



## **Point Lonsdale Lighthouse Reserve Development – Stage 2 Project**

### **Project Control Group - Expression of Interest Information Sheet**

#### **The Project**

Council has received a grant from the Victorian State Government to undertake Stage 2 of the Point Lonsdale Lighthouse Reserve Development Project.

The funding will be used to extend recent restoration and upgrade works across the site.

The funding supports the following Stage 2 activities:

- Restoration works on the WW1/2 Directing and Ranging Station and WW2 Eastern Searchlight
- Improved pathway to WW1/2 Directing and Ranging Station
- Restoration works on the lighthouse surrounds
- Improved fencing and signage across the reserve
- Installation of mains power improvements across the site
- Creation of an all-abilities shared pathway and parking zones from the southern carpark to the Point Lonsdale Pier

A Conservation Management Plan will guide the design response for the proposed works.

Council will deliver the project through a Project Control Group (PCG).

#### **The Project Control Group (PCG)**

The Project Control Group will take responsibility for the oversight, management, and delivery of the Point Lonsdale Lighthouse Reserve Development Stage 2 project.

The PCG will include:

- Two Borough of Queenscliffe Councillors
- Two community representatives
- A representative from the Department of Environment, Energy, and Climate Action (DEECA)
- The Project Manager

The Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) will be invited to participate in the project and will be welcome to join the PCG if WTOAC resources allow.

- A Councillor will chair the PCG.
- A Council officer will provide administrative support.

## **Role of Project Control Group**

The PCG will:

- Review the Project Manager tender submissions and recommend a preferred consultant for appointment by Council
- Work with the Project Manager to prepare and implement a Project Management Plan and Project Plan
- Oversee the work of the Project Manager and make recommendations to Council regarding contract payments
- Provide the consultants directly involved in the project with guidance on project-related issues
- Prepare, approve, and implement the Communications and Engagement Plan
- Oversee relevant procurement decisions in accordance with Council's procurement strategy and the Local Government Act 2020.
- Monitor project budget and project status and adjust project scope as required to ensure the project remains within budget
- Monitor and mitigate project risks
- Address any issues that have major implications for the project in a manner that satisfies project stakeholders.
- Keep the project scope closely controlled as emergent issues force changes to be considered
- If required, establish working groups to perform specific tasks or discharge certain responsibilities

## **Community representation**

Council is now inviting applications from the community to join the PCG.

### **What commitment is required?**

The PCG will be stood up in July 2023, with the project scheduled to be completed in July 2024.

It is expected that the PCG will meet monthly for the duration of the project.

If there are key decision points that require additional inputs through the project, the PCG may meet between sessions or deal with matters out of session through emails.

The PCG members will be required to read material, assess reports, and prepare for meetings.

### **Selection criteria**

Council encourages applications from people in our community who have some or all the following attributes:

- Experience in project delivery and project governance
- An ability to apply analytical skills, objectivity, and good judgement
- An ability to work constructively in a team environment
- An ability to balance conflicting priorities and manage fixed resources
- Experience working on projects which have a local community interest
- Familiarity with heritage and cultural heritage matters
- A commitment to community engagement
- An understanding of the PCG role and contemporary project management practices
- The ability to work in the Microsoft 365 environment

## **Making an application**

The EOI application period will be open for a 7-day period. (June 2 - June 8 2023)

Your application should include:

- Applicant details, including a preferred contact method
- A response to the selection criteria

Applications should be sent to [info@queenscliffe.vic.gov.au](mailto:info@queenscliffe.vic.gov.au), with the following title:

EOI application- PLLHR \_ PCG

## **After the EOI process**

Council will review all applications and identify two candidates who will be invited to join the PCG.

All unsuccessful applicants will be notified.

## **Any Questions?**

If you have any questions about the EOI process or the project, please feel free to contact Martin Gill at [martin.gill@queenscliffe.vic.gov.au](mailto:martin.gill@queenscliffe.vic.gov.au) or on 5258 1765.