

**Project Update  
Community and Business Reference Group  
Port Campbell Town Centre Revitalisation Project**



Date & Time: 14 December 2021 – 9.30 am

Venue: Microsoft Teams

Attendees: Jamie Vogels – Ward Councillors (Chair), Justine Linley – Corangamite Shire, Rory Neeson – Corangamite Shire, Jon McLeod – PCG Member and Community Representative

Apologies: Jiri Haureljuk – Business Representative, Julie Brazier – Business Representative, Kylie Treble – Business Representative, Albert Toal – Community Representative, Lesley Barnewall – Community Representative, Richard Stone – Community Representative, Cheryl Tregaea – Community Representative, Marion Manifold – Community Representative, Mick Hunt – Business Representative

As only Jamie, Justine, Rory and Jon were present to the meeting due to some apologies from community representatives, it was decided to postpone the meeting until it could be held in person next year.

Below are some project updates from Council with a new date to be provided in further emails to the group.

**Project Updates – Rory**

- Funding Update
  - Council is currently working with the Federal Government to have a funding agreement in place before Christmas following the announcement in October.
  - A State Government funding agreement has been in place since June 2021. A variation request was completed and approved in November which alters the timing of some aspects of the project due to the delay in announcement of the Federal Government grant.
- Project Control Group Update
  - The PCG are meeting monthly which consists of representatives of various State Government agencies and a representative of the Port Campbell Progress Association. The membership of this group was submitted as part of the grants Council submitted to the State and Federal Government.
- Technical Reference Group Update
  - The TRG are also meeting monthly which consists of representatives of various State Government agencies involved in the approvals and permits for the project. This work is progressing well with all permits required for works to commence in May on track to be approved.
- Probity Adviser Update
  - In line with our grant agreements due to the size of the funding Council has received, a Probity Adviser was appointed in October to provide guidance and feedback on various aspects of the project (especially tender evaluation and procurement). They

have also assisted Council with the preparation of a Strategic Procurement Plan for the project.

- Contract/Tender Update
  - Council has been working with Maddocks Lawyers and Hansen Partnership to finalise the tender documentation to be released for the project. This is scheduled to be complete by Friday 17 December with the Tender to be advertised in the Herald Sun on two occasions.
  - From here the Tender is scheduled to close in mid-February to allow Council to evaluate and award the Tender in March/April so works can commence in May.
  - The tender will include work packages for 2022 and 2023 with the project to be finished before summer 2023.
- Project Manager / Coordinator Update
  - Council is in the process of finalising a request for quote document to commence advertising for a project coordinator for the project. This person will be responsible for the on the ground delivery of the project working closely with the successful construction company. They will also be involved in the tender evaluation.
- CHMP Update
  - Council recently received approval regarding its Cultural Heritage Management Plan. This is an important document and allows Council to continue completing various approvals and permits required for the project.
- Project signage
  - As part of Council's grant agreement with the State Government a project sign needs to be installed. This has been completed by Star Printing and will be installed this week.
- Early works update
  - As part of Council's Federal Government Grant, some works are required to commence within three months of the signing of the grant agreement. With this looking likely to occur before Christmas, Council will be looking to undertake some "Early Works" which will consist of some minor footpath works in Morris Street separate from the Tender. This is because Council will still be in the process of evaluating/awarding the Tender. These "Early Works" will be across the road from the Port Campbell VIC with minimal to no impact on any business.
  - The major works as part of the Tender are scheduled to commence in May (outside of peak season) with more detail to be provided at our next meeting in January/February.
- Public Art Update
  - Vicki Couzens was selected as the artist to complete integrated artworks as part of the project. Vicki is in the process of finalising her designs and plans to complete some further engagement in the New Year.
- Communications
  - Council completed a project update to the Port Campbell Beacon (which is attached to this project update). As part of this, Council

began promoting the new project website it has prepared that will be a key communication tool throughout the project [www.portcampbelltowncentre.com.au](http://www.portcampbelltowncentre.com.au) as well as a dedicated Facebook page for the project.

- Meeting Frequency
  - An in-person meeting will be scheduled for late January / early February in Port Campbell, a further email will be sent to all members to work through best dates/times and a venue.
- Draft Terms of Reference
  - A draft term of reference is attached with this project update for feedback from group members. This will then be discussed further at our meeting early next year to then get agreement from the group. Feedback is requested to be provided by Friday 21 January to Rory via email.