



**KATHERINE**  
TOWN COUNCIL

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# Invitation to Tender

## Part B – Specification

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Regional Sport, Recreation & Community Precinct  
(rPPP) Design & Construct Proposal

T25-12A

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Closing Time and Date: **2pm Friday 29th May, 2026**

Method of Lodgement: Electronic Tender Response via Tenderlink

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# CONTENTS

<b>1. TENDERERS</b>	<b>3</b>
<b>2. OBJECTIVES</b>	<b>3</b>
<b>3. BACKGROUND</b>	<b>4</b>
<b>4. SITE</b>	<b>4</b>
4.1 SITE INFORMATION	4
4.2 FLOODING	5
4.3 SITE VISITS	5
<b>5. PART F – TENDER ATTACHMENTS</b>	<b>5</b>
5.1 PART F1 – PLAN OF TITLE	5
5.2 OTHER DOCUMENTS PROVIDED ON REQUEST	5
<b>6. SPECIFICATIONS</b>	<b>6</b>
6.1 OVERVIEW	6
6.2 STAGE A – ILLUSTRATIVE MASTERPLAN BRIEF	6
6.3 OTHER REQUIRED REPORTS	9
6.4 STAGE B – SHOVEL READY DESIGN BRIEF	10
<b>7. CONSTRUCTION DRAWING REQUIREMENTS</b>	<b>14</b>
7.1 DRAWING REQUIREMENTS	14
<b>8. BUDGET</b>	<b>16</b>
<b>9. CONTRACT TERM &amp; TIMEFRAME</b>	<b>18</b>
<b>10. WORK HEALTH AND SAFETY</b>	<b>19</b>
10.1 PCBU	19
10.2 WHS SYSTEMS	19
10.3 CONTRACTOR WORK HEALTH AND SAFETY MANAGEMENT PLAN	20
10.4 INCIDENT REPORTING	21
10.5 WORK HEALTH AND SAFETY PERFORMANCE REPORTING	22
<b>11. COMPLIANCE WITH ACTS, REGULATIONS AND LAWS</b>	<b>23</b>
<b>12. TENDER ASSESSMENT</b>	<b>24</b>
<b>13. MEASURES AND KPIS</b>	<b>24</b>
13.1 GENERAL KPIS	25
<b>14. STAGE A DELIVERABLES</b>	<b>25</b>
14.1 PROGRAM	25
14.2 SITE ANALYSIS	25
14.3 STAKEHOLDER ENGAGEMENT	25
14.4 ILLUSTRATIVE MASTERPLAN	26

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<b>14.5</b>	<b>REQUIRED ACCOMPANYING REPORTS.....</b>	<b>26</b>
<b>15.</b>	<b>STAGE B DELIVERABLES .....</b>	<b>26</b>
<b>15.1</b>	<b>CONCEPT DESIGN .....</b>	<b>26</b>
<b>15.2</b>	<b>DESIGN DEVELOPMENT .....</b>	<b>26</b>
<b>15.3</b>	<b>OTHER CONSULTANTS .....</b>	<b>27</b>
<b>15.4</b>	<b>CONSTRUCTION DOCUMENTATION .....</b>	<b>27</b>
<b>16.</b>	<b>REPORTING .....</b>	<b>27</b>
<b>17.</b>	<b>PROJECT COMPLETION .....</b>	<b>28</b>

# BOUNDARIES

## 1. TENDERERS

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Katherine Town Council (Council) is seeking an architect, or other building design professional with outstanding design and documentation experience and high-level qualifications, to complete the Regional Sport, Recreation & Community Precinct masterplan and shovel-ready design(s). The lead contractor should be a registered building professional with extensive design and documentation experience and a proven track record. The contractor should be able to demonstrate their exceptional understanding of how to design and construct projects of a similar size and scope. The desired contractor will henceforth be referred to as the Contractor in this document.

## 2. OBJECTIVES

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The project aims to:

- a) Develop, with community partners, an illustrated masterplan for a modern regional sports, recreation and community precinct
- b) Identify priority infrastructure from the masterplan and develop into a shovel ready design
- c) Ensure each facility provided within the precinct is future-proof and will serve the communities needs
- d) Renovate or replace the Henry Scott Recreation Centre with a modern multipurpose facility
- e) Provide an emergency shelter combined with indoor netball/basketball/hockey facilities
- f) Improve traffic flow, parking and safe pedestrian connections between the new multipurpose facility, the Aquatic Centre, the proposed future AFL ground, and all other facilities
- g) Provide shared green space and forecourts to service all facilities within the precinct
- h) Deliver a package of works as outlined in our rPPP commitment

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### **3. BACKGROUND**

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Katherine Town Council secured funding through the Regional Precincts and Partnerships Program to design a multi-purpose regional sports, recreation, and community precinct linking the Katherine Aquatic Centre and surrounding sporting facilities. The Council-led project will be delivered in partnership with the Northern Territory Government, Katherine-based NGOs, Indigenous organisations, and local sporting and community groups to create a modern, all-weather destination for sport, recreation, community gatherings, and significant events.

At the heart of the project is the NT Government-owned Henry Scott Recreation Centre, which will be replaced with a modern indoor sports and community facility. The upgraded centre will provide competition-standard indoor courts for sports such as netball, basketball, and hockey; include change rooms, public amenities, and office space for allied health and community services and offer an air-conditioned venue for large social functions, conferences, and community events. The building will also serve as an evacuation centre during significant weather events, with space for NGOs to provide essential support services.

The new facility will be physically linked to the Katherine Aquatic Centre and other planned sporting developments, improving connectivity, parking, and pedestrian access across the 29-hectare Katherine Sports Ground. This centrally located precinct is already the sporting and active recreation heart of the community, attracting more than 240,000 visits annually and offering easy access from the CBD and Katherine East via cycle and walking paths.

The Katherine Sports Ground Masterplan 2018–2027 identified the need for a year-round, indoor facility to address seasonal heat and wet-season rainfall that limit outdoor sport and recreation. This new funding will deliver shovel-ready designs and documentation to make that vision a reality.

### **4. SITE**

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#### **4.1 Site Information**

The site is located at lot 3217 (No 24) Chambers Drive. The survey plan number is L2007/056B. The town planning zone is Multi-Zone (MZ). The two zones encompassed within the MZ are Public Open Space (PO) and Organised Recreation (OR). All proposed development must comply with the requirements of the NT Planning Scheme 2020.

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## 4.2 Flooding

The site is located within an area likely to flood during moderate or major flood warnings. The sportsground precinct was inundated with water during recent major floods in 2026. Selected construction methods must be suitable for a flood prone area.

## 4.3 On-Site Information Session(s)

An on-site information session may be arranged during the tender period, providing a chance to ask questions from the Katherine Town Council project management team. It is estimated that this will occur late in week 2 of the tender period, on a weekday. If you are unable to attend at the designated time, the sportsground is a public area, access is always available during daylight hours and a site visit is possible at your own convenience. The answers to any relevant questions raised during the tender period will be released by addendum for all tenderers to read.

The date and time for a site visit will be confirmed once it is scheduled

To be notified, please confirm your intention to attend the informational site visit early, by email to [matthew.arnott@ktc.nt.gov.au](mailto:matthew.arnott@ktc.nt.gov.au) – Subject: T25-12 Intention to Attend Site Visit

Please provide your company name, attendee(s) name(s) and job title(s). Your preferred days and times during weeks 2 and 3 of the tender period may also be included in the email. However, please note that the initial session time will be decided without considering this information from any tenderer, to ensure the process is fair for all. The date will only be modified, or another session arranged, if there is no disadvantage to any potential tenderer who has expressed interest.

You'll be provided with an email response when the date is confirmed.

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## 5. PART F – TENDER ATTACHMENTS

### 5.1 Part F1 – Plan of Title

The plan of title is included in the tender release as Part F1. The relevant lot for the sportsground precinct is lot 3217. Lot 3216 on the plan of title is a part of the site for this project, although the masterplan should respond to all surrounding infrastructure.

### 5.2 Other Documents Provided on Request

All other supporting and reference documents may be provided to tenderes on request, including the required reading listed in the specifications. Most reference documents can be found online.

# GOALPOSTS

## 6. SPECIFICATIONS

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### 6.1 Overview

Council requires:

- An illustrative masterplan which includes upgrades to two linked facilities. These facilities are the Henry Scott Recreation Centre and the Katherine Aquatic Centre. The entire Sportsground Precinct must be included in the masterplan with proposed improvements until 2040. The masterplan must include the addition of an AFL ground. It must include a detailed illustrated site plan as its focal point. All other written aspects of the plan should link to this map.
- Design and construction documentation for a new multipurpose facility incorporating the existing footprint of the Henry Scott Recreation Centre. It must incorporate a new entry and linking infrastructure adjacent to the Katherine Aquatic Centre. It should include a new entry to the Katherine Aquatic Centre, new forecourt areas, and any other priority works that are achievable within the proposed budget. The final design must be shovel ready.

*Katherine Town Council's **Shovel Ready Definition** – Construction documentation which meets the standard necessary for accurate pricing and construction of the works. Minor additional costs, consultants or permits may yet be required where it won't cause lengthy delays to the beginning of construction, and, it would have been impractical to have completed the work earlier.*

The project at the sportsground precinct will proceed in two stages:

- Stage A – Illustrative Masterplan
- Stage B - Shovel Ready Design

### 6.2 Stage A – Masterplan Brief

A masterplan will lay the foundations for sportsground precinct improvements, and shovel-ready development.

The existing written *Katherine Sportsground Masterplan 2018-2027* is nearing the end of its intended lifespan. A replacement illustrated strategic 10+ year masterplan for the whole of the sportsground

precinct is now required to assist in planning for infrastructure improvements from 2027 onwards. While the intended focus area for immediate construction works is toward the east side of the precinct, the masterplan will encompass and plan for the future of the entire facility until 2040.

### **Site Analysis**

The Contractor is required to complete a comprehensive analysis of the site. This information and the outcomes of the assessment must be compiled into a site analysis document which must:

- Inform the development of the masterplan
- Identify key priorities, issues and site constraints
- Clearly cite the source of gathered information
- Clearly show the accuracy of any partially estimated information to explain the degree to which it should be relied upon

As a minimum, site analysis must include:

- Service connections and capacity, in consultation with Power and Water
- Climatic conditions including shading, solar access, wind, rain and overshadowing
- Pedestrian, vehicle and public transport links to the Sportsground, including connections throughout the town of Katherine
- Bicycle and shared path connections
- Flooding, drainage and water-flow investigations
- Green spaces and built form analysis
- Site levels and typography
- Photographic records and existing conditions

### **Stakeholder Engagement**

The Contractor must plan, deliver and document a stakeholder engagement process to inform the masterplan. Engagement must be based on recognised community engagement principles, with preference given to approaches aligned with the International Association for Public Participation (IAP2).

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The Contractor must:

- Identify and engage a comprehensive and relevant range of stakeholders, including community members, user groups, sporting organisations, service providers and government agencies
- Ensure the stakeholder list is appropriate to the project and sufficiently broad
- Deliver a mix of engagement methods
- Provide opportunities for meaningful input into the planning and design process

As a minimum, the Contractor must:

- Facilitate at least one public stakeholder meeting early in the project, in line with the program
- Undertake targeted engagement with key user groups and agencies
- Use accessible and inclusive engagement methods
- Record and document all feedback

Stakeholder engagement outcomes must:

- Inform the development of the masterplan
- Demonstrate how stakeholder input has been considered
- Identify key priorities, issues and constraints

A Stakeholder Engagement Report must be provided as part of Stage A, including:

- Stakeholders engaged
- Methods used
- Key findings
- How feedback informed the masterplan

A Stakeholder Engagement Information Pack will be provided to tenderers on request, which provides information surrounding many of the relevant stakeholders for this project. The draft can be requested by potential tenderers, and it may be provided on the condition that it will be kept strictly confidential and deleted at the end of the tender period. A revised copy will be re-issued to the winning tenderer who must use the document appropriately to liaise with all relevant stakeholders.

### **Masterplan Considerations**

The final masterplan must demonstrate that the design has considered:

- The sporting and recreation needs and desires of the community
- Functionality of the precinct for all end users
- Accessibility improvements for wheelchair users, and a broad variety of other disabilities

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- Pedestrian and vehicle access to the precinct
  - Traffic management and safety
  - Amenities, including convenience, serviceability and demand throughout the precinct.
  - Antisocial behaviour, including crime prevention through environmental design (CPTED)
  - Parks and green spaces
  - Water management, flood mitigation and bioswales
  - Sustainability, energy efficiency and minimising energy consumption
  - Ongoing maintenance costs and building lifespan costs
  - Strategic phasing of projects until 2040, and potentially beyond
  - Budgeting and cost estimation for all proposed future works
  - Long term viability and adaptability of the masterplan
  - All other relevant considerations as raised by professionals, subconsultants, Katherine Town Council and by all others during the stakeholder engagement period

### **6.3 Other Required Reports**

#### **Safety In Design Report**

A safety in design review of the sportsground and proposed building upgrade works is required. It must consider improved safety of the contractors, community, staff and visitors. Consultation should be undertaken with relevant stakeholder organisations.

#### **Design Review Report**

A design review must be undertaken by the contractor prior to completion of the design stage to ensure the project is fit-for-purpose. The assessment should provide details on how the design responds to all of the brief requirements, how it responds to any further requirements agreed upon during stakeholder engagement and project control group meetings, whether the design intent has been met, and any other benefits which the designer believes will make the project fit-for-purpose.

#### **Reference Documents**

Required reading:

- Katherine Sportsground Masterplan 2018-2027 – Draft V2 (Feb 2018)
- Relevant Katherine Sportsground Advisory Committee Minutes
- Katherine CBD Revitalisation Masterplan

Other Documents Available:

- Katherine and Big Rivers Community, Sport and Recreation Venue - Construction (IFC) Drawing Sets



Fig 1. Stage A - Proposed Area of Masterplan – Sportsground Precinct

#### 6.4 Stage B – Shovel Ready Design Brief

A shovel ready design will support funding commitments to construct a significant upgrade to the Henry Scott Recreation Centre and other sportsground precinct upgrades in the immediate future.

#### Henry Scott Recreation Centre (HSRC) & Katherine Aquatic Centre (KAC)

A redesign of the Henry Scott Recreation Centre is proposed which provides a significant upgrade to the building amenities and potential service offerings. The building requires additional floor area to accommodate its existing functions and the proposed additional functions, as detailed under *considerations*. To improve the current service offerings the HSRC occupants, YMCA, require additional floor area as one of their highest priorities for building upgrades.

It is intended that other construction works close to the HSRC will be included into the design, within budget. This will improve the amenity of the precinct by achieving a successful link to other buildings such as the Katherine Aquatic Centre. Additional works should be considered within the *shovel ready focus area*, including carparking upgrades.

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## Title & Building Ownership – Henry Scott Recreation Centre

Discussion with both the Katherine Town Council and the Northern Territory Government (NTG) is required throughout Stage B. NTG currently holds an informal building ownership agreement in relation to the building, which includes all maintenance responsibilities for the Henry Scott Recreation Centre. The land title is held in the name of Katherine Town Council who are responsible for groundskeeping up to the building's fenceline.

### Shovel Ready Design Considerations

The following additional services and improvements must be included in the design:

- Community Hub encompassing
  - Youth Services
  - Training Facilities
  - Kitchen
- Childcare Centre encompassing
  - Indoor and Outdoor Areas
  - Play Equipment
  - Separated Bathroom, Storage, Medical and Food Service Facilities
- Gymnasium encompassing
  - Gym Equipment
  - Program Rooms
  - Yoga / Meeting / Open Spaces
- Indoor Courts suitable for
  - Basketball
  - Netball
  - Other sports
- Emergency Shelter
  - Preference for raised floor area
- Multipurpose Area
  - Preference for raised floor area
- Reception & Administrative Areas encompassing
  - Front Desk
  - Sports Sales
  - Office Space(s)
- Carparking Areas
  - Multiple Wheelchair accessible parking spaces up to current standards and with compliant close access to the facility
  - Increase the parking area to accommodate the needs of both the Aquatic Centre and the Henry Scott Centre

### **Future Multicultural Centre**

Discussions with Northern Territory Government (NTG) have signalled the need for a multicultural centre in Katherine, which may be considered for inclusion into the design for the Henry Scott Recreation Centre upgrade. It must be further considered during stakeholder engagement for the masterplan.

### **Future AFL Oval**

A future AFL oval has been proposed by the Katherine Town Council and other AFL related stakeholders. This has initially been proposed adjacent to the existing sportsground precinct cricket pitch in a very flood prone area. If this location is pursued, mitigation strategies for minor or moderate flooding may be proposed for the oval construction to reduce future upkeep costs.

### **NT Aboriginal Sacred Sites Act**

It is the tenderer's responsibility to consider and comply with the NT Aboriginal Sacred Sites Act, where applicable. All aboriginal sacred sites, recorded or not, are protected under the Northern Territory Sacred Sites Act. The Aboriginal Areas Protection Authority (AAPA) is the body established under the Act to be responsible for the protection of sacred sites.

### **Reference Documents**

Required Reading:

- Henry Scott Recreation Centre - Building Permit Drawing Sets
- Sportsground - Civil Works Drawing Sets
  - May be available for awarded Tenderer Only
- Katherine Aquatic Centre - Construction (IFC) Drawing Sets
  - Available for awarded Tenderer Only



*Fig 2. Stage B - Shovel Ready Focus Area - Schematic Visual Brief*

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## 7. CONSTRUCTION DRAWING REQUIREMENTS

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### 7.1 Drawing Requirements

#### Existing Conditions

Existing conditions floor plans must be accurately measured and documented in detail by the tenderer, unless the tenderer proposes a knock-down rebuild within budget. The selected contractor should include the costs of taking site measurements, land surveying and any other site investigations required to ensure that their final existing conditions documentation is accurate, legible and of a high standard.

The current available floor plans for the Henry Scott Recreation Centre are not 'as constructed' drawings. Some layout changes appear to have been made to the building during construction, or later, and a thorough measure up is necessary before considering conceptual design.

#### Concept and Design Development

The contractor will be required to produce and develop the concept design in preparation for construction documentation to occur. This service must be included by the Contractor with any exclusions clearly identified within the tender response. The developed design will need to respond to the stakeholder group meetings and the project control group decisions. It is a requirement that the design is formally signed off by the Council, via the project control group, before commencement of full construction documentation. The Contractor must arrange, attend and record meetings with project control group stakeholders. The contractor must include Development Authority submission(s) and associated fees, as applicable.

#### Construction Documentation

The contractor will be required to produce construction drawings suitable for demolition, construction and building permits. The Construction Documentation must define the quantity, position, assembly, material, and quality of all elements of the final design. The drawings must be developed according to the project brief.

The contractor is not required to obtain a building permit but the drawings must be shovel ready, which is a level suitable for building permit submission, as working drawings for construction, and for 100% completion sign-off by the Council. Refer also to the shovel ready definition in *6.1 Overview*

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### **Joinery Documentation**

The contractor should include within their tender price the provision of the full construction documentation for all notable joinery within the design and internal elevations for all bathrooms and wet areas.

### **Other Consultants**

The contractor is responsible for engaging all consultants required to deliver the project. These are listed in Part E, the schedule of rates. The contractor should list all other consultants who they believe are required within their tender submission.

### **Contract Document Assumptions**

Decanting and recanting around the future construction period will be arranged by the building occupants. Katherine Town Council will directly pay the NT build levy. To assist with accurate construction tender pricing, the documentation should detail and describe the project according to these assumptions.

### **Provisional Sums & Prime Costs**

None specified at tender release.

## 8. BUDGET

### Design Budget

Strict adherence to the construction budget throughout design is required for a successful shovel ready design. The grant funding available for design is publicly available information. The budget is as follows:

Item	Description	Cost
<b>Precinct Masterplan</b> Inclusive of Stakeholder Engagement	Estimated Cost	\$300,000
<b>Henry Scott Rec. Centre</b> Shovel Ready Design (Inclusive of all consultants)	Initial Budget for Design (Estimate: 8% of construction cost)	Included (Not Public)
<b>Other Precinct Works</b> Shovel Ready Design (Inclusive of all consultants)	Initial Budget for Design (Estimate: 10% of construction cost)	Included (Not Public)
<b>Other Consultants</b> Council engaged	Initial Budget for Design	Included (Not Public)
<b>Disbursements</b> Council Paid Disbursements	Initial Budget for Design	Included (Not Public)
<b>Total Funding Source</b>		<b>\$1,577,918</b>

All figures exclude GST

Design contingency must be considered by tenderers from within the total budgeted values indicated.

Where a cost is visible, the tenderer may vary their fee breakdown and time allocation according to what they believe is required to fulfil the brief. The visible value for the masterplan is intended only to guide the tenderer for programming. The tenderer is bound by their final fixed fee tender price.

### Feasible Shovel Ready Construction Budget

The proposed construction budgets are:

Item	Description	Cost
Henry Scott Rec. Centre	Estimated Cost	\$12,000,000
Other Precinct Works	Estimated Cost	\$3,000,000
<b>Total</b>		<b>\$15,000,000</b>

All figures exclude GST

The proposed construction budget is based on the desired scope, the current funding available for design, and the potential availability of future funding to construct the works immediately. The construction budget may change +/-50% toward the end of stage A, if the masterplan is able to assist the Council to source alternative funding opportunities.

The contractor is required to provide the service of designing and documenting the project in accordance with the budget. In the event the final costings are over budget by an unreasonable margin of error, it is expected that the contractor will work with Katherine Town Council to revise the scope. This work must occur without additional fees to Council, unless overruns were out of the control of the contractor. Where council accepted the budgetary advice of the contractor and subcontractor costs greatly exceed expectations, cost overruns are considered to be within the control of the contractor.

The project budget includes the cost of new loose furniture and inbuilt joinery. An upgraded Henry Scott Recreation Centre which is fit for purpose must be designed from within the construction budget.

A quantity surveyor must be engaged during design development to assist with cost control. The shovel ready construction budget may be reviewed at the completion of the masterplanning stage in consultation with potential funding authorities.

#### **Other Fees & Travel Disbursements**

The contractor should include fees for planning application submission(s) and drawings. The contractor should include the costs for all travel disbursements, and accommodation if applicable, within their tender submission.

#### **Out of Scope**

Tenders should not include a fee for any services required beyond the completion of a shovel ready design.

# TIME-KEEPING

## 9. CONTRACT TERM & TIMEFRAME

Council is seeking to award the contract for a term agreed by both parties. The proposed timeframe for works is listed below:

<b>Task (KPI)</b>	<b>Date</b>
Tender Opening Date (Council)	1 <sup>st</sup> May 2026
Information Session/Site Visit	TBC on receipt of site visit requests
Tender Closes (Council)	29 <sup>th</sup> May 2026
Notification Of Winner (Council)	29 <sup>th</sup> June 2026
<b>Contract Signed (Tenderer)</b>	<b>17<sup>th</sup> July 2026</b>
<b>First Public Stakeholder Meeting (Tenderer)</b>	<b>14<sup>th</sup> August 2026 (Latest)</b>
<b>Master Plan Complete (Tenderer)</b>	<b>11<sup>th</sup> December 2026</b>
<b>Shovel Ready Design Complete (Tenderer)</b>	<b>26<sup>th</sup> March 2027</b>
Application for steam 2 rPPP, or other funding source, for construction (Council)	April 2027 – December 2027
<p>Your tender submission indicates agreement with the KPIs listed above, unless your tender response clearly specifies an alternative program which is accepted by the Katherine Town Council.</p> <p>During the project, variations to the program may be accepted to achieve the best outcome for Katherine. Delays to the program to accommodate workload management of the tenderer will not be accepted.</p>	

# SAFETY

## 10. WORK HEALTH AND SAFETY

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### 10.1 PCBU

The Contractor will be the person conducting a business or undertaking (PCBU), in relation to this Contract, including when their employees access the site.

The Contractor must comply with all relevant WHS regulations and standards for the management, operation and supervision of the site.

### 10.2 WHS Systems

The Contractor must have in place the following Workplace Health and Safety documentation as a minimum:

Annual Work Health and Safety Management Plan;

Contractor Management System (CMS);

Contract specific Safe Work Method Statements (SWMS), if applicable;

Site risk assessments;

- a) Safe operating procedures relevant to work being performed;
- b) Procedures for isolation and de-energising of plant and equipment, if applicable;
- c) Procedures for working at heights, identifying confined spaces and hot work with appropriate permit system; and
- d) Procedures for working with hazardous chemicals including Safety Data Sheets (SDS).

The Contractor must also:

- a) Ensure all personnel are inducted regarding the scope of works, specification and workplace health and safety requirements;
- b) Review and amend Workplace Health and Safety documentation when there is any significant change in process and ensure that all persons affected by the changes are advised of the amendments and provided with the appropriate level of training and instruction to complete their work in a safe manner; and

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- c) Supply requested information upon the request of a Council Representative or Workplace Health and Safety Advisor as part of the ongoing review process under the Contract.

### 10.3 Contractor Work Health and Safety Management Plan

The Contractor must establish, implement and operate a Work Health and Safety Management Plan.

The Contractor warrants and represents that the Work Health and Safety Management Plan will:

- a) Ensure that any premises controlled by the Contractor, where any persons are performing work, are safe and without risks to health;
- b) Ensure that any plant or substance provided for use by any persons performing works are safe and without risks to health when properly used;
- c) Ensure that systems of work, including the working environment, are safe and without risks to health;
- d) Provide such information, instruction, training and supervision to ensure health and safety in the provision of the Specification;
- e) Provide adequate facilities for persons performing the Specification;
- f) Have work health and safety policies and procedures and will provide any persons performing work, with information, instruction, training and supervision as required as to those policies and procedures and their duties and obligations in relation to work health and safety;
- g) Provide any persons performing work, with information, instruction training and supervision in relation to changes and amendments to the work health and safety policies and procedures and their duties;
- h) Ensure that any subcontractors comply with and implement their own work health and safety management plan;
- i) Ensure that any subcontractor's work health and safety management plan is kept up to date with developments in work health and safety including Legislative requirement changes, new guidelines and codes and amendments to guidelines and codes; and
- j) Comply with any Legislative requirements.

The Work Health and Safety Management Plan must be:

- a) Submitted to Council before any works under contract commence;
- b) Submitted to Council on request; and
- c) Resubmitted to Council after any changes are made.

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The Contractor must consider any amendments to the Work Health and Safety Management Plan which Council may propose. The Work Health and Safety Management Plan must include, as a minimum:

- a) The Contractor's assessment of all risks, including hazard identification, arising from the performance of its obligations under this Contract;
- b) The Contractor's work health and safety risk assessment and risk management procedures;
- c) The Contractor's work health and safety policy and objectives;
- d) The Contractor's work health and safety procedures and action plans;
- e) The Contractor's organisational structure and allocation of responsibilities, accountability and resources in relation to work health and safety;
- f) Safe work methods statements, if applicable;
- g) The Contractor's work health and safety information, instruction, training, supervision and induction of all persons performing the Specification;
- h) The Contractor's work health and safety auditing and inspection procedures;
- i) The Contractor's work health and safety consultation procedures;
- j) The Contractor's work health and safety Incident reporting procedures;
- k) The Contractor's work health and safety review of risk assessments and control measures and review of the Work Health and Safety Management Plan more generally;
- l) The Contractor's work health and safety performance monitoring;
- m) The Contractor's collection and analysis of work health and safety data and records;  
and
- n) The Contractor's emergency procedures and provision for medical and first aid treatment.

#### **10.4 Incident Reporting**

The Contractor must notify Council and the appropriate authorities of any serious incident.

The Contractor must notify Council immediately and follow up in writing with a written report within 24 hours of any incident, involving:

- a) WHS issues, including instance on site or on private property while works under contract are taking place;
- b) Significant property damage;

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- c) Damage which may cause any interruption to normal operation of the Sportsground Precinct;
  - d) Any incident requiring the attendance of Emergency Services (Police, Fire Service or Ambulance);
  - e) Any criminal activity;
  - f) Stop-work or any industrial action that may impact on the normal operations of the Contractor;
  - g) Any other matter that may lead to litigation or otherwise adversely affect the interest of Council.

The written report must include the date, time and location of the incident and staff involved.

The Contractor is required to notify Workplace Health and Safety Northern Territory if an incident arises out of conducting business or undertaking that results in the death, serious injury or serious illness of a person or involves a dangerous event.

#### **10.5 Work Health and Safety Performance Reporting**

The Contractor must, when requested by Council, provide evidence of the Contractor's ongoing implementation of the Work Health and Safety Management Plan.

The Contractor must also provide the following information to Council via Skytrust, on a monthly basis:

- a) The 'lost time' frequency injury rate of the Contractor's Personnel;
- b) The number of Working Days lost due to injury;
- c) The number of 'near miss' Incidents;
- d) The current status of any injured Personnel, damaged property or environmental damage or pollution;
- e) The status of the implementation and outcomes of corrective actions undertaken as a result of work health and safety inspections and risk assessments;

The Contractor must, when requested by the Council Representative, provide reports on work health and safety inspections, audits or assessments undertaken during the Contract Term within five (5) Business Days of completion.

The Contractor must promptly notify Council of any incident which occurs during the performance of Specification and subject to any Legislative Requirements which require otherwise, it must not undertake an investigation into the incident without first consulting with Council.

The Contractor must promptly notify Council of any fines, charges or notices (including but not limited to improvement and prohibition notices) which are issued to the Contractor under work health and safety Legislative requirements, and which are issued either during the performance of the Specification or as

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a result of the Specification. If requested by Council, the Contractor must, within three (3) Working Days after any such Incident or at any other time on request by Council, provide Council with details of or a copy of or a written report into such fines, charges or notices.

## **11. COMPLIANCE WITH ACTS, REGULATIONS AND LAWS**

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The Contractor must at all times in providing the Specification:

hold and maintain Authority requirements and consents, certificates, licences, permits and approvals (including conditions in respect of those consents, certificates, licences, permits and approvals); and

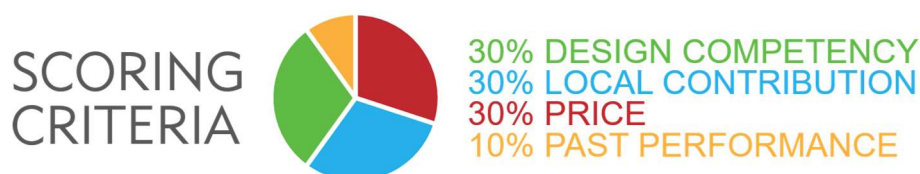
comply, and ensure that all employees comply with all laws including Work Health and Safety laws, regulations and requirements. The Contractor must comply with, and ensure that its employees, subcontractors and agents comply with any Acts, regulations, local laws, codes of practice and Australian Standards which are in any way applicable to Work Health and Safety and the performance of the Specification under this Contract.

# SCOREBOARD

## 12. TENDER ASSESSMENT

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The scoring of tenders is based on the return schedules in Parts D and E. Tenders must demonstrate that they fully understand the brief and all other tender requirements. Tenderers must include a Gantt Chart or other supporting documents demonstrating that the processes required to achieve the desired outcome are well understood. Please follow the instructions listed in 'Compiling Your Tender' to ensure your tender submission is able to be properly assessed under the scoring criteria.



Alongside the return schedules, tenderers are allowed to submit documents showcasing their design skills relating to this project. Your design showcase will be scored under 'Design Competency' and pages must be no larger than A3. Please ensure that all schedules 1 to 11 are complete to ensure that your tender is conforming.

## 13. MEASURES AND KPIS

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The Contractor must fulfil their contractual agreement including:

- a) All deliverables itemised in the tender documents. Refer to 14. Stage A Deliverables & 15. Stage B Deliverables.
- b) The Contract terms & timeframe must be strictly adhered to
- c) Variations to the contract terms and timeframe must be agreed to in writing
- d) Design and material selections must be fit for purpose
- e) Budget requirements must be adhered to

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### 13.1 General KPIs

- The Contractor must provide a response to requests for information (RFIs) from the Katherine Town Council project management team or CEO in a timely manner.
- The Contractor must manage the project program, and issue revisions as necessary, to ensure all time commitments will be met
- The Contractor must report to the Council as specified in *16. Reporting*
- The Contractor must provide the final documents as specified in *17. Project Completion*

## 14. STAGE A DELIVERABLES

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### 14.1 Program

- A gantt chart providing the program and the critical path for Stage A

### 14.2 Site Analysis

- Site Analysis presentation documents incorporating all of the minimum requirements specified in the brief

### 14.3 Stakeholder Engagement

- Stakeholder Engagement Plan, including stakeholder list and proposed methods, aligned with International Association for Public Participation (IAP2) principles
- Stakeholder register identifying all groups engaged
- Records of engagement activities, including meetings and attendance
- Summary of feedback received, including key themes and issues
- Stakeholder Engagement Report outlining how feedback informed the masterplan
- Identification of key risks, constraints and competing priorities raised through engagement

#### 14.4 Masterplan

- Masterplan, incorporating all of the requirements specified in the brief
- Proposed staging of works until 2040

#### 14.5 Required Accompanying Reports

- Stakeholder Engagement Report
- Safety In Design Review. Refer 7.3 *Other Required Reports*
- Design Review. Refer 7.3 *Other Required Reports*

### 15. STAGE B DELIVERABLES

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#### 15.1 Program

- A gantt chart providing the program and the critical path for Stage B

#### 15.2 Concept Design

- A functional design brief which includes:
  - Architectural, engineering, building services, façade, fire services and accessibility requirements.
  - Schedule of accommodation.
  - Site constraints including building material considerations
- A concept design which includes:
  - Plans, elevations and relevant perspective views
- Revisions to the concept based on stakeholder feedback
- Arrange attend and record meetings with project control group stakeholders

#### 15.3 Design Development

- Developed design in consultation with project control group, consultants and builder
- Preliminary cost estimate for the design in conjunction with quantity surveyor

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- Complete DA application(s), submitted to the relevant authority on behalf of the land title owner and including all associated disbursements.
  - Arrange, attend and record meetings with project control group stakeholders

#### 15.4 Other Consultants

- Documentation must be obtained from all other consultants and coordinated by the Contractor, as detailed within 4.11 Other Consultants.

#### 15.5 Construction Documentation

- Develop completed documents and drawings suitable for demolition, construction and building permits in accordance with Part B of the tender release, the specifications.
- 60% completion documentation for review by the project control group
- 100% construction issue documentation to be signed off and agreed with Katherine Town Council prior to finalising the shovel ready design.
- The construction documentation must define the quantity, position, assembly, material, and quality of all elements of the final design.
- Arrange, attend and record meetings with project control group stakeholders

### 16. REPORTING

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Prior to project commencement, The Contractor must provide to council:

- a) **Program:** Timeframe for design works (Gantt Chart preferred)
- b) **WHS:** Upload specified safety and insurance documents into Skytrust

During design, The Contractor must report to council:

- a) **Progress Reporting:** Progress updates to the project control group at fortnightly intervals, or at times as agreed with Council's project manager

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## 17. PROJECT COMPLETION

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Upon completion of the project. The Contractor must provide to council the following deliverables:

- a) **Sportsground Masterplan** in accordance with Stage A: Masterplan requirements
  - a. 1x hardcopy drawing set – High Quality Print
  - b. 1x softcopy drawing set – PDF format, or format as agreed
  - c. DWG or DXF format drawing files, or format as agreed
  - d. Stakeholder Engagement Report, Safety In Design and Design Review Reports
  - e. All other documents required by the brief
- b) **Construction Drawings** in accordance with Stage B: Shovel Ready Design requirements
  - a. All softcopy drawing sets – Clearly defined, compiled and labelled – PDF format drawing packages, or format as agreed
  - b. DWG or DXF format drawing files, or format as agreed
  - c. All documentation and reports from all contractors and subcontractors relating to the construction documentation must be provided to Council
  - d. All other documents required by the brief
- c) **Evidence** for all contract variations
- d) **Receipts** for any optional consultants or other fees which were unaccounted for in the tender submission, and, which the winning tenderer is contractually obligated to deliver by a written agreement with the Katherine Town Council