or any of your agents or employees; and
- d) That Council may audit either directly or through our auditors your information practices and that you must provide all reasonable assistance to the party conducting such an audit.

- 3) This clause shall continue to have effect after the termination or expiration of this Agreement.