

**OPERATIONAL MANAGEMENT PLAN
MALLACOOTA OCEAN ACCESS RAMP
EAST GIPPSLAND SHIRE COUNCIL**

Prepared for:

East Gippsland Shire Council
273 Main Street (PO Box 1618)
Bairnsdale, Victoria 3875

Prepared by:

Crossco Consulting Pty Ltd
ABN: 88 135 548 110
154 Macleod Street (P.O. Box 858)
Bairnsdale Victoria 3875
Tel: (03) 5152 6298 Fax: (03) 5152 7222

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1	1	2	Chris Waites, EGSC via EMAIL

Limitations Statement

Crossco Consulting Pty Ltd has been engaged to perform the assembly and authoring of the Mallacoota Ocean Access (MOA) Ramp - Operational Management Plan. The scope of the identified risks; the effectiveness of the control measures; and any consequences resulting from the execution or lack of execution of the measures outlined in the Operational Management Plan are solely the responsibility of East Gippsland Shire Council and any subsequent operator of the MOA ramp and its associated infrastructure.

Crossco Consulting has relied entirely on the information provided by East Gippsland Shire Council and other agencies in the preparation of the Operational Management Plan, and makes no warranty or guarantee as to the suitability of the Operational Management Plan to address all issues that may arise throughout the operational life of the MOA facility.

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SECTION 1 THE OPERATIONAL MANAGEMENT PLAN

1.01 SCOPE

The scope of the Operational Management Plan (OMP) for the Mallacoota Ocean Access (MOA) ramp and its associated infrastructure is to provide a practical and systematic working document to address the operational risks identified in the document "Safety Audit, Bastion Point, Mallacoota", Marine Safety Victoria, Department of Transport, 3 May 2010.

The Operational Management Plan also addresses other operational issues identified by East Gippsland Shire Council, Gippsland Ports and other agencies and individuals throughout the consultation and design phase of the project.

Dredging of sand from the ramp and breakwater area is seen as the most intensive ongoing operational activity required to maintain functionality of the MOA facility. Much of the focus of this OMP is directed toward management of the dredging operation.

1.02 MSV SAFETY AUDIT

The abovementioned MSV Safety Audit identified a significant number risk sources, risk events, consequences and causal factors that were systematically analysed using an approach consistent with AS/NZS 4360:2004 Risk Management Standard. The analysis then used the universal hierarchy of control to examine risk treatments (in order of preference) based on: Elimination, Isolation, Engineering, Administrative, and Personal Protective Equipment (PPE) to reduce the risk to acceptable levels.

A summary of the recommendations from the MSV Safety Audit, and the proposed implementation actions are contained in the document "Mallacoota Ocean Access, MSV Safety Audit and Risk Assessment, Summary Matrix - Response to Recommendations".

1.03 OPERATIONAL MANAGEMENT PLAN REVIEW

The OMP will be subject to annual review to determine if the frequency and scope of inspections, routine maintenance, dredging and other controls are adequate to maintain the efficient operation of the MOA facility.

SECTION 2 INSPECTIONS

A comprehensive inspection program forms the basis of many of the controls to address risk. This inspection regime is divided into four timeframes:

1. Weekly Inspections by operations personnel
2. Monthly Inspections by operations personnel
3. Six-Monthly Inspections by a specialised contractor or Gippsland Ports officer
4. As-Required Inspections by operations personnel in the event of significant weather events, accidents, incidents or in response to reported problems by facility users

The six monthly inspections are notionally planned for October and April of each year to give sufficient time for planning and executing maintenance work and/or dredging outside the peak facility usage periods.

A description of the inspections to be undertaken and reporting pro-formas for weekly and monthly inspections are included in Appendix 1.

SECTION 3 DREDGING PLAN

3.01 ENVIRONMENTAL MANAGEMENT

Prior to the commencement of maintenance dredging, the dredging contractor or operating authority (hereafter referred to as the "dredge operator") shall establish an Environmental Management Plan (EMP) demonstrating what measures will be implemented to minimise potential adverse impacts resulting from dredging of the Channel.

The EMP shall include compliance with relevant sections of the Environment Protection Authority's Best Practice Environmental Management Guidelines for Dredging (Publication 691), particularly environmental management issues outlined in sections 3 and 4 of Publication 691.

In particular the dredge operator shall ensure that all equipment used in the dredging operation is in good working condition and free from oil and fuel leaks at all times. During operation, refuelling and maintenance activities, adequate provision shall be made to retain and treat any oil or fuel spill on land or in the water. Wherever possible, maintenance shall not be performed on or near the water.

The dredge operator shall also ensure that the visual impact of the dredging operation on Mallacoota Ocean Access Ramp and its surroundings is minimised at all times. This includes providing for prompt demobilising of the dredge and pipeline when dredging is complete, and ensuring that visual mounding of the dredged material in the deposition area is minimised.

The dredge operator shall minimise the level of noise produced by the dredging operation and ensure that mechanical equipment is silenced to a level that meets relevant EPA guidelines. Working hours shall also be maintained within EPA guidelines.

The EMP shall also consider the control of marine pests and diseases.

The EMP shall be approved by the East Gippsland Shire Council, or a delegated authority prior to the undertaking of dredging works, and a site inspection and audit of the measures required under the EMP will be undertaken.

3.02 HEALTH AND SAFETY MANAGEMENT

The dredge operator shall ensure that dredged material is deposited in accordance with the Maintenance Dredging Plan (Drawing No. 1579/1039), and that deposition areas are barricaded and clearly signposted to restrict public access during dredging operations, and left in a stable and safe condition when dredging is complete.

The dredge operator shall establish an OHS Management Plan including Safe Work Method Statements in accordance with Occupational Health and Safety Regulations 2007 (Vic) for all high risk activities, and shall address all safety aspects of the dredging work including those relating to the general public and users of the MOA facility. A Traffic Management Plan conforming to *Victorian Worksite Safety – Traffic Management Code of Practice* shall also be incorporated in the OHS Management Plan. Comprehensive signage and delineation of work areas shall be included in the OHS Management Plan.

The OHS Management Plan shall be approved by the East Gippsland Shire Council, or a delegated authority prior to the undertaking of dredging works, and a site inspection and audit of the measures required under the OHS Management Plan will be undertaken.

3.03 ONGOING ACCESS TO ENTRANCE AND BOAT RAMP

The dredge operator shall ensure that the access road, at least one of the boat ramps, the jetty and the entrance channel are accessible and usable to users of the facility at all times. The dredging contractor or operating authority shall allow for the sinking and/or burying of

dredge discharge pipework where necessary to achieve this. A pipe will be installed under the boat ramp to assist with ensuring that ramp access is achievable at all times.

3.04 COMMUNITY AND STAKEHOLDER LIAISON

The dredge operator shall maintain regular communication with the responsible officer from East Gippsland Shire Council, or a delegated authority regarding progress on the dredging works and any issues arising with users of the facility.

3.05 TIMING AND DURATION OF DREDGING OPERATIONS

Unless depth surveys and inspections determine that dredging is required more frequently, dredging should be carried out in non-peak ramp usage times as instructed by East Gippsland Shire Council or a delegated authority. Timing of dredging should also consider seasonal tidal fluctuations and sand movement trends to maximise the effectiveness of the dredging work.

The duration of dredging operations (including mobilisation and demobilisation) is to be minimised to reduce impact on the amenity of the MOA facility. The dredge operator shall ensure that sufficient spare parts and repair expertise are available for repairs to pipework and dredging equipment. The dredge operator will not be permitted to leave unserviceable equipment in the vicinity of the MOA ramp and carpark unless authorised by East Gippsland Shire Council or a delegated authority.

APPENDIX 1 – INSPECTION SCHEDULE AND REPORTING PRO FORMA

Mallacoota Ocean Access - Operational Inspections Schedule

<u>Ref</u>	<u>Frequency and Description</u>	<u>Responsibility</u>	<u>Comments</u>
1	Weekly		
1.01	Ramp Condition (sand, kelp build-up, check for damage)	OPERATOR	Complete and submit MOA Weekly Inspection Report (by Tuesday each week)
1.02	Jetty Condition (all decking, structure & fixtures sound, check for damage)	OPERATOR	Complete and submit MOA Weekly Inspection Report (by Tuesday each week)
1.03	Life Rings (in place and in satisfactory condition)	OPERATOR	Complete and submit MOA Weekly Inspection Report (by Tuesday each week)
1.04	Signage and Navigational marks	OPERATOR	Complete and submit MOA Weekly Inspection Report (by Tuesday each week)
1.05	Site Cleanliness	OPERATOR	Complete and submit MOA Weekly Inspection Report (by Tuesday each week)
1.06	Condition of public amenities	OPERATOR	Complete and submit MOA Weekly Inspection Report (by Tuesday each week)
1.07	No. of parked vehicles with boat trailers	OPERATOR	Complete and submit MOA Weekly Inspection Report (by Tuesday each week)
1.08	Observation of sand and wave action around facility	OPERATOR	Complete and submit MOA Weekly Inspection Report (by Tuesday each week)
1.09	Observation of any swimmers or surfers around facility	OPERATOR	Complete and submit MOA Weekly Inspection Report (by Tuesday each week)
2	Monthly (consists of weekly inspection plus):		
2.01	Depth measurement of channel (using manual depth gauge)	OPERATOR	Complete and submit MOA Monthly Inspection Report (by second Tuesday each month)
2.02	Identification of rock movement on breakwater	OPERATOR	Complete and submit MOA Monthly Inspection Report (by second Tuesday each month)
2.03	Inspect and test public lighting (solar lights)	OPERATOR	Complete and submit MOA Monthly Inspection Report (by second Tuesday each month)
3	Six-Monthly (consists of monthly inspection plus):		
3.01	Hydrographic survey of facility and surrounding area outside Breakwater	SPECIALIST CONTRACTOR	Inspections are required in October and April of each year (unless advised otherwise). Output is a written report (including photographs where appropriate) and plan showing soundings and depth contours adjusted to m AHD, and detailing observations of inspections and tests. Report shall be forwarded to EGSC (or other Operating Authority) within 14 days of inspection.
3.02	Inspection (and testing) of navigation marks and lights	SPECIALIST CONTRACTOR	
3.03	Detailed Inspection of Jetty	SPECIALIST CONTRACTOR	
3.04	Detailed Inspection of Boat Ramp	SPECIALIST CONTRACTOR	
3.05	Detailed Inspection of Breakwater	SPECIALIST CONTRACTOR	
3.06	Detailed observation of sand and wave action around facility	SPECIALIST CONTRACTOR	
4	As-Required		
4.01	Following significant storm events	OPERATOR	Perform inspection and follow up
4.02	Following significant incidents or accidents	OPERATOR	Perform inspection and follow up
4.03	Following reports of significant problems at facility	OPERATOR	Perform inspection and follow up

EAST GIPPSLAND SHIRE COUNCIL
MALLACOOTA OCEAN ACCESS RAMP AND CARPARK
WEEKLY INSPECTION FORM

Inspection Performed by: Date of Inspection:

ITEM	DESCRIPTION
1.01	Ramp Condition
Sand Blocking Access? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Weed or Kelp Blocking Access? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Visible Damage? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:	
1.02	Jetty Condition
Sand Blocking Access? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Decking Intact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Structure Visibly Sound? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Visible Damage? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:	
1.03	Life Rings (in place and in satisfactory condition)
Jetty (end) Yes <input type="checkbox"/> No <input type="checkbox"/> Jetty (central) Yes <input type="checkbox"/> No <input type="checkbox"/> Breakwater Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:	
1.04	Signage and Navigational marks
1.05	Site Cleanliness
Comments:	
1.06	Condition of public amenities
Comments:	
1.07	Number of parked vehicles with boat trailers
1.08	Observation of sand and wave action around facility
Comments:	
1.09	Observation of any swimmers or surfers around facility
Comments:	
1.10	Other observations
Comments:	

* Comments shall include any required action and a suggested timeframe. Report to be sent to Manager

Signed:

Date:.....

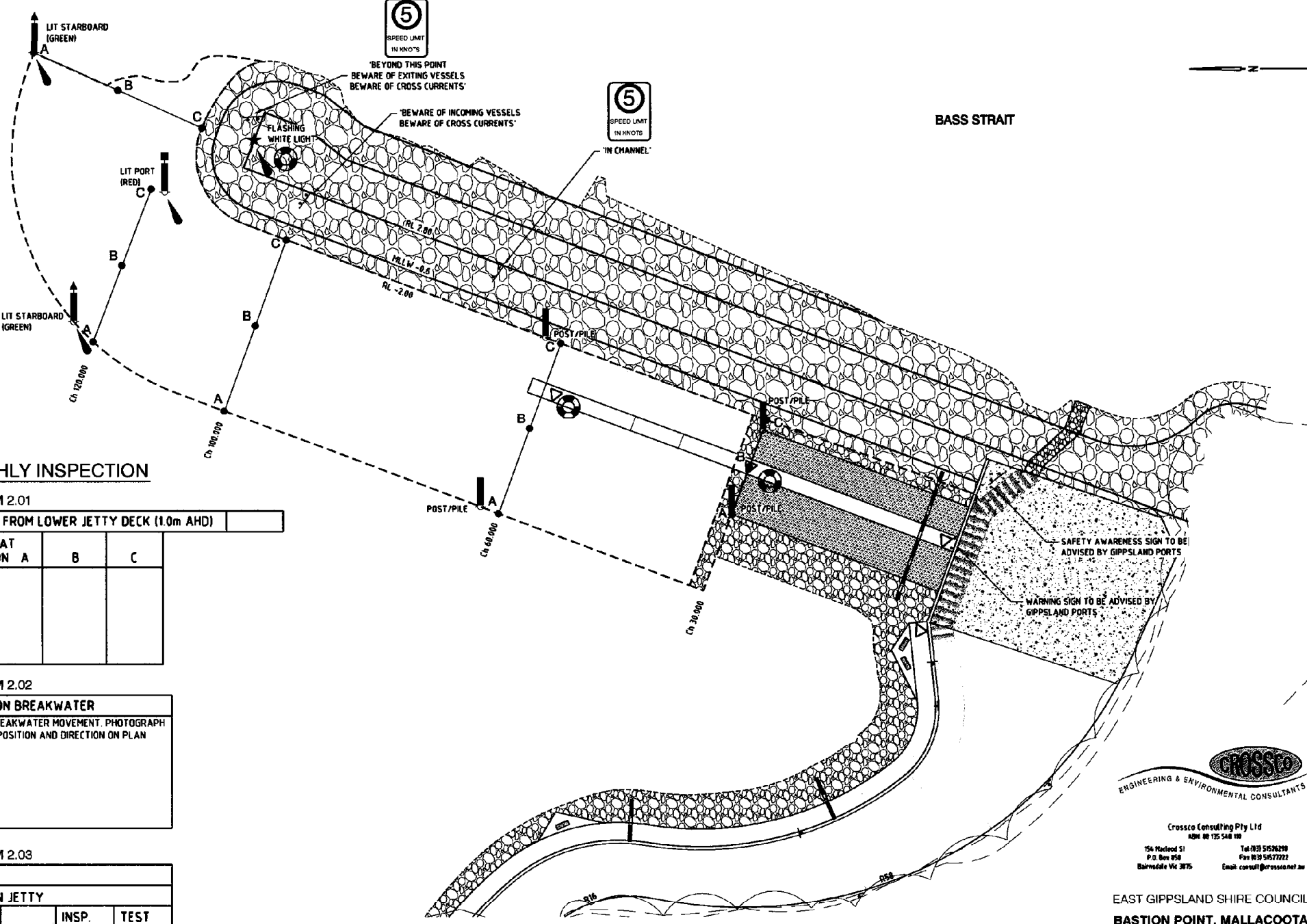
EAST GIPPSLAND SHIRE COUNCIL
MALLACOOTA OCEAN ACCESS RAMP AND CARPARK
MONTHLY INSPECTION FORM

ITEM	DESCRIPTION
1.01	Ramp Condition
	Sand Blocking Access? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Weed or Kelp Blocking Access? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Visible Damage? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Comments:
1.02	Jetty Condition
	Sand Blocking Access? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Decking Intact? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Structure Visibly Sound? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Visible Damage? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Comments:
1.03	Life Rings (in place and in satisfactory condition)
	Jetty (end) Yes <input type="checkbox"/> No <input type="checkbox"/> Jetty (central) Yes <input type="checkbox"/> No <input type="checkbox"/> Breakwater Yes <input type="checkbox"/> No <input type="checkbox"/>
	Comments:
1.04	Signage and Navigational marks
1.05	Site Cleanliness
	Comments:
1.06	Condition of public amenities
	Comments:
1.07	Number of parked vehicles with boat trailers
1.08	Observation of sand and wave action around facility
	Comments:
1.09	Observation of any swimmers or surfers around facility
	Comments:
1.10	Other observations
	Comments:
2.01	Depth measurement of channel (using manual depth gauge) – REF: ATTACHED MONTHLY INSPECTION PLAN
2.02	Identification of rock movement on breakwater – REFER ATTACHED MONTHLY INSPECTION PLAN
2.03	Inspect and test public lighting (solar lights) – REFER ATTACHED MONTHLY INSPECTION PLAN

* Comments shall include any required action and a suggested timeframe. Report to be sent to Manager

Signed:

Date:.....



MONTHLY INSPECTION

INSPECTION ITEM 2.01

HEIGHT TO WATER FROM LOWER JETTY DECK (1.0m AHD)

CHAINAGE	DEPTH AT POSITION A	B	C
30.000			
60.000			
100.000			
120.000			
140.000			

INSPECTION ITEM 2.02

ROCK MOVEMENT ON BREAKWATER

HIGHLIGHT AREAS OF BREAKWATER MOVEMENT. PHOTOGRAPH DAMAGE AND INDICATE POSITION AND DIRECTION ON PLAN

INSPECTION ITEM 2.03

PUBLIC LIGHTING

LIGHT POSITION ON JETTY

	INSP.	TEST
START		
CENTRE		
END		

SIGNED _____

DATED _____

LEGEND:

- CHANNEL EXCAVATION EXTENT
- PECAN SOLAR STREET LIGHT
- LIFEBOUY AND STAND



Crossco Consulting Pty Ltd
 154 Woodland St
 P.O. Box 958
 Bairnsdale Vic 3875
 Tel: (03) 51536299
 Fax: (03) 51537222
 Email: consult@crossconet.au

EAST GIPPSLAND SHIRE COUNCIL
BASTION POINT, MALLACOOTA

MONTHLY INSPECTION PLAN

DRAWING No.
1579/007-A

DATE: 23 JULY 2010