

# Invitation to Tender

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— SOLICITORS —

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<b>PART 1 INTERPRETATION OF PROVISIONS .....</b>	<b>1</b>
1.1 General Provision.....	1
1.2 Definitions .....	1
1.3 Grammatical Similarities .....	2
1.4 Miscellaneous References .....	2
1.5 Headings .....	3
1.6 Specification .....	3
1.7 Warranty of Authority .....	3
1.8 Severance .....	3
1.9 Governing Law .....	3
<b>PART 2 INVITATION TO TENDER .....</b>	<b>3</b>
2.1 Invitation.....	3
<b>PART 3 THRESHOLD ISSUES.....</b>	<b>4</b>
3.1 Tenderer's Warranties .....	4
3.2 Additional Information .....	4
3.3 Liaison with Council .....	4
3.4 Inspection of Property .....	4
3.5 Prohibited Approaches.....	4
3.6 Amendment of Draft Documents .....	5
3.7 Evidence of Amendment .....	5
3.8 Alternate Amendment of Draft Documents .....	5
3.9 Evidence of Amendment .....	5
3.10 Tenderer Reliance .....	5
3.11 Alteration of Specification.....	6
3.12 Invitation to Amend Tender.....	6
3.13 Council Reliance .....	6
3.14 Inaccurate Warranties.....	6
3.15 Tenderer's Expenses .....	6
3.16 Commissions / Incentives .....	6
<b>PART 4 CONTENT OF TENDER .....</b>	<b>6</b>
4.1 Tender Form .....	6
4.2 Details of Tenderer.....	7
<b>PART 5 SUBMISSION STAGE .....</b>	<b>7</b>
5.1 Submission of Tender.....	7
5.2 Personal Delivery .....	8
5.3 Postal Delivery.....	8
5.4 Non-conforming Delivery .....	8
5.5 Non-conforming Tenders .....	8

5.6	Closure of Tenders.....	8
5.7	Extension of Closing Time .....	8
5.8	Revocation of Offer .....	8
5.9	Unilateral Amendment .....	8
5.10	Receipt of Late Tenders.....	8
5.11	Opening of Tenders .....	8
<b>PART 6</b>	<b>EVALUATION STAGE.....</b>	<b>9</b>
6.1	Status of Tender (Offer to enter Contract).....	9
6.2	Deemed Withdrawal of Tender .....	9
6.3	Principal Evaluation Criteria .....	9
6.4	Additional Evaluation Criteria .....	9
6.5	Evaluation Process .....	9
6.6	Co-operation with Evaluation Panel.....	9
6.7	Clarifications and Variations.....	10
6.8	Consideration of Tender (Council Entitlements) .....	10
<b>PART 7</b>	<b>ACCEPTANCE STAGE .....</b>	<b>10</b>
7.1	Acceptance of Tender .....	10
7.2	Delivery of Acceptance.....	10
7.3	Time of Receipt.....	10
7.4	Formation of Contract.....	11
7.5	Execution of Contract by Tenderer .....	11
7.6	Entire Agreement .....	11
7.7	Completed Contract Documentation.....	11
7.8	Submission of Contract for Execution.....	11
7.9	Receipt of Completed Contract .....	11
7.10	Execution of Contract .....	12
<b>PART 8</b>	<b>RIGHT TO INFORMATION.....</b>	<b>12</b>
8.1	Impact of <i>RTI Act</i> .....	12
8.2	Identification of Confidential Tender Material .....	12
8.3	Disclosure of Tender Information by Council .....	12
8.4	Publication of Tender Information.....	12
<b>PART 9</b>	<b>CONFIDENTIAL INFORMATION .....</b>	<b>13</b>
9.1	Maintenance of Confidentiality .....	13
9.2	Council Consent to Disclosure .....	13
9.3	Survival of Obligations .....	13
9.4	Reservation of Council Entitlements .....	13
9.5	Exempt Material.....	14
<b>PART 10</b>	<b>MISCELLANEOUS .....</b>	<b>14</b>
10.1	Benefit of Conditions .....	14

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ANNEXURE 1 .....	15
[Acceptance Notice] .....	15
ANNEXURE 2.....	17
[Draft Sale Contract].....	17
ANNEXURE 3 .....	35
[Tender] .....	35

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# Invitation to Tender

## PART 1 INTERPRETATION OF PROVISIONS

### 1.1 General Provision

Unless:-

- (1) the context otherwise requires; or
- (2) a contrary intention appears,

this Invitation is to be interpreted by reference to the subsequent provisions of this Part 1.

### 1.2 Definitions

Each of the following expressions bears the meaning shown opposite:-

<b>Acceptance Notice</b>	A notice in or substantially in the form in Annexure 1.
<b>Annexure</b>	A numbered annexure to this Invitation.
<b>Business Day</b>	A day, other than a Saturday, Sunday or public holiday, upon which banks are open for business in the locality to which a notice pursuant to this Invitation is to be sent.
<b>Clause</b>	A clause, sub-clause or paragraph of this Invitation.
<b>Closing Time</b>	12:00 noon, 7 May 2024.
<b>Completed Sale Contract</b>	The Draft Sale Contract completed by the insertion of the details listed in Clause 7.7(1).
<b>Conditions</b>	The conditions contained in this Invitation, governing the tender process for entry into the Contract.
<b>Confidential Information</b>	<p>Any technical, commercial or other information, ideas, concepts, know-how, data, drawings, specifications or designs of any kind:-</p> <ol style="list-style-type: none"><li>(1) owned by Council and supplied or made available by Council to the Tenderer; or</li><li>(2) created by the Tenderer, from the Council-owned material supplied or made available to it, for the purpose of submitting the Tender.</li></ol>
<b>Confirmation Report</b>	<p>In relation to a facsimile transmission:- a transmission confirmation report produced by the sender's facsimile machine, which report:-</p> <ol style="list-style-type: none"><li>(1) contains the identification code of the intended recipient's facsimile machine; and</li><li>(2) indicates that the transmission was received without error.</li></ol>
<b>Contract</b>	The formal agreement between Council (as Seller) and the Tenderer (as Buyer) under which the Property is sold by Council to the Tenderer on the terms of the Completed Sale Contract and the information submitted by the Tenderer in and with the Tender.
<b>Council</b>	Diamantina Shire Council.

<b>Councillor</b>	An elected member of Council serving at any relevant time.
<b>Draft Sale Contract</b>	The form of contract in Annexure 2.
<b>Invitation</b>	This Invitation to Tender document (incorporating the conditions governing the submission of Tenders).
<b>Invitation to Tender</b>	See Invitation.
<b>Liaison Officer</b>	Either:- (1) the person from time to time nominated by Council to liaise on Council's behalf with interested parties in relation to the Tender (as at the date of this Invitation – Mike Hayward); or (2) if nobody is nominated, Council's Chief Executive Officer.
<b>Local Government Act</b>	<i>Local Government Act 2009.</i>
<b>Part</b>	A numbered part or division of this Invitation, other than an Annexure, containing 1 or more Clauses.
<b>Property</b>	The land described in Council's advertisement to Tender.
<b>Relevant Person</b>	The Tenderer and each person engaged upon the preparation of a Tender on behalf of the Tenderer.
<b>RTI Act</b>	<i>Right to Information Act (2009) (Qld)</i>
<b>Specification</b>	The combination of:- (1) this Invitation; and (2) the Draft Sale Contract; and (3) the Tender form.
<b>Tender</b>	A tender lodged in response to this Invitation for Tender.
<b>Tender Form</b>	The tender form comprising Annexure 3.
<b>Tenderer</b>	Any person lodging a Tender.

### 1.3 Grammatical Similarities

Where a word or phrase is specifically defined, other parts of speech and grammatical forms of that word or phrase bear meanings corresponding and consistent with that definition.

### 1.4 Miscellaneous References

Reference to:-

- (1) the singular includes the plural, and vice versa;
- (2) a gender includes each other gender;
- (3) a person includes a corporation, and vice versa;

- (4) money is a reference to Australian dollars and cents;
- (5) a time of day is a reference to Australian eastern standard time; and
- (6) writing is a reference to reproduction of words, figures, symbols and shapes in visible form, including print, type, lithograph, facsimile and photocopy.

## **1.5 Headings**

The index, headings and footnotes:-

- (1) exist for convenience only; and
- (2) are to be disregarded in the interpretation of this Invitation.

## **1.6 Specification**

- (1) The Tenderer must read the documents comprising the Specification as though they were components of a single document, so that as far as possible all provisions of those documents are interpreted consistently with one another.
- (2) Where the documents are inconsistent, they are to be read and interpreted in the order of priority specified in the definition of "Specification" in Clause 1.2.

## **1.7 Warranty of Authority**

Each person signing the Tender:-

- (1) as an officer, attorney or trustee; or
- (2) in any other representative capacity,

assures Council that he/she possesses unrestricted authority to sign the document in that capacity at the time of signing and at the time the Tender is submitted.

## **1.8 Severance**

If:-

- (1) any provision of this Invitation or the Contract is void, voidable, illegal or unenforceable; or
- (2) the Contract would be void, voidable, illegal or unenforceable unless a particular provision were deleted from it or from this Invitation,

that provision will be deemed deleted, and the deletion will not affect the continued validity and efficacy of the remainder.

## **1.9 Governing Law**

The laws of Queensland govern this Invitation, and will govern the Contract.

# **PART 2 INVITATION TO TENDER**

## **2.1 Invitation**

The Invitation to Tender is not an offer. Council invites tenders for the sale of the Property upon the terms and conditions of the Completed Sale Contract.

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**PART 3 THRESHOLD ISSUES**

**3.1 Tenderer's Warranties**

Before submitting its Tender, each Tenderer must:-

- (1) read carefully and consider the Specification and any other information made available by Council concerning the Contract and the process of tendering for the Contract; and
- (2) read and consider all information relevant to the risks, contingencies and other circumstances relevant to the Tender; and
- (3) examine all relevant physical characteristics, and in particular:-
  - (a) the state of repair of the building on the Property;
  - (b) the characteristics of the utility services which currently provide utilities to the Property;
- (4) not rely upon information provided by or on behalf of Council; and
- (5) independently verify information provided by or on behalf of Council, and satisfy itself that the information is adequate and accurate.

**3.2 Additional Information**

The Tenderer acknowledges that:-

- (1) it is responsible for obtaining all information it considers necessary to enable it to submit the Tender; and
- (2) Council will bear no responsibility to the Tenderer for having provided insufficient information.

**3.3 Liaison with Council**

- (1) The Tenderer must pursue with the Liaison Officer whatever enquiries or dialogue the Tenderer wishes to pursue with Council concerning the Tender.
- (2) The Tenderer must not direct enquiries to, or seek to discuss the Tender process with, a Councillor or a Council officer other than the Liaison Officer.

**3.4 Inspection of Property**

Without limiting the effect of Clause 3.2, the Tenderer may inspect the Property only by appointment with the Liaison Officer.

**3.5 Prohibited Approaches**

The Tenderer must not approach, or otherwise seek to influence, about the Tender:-

- (1) a Councillor; or
- (2) a Council employee other than the Liaison Officer,

and Council may reject a Tender submitted by a person who infringes this condition, without prejudice to any other entitlement accruing to Council because of the infringement.



**3.6 Amendment of Draft Documents**

The Tenderer may request an amendment to the Draft Sale Contract, and if Council agrees to the Tenderer's request:-

- (1) the Tender submitted by the Tenderer will be deemed submitted on the basis of the amended documents; and
- (2) the Tender will be, and will be treated as, a Tender conforming with this Invitation.

**3.7 Evidence of Amendment**

No amendment under Clause 3.6 will be effectual unless:-

- (1) the agreement to amend is evidenced in writing; and
- (2) written notice of Council's agreement has been given to the Tenderer or its solicitors.

**3.8 Alternate Amendment of Draft Documents**

The Tenderer may request an amendment to the Draft Sale Contract by specifying particulars of the amendment in the Tender, and if Council agrees to the Tenderer's request:-

- (1) the Tender submitted by the Tenderer will be deemed submitted on the basis of the amended document; and
- (2) the Tender will be, and will be treated as, a Tender conforming with this Invitation.

**3.9 Evidence of Amendment**

No amendment under Clause 3.8 will be effectual unless:-

- (1) the agreement to amend is evidenced in writing; and
- (2) written notice of Council's agreement has been given to the Tenderer or its solicitor.

**3.10 Tenderer Reliance**

- (1) The Tenderer acknowledges that the Tender is submitted:-
  - (a) without reliance upon information of any description produced or provided by Council, or anybody on Council's behalf, concerning the Tender, the Property or any other subject; and
  - (b) in reliance solely upon whatever inspections and investigations it has conducted concerning the Property, and other issues relevant to the Tender.
- (2) Advice or information that a Councillor or a Council officer gives the Tenderer about the Specification will not bind Council.
- (3) Information given to the Tenderer by or on behalf of Council:-
  - (a) will be given only for the convenience of the Tenderer, and, unless expressly incorporated into the Contract, will not form part of the Contract; and
  - (b) is not warranted or represented by Council as accurate or adequate.

**3.11 Alteration of Specification**

Council reserves the right to alter the Specification (including the terms and conditions of the Draft Sale Contract).

**3.12 Invitation to Amend Tender**

Where it alters the Specification, Council may invite all Tenderers to amend their Tenders to accommodate the altered Specification.

**3.13 Council Reliance**

In evaluating Tenders and determining with whom it will enter the Contract, Council will rely upon Tenderers having complied with the requirements of Clause 3.1.

**3.14 Inaccurate Warranties**

Failure to comply with a requirement in Clause 3.1 will not relieve a Tenderer of responsibility to complete the Contract in accordance with its terms.

**3.15 Tenderer's Expenses**

Council will not be responsible for the payment of expenses or losses the Tenderer incurs in:-

- (1) preparing and lodging its Tender; or
- (2) participating in any post-Tender activity.

**3.16 Commissions / Incentives**

A Tender will not be considered if the Tenderer, or anybody on its behalf, offers or gives anything to:-

- (1) a Councillor; or
- (2) a Council officer or agent,

as an inducement or reward that could influence the person's actions concerning the Tender.

**PART 4 CONTENT OF TENDER****4.1 Tender Form**

- (1) The Tenderer must submit the Tender in the Tender Form.
- (2) The Tenderer must complete the Tender Form (including all annexures) in full.
- (3) The Tender must include all other supporting documents (if any) and material required by this Invitation.
- (4) The Tenderer must execute the Tender Form lawfully.
- (5) Each Tender must be submitted on a separate Tender Form.

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## **4.2 Details of Tenderer**

- (1) If the Tenderer is a natural person, the Tender must contain the Tenderer's:-
  - (a) full name;
  - (b) Australian Business Number (if applicable);
  - (c) email address;
  - (d) telephone number; and
  - (e) address for service of notices.
- (2) If the Tenderer is a corporation, the Tender Form must contain details of:-
  - (a) the name of the corporation;
  - (b) the corporation's business name (if applicable);
  - (c) the corporation's Australian Business Number;
  - (d) the full name and address of each director of the corporation;
  - (e) the full name and address of each major shareholder of the corporation;
  - (f) the address of the corporation's registered office;
  - (g) the address of the corporation's principal place of business;
  - (h) the corporation's address for service of notices;
  - (i) the name, telephone number, email address and address (if different from the address for notices) of the natural person authorized by the corporation to represent it in relation to the Tender.

## **PART 5 SUBMISSION STAGE**

### **5.1 Submission of Tender**

The Tender must be lodged with Council in the following manner:-

- (1) two hard copies by personal delivery or by post; and
- (2) in a securely sealed envelope, addressed:-

“Chief Executive Officer  
Diamantina Shire Council”,

and clearly marked:-

“Assessment No. A\_\_\_\_\_”

CONFIDENTIAL TENDER – DO NOT OPEN”

with the *Assessment No.* being the number displayed on the advertisement to Tender.

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**5.2 Personal Delivery**

If delivered personally, the Tender must be placed in the box marked, "Tender Box", in the reception foyer of Council's offices at 17 Herbert Street, Bedourie.

**5.3 Postal Delivery**

If not delivered personally, the Tender must be posted to Council, addressed to:-

"17 Herbert Street  
BEDOURIE, QLD 4829".

**5.4 Non-conforming Delivery**

Council may decline to consider a Tender delivered other than in accordance with this Part 5.

[Example:-- A Tender forwarded by facsimile transmission or electronic mail].

**5.5 Non-conforming Tenders**

- (1) If a Tenderer submits a non-conforming Tender by personal delivery or by post:-
  - (a) it must submit the non-conforming Tender in an envelope separate from its conforming Tender; and
  - (b) mark the non-conforming Tender clearly:-- "ALTERNATIVE TENDER" (in addition to marking it in conformity with Clause 5.1(1)).
- (2) A Tenderer may lodge non-conforming Tenders only if it has lodged a conforming Tender.
- (3) A clear summary of all its points of difference from the conforming Tender must accompany the non-conforming Tender.

**5.6 Closure of Tenders**

Tenders must be delivered to Council by the Closing Time.

**5.7 Extension of Closing Time**

Council may extend the Closing Time at its discretion.

**5.8 Revocation of Offer**

The Tender is irrevocable for 90 days after the Closing Time.

**5.9 Unilateral Amendment**

A Tender containing amendments or additions to the Specification made unilaterally by the Tenderer will fail, and be treated as having failed, to conform with these Conditions.

**5.10 Receipt of Late Tenders**

Council may consider a Tender lodged after the Closing Time, at its discretion.

**5.11 Opening of Tenders**

Council will not open Tenders publicly.

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**PART 6 EVALUATION STAGE****6.1 Status of Tender (Offer to enter Contract)**

Submission of the Tender constitutes an offer to Council by the Tenderer, to purchase the Property and upon the collective terms of:-

- (1) these Conditions; and
- (2) the Tender; and
- (3) the Completed Sale Contract.

**6.2 Deemed Withdrawal of Tender**

While the offer constituted by submission of the Tender remains open, it will not be affected, nor the Tender be deemed withdrawn or modified, by or through any discussions or negotiations between Council and the Tenderer.

**6.3 Principal Evaluation Criteria**

Tenders will be evaluated by reference to the criteria in section 104(3) of the *Local Government Act*, namely:-

- (1) value for money;
- (2) open and effective competition;
- (3) development of competitive local business and industry;
- (4) environmental protection; and
- (5) ethical behaviour and fair dealing.

**6.4 Additional Evaluation Criteria**

In addition to those in section 104(3) of the *Local Government Act*, Council's evaluation criteria will include whether or not the Tenderer is a resident of Council's local government area.

**6.5 Evaluation Process**

In evaluating Tenders, Council may:-

- (1) conduct interviews with the Tenderer;
- (2) investigate the Tenderer's structure and management, and
- (3) make its own assessment of the Tenderer's ability to perform the Contract.

**6.6 Co-operation with Evaluation Panel**

- (1) If requested by Council, the Tenderer must give the members of Council's evaluation panel all co-operation and assistance they reasonably request, to facilitate consideration of its Tender.
- (2) In particular, the Tenderer must;
  - (a) comply promptly with requests from Council for material or information additional to what is in the Tender;

- (b) authorise Council (in writing, if required) to obtain information about the Tenderer,

## **6.7 Clarifications and Variations**

- (1) Council may issue to Tenderers before Closing Time:-
  - (a) additional information; and
  - (b) information clarifying or correcting information previously provided, to assist them in preparing their Tenders.
- (2) After Closing Time, Council may (without limiting its options):-
  - (a) request clarification or further information from any Tenderer; and
  - (b) invite all Tenderers to change their Tenders in response to an alteration to the Specification and the Draft Sale Contract and
  - (c) negotiate with a Tenderer upon any aspect of its Tender.

## **6.8 Consideration of Tender (Council Entitlements)**

The Tenderer acknowledges and accepts that:-

- (1) Council will not be bound to accept the highest or any Tender, and may elect to accept none of the Tenders it receives; and
- (2) Council will not be obliged to consider any Tender that does not conform with the requirements of this Invitation; and
- (3) Council may, in its discretion:-
  - (a) reject or decline to consider a Tender that does not conform with these Conditions; or
  - (b) accept a Tender despite a failure to comply with these Conditions.

## **PART 7 ACCEPTANCE STAGE**

### **7.1 Acceptance of Tender**

Acceptance of the Tender will not be effective until the Tenderer receives an Acceptance Notice.

### **7.2 Delivery of Acceptance**

The Acceptance Notice may be:-

- (1) delivered personally to the Tenderer at the Tenderer's address in the Tender;
- (2) forwarded by post or facsimile transmission to the Tenderer at the Tenderer's address in the Tender; or
- (3) emailed to the Tenderer's email address in the Tender.

### **7.3 Time of Receipt**

The Acceptance Notice will be deemed received by the Tenderer:-

- (1) (if delivered personally) at the time of delivery;
- (2) (if posted) at 5.00pm on the 2nd Business Day after the date of posting (if transmitted by facsimile) at the time specified in a Confirmation Report;
- (3) (if emailed) at the time specified on a delivery receipt, if the receipt discloses that the transmission was received before 5.00pm.

#### **7.4 Formation of Contract**

Formation of the Contract will be complete when the Tenderer receives the Acceptance Notice (as provided in Clause 7.3).

#### **7.5 Execution of Contract by Tenderer**

The Tenderer must be ready and available to execute the Contract, including, for the avoidance of doubt, the Completed Sale Contract within three Business Days after it receives the Contract documents from Council.

#### **7.6 Entire Agreement**

The Contract will comprise the entire agreement between:-

- (1) Council and the Tenderer; and
- (2) where applicable, the Council and the Guarantor.

#### **7.7 Completed Contract Documentation**

Council must complete the Reference Information in the Draft Sale Contract to contain:

- (1) the date of the Acceptance Notice as the Formation Date in Item 1;
- (2) the name, address and facsimile number of the Tenderer as the name, address and facsimile number, of the Buyer in Item 4;
- (3) particulars for the Tenderer's solicitor as particulars for the Buyer's solicitor in Item 5;
- (4) the amount of the Full Price in Item 7;
- (5) the amount of the Deposit in Item 7 ( being 5 % of the Full Price);
- (6) the amount of the Balance Purchase Price in Item 7; and
- (7) the Completion Date in Item 8 (being the day 30 days after the Formation Date)

#### **7.8 Submission of Contract for Execution**

After formation of the Contract, Council will deliver or post to the Tenderer the Completed Sale Contract, in duplicate (completion to be consistent with the accepted Tender).

#### **7.9 Receipt of Completed Contract**

Those items the subject of Clause 7.8 will be deemed received by the Tenderer:-

- (1) if delivered, on the day of delivery; and
- (2) if posted, on the 2nd Business Day after posting.

**7.10 Execution of Contract**

- (1) Within 3 Business Days after receipt of the items the subject of Clause 7.8, the Tenderer must return to Council the Completed Sale Contract (in duplicate), properly executed by the Tenderer.
- (2) Council will execute the Completed Sale Contract (as Seller) promptly after the Tenderer complies with Clause 7.10(1).

**PART 8 RIGHT TO INFORMATION****8.1 Impact of *RTI Act***

- (1) The Tenderer acknowledges that:-
  - (a) the *RTI Act* entitles members of the public to access documents held by local governments, including documents created by private entities;
  - (b) nevertheless, access to exempt matter may be denied; and
  - (c) it has satisfied itself about the content of the *RTI Act*.
- (2) The Tenderer must familiarize itself with the relevant provisions of the *RTI Act* dealing with what material must be disclosed and what information is exempt matter and may be withheld from disclosure.
- (3) Council accepts no responsibility for the accuracy or adequacy of any information it provides to Tenderers concerning the content or effect of the *RTI Act*, whether in any Information Memorandum or otherwise.

**8.2 Identification of Confidential Tender Material**

Where a Tender contains:-

- (1) material concerning the personal affairs of a person, living or dead;
- (2) trade secrets;
- (3) material (other than trade secrets) that is commercially valuable to the Tenderer; or
- (4) other material confidential to the Tenderer,

the Tenderer must identify that material in the Tender as confidential.

**8.3 Disclosure of Tender Information by Council**

- (1) Material not clearly identified in the Tender as confidential may be disclosed, without reference to the Tenderer, to any person who applies for disclosure under the *RTI Act*.
- (2) In any event, Council reserves the right to disclose, in response to an application under the *RTI Act*, any material contained in or accompanying the Tender, including material identified in the Tender as confidential.

**8.4 Publication of Tender Information**

The Tenderer acknowledges that Council may publish the Tender material the subject of Part 4, including material that the Tenderer nominates to Council as confidential.



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**PART 9 CONFIDENTIAL INFORMATION****9.1 Maintenance of Confidentiality**

The Tenderer:-

- (1) acknowledges that the Confidential Information is sensitive and valuable, and will remain at all times solely Council's property;
- (2) must not use for any purpose other than preparing its Tender, or disclose to anybody other than a Relevant Person, any Confidential Information it obtains;
- (3) must ensure that all material comprising the Confidential Information is kept and used in a manner that will preserve its confidentiality;
- (4) must not copy any material comprising or containing Confidential Information, other than where (and then only to the extent) copying is necessary to enable it to prepare its Tender;
- (5) must allow access to the Confidential Information by Relevant Persons only to the extent necessary to enable the Tender to be prepared;
- (6) must ensure that any Relevant Person to whom Confidential Information is disclosed uses the material only for the purpose of preparing the Tender; and
- (7) must obtain Council's written consent before disclosing Confidential Information to other than a Relevant Person.

**9.2 Council Consent to Disclosure**

Council's consent to the disclosure of Confidential Information by the Tenderer may be given or withheld on such terms and conditions as Council considers appropriate.

**9.3 Survival of Obligations**

The Tenderer's obligations under this Part 9 will continue beyond the closure of tenders and award of the Contract.

**9.4 Reservation of Council Entitlements**

- (1) Council reserves the entitlement to:-
  - (a) retrieve from a Relevant Person any Confidential Information held by that person, subject to Council having notified the Tenderer in writing that the Relevant Person is to be denied access to the Confidential Information;
  - (b) supply Confidential Information to any person; and
  - (c) deny access to Confidential Information, or refuse consent for its disclosure, to any person, including a Relevant Person.
- (2) Failure or delay by Council in:-
  - (a) enforcing strict compliance with this Part 9; or
  - (b) pursuing a remedy under the Part,will not constitute a waiver or implied variation of the entitlement or remedy.

## **9.5 Exempt Material**

Where the Tenderer can establish that:-

- (1) any item of Confidential Information has been transferred to the public domain through no fault of the Tenderer;
- (2) any item of Confidential Information was:-
  - (a) already in its possession when it was supplied or made available by Council; and
  - (b) not acquired directly or indirectly from Council;or
- (3) it has received from Council written notification that Council no longer requires the Tenderer to keep a specified item confidential,

that item will be exempt from the operation of Clauses 9.1 to 9.4.

## **PART 10 MISCELLANEOUS**

### **10.1 Benefit of Conditions**

The Tenderer acknowledges that:-

- (1) these Conditions have been imposed solely for Council's benefit; and
- (2) Council may waive any of these Conditions, or any component sub-conditions, in its absolute discretion; and
- (3) none of these Conditions, and nothing done by Council in relation to inviting or considering Tenders, creates any collateral contract between Council and a Tenderer; and
- (4) (without limitation) Council will not be responsible for meeting any expense or loss incurred by the Tenderer in:-
  - (a) compiling or submitting the Tender; or
  - (b) facilitating consideration and evaluation of the Tender.



**ANNEXURE 1**

**[Acceptance Notice]**

Attached to this page is a copy of the Acceptance Notice.

Diamantina Shire Council  
17 Herbert Street,  
BEDOURIE, QLD 4829

## **Tender Acceptance Notice**

### **PURCHASE OF #**

I am pleased to notify you that Council has accepted your Tender (which was delivered to Council on (#) to acquire the land at #, more particularly described as lot # on #, in accordance with Council's published Invitation to Tender bearing **Assessment No. #**.

For the purposes of the Invitation to Tender you are now the Buyer of the land at # upon the terms and conditions of the Draft Sale Contract which comprised part of the Invitation to Tender as completed in accordance with the conditions in Council's Invitation to Tender.

Council will forward a copy of the Sale Contract to you shortly. Please execute and return the Completed Sale Contract at your earliest convenience.

On Council's behalf, I thank you for your Tender.

Yours faithfully,

**Chief Executive Officer**

**ANNEXURE 2**

**[Draft Sale Contract]**

Attached to this page is a copy of the Draft Sale Contract



## Contract for Commercial Land and Buildings

Tenth Edition

This document has been approved by The Real Estate Institute of Queensland Limited and the Queensland Law Society Incorporated as being suitable for the sale and purchase of commercial land and buildings in Queensland.

The Seller and Buyer agree to sell and buy the Property under this contract.

### REFERENCE SCHEDULE

Contract Date:

If no date is inserted, the Contract Date is the date on which the last party signs the Contract

#### SELLER'S AGENT

NAME:	Without the intervention of an agent		
ABN:		LICENCE NO:	
ADDRESS:			
SUBURB:	STATE:	POSTCODE:	
PHONE:	MOBILE:	FAX:	EMAIL:

#### SELLER

NAME:	Diamantina Shire Council		ABN:	87 774 161 836
ADDRESS:	17 Herbert Street			
SUBURB:	STATE:	QLD	POSTCODE:	4829
PHONE:	MOBILE:	FAX:	EMAIL:	
	07 4746 1600		admin@diamantina.qld.gov.au	
NAME:			ABN:	
ADDRESS:				
SUBURB:	STATE:		POSTCODE:	
PHONE:	MOBILE:	FAX:	EMAIL:	

#### SELLER'S SOLICITOR

■ or any other solicitor notified to the Buyer

NAME:	King and Company Solicitors		
REF:	CONTACT:		
ADDRESS:	Level 7, 95 North Quay		
SUBURB:	STATE:	QLD	POSTCODE:
	Brisbane		4000
PHONE:	MOBILE:	FAX:	EMAIL:
	07 3243 0000		

INITIALS (Note: Initials not required if signed with Electronic Signature)

**BUYER**

NAME:				ABN:	
ADDRESS:					
SUBURB:			STATE:		POSTCODE:
PHONE:	MOBILE:	FAX:	EMAIL:		
NAME:				ABN:	
ADDRESS:					
SUBURB:			STATE:		POSTCODE:
PHONE:	MOBILE:	FAX:	EMAIL:		

**BUYER'S AGENT (if applicable)**

NAME:			
ABN:		LICENCE NO:	
ADDRESS:			
SUBURB:			POSTCODE:
PHONE:	MOBILE:	FAX:	EMAIL:

**BUYER'S SOLICITOR**

■ or any other solicitor notified to the Seller

NAME:			
REF:	CONTACT:		
ADDRESS:			
SUBURB:			POSTCODE:
PHONE:	MOBILE:	FAX:	EMAIL:

**PROPERTY**

Land:	ADDRESS:			
	SUBURB:			POSTCODE:
	<input type="checkbox"/> Rent On <input checked="" type="checkbox"/> Vacant			
Description:	Lot: _____ On: _____			
Title Reference:				
Area:	■ more or less		Land sold as:	<input checked="" type="checkbox"/> Freehold <input type="checkbox"/> Leasehold    ■ If neither is selected, the land is treated as being Freehold
Present Use:				
Local Government	Diamantina Shire Council			

INITIALS (Note: Initials not required if signed with Electronic Signature)

Excluded Fixtures:	NIL
Included Chattels:	NIL

PRICE

Deposit Holder:	King and Company Solicitors
Deposit Holder's Trust Account:	
Bank:	
B&B:	Account No:

**Cyber Warning**  
Cyber criminals are targeting real estate transactions by sending fraudulent electronic communications (emails) impersonating lawyers and real estate agents. Before you pay any funds to another person or company using information that has been emailed to you, you should contact the intended recipient by telephone to verify and confirm the account details that have been provided to you.

Purchase Price:	\$
Deposit:	5% of the purchase price Initial Deposit payable on the day the Buyer signs this contract unless another time is specified below.
	\$ Balance Deposit (if any) payable on:
Default Interest Rate:	% ■ If no figure is inserted, the Contract Rate applying at the Contract Date published by the Queensland Law Society Inc will apply.

FINANCE

Finance Amount:	NIL ■ Unless all of "Finance Amount", "Financier" and "Finance Date" are completed, this contract is not subject to finance and clause 3 does not apply.
Financier:	
Finance Date:	

BUILDING AND/OR PEST INSPECTION DATE

Inspection Date:	NIL ■ If "Inspection Date" is not completed, the contract is not subject to an Inspection report and clause 4.1 does not apply.
------------------	--

MATTERS AFFECTING PROPERTY

Title Encumbrances:

Is the Property sold subject to any Encumbrances? ☒ No ☐ Yes, listed below:

	■ <b>WARNING TO SELLER:</b> You are required to disclose all Title Encumbrances which will remain after settlement (for example, easements on your title in favour of other land and statutory easements for sewerage and drainage which may not appear on a title search). Failure to disclose these may entitle the Buyer to terminate the contract or to compensation. It is NOT sufficient to state "refer to title", "search will reveal", or similar.
--	---

INITIALS (Note: Initials not required if signed with Electronic Signature)



**NEIGHBOURHOOD DISPUTES (DIVIDING FENCES AND TREES) ACT 2011**

The Seller gives notice to the Buyer in accordance with Section 83 of the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011* that the Land: (select whichever is applicable)

- ☒ Is not affected by any application to, or an order made by, the Queensland Civil and Administrative Tribunal (QCAT) in relation to a tree on the Land or
- ☐ Is affected by an application to, or an order made by, QCAT in relation to a tree on the Land, a copy of which has been given to the Buyer prior to the Buyer signing the contract.

■ **WARNING:** Failure to comply with s83 *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011* by giving a copy of an order or application to the Buyer (where applicable) prior to Buyer signing the contract will entitle the Buyer to terminate the contract prior to Settlement.

**GST TABLE**

**GOODS AND SERVICES TAX – WARNING**

Marking the GST items in the GST Table may have significant consequences for the Seller and Buyer. The Seller and Buyer should seek professional advice about completion of the GST items and not rely on the Agent to complete the GST items.

Notes to completion:

- A. Only 1 box in the selected item must be marked.
- B. If the Yes box in item GST1 is marked:
- Items GST2 and GST3 must not be marked;
  - despite any markings of Items GST2 and GST3, clauses 11.4, 11.5 and 11.6 do not apply.
- C. If the Yes box in item GST2 is marked:
- Items GST1 and GST3 must not be marked;
  - despite any marking of Items GST1 and GST3, clauses 11.4, 11.5 and 11.7 do not apply.

**GST1 Going Concern:**

Is this a sale of a Going Concern? Yes ☐  
If Yes, clause 11.7 (if the Supply is a Going Concern) applies.  
Otherwise clause 11.7 (if the Supply is a Going Concern) does not apply.  
If the Yes box is marked, do not complete Items GST2 and GST3.

■ **WARNING:** There are strict requirements for the sale of a Going Concern under the GST Act. If in doubt about complying with those provisions, seek professional advice before marking this item.

**GST2 Margin Scheme:**

Is the Margin Scheme to apply to the sale of the Property? Yes ☐  
If Yes, clause 11.6 (Margin Scheme) applies.  
Otherwise clause 11.6 (Margin Scheme) does not apply.  
The Seller must not apply the Margin Scheme to the Supply of the Property if clause 11.6 does not apply.

■ **WARNING:** If the Yes box is marked, do not complete Items GST1 and GST3

**GST3 Inclusive or Exclusive Purchase Price:**

Does the Purchase Price Include GST?

Mark 1 box only

Yes ☐

No ☒

If Yes, clause 11.4 (Purchase Price Includes GST) applies.

If No, clause 11.5 (Purchase Price Does Not Include GST) applies

If neither box is marked or if both boxes are marked, clause 11.4 (Purchase Price Includes GST) applies.

■ **WARNING:** Do not complete item GST3 if item GST1 (Going Concern) or item GST2 (Margin Scheme) are marked Yes

**GST WITHHOLDING OBLIGATIONS**

Is the Buyer registered for GST and acquiring the Land for a creditable purpose? (select whichever is applicable)

☐ Yes

☐ No

■ **WARNING:** the Buyer warrants in clause 2.4(f) that this information is true and correct.

[Note: If the Buyer selects [No] the Seller may be required to give a notice under section 14-255 of the Withholding Law prior to settlement]

INITIALS (Note: Initials not required if signed with Electronic Signature)

# **LEASE SCHEDULE\***

\*Attach further Schedule if insufficient space.

## **WARNING:**

The Seller warrants in clauses 10.2 and 10.3 that the Lease Schedule is accurate at the Contract Date.

Lease Incentives must include all Incentives given to the Tenant, even if they have been received (see clause 10.3(6)).

## **LEASE 1**

Name of Tenant:

Use:

Location/Tenancy No:

Area of Tenancy (m<sup>2</sup> approx.):

Current Rent per Annum:

\$

☐ Inclusive of outgoings

☐ exclusive of outgoings

Current Commencement Date:

Current Term:

Remaining Options:

Option 1

Term

years

Option 2

Term

years

Option 3

Term

years

Tenant Car Park:

No.:

Rate

\$

☐ Per annum ☐ Per month

Lease Documents

Lease Incentives

## **LEASE 2**

Name of Tenant:

Use:

Location/Tenancy No:

Area of Tenancy (m<sup>2</sup> approx.):

Current Rent per Annum:

\$

☐ Inclusive of outgoings

☐ exclusive of outgoings

Current Commencement Date:

Current Term:

Remaining Options:

Option 1

Term

years

Option 2

Term

years

Option 3

Term

years

Tenant Car Park:

No.:

Rate

\$

☐ Per annum ☐ Per month

Lease Documents

Lease Incentives

INITIALS (Note: Initials not required if signed with Electronic Signature)

**SERVICE AGREEMENT SCHEDULE\***

\*Attach further Schedule if Insufficient space.

**CONTRACT 1**

Contractor: \_\_\_\_\_  
 Service Performed: \_\_\_\_\_  
 Cost: \$ \_\_\_\_\_ ☐ Per annum ☐ Per quarter ☐ Per month

**CONTRACT 2**

Contractor: \_\_\_\_\_  
 Service Performed: \_\_\_\_\_  
 Cost: \$ \_\_\_\_\_ ☐ Per annum ☐ Per quarter ☐ Per month

**CONTRACT 3**

Contractor: \_\_\_\_\_  
 Service Performed: \_\_\_\_\_  
 Cost: \$ \_\_\_\_\_ ☐ Per annum ☐ Per quarter ☐ Per month

**CONTRACT 4**

Contractor: \_\_\_\_\_  
 Service Performed: \_\_\_\_\_  
 Cost: \$ \_\_\_\_\_ ☐ Per annum ☐ Per quarter ☐ Per month

**CONTRACT 5**

Contractor: \_\_\_\_\_  
 Service Performed: \_\_\_\_\_  
 Cost: \$ \_\_\_\_\_ ☐ Per annum ☐ Per quarter ☐ Per month

INITIALS (Note: Initials not required if signed with Electronic Signature)

The REIQ Terms of Contract for Commercial Land and Buildings (Pages 8-17) Tenth Edition contain the Terms of this Contract.

**SPECIAL CONDITIONS**

NIL

**SETTLEMENT**

**SETTLEMENT DATE:**

30 Days after the Contract Date

- or any later date for settlement in accordance with clauses 6.2, 6.3, 12.5, 13.4 or any other provision of this Contract.

**WARNING:** The Settlement Date as stated may change. Read clauses 6.2, 6.3, 12.5 and 13.4. If you require settlement on a particular date, seek legal advice prior to signing.

**PLACE FOR SETTLEMENT:**

Brisbane

- If Brisbane is inserted or this is not completed, this is a reference to Brisbane CBD.

**SIGNATURES**

**BUYER:**

**WITNESS:**

**BUYER:**

**WITNESS:**

By placing my signature above I warrant that I am the Buyer named in the Reference Schedule or authorised by the Buyer to sign.

[Note: No witness is required if the Buyer signs using an Electronic Signature]

**SELLER:**

**WITNESS:**

**SELLER:**

**WITNESS:**

By placing my signature above I warrant that I am the Seller named in the Reference Schedule or authorised by the Seller to sign.

[Note: No witness is required if the Seller signs using an Electronic Signature]

INITIALS (Note: Initials not required if signed with Electronic Signature)

## TERMS OF CONTRACT

### FOR COMMERCIAL LAND AND BUILDINGS

#### 1. DEFINITIONS

##### 1.1 In this contract:

- (1) terms in bold in the Reference Schedule have the meanings shown opposite them and unless the context otherwise requires:
- (a) "ATO" means the Australian Taxation Office;
  - (b) "ATO Clearance Certificate" means a certificate issued under s14-220(1) of the Withholding Law which is current on the date it is given to the Buyer;
  - (c) "Balance Purchase Price" means the Purchase Price, less the Deposit paid by the Buyer;
  - (d) "Bank" means an authorised deposit-taking institution within the meaning of the *Banking Act 1959 (Cth)*;
  - (e) "Bank Guarantee" means each bank guarantee or deposit bond held by or on behalf of the Seller which has been provided on behalf of a Tenant to secure that Tenant's obligations under its Lease;
  - (f) "Building Inspector" means a person licensed to carry out completed commercial building inspections under the *Queensland Building and Construction Commission Regulation 2018*;
  - (g) "Business Day" means a day other than:
    - (i) a Saturday or Sunday;
    - (ii) a public holiday in the Place for Settlement; and
    - (iii) a day in the period 27 to 31 December (inclusive);
  - (h) "CGT Withholding Amount" means the amount determined under section 14-200(3)(a) of the Withholding Law or, if a copy is provided to the Buyer prior to settlement, a lesser amount specified in a variation notice under section 14-235;
  - (i) "Contract Date" or "Date of Contract" means:
    - (i) the date inserted in the Reference Schedule as the Contract Date; or
    - (ii) if no date is inserted, the date on which the last party signs this contract;
  - (j) "Contractor" means any party performing services under a Service Agreement;
  - (k) "Court" includes any tribunal established under statute.
  - (l) "Digitally Sign" and "Digital Signature" have the meaning in the ECNL;
  - (m) "ECNL" means the Electronic Conveyancing National Law (Queensland);
  - (n) "Electronic Conveyancing Documents" has the meaning in the *Land Title Act 1994*;
  - (o) "Electronic Lodgement" means lodgement of a document in the Land Registry in accordance with the ECNL;
  - (p) "Electronic Settlement" means settlement facilitated by an ELNO System;
  - (q) "Electronic Signature" means an electronic method of signing that identifies the person and indicates their intention to sign the contract;
  - (r) "Electronic Workspace" means a shared electronic workspace within the ELNO System nominated by the Seller that allows the Buyer and Seller to effect Electronic Lodgement and Financial Settlement;
  - (s) "ELNO" has the meaning in the ECNL;
  - (t) "ELNO System" means a system provided by an ELNO capable of facilitating Financial Settlement and Electronic Lodgement in Queensland;
  - (u) "Encumbrances" includes:
    - (i) unregistered encumbrances;
    - (ii) statutory encumbrances; and
    - (iii) Security Interests.

- (v) "Essential Term" includes, in the case of breach by:
  - (i) the Buyer: clauses 2.1, 2.4(1), 2.4(5), 5.1 and 6.1; and
  - (ii) the Seller: clauses 2.4(5), 5.1, 5.3(1)(a)-(f), 5.7 and 6.1;
 but nothing in this definition precludes a Court from finding other terms to be essential.
- (w) "Extension Notice" means a notice under clause 6.2(1);
- (x) "Financial Institution" means a Bank, building society or credit union;
- (y) "Financial Settlement" means the exchange of value between Financial Institutions facilitated by an ELNO System in accordance with the Financial Settlement Schedule;
- (z) "Financial Settlement Schedule" means the electronic settlement schedule within the Electronic Workspace listing the source accounts and destination accounts;
- (aa) "GST" means the goods and services tax under the GST Act;
- (bb) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes other GST related legislation;
- (cc) "GST Withholding Amount" means the amount (if any) determined under section 14-250 of the Withholding Law required to be paid to the Commissioner of Taxation.
- (dd) "Improvements" means all fixed structures on the Land (such as fixed plant and equipment, carpets, curtains, blinds and their fittings and in-ground plants) and includes all items fixed to them but does not include the Reserved Items or any fixtures and fittings which a Tenant is entitled to remove.
- (ee) "ITAA" means the *Income Tax Assessment Act 1936* ("1936 Act") and the *Income Tax Assessment Act 1997* ("1997 Act"), or if a specific provision is referred to, the Act which contains the provision; however if a specific provision of the 1936 Act is referred to which has been replaced by a provision of the 1997 Act, the reference must be taken to be the replacement provision;
- (ff) "Keys" means keys, codes or devices in the Seller's possession or control for all locks or security systems on the Property or necessary to access the Property;
- (gg) "Leases" means the leases, licences or other rights of occupancy of the Land:
  - (i) referred to in the Lease Schedule; or
  - (ii) granted by the Seller with the Buyer's consent under clause 10.6;
- (hh) "Lease Documents" means all agreements, deeds of covenant and other documents (including Lease Guarantees) relating to the Leases;
- (i) "Lease Guarantees" means each guarantee or indemnity given in relation to a Lease. It includes a Security Deposit, Bank Guarantee or personal or corporate guarantee.
- (j) "Outgoings" means rates or charges on the Land by any competent authority (for example, council rates, water rates, fire service levies and land tax) and other outgoings with respect to the Property (but excluding Insurance premiums);
- (kk) "Pest Inspector" means a person licensed to undertake termite inspections on completed buildings under the *Queensland Building and Construction Commission Regulations 2018*;
- (ll) "PPSR" means the Personal Property Securities Register established under *Personal Property Securities Act 2009 (Cth)*;
- (mm) "Property" means:
  - (i) the Land;

INITIALS (Note: Initials not required if signed with Electronic Signature)



- (ii) the Improvements; and
- (iii) the Included Chattels;
- (nn) "Proposed Dealing" has the meaning in clause 10.6(1);
- (oo) "Rent" means any periodic amount, including outgoings, payable under the Leases;
- (pp) "Reserved Items" means the Excluded Fixtures and all chattels on the Land other than the Included Chattels and Tenant's fixtures and fittings;
- (qq) "Security Deposits" means cash amounts held by or on behalf of the Seller to secure a Tenant's obligations under a Lease;
- (rr) "Security Interests" means all security interests registered on the PPSR over Included Chattels and Improvements;
- (ss) "Service Agreement" means any agreement between the Seller and another party in connection with services performed for the benefit of the Property and set out in the Service Agreement Schedule;
- (tt) "Services" means infrastructure for the provision of services including water, gas, electricity, telecommunications, sewerage or drainage;
- (uu) "Site Value" means:
  - (i) in the case of non-rural land, site value under the Land Valuation Act 2010; or
  - (ii) in the case of rural land, the unimproved value of the land under the Land Valuation Act 2010;
- (vv) "Tenant" means a tenant under a Lease;
- (ww) "Transfer Documents" means:
  - (i) the form of transfer under the Land Title Act 1994 required to transfer title in the Land to the Buyer; and
  - (ii) any other document to be signed by the Seller necessary for stamping or registering the transfer;
- (xx) "Transport Infrastructure" has the meaning defined in the Transport Infrastructure Act 1994; and
- (yy) "Withholding Law" means Schedule 1 to the Taxation Administration Act 1953 (Cth).

## 2. PURCHASE PRICE

### 2.1 Deposit

- (1) The Buyer must pay the Deposit to the Deposit Holder at the times shown in the Reference Schedule. The Deposit Holder will hold the Deposit until a party becomes entitled to it.
- (2) The Buyer will be in default if it:
  - (a) does not pay the Deposit when required;
  - (b) pays the Deposit by a post-dated cheque; or
  - (c) pays the Deposit by cheque which is dishonoured on presentation.
- (3) Subject to clause 2.1(4), if the Buyer:
  - (a) effects an electronic transaction to pay all or part of the Deposit to the account of Deposit Holder on a day;
  - (b) provides written evidence to the Deposit Holder that the electronic transaction has occurred; and
  - (c) does not take any action to defer the payment to the Deposit Holder to a later day,

the payment is taken to be received by the Deposit Holder on the day the Buyer effects the electronic transaction even if, because of circumstances beyond the Buyer's control, the payment to the Deposit Holder's account happens on a later day.
- (4) If the Buyer has complied with clause 2.1(3) but the Deposit Holder has not received the payment by the due date:
  - (a) the Seller may give the Buyer notice that the payment has not been received by the Deposit Holder; and
  - (b) if the payment has not been paid into the account of the Deposit Holder by 5pm on the date 2 Business Days after the Seller's notice under clause 2.1(4)(a) is given to the Buyer then clause 2.1(3) will not apply and the Buyer will be in default.

- (5) The Seller may recover from the Buyer as a liquidated debt any part of the Deposit which is not paid when required.

### 2.2 Investment of Deposit

- (1) If:
  - (a) the Deposit Holder is instructed by either the Seller or the Buyer; and
  - (b) it is lawful to do so;

the Deposit Holder must:

  - (c) invest as much of the Deposit as has been paid with any Financial Institution in an interest-bearing account in the names of the parties; and
  - (d) provide the parties' tax file numbers to the Financial Institution (if they have been supplied).
- (2) If there is income from the investment of the Deposit in respect of any financial year to which no beneficiary is presently entitled for the purpose of Division 6 of Part 111 of ITAA as at 30 June of that financial year:
  - (a) the parties must pay to the Deposit Holder the tax assessed to it in respect of that income (other than tax in the nature of a penalty for late lodgement ("Penalty") which the Deposit Holder must bear itself) and all expenses of the Deposit Holder in connection with the preparation and lodgement of the tax return, payment of the tax, and furnishing to the parties the information and copy documents they reasonably require;
  - (b) if the tax (other than Penalty) and the Deposit Holder's expenses are not paid to the Deposit Holder on demand, it may deduct them from the Deposit and income;
  - (c) if tax is not assessed on the income when the Deposit and income are due to be paid to the party entitled, the Deposit Holder may deduct and retain its estimate of the assessment; and
  - (d) as between the parties, the tax must be paid by the party receiving the income on which the tax is assessed and the Deposit Holder's expenses.

### 2.3 Entitlement to Deposit and Interest

- (1) The party entitled to receive the Deposit is:
  - (a) if this contract settles, the Seller;
  - (b) if this contract is terminated without default by the Buyer, the Buyer; and
  - (c) if this contract is terminated owing to the Buyer's default, the Seller.
- (2) The interest on the Deposit must be paid to the person who is entitled to the Deposit.
- (3) If this contract is terminated, the Buyer has no further claim once it receives the Deposit and interest, unless the termination is due to the Seller's default or breach of warranty.
- (4) The Deposit is invested at the risk of the party who is ultimately entitled to it.

### 2.4 Payment of Balance Purchase Price

- (1) On the Settlement Date, the Buyer must pay the Balance Purchase Price by bank cheque as the Seller or the Seller's Solicitor directs.
- (2) Despite any other provision of this contract, a reference to a "bank cheque" in clause 2.4:
  - (a) includes a cheque drawn by a building society or credit union on itself;
  - (b) does not include a cheque drawn by a building society or credit union on a Bank;

and the Seller is not obliged to accept a cheque referred to in clause 2.4(2)(b) on the Settlement Date.
- (3) If both the following apply:
  - (a) the sale is not an excluded transaction under s14-215 of the Withholding Law; and
  - (b) the Seller has not given the Buyer on or before settlement for each person comprising the Seller either:
    - (i) an ATO Clearance Certificate; or
    - (ii) a variation notice under s14-235 of the Withholding Law which remains current at the Settlement Date varying the CGT Withholding Amount to nil,

INITIALS (Note: Initials not required if signed with Electronic Signature)

- then:
- (c) for clause 2.4(1), the Seller Irrevocably directs the Buyer to draw a bank cheque for the CGT Withholding Amount in favour of the Commissioner of Taxation or, if the Buyer's Solicitor requests, the Buyer's Solicitor's Trust Account;
  - (d) the Buyer must lodge a Foreign Resident Capital Gains Withholding Purchaser Notification Form with the ATO for each person comprising the Buyer and give copies to the Seller with the payment reference numbers (PRN) on or before settlement;
  - (e) the Seller must return the bank cheque in paragraph (c) to the Buyer's Solicitor (or if there is no Buyer's Solicitor, the Buyer) at settlement; and
  - (f) the Buyer must pay the CGT Withholding Amount to the ATO in accordance with section 14-200 of the Withholding Law and give the Seller evidence that it has done so within 2 Business Days of settlement occurring.
- (4) For clause 2.4(3) and section 14-215 of the Withholding Law, the market value of the CGT asset is taken to be the Purchase Price less any GST Included in the Purchase Price for which the Buyer is entitled to an input tax credit unless:
- (a) the Property Includes Items in addition to the Land and Improvements; and
  - (b) no later than 2 Business Days before the Settlement Date, the Seller gives the Buyer a valuation of the Land and Improvements prepared by a registered valuer,
- in which case the market value of the Land and Improvements will be as stated in the valuation.
- (5) If the Buyer is required to pay the GST Withholding Amount to the Commissioner of Taxation at settlement pursuant to section 14-250 of the Withholding Law:
- (a) the Seller must give the Buyer a notice in accordance with section 14-255(1) of the Withholding Law;
  - (b) prior to settlement the Buyer must lodge with the ATO:
    - (i) a GST Property Settlement Withholding Notification form ("Form 1"); and
    - (ii) a GST Property Settlement Date Confirmation form ("Form 2");
  - (c) on or before settlement, the Buyer must give the Seller copies of:
    - (i) the Form 1;
    - (ii) confirmation from the ATO that the Form 1 has been lodged specifying the Buyer's lodgement reference number and payment reference number;
    - (iii) confirmation from the ATO that the Form 2 has been lodged; and
    - (iv) a completed ATO payment slip for the Withholding Amount;
  - (d) the Seller Irrevocably directs the Buyer to draw a bank cheque for the GST Withholding Amount in favour of the Commissioner of Taxation and deliver it to the Seller at settlement; and
  - (e) the Seller must pay the GST Withholding Amount to the ATO in compliance with section 14-250 of the Withholding Law promptly after settlement.
- (6) The Buyer warrants that the statements made by the Buyer in the Reference Schedule under GST Withholding Obligations are true and correct.

## 2.5 Adjustments

- (1) Rent and Outgoings must be apportioned between the parties in accordance with this clause 2.5 and any adjustments paid and received on settlement so that:
  - (a) the Seller is liable for Outgoings and is entitled to Rent up to and including the Settlement Date; and
  - (b) the Buyer is liable for Outgoings and is entitled to Rent after the Settlement Date.
- (2) Subject to clauses 2.5(3), 2.5(4), 2.5(6) and 2.5(15), Outgoings for periods including the Settlement Date must be adjusted:
  - (a) for those paid, on the amount paid;

- (b) for those assessed but unpaid, on the amount payable (excluding any discount); and
  - (c) for those not assessed:
    - (i) on the amount the relevant authority advises will be assessed (excluding any discount); or
    - (ii) if no advice on the assessment to be made is available, on the amount of the latest separate assessment (excluding any discount).
- (3) If there is no separate assessment of rates for the Land at the Settlement Date and the Local Government informs the Buyer that it will not apportion rates between the Buyer and the Seller, then:
- (a) the amount of rates to be adjusted is that proportion of the assessment equal to the ratio of the area of the Land to the area of the parcel in the assessment; and
  - (b) if an assessment of rates includes charges imposed on a "per lot" basis, then the portion of those charges to be adjusted is the amount assessed divided by the number of lots in that assessment.
- (4) Land tax must be adjusted:
- (a) on the assessment that the Queensland Revenue Office would issue for the land tax year current at the Settlement Date if the Seller was one natural person resident in Queensland and the Land was the Seller's only land; and
  - (b) if there is no separate Site Value for the Land, on a notional Site Value equal to:

$$\text{Site Value of the parcel} \times \frac{\text{Area of the Land}}{\text{Area of the parcel}}$$

- (5) If land tax is unpaid at the Settlement Date and the Queensland Revenue Office advises that it will issue a final clearance for the Land on payment of a specified amount, then the Seller Irrevocably directs the Buyer to draw a bank cheque for the specified amount from the Balance Purchase Price at settlement and the Buyer must pay it promptly to the Queensland Revenue Office. If an amount is paid under this clause, then land tax will be treated as paid at the Settlement Date for the purposes of clause 2.5(2).
- (6) Any Outgoings assessable on the amount of water used must be adjusted on the charges that would be assessed on the total water usage for the assessment period, determined by assuming that the actual rate of usage shown by the meter reading made before settlement continues throughout the assessment period. The Buyer must obtain and pay for the meter reading.
- (7) If any Outgoings are assessed but unpaid at the Settlement Date, then the Seller Irrevocably directs the Buyer to draw a bank cheque for the amount payable from the Balance Purchase Price at settlement and pay it promptly to the relevant authority. If an amount is deducted under this clause, the relevant Outgoing will be treated as paid at the Settlement Date for the purposes of clause 2.5(2).
- (8) Rent for any rental period ending on or before the Settlement Date belong to the Seller and is not adjusted at settlement.
- (9) Unpaid Rent for the rental period including both the Settlement Date and the following day ("Current Period") is not adjusted until it is paid.
- (10) Rent already paid for the Current Period or beyond must be adjusted at settlement.
- (11) If Rent payments are reassessed after the Settlement Date for periods including the Settlement Date, any additional Rent payment from a Tenant or refund due to a Tenant must be apportioned under clauses 2.5(8), 2.5(9) and 2.5(10).
- (12) Payments under clause 2.5(11) must be made within 14 days after notification by one party to the other but only after any additional payment from a Tenant has been received.
- (13) The cost of Bank cheques payable at settlement:
  - (a) to the Seller or its mortgagee are the responsibility of the Buyer; and

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- (b) to parties other than the Seller or its mortgagee are the responsibility of the Seller and the Seller will reimburse this cost to the Buyer as an adjustment at settlement.
  - (14) The Seller is not entitled to require payment of the Balance Purchase Price by means other than Bank cheque without the consent of the Buyer.
  - (15) Upon written request by the Buyer, the Seller will, before settlement, give the Buyer a written statement, supported by reasonable evidence, of –
    - (a) all Outgoings and all Rent for the Property to the extent they are not capable of discovery by search or enquiry at any office of public record or pursuant to the provisions of any statute; and
    - (b) any other information which the Buyer may reasonably require for the purpose of calculating or apportioning any Outgoings or Rent under this clause 2.5.
- If the Seller becomes aware of a change to the information provided the Seller will as soon as practicably provide the updated information to the Buyer.

### 3. FINANCE

- 3.1 This contract is conditional on the Buyer obtaining approval of a loan for the Finance Amount from the Financier by the Finance Date on terms satisfactory to the Buyer. The Buyer must take all reasonable steps to obtain approval.
- 3.2 The Buyer must give notice to the Seller that:
  - (1) approval has not been obtained by the Finance Date and the Buyer terminates this contract; or
  - (2) the finance condition has been either satisfied or waived by the Buyer.
- 3.3 The Seller may terminate this contract by notice to the Buyer if notice is not given under clause 3.2 by 5pm on the Finance Date. This is the Seller's only remedy for the Buyer's failure to give notice.
- 3.4 The Seller's right under clause 3.3 is subject to the Buyer's continuing right to give written notice to the Seller of satisfaction, termination or waiver pursuant to clause 3.2.

### 4. BUILDING AND PEST INSPECTION REPORTS

- 4.1 This contract is conditional upon the Buyer obtaining a written building report from a Building Inspector and a written pest report from a Pest Inspector (which may be a single report) on the Property by the Inspection Date on terms satisfactory to the Buyer. The Buyer must take all reasonable steps to obtain the reports (subject to the right of the Buyer to elect to obtain only one of the reports).
- 4.2 The Buyer must give notice to the Seller that:
  - (1) a satisfactory Inspector's report under clause 4.1 has not been obtained by the Inspection Date and the Buyer terminates this contract. The Buyer must act reasonably; or
  - (2) clause 4.1 has been either satisfied or waived by the Buyer.
- 4.3 If the Buyer terminates this contract and the Seller asks the Buyer for a copy of the building and pest reports, the Buyer must give a copy of each report to the Seller without delay.
- 4.4 The Seller may terminate this contract by notice to the Buyer if notice is not given under clause 4.2 by 5pm on the Inspection Date. This is the Seller's only remedy for the Buyer's failure to give notice.
- 4.5 The Seller's right under clause 4.4 is subject to the Buyer's continuing right to give written notice to the Seller of satisfaction, termination or waiver pursuant to clause 4.2.

### 5. SETTLEMENT

#### 5.1 Time and Date

- (1) Settlement must occur:
  - (a) between 9am and 4pm AEST on the Settlement Date; and
  - (b) subject to clause 5.1(2), in the Place for Settlement at the office of a solicitor, Financial Institution or settlement agent nominated by the Seller.
- (2) If the Seller has not nominated an office under clause 5.1(1)(b) or the parties have not otherwise agreed where settlement is to occur by 5pm on the date 2 Business Days before the Settlement Date, section 61(2)(c) of the *Property Law Act 1974* applies.

#### 5.2 Transfer Documents

- (1) The Transfer Documents must be prepared by the Buyer and delivered to the Seller a reasonable time before the Settlement Date.
- (2) If the Buyer pays the Seller's reasonable expenses, it may require the Seller to produce the Transfer Documents at the Queensland Revenue Office nearest the Place for Settlement for stamping before settlement.

#### 5.3 Documents and Keys at Settlement

- (1) In exchange for payment of the Balance Purchase Price, the Seller must deliver to the Buyer at settlement:
  - (a) unstamped Transfer Documents capable of immediate registration after stamping;
  - (b) any instrument necessary to release any Encumbrance over the Property in compliance with the Seller's obligation in clause 7.2;
  - (c) If requested by the Buyer not less than 2 Business Days before the Settlement Date, the Keys;
  - (d) If there are Leases or Service Agreements:
    - (i) the Seller's copy of all Lease Documents and Service Agreements;
    - (ii) a notice to each Tenant and Contractor advising of the sale and assignment of rights under this contract in the form required by law (if applicable); and
    - (iii) any notice required by law to transfer to the Buyer the Seller's interest in any Lease Guarantee assigned to the Buyer under this contract;
  - (e) a copy of the certificate of occupancy pursuant to the *Building Act 1975* appropriate to the use of the Property (if the improvements may not be lawfully occupied unless the certificate has issued);
  - (f) all plans and drawings relating to the construction of the improvements on the Land in the possession or control of the Seller; and
  - (g) all documents in the possession and control of the Seller which the Buyer would reasonably require to enable the Buyer to manage the Property and to prepare income tax returns.
- (2) If the Keys are not required to be delivered at Settlement under clause 5.3(1)(c), the Seller must deliver the Keys to the Buyer on or before settlement. The Seller may discharge its obligation under this provision by authorising the Seller's Agent to release the Keys to the Buyer.

#### 5.4 Assignment of Covenants and Warranties

At settlement, the Seller assigns to the Buyer the benefit of all:

- (1) covenants by the Tenants under the Leases;
  - (2) Lease Guarantees;
  - (3) the Seller's rights under the Service Agreements;
  - (4) manufacturers' warranties regarding the Included Chattels;
  - (5) and builders' warranties on the Improvements,
- to the extent they are assignable. However, the right to recover arrears of Rent is not assigned to the Buyer and section 117 of the *Property Law Act 1974* does not apply.

#### 5.5 Lease Guarantees

On settlement, the Seller will:

- (1) allow as a deduction from the Balance Purchase Price any Security Deposit received by the Seller from any Tenant and retained by the Seller;
- (2) transfer control to the Buyer over any trust account or fund held on trust for Tenants as Security Deposit; and
- (3) assign to the Buyer, Bank Guarantees held in respect of any Tenant. If any Bank Guarantee is not assignable, the Seller will enforce the Bank Guarantee at the written direction and expense of the Buyer for the Buyer's benefit.

#### 5.6 Indemnity

The Buyer indemnifies the Seller in respect of claims by Tenants for the return of Bank Guarantees or Security Deposits which are dealt with under clause 5.5.

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## 5.7 Possession of Property and Title to Included Chattels

- (1) On the Settlement Date, in exchange for the Balance Purchase Price, the Seller must give the Buyer vacant possession of the Land and the Improvements except for the Leases.
- (2) Title to the Included Chattels passes at settlement.

## 5.8 Reservations

- (1) The Seller must remove the Reserved Items from the Property before settlement.
- (2) The Seller must repair at its expense any damage done to the Property in removing the Reserved Items. If the Seller fails to do so, the Buyer may repair that damage.
- (3) Any Reserved Items not removed before settlement will be considered abandoned and the Buyer may, without limiting its other rights, complete this contract and appropriate those Reserved Items or dispose of them in any way.
- (4) The Seller indemnifies the Buyer against any damages and expenses resulting from the Buyer's actions under clauses 5.8(2) or 5.8(3).

## 5.9 Consent to Transfer of State Lease

- (1) If the Land sold is leasehold, this contract is subject to any necessary consent to the transfer of the lease to the Buyer being obtained by the Settlement Date.
- (2) The Seller must apply for the consent required as soon as possible.
- (3) The Buyer must do everything reasonably required to help obtain this consent.

## 6. TIME

### 6.1 Time of the Essence

Time is of the essence of this contract, except regarding any agreement between the parties on a time of day for settlement.

### 6.2 Extension of Settlement Date

- (1) Either party may, at any time up to 4pm on the Settlement Date, extend the Settlement Date by giving a notice under this clause nominating a new date for settlement which must be no later than 5 Business Days after the Scheduled Settlement Date.
- (2) The Settlement Date will be the date specified in the Extension Notice and time is of the essence in respect of this date.
- (3) More than one Extension Notice may be given under clause 6.2(1) but the new date for settlement nominated in an Extension Notice may not be a date later than 5 Business Days after the Scheduled Settlement Date.
- (4) In this clause 6.2, "Scheduled Settlement Date" means the Settlement Date specified in the Reference Schedule as extended:
  - (a) by agreement of the parties; or
  - (b) under clause 6.3 or 13.4,
 but excludes any extension of the Settlement Date as a result of the operation of this clause 6.2.

### 6.3 Suspension of Time

- (1) This clause 6.3 applies if a party is unable to perform a Settlement Obligation solely as a consequence of a Delay Event but does not apply where the inability is attributable to:
  - (a) damage to, destruction or diminution in value of the Property or other property of the Seller or Buyer; or
  - (b) termination or variation of any agreement between a party and another person whether relating to the provision of finance, the release of an Encumbrance, the sale or purchase of another property or otherwise.
- (2) Time for the performance of the parties' Settlement Obligations is suspended and ceases to be of the essence of the contract and the parties are deemed not to be in breach of their Settlement Obligations.
- (3) An Affected Party must take reasonable steps to minimise the effect of the Delay Event on its ability to perform its Settlement Obligations.
- (4) When an Affected Party is no longer prevented from performing its Settlement Obligations due to the Delay Event, the Affected Party must give the other party a notice of that fact, promptly.
- (5) When the Suspension Period ends, whether notice under clause 6.3(4) has been given or not, either party may give the other party a Notice to Settle.

- (6) A Notice to Settle must be in writing and state:
  - (a) that the Suspension Period has ended;
  - (b) a date, being not less than 5 nor more than 10 Business Days after the date the Notice to Settle is given, which shall become the Settlement Date; and
  - (c) that time is of the essence.

- (7) When Notice to Settle is given, time is again of the essence of the contract.
- (8) In this clause 6.3:
  - (a) "Affected Party" means a party referred to in clause 6.3(1);
  - (b) "Delay Event" means:
    - (i) a tsunami, flood, cyclone, earthquake, bushfire or other act of nature;
    - (ii) riot, civil commotion, war, invasion or a terrorist act;
    - (iii) an imminent threat of an event in paragraphs (i) or (ii);
    - (iv) compliance with any lawful direction or order by a Government Agency; or
    - (v) if clause 2.4(5) applies, the computer system operated by the ATO for the GST Withholding notifications referred to in clause 2.4(5)(c) is inoperative;
  - (c) "Government Agency" means the government of the Commonwealth of Australia or an Australian State, Territory or local government and includes their authorities, agencies, government owned corporations and authorised officers, courts and tribunals;
  - (d) "Settlement Obligations" means, in the case of the Buyer, its obligations under clauses 2.4(1), 2.4(5)(b) and (c) and 5.1(1) and, in the case of the Seller, its obligations under clauses 5.1(1), 5.3(1)(a) – (g) and 5.7;
  - (e) "Suspension Period" means the period during which the Affected Party (or if both the Buyer and Seller are Affected Parties, either of them) remains unable to perform a Settlement Obligation solely as a consequence of a Delay Event.

## 7. MATTERS AFFECTING THE PROPERTY

### 7.1 Title

The Land is sold subject to:

- (1) any reservations or conditions on the title or the original Deed of Grant (if freehold); or
- (2) the Conditions of the Crown Lease (if leasehold).

### 7.2 Encumbrances

The Property is sold free of all Encumbrances other than the Title Encumbrances and Leases.

### 7.3 Requisitions

The Buyer may not deliver any requisitions or enquiries on title.

### 7.4 Seller's Warranties

- (1) The Seller's warranties in clauses 7.4(2) and 7.4(3) apply except to the extent disclosed by the Seller to the Buyer:
  - (a) in this contract; or
  - (b) in writing before the Buyer signed this contract.
- (2) The Seller warrants that, at the Contract Date:
  - (a) there is no outstanding notice under section 246AG, 247 or 248 of the *Building Act 1975* or section 167 or 168 of the *Planning Act 2010* that affects the Property;
  - (b) the Seller has not received any communication from a competent authority that may lead to the issue of a notice referred to in clause 7.4(2)(a) or a notice or order referred to in clause 7.6(1);
  - (c) there are no current or threatened claims or proceedings which may lead to a Court order or writ of execution affecting the Property;
  - (d) there is no outstanding obligation on the Seller to give notice to the administering authority under the *Environmental Protection Act 1994* of a notifiable activity being conducted on the Land; and
  - (e) the Seller is not aware of any facts or circumstances that may lead to the Land being classified as contaminated

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- land within the meaning of the *Environmental Protection Act 1994*.
- (3) The Seller warrants that, at settlement:
    - (a) If the Land is freehold: it will be the registered owner of an estate in fee simple in the Land and will own the rest of the Property;
    - (b) If the Land is leasehold: it will be the registered lessee, the lease is not liable to forfeiture because of default under the lease, and it will own the rest of the Property;
    - (c) It will be capable of completing this contract (unless the Seller dies or becomes mentally incapable after the Contract Date); and
    - (d) there will be no unsatisfied Court order or writ of execution affecting the Property.
  - (4) If the Seller breaches a warranty in clause 7.4(2) or 7.4(3), the Buyer may terminate this contract by notice to the Seller given before settlement.
  - (5) The Seller does not warrant that the Present Use is lawful.
- 7.5 Survey and Mistake**
- (1) The Buyer may survey the Land.
  - (2) If:
    - (a) there is an error in the boundaries or area of the Land;
    - (b) there is an encroachment by structures onto or from the Land;
    - (c) there are Services that pass through the Land which do not service the Land and are not protected by any Encumbrance disclosed to the Buyer in this contract; or
    - (d) there is a mistake or omission in describing the Property or the Seller's title to it;
 which is material, the Buyer may terminate this contract by notice to the Seller given before settlement.
  - (3) If a matter referred to in clause 7.5(2) is:
    - (a) immaterial; or
    - (b) material, but the Buyer elects to complete this contract;
 the Buyer's only remedy against the Seller is for compensation, but only if claimed by the Buyer in writing before settlement.
  - (4) The Buyer may not delay settlement or withhold any part of the Balance Purchase Price because of any compensation claim under clause 7.5(3).
- 7.6 Requirements of Authorities**
- (1) Any valid notice or order by any competent authority or Court requiring work to be done or money spent in relation to the Property must be fully complied with:
    - (a) If issued before the Contract Date: by the Seller before the Settlement Date unless clause 7.6(4) applies; or
    - (b) If issued on or after the Contract Date: by the Buyer unless clause 7.6(3) applies.
  - (2) If the Seller fails to comply with clause 7.6(1)(a), the Buyer is entitled to claim the reasonable cost of complying with the notice or order from the Seller after settlement as a debt.
  - (3) If any notice or order referred to in clause 7.6(1)(b) is required to be complied with before the Settlement Date:
    - (a) the Seller must comply with the notice or order; and
    - (b) at settlement, the Buyer must pay the reasonable costs incurred by the Seller in doing so,
 unless the Buyer directs the Seller not to and indemnifies the Seller against any liability incurred for failure to comply with the notice or order.
  - (4) The Buyer must comply with any notice or order referred to in clause 7.6(1) which is disclosed by the Seller to the Buyer:
    - (a) in this contract; or
    - (b) in writing before the Buyer signed this contract.
- 7.7 Property Adversely Affected**
- (1) If at the Contract Date:
    - (a) the Present Use is not lawful under the relevant town planning scheme;
    - (b) the Land is affected by a proposal of any competent authority to alter the dimensions of any Transport Infrastructure or locate Transport Infrastructure on the Land;
    - (c) access to the Land passes unlawfully through other land;

- (d) any Services to the Land which pass through other land are not protected by a registered easement or building management statement or by statutory authority;
  - (e) any competent authority has issued a current notice to treat, or notice of intention to resume, regarding any part of the Land;
  - (f) there is an outstanding condition of a development approval attaching to the Land under section 73 of the *Planning Act 2016* or section 96 of the *Economic Development Queensland Act 2012* which, if complied with, would constitute a material mistake or omission in the Seller's title under clause 7.5(2)(d);
  - (g) the Property is affected by the *Queensland Heritage Act 1992* or is included in the World Heritage List;
  - (h) the Property is declared acquisition land under the *Queensland Reconstruction Authority Act 2011*; or
  - (i) there is a charge against the Land under section 104 of the *Foreign Acquisitions and Takeovers Act 1975 (Cth)*, and that has not been disclosed in this contract or disclosed by the Seller to the Buyer in writing before the Buyer signed this contract, the Buyer may terminate this contract by notice to the Seller given before settlement.
- (2) If no notice is given under clause 7.7(1), the Buyer will be treated as having accepted the Property subject to all of the matters referred to in that clause.
  - (3) The Seller authorises the Buyer to inspect records held by any authority, including Security Interests on the PPSR relating to the Property.

**7.8 Dividing Fences**

Notwithstanding any provision in the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*, the Seller need not contribute to the cost of building any dividing fence between the Land and any adjoining land owned by it. The Buyer waives any right to claim contribution from the Seller.

**8. RIGHTS AND OBLIGATIONS UNTIL SETTLEMENT**

**8.1 Risk**

The Property is at the Buyer's risk from 5pm on the first Business Day after the Contract Date.

**8.2 Access**

After reasonable notice to the Seller, the Buyer and its consultants may enter the Property:

- (1) once to read any meter;
- (2) for inspections under clause 4;
- (3) once to inspect the Property before settlement; and
- (4) once to value the Property before settlement.

**8.3 Seller's Obligations After Contract Date**

- (1) The Seller must use the Property reasonably until settlement. The Seller must not do anything regarding the Property, the Leases or the Service Agreements that may significantly alter them or result in later expense for the Buyer.
- (2) The Seller must promptly upon receiving any notice, proceeding or order that affects the Property or requires work or expenditure on the Property, give a copy to the Buyer.
- (3) Without limiting clause 8.3(1), the Seller must not without the prior written consent of the Buyer, give any notice or seek or consent to any order that affects the Property or make any agreement affecting the Property that binds the Buyer.

**8.4 Information Regarding the Property**

Upon written request of the Buyer but in any event before settlement, the Seller must give the Buyer:

- (1) copies of all documents relating to any unregistered interests in the Property;
- (2) full details of the Leases and Service Agreements to allow the Buyer to properly manage the Property after settlement;
- (3) sufficient details (including the date of birth of each Seller who is an individual) to enable the Buyer to undertake a search of the PPSR;
- (4) the Local Government rate account number for the Land; and
- (5) further copies or details if those previously given cease to be complete and accurate.

**8.5 Possession Before Settlement**

If possession is given before settlement:

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- (1) the Buyer must maintain the Property in substantially its condition at the date of possession, fair wear and tear excepted;
- (2) entry into possession is under a licence personal to the Buyer revocable at any time and does not:
  - (a) create a relationship of landlord and tenant; or
  - (b) waive the Buyer's rights under this contract;
- (3) the Buyer must insure the Property to the Seller's satisfaction; and
- (4) the Buyer indemnifies the Seller against any expense or damages incurred by the Seller as a result of the Buyer's possession of the Property.

## 9. PARTIES' DEFAULT

### 9.1 Seller and Buyer May Affirm or Terminate

- (1) If the Seller or Buyer, as the case may be, fails to comply with an Essential Term, or makes a fundamental breach of an Intermediate term, the Seller (in the case of the Buyer's default) or the Buyer (in the case of the Seller's default) may affirm or terminate this contract under this clause.
- (2) Clause 9.1 does not limit any other right or remedy of the parties including those under this contract or any right at law or in equity.

### 9.2 If Seller Affirms

If the Seller affirms this contract under clause 9.1, it may sue the Buyer for:

- (1) damages;
- (2) specific performance; or
- (3) damages and specific performance.

### 9.3 If Buyer Affirms

If the Buyer affirms this contract under clause 9.1, it may sue the Seller for:

- (1) damages;
- (2) specific performance; or
- (3) damages and specific performance.

### 9.4 If Seller Terminates

If the Seller terminates this contract under clause 9.1, it may do all or any of the following:

- (1) resume possession of the Property;
- (2) forfeit the Deposit and any interest earned;
- (3) sue the Buyer for damages;
- (4) resell the Property.

### 9.5 If Buyer Terminates

If the Buyer terminates this contract under clause 9.1, it may do all or any of the following:

- (1) recover the Deposit and any interest earned;
- (2) sue the Seller for damages.

### 9.6 Seller's Resale

- (1) If the Seller terminates this contract and resells the Property, the Seller may recover from the Buyer as liquidated damages:
  - (a) any deficiency in price on a resale; and
  - (b) its expenses connected with any repossession, any failed attempt to resell, and the resale;
 provided the resale settles within 2 years of termination of this contract.
- (2) Any profit on a resale belongs to the Seller.

### 9.7 Seller's Damages

The Seller may claim damages for any loss it suffers as a result of the Buyer's default, including its legal costs on an indemnity basis and the cost of any Work or Expenditure under clause 7.6(3).

### 9.8 Buyer's Damages

The Buyer may claim damages for any loss it suffers as a result of the Seller's default, including its legal costs on an indemnity basis.

### 9.9 Interest on Late Payments

- (1) The Buyer must pay interest at the Default Rate:
  - (a) on any amount payable under this contract which is not paid when due; and
  - (b) on any judgement for money payable under this contract.
- (2) Interest continues to accrue:
  - (a) under clause 9.9(1)(a), from the date it is due until paid; and
  - (b) under clause 9.9(1)(b), from the date of judgement until paid.

- (3) Any amount payable under clause 9.9(1)(a) in respect of a period prior to settlement must be paid by the Buyer at settlement. If this contract is terminated or if any amount remains unpaid after settlement, interest continues to accrue.
- (4) Nothing in this clause affects any other rights of the Seller under this contract or at law.

## 10. LEASES AND SERVICE AGREEMENTS

### 10.1 Seller's Statement

- (1) Within a reasonable time after written request by the Buyer, the Seller must give the Buyer:
  - (a) a statement of Outgoings which cannot be discovered by search; and
  - (b) a notice under section 262A(4A) of ITAA (if applicable to the Property).
- (2) The Seller must update the statement if the Seller becomes aware that it has become inaccurate in a material respect.
- (3) The Seller warrants that the statement and notice will be accurate at the Settlement Date.

### 10.2 Leases and Service Agreements

The Seller states that details of all Leases and Service Agreements affecting the Property are disclosed in the Lease Schedule and Service Agreement Schedule respectively.

### 10.3 Lease Warranties

The Seller warrants that, except as disclosed in this contract, the following are correct at the Contract Date:

- (1) details of the Leases set out in the Lease Schedule;
- (2) each of the Leases are valid and subsisting;
- (3) there is no subsisting breach of a provision of any Lease;
- (4) there is no notice or correspondence between the Seller and any Tenant relating to Rent review or the exercise of an option for renewal;
- (5) for each Lease, the relevant Lease Documents provided to the Buyer under clause 10.5(1) constitute the entire agreement between the Seller and each Tenant and there is no written, oral or other agreement between the Seller and any Tenant varying the terms of a Lease or granting any additional option for renewal of the term of any Lease;
- (6) no Tenant received any incentive or inducement to enter into its initial or current Lease;
- (7) there is no pending litigation or arbitration between the Seller and any Tenant arising out of any of the Leases; and
- (8) If any Lease is a retail shop lease within the meaning of the *Retail Shop Leases Act 1994*:
  - (a) as far as the Seller is aware the Seller has complied with the *Retail Shop Leases Act 1994* in relation to the Lease;
  - (b) there is no existing or renewed retail tenancy dispute in relation to a Lease;
  - (c) there are no mediation agreements, proceedings or orders in existence under the *Retail Shop Leases Act 1994* in respect of a Lease;
  - (d) no Tenant has notified the Seller requesting a right to renew any Lease for a further period; and
  - (e) no Tenant has made a claim against the Seller for compensation for loss or damage suffered by the Tenant under sections 43, 46G or 46K of the *Retail Shop Leases Act 1994* and there are no circumstances existing to the Seller's knowledge which might give rise to a claim for compensation.

### 10.4 Inaccuracies

The Buyer may terminate this contract by notice in writing to the Seller if a warranty contained in clause 10.3 is inaccurate and the Buyer is materially prejudiced by that inaccuracy.

### 10.5 Buyer's Satisfaction with Documents

- (1) The Seller must produce to the Buyer's Solicitor within 7 days after the Contract Date:
  - (a) copies of all Lease Documents and Service Agreements; and
  - (b) a statement of the Rent and arrears of Rent for each Lease (current at the Contract Date).
- (2) If the Seller does not comply with clause 10.5(1), the Buyer may terminate this contract by notice to the Seller given no later than 14 days after the Contract Date.
- (3) If the Buyer is not satisfied with the terms of the Lease Documents or Service Agreements or with the statement delivered under clause 10.5(1), it may terminate this contract by notice to the Seller given no later than 7 days after the

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- Buyer's receipt of the last of the items delivered under clause 10.5(1).
- (4) If the Buyer does not terminate the contract under clause 10.5(2) or 10.5(3), the Buyer will be treated as having accepted the Leases and Service Agreements.

#### 10.6 Dealings with Leases

- (1) Subject to this clause 10.6, the Seller must not, after the Contract Date:
- (a) deal with the Property or any of the Leases;
  - (b) accept a surrender of any Lease;
  - (c) consent to a transfer of any Lease;
  - (d) terminate any Lease;
  - (e) forfeit, call on or enforce any Lease Guarantee;
  - (f) release any party from a Lease Guarantee;
  - (g) consent to any request by a Tenant;
  - (h) grant or agree to grant a new lease, licence or other right of occupancy of any part of the Land or an extension of a Lease other than where a Tenant validly exercises an option in a Lease; or
  - (i) initiate or negotiate a Rent review or otherwise agree to vary the Rent payable under a Lease,
- (each a "Proposed Dealing") without the Buyer's consent, unless the failure to do so would amount to a breach of the Lease by the Seller.
- (2) Despite clause 10.6(1)(i), the Seller:
- (a) may implement a review of Rent in accordance with a calculation stated in the Lease (for example a fixed increase, specified percentage increase, a review on the basis of an independently published index of prices, costs or wages or a combination of them); and
  - (b) may initiate and conduct a market review of the Rent if failure to do so by the Settlement Date would result in a waiver or prejudice of the right to conduct the Review. However the Seller may not propose or agree to the new Rent without the Buyer's consent (which must not be unreasonably withheld or delayed).
- (3) The Seller must give the Buyer full details (including copies of all written material received from the Tenant or proposed Tenant) of each Proposed Dealing before entering into or consenting to the Proposed Dealing.
- (4) The Buyer must:
- (a) co-operate with the Seller and promptly notify the Seller whether it consents to a Proposed Dealing; and
  - (b) not withhold its consent to a Proposed Dealing except on reasonable grounds (or subject to reasonable conditions) which must be notified in writing to the Seller.
- (5) If any Tenant defaults in the payment of Rent, the Seller must promptly inform the Buyer in writing. The Buyer may require the Seller to do either or both of the following actions at the Seller's expense:
- (a) serve on the Tenant a notice of breach of covenant if required by law;
  - (b) if the Seller is legally entitled to do so, terminate the Lease by physical re-entry (subject to the provisions of the Lease).
- (6) The Seller must give the Buyer copies of any documents relating to the Leases that come into the control or possession of the Seller between the Contract Date and settlement.

#### 10.7 Service Agreements

- (1) The Seller:
- (a) may terminate any Service Agreement which is not capable of assignment (subject to the provisions of the relevant Service Agreement); and
  - (b) indemnifies the Buyer against claims under the Service Agreements prior to the Settlement Date.
- (2) The Buyer:
- (a) assumes the obligations of the Seller under those Service Agreements which are assigned until their termination; and
  - (b) indemnifies the Seller against claims under Service Agreements after the Settlement Date.
- (3) If:
- (a) the Seller cannot terminate a Service Agreement; or

- (b) the Seller's rights under a Service Agreement cannot be assigned or are not effectively assigned to the Buyer, the Seller must enforce that Service Agreement at the direction of the Buyer for the Buyer's benefit at the Buyer's cost.

#### 11. GOODS AND SERVICES TAX

##### 11.1 Definitions

Words and phrases defined in the GST Act have the same meaning in this contract unless the context indicates otherwise.

##### 11.2 GST Table

The GST Table and the notes in it are part of this clause 11.

##### 11.3 Taxable Supply

This clause 11 applies where the transaction is:

- (1) a Taxable Supply; or
- (2) not a Taxable Supply because it is the Supply of a Going Concern.

##### 11.4 Purchase Price Includes GST

If this clause 11.4 applies, the Purchase Price includes the Seller's liability for GST on the Supply of the Property. The Buyer is not obliged to pay any additional amount to the Seller on account of GST on the Supply of the Property.

##### 11.5 Purchase Price Does Not Include GST

If this clause 11.5 applies, the Purchase Price does not include the Seller's liability for GST on the Supply of the Property. The Buyer must on the Settlement Date pay to the Seller in addition to the Purchase Price an amount equivalent to the amount payable by the Seller as GST on the Supply of the Property.

##### 11.6 Margin Scheme

**Warning** The Seller is warranting that the Margin Scheme can apply. If in doubt about using the Margin Scheme you should seek professional advice.

If this clause 11.6 applies:

- (1) the Purchase Price includes the Seller's liability for GST on the Supply of the Property. The Buyer is not obliged to pay any additional amount to the Seller on account of GST on the Supply of the Property.
- (2) the Seller:
  - (a) must apply the Margin Scheme to the Supply of the Property; and
  - (b) warrants that the Margin Scheme is able to be applied;
- (3) If the Seller breaches clause 11.6(2)(a) or its warranty under clause 11.6(2)(b) then:
  - (a) the Buyer may terminate this contract if it becomes aware of the breach prior to the Settlement Date;
  - (b) if the Buyer does not terminate this contract under clause 11.6(3)(a) or does not become aware of the breach until after the Settlement Date, it must pay to the Seller an amount equal to the Input Tax Credit which the Buyer will receive for GST payable for the Supply of the Property. Payment must be made when the Buyer receives the benefit of the Input Tax Credit;
  - (c) the Buyer is entitled to compensation from the Seller if there is a breach of clause 11.6(2).

##### 11.7 If the Supply is a Going Concern

**Warning** The parties are providing certain warranties under this clause. If there is doubt about whether there is a Supply of a Going Concern you should seek professional advice.

If this clause 11.7 applies:

- (1) the Purchase Price does not include any amount for GST;
- (2) the parties agree the Supply of the Property is a Supply (or part of a Supply) of a Going Concern;
- (3) the Seller warrants that:
  - (a) between the Contract Date and the Settlement Date the Seller will carry on the Enterprise; and
  - (b) the Property (together with any other things that must be provided by the Seller to the Buyer at the Settlement Date under a related agreement for the same Supply) is all of the things necessary for the continued operation of the Enterprise;
- (4) the Buyer warrants that at the Settlement Date it is Registered or Required to be Registered under the GST Act;
- (5) If either of the warranties in clause 11.7(3) is breached:

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- (e) the Buyer may terminate this contract if it becomes aware of the breach prior to the Settlement Date;
- (f) if the Buyer does not terminate this contract then, at the Settlement Date, the Buyer must pay to the Seller the amount payable by the Seller as GST on the Supply of the Property;
- (c) if the Buyer does not become aware of the breach until after the Settlement Date, it must pay to the Seller an amount equal to the Input Tax Credit which the Buyer will receive for GST payable in respect of the Supply of the Property. Payment must be made when the Buyer receives the benefit of the Input Tax Credit;
- (d) the Buyer is entitled to compensation from the Seller if there is a breach of the warranty;
- (6) If the warranty in clause 11.7(4) is not correct the Buyer must pay to the Seller an amount equal to the GST payable in respect of the Supply of the Property. Payment must be made at the Settlement Date or, if settlement has occurred, immediately on demand;
- (7) If for any reason other than a breach of a warranty by the Seller or the Buyer this transaction is not a Supply of a Going Concern, the Buyer must pay to the Seller the amount payable by the Seller as GST on the Supply of the Property. Payment must be made at the Settlement Date or, if settlement has occurred, immediately on demand.
- 11.8 Adjustments**  
Where this contract requires an adjustment or apportionment of Outgoings or Rent and profits of the Property, that adjustment or apportionment must be made on the amount of the Outgoing, Rent or profit exclusive of GST.
- 11.9 Tax Invoice**  
Where GST is payable on the Supply of the Property, the Seller must give to the Buyer a Tax Invoice at the Settlement Date or on any later date on which the Buyer is required to pay GST under clause 11.7.
- 11.10 No Merger**  
To avoid doubt, the clauses in this clause 11 do not merge on settlement.
- 11.11 Remedies**  
The remedies provided in clauses 11.6(3), 11.7(5) and 11.7(6) are in addition to any other remedies available to the aggrieved party.
- 12. GENERAL**
- 12.1 Seller's Agent**  
The Seller's Agent is appointed as the Seller's agent to introduce a buyer.
- 12.2 Foreign Buyer Approval**  
The Buyer warrants that either:
- (1) the Buyer's purchase of the Property is not a notifiable action; or
  - (2) the Buyer has received a no objection notification, under the *Foreign Acquisitions and Takeovers Act 1975* (Cth).
- 12.3 Duty**  
The Buyer must pay all duty on this contract.
- 12.4 Notices**
- (1) Notices under this contract must be in writing.
  - (2) Notices under this contract or notices required to be given by law may be given and received by the party's solicitor.
  - (3) Notices under this contract or required to be given by law may be given by:
    - (a) delivering or posting to the other party or its solicitor; or
    - (b) sending it to the facsimile number of the other party or its solicitor stated in the Reference Schedule (or another facsimile number notified by the recipient to the sender); or
    - (c) sending it to the email address of the other party or its solicitor stated in the Reference Schedule (or another email address notified by the recipient to the sender).
  - (4) Subject to clause 12.4(5), a notice given after this contract is entered into in accordance with clause 12.4(3) will be treated as given:
    - (a) 5 Business Days after posting;
    - (b) if sent by facsimile, at the time indicated on a clear transmission report; and
    - (c) if sent by email, at the time it is sent.
- (5) Notices given by facsimile, by personal delivery or by email between 5pm on a Business Day (the "first Business Day") and 9am on the next Business Day (the "second Business Day") will be treated as given or delivered at 9am on the second Business Day.
- (6) If two or more notices are treated as given at the same time under clause 12.4(5), they will be treated as given in the order in which they were sent or delivered.
- (7) Notices or other written communications by a party's solicitor (for example, varying the Inspection Date, Finance Date or Settlement Date) will be treated as given with that party's authority.
- (8) For the purposes of clause 12.4(3)(c) and clause 14.2 the notice or information may be contained within an email, as an attachment to an email or located in an electronic repository accessible by the recipient by clicking a link in an email.
- (9) A communication given using a messaging system in an ELNO System is not a notice for the purpose of this contract.
- 12.5 Business Days**
- (1) If anything is required to be done on a day that is not a Business Day, it must be done instead on the next Business Day.
  - (2) If the Finance Date or Inspection Date fall on a day that is not a Business Day, then it falls on the next Business Day.
  - (3) If clause 13 applies and the Settlement Date falls on a day on which both the Sydney and Melbourne offices of the Reserve Bank of Australia are closed, the Settlement Date will be taken to be the next Business Day.
- 12.6 Rights After Settlement**  
Despite settlement and registration of the transfer, any term of this contract that can take effect after settlement or registration remains in force.
- 12.7 Further Acts**  
If requested by the other party, each party must, at its own expense, do everything reasonably necessary to give effect to this contract.
- 12.8 Severance**  
If any term or part of a term of this contract is or becomes legally ineffective, invalid or unenforceable in any jurisdiction it will be severed and the effectiveness, validity or enforceability of the remainder will not be affected.
- 12.9 Interpretation**
- (1) **Plurals and Genders**  
Reference to:
    - (a) the singular includes the plural and the plural includes the singular;
    - (b) one gender includes each other gender;
    - (c) a person includes a body corporate; and
    - (d) a party includes the party's executors, administrators, successors and permitted assigns.
  - (2) **Parties**
    - (a) If a party consists of more than one person, this contract binds them jointly and each of them individually.
    - (b) A party that is a trustee is bound both personally and in its capacity as a trustee.
  - (3) **Statutes and Regulations**  
Reference to statutes includes all statutes amending, consolidating or replacing them.
  - (4) **Inconsistencies**  
If there is any inconsistency between any provision added to this contract and the printed provisions, the added provision prevails.
  - (5) **Headings**  
Headings are for convenience only and do not form part of this contract or affect its interpretation.
  - (6) **Calculating Time**  
If anything is permitted or required to be done:
    - (a) a number of days or Business Days before a specified date, the date by which that thing may or must be done is to be calculated excluding the specified date;  
*Example: If the Settlement Date falls on a Friday, 2 days before the Settlement Date is Wednesday.*
    - (b) "at least" a number of days or Business Days before a specified date or a clear number of days or Business Days before a specified date, the date by which that thing may or must be done is to be calculated excluding the specified date and excluding the day on which the thing may or must be done;

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Example: If the Settlement Date falls on a Friday, at least 2 days before the Settlement Date or 2 clear days before the Settlement Date is Tuesday.

- (c) a number of days or Business Days after a specified date, the date by which that thing may or must be done is to be calculated excluding the specified date.

Example: If the Contract Date falls on a Monday, 2 days after the Contract Date is Wednesday.

#### 12.10 Counterparts

- (1) This contract may be executed in two or more counterparts, all of which will together be deemed to constitute one and the same contract.
- (2) A counterpart may be electronic and signed using an Electronic Signature.

### 13. ELECTRONIC SETTLEMENT

#### 13.1 Application of Clause

Clause 13:

- (a) applies if the form of transfer under the *Land Title Act 1994* required to transfer title in the Land to the Buyer is a required instrument to which section 5(1) of the *Land Title Regulation 2022* applies;
- (b) continues to apply even if section 5(2)(a)(ii) of the *Land Title Regulation 2022* applies; and
- (c) overrides any other provision of this contract to the extent of any inconsistency.

#### 13.2 Nomination of ELNO System and Completion of Electronic Workspace

- (1) The Seller must nominate the ELNO System to be used for the Electronic Settlement. Despite clause 12.4(9), the Seller may nominate the ELNO System by sending or accepting an invitation to an Electronic Workspace in an ELNO System.
- (2) The parties must:
  - (a) ensure that the Electronic Workspace is completed and all Electronic Conveyancing Documents and the Financial Settlement Schedule are Digitally Signed prior to settlement; and
  - (b) do everything else required in the Electronic Workspace or otherwise to enable settlement to occur on the Settlement Date.
- (3) If the parties cannot agree on a time for settlement, the time to be nominated in the Electronic Workspace is 4pm AEST.
- (4) If any part of the Purchase Price is to be paid to discharge an Outgoing:
  - (a) the Buyer may, by notice in writing to the Seller, require that the amount is paid to the Buyer's Solicitor's trust account and the Buyer is responsible for paying the amount to the relevant authority;
  - (b) for amounts to be paid to destination accounts other than the Buyer's Solicitor's trust account, the Seller must give the Buyer a copy of the current account for the Outgoing to enable the Buyer to verify the destination account details in the Financial Settlement Schedule.
- (5) If the Deposit is required to discharge any Encumbrance or pay an Outgoing at settlement:
  - (a) the Deposit Holder must, if directed by the Seller at least 2 Business Days before settlement, pay the Deposit (and any interest accrued on investment of the Deposit) less commission as clear funds to the Seller's Solicitor;
  - (b) the Buyer and the Seller authorise the Deposit Holder to make the payment in clause 13.2(5)(a);
  - (c) the Seller's Solicitor will hold the money as Deposit Holder under the Contract;
  - (d) the Seller and Buyer authorise the Seller's Solicitor to pay the money as directed by the Seller in accordance with the Financial Settlement Schedule.

#### 13.3 Electronic Settlement

- (1) Clauses 5.1(1)(b), 5.1(2) and 5.2 do not apply.
- (2) Payment of the Balance Purchase Price electronically as directed by the Seller's Solicitor in the Financial Settlement Schedule satisfies the Buyer's obligation in clause 2.4(1).
- (3) The Seller and Buyer will be taken to have complied with:
  - (a) clause 2.4(3)(c),(e) and (f); and
  - (b) clause 2.4(5)(d) and (e),
 (as applicable) if at settlement the Financial Settlement Schedule specifies payment of the relevant amount to the account nominated by the Commissioner of Taxation.

- (4) The Seller will be taken to have complied with clause 5.3(1) if:
  - (a) in relation to documents which are suitable for Electronic Lodgement in the Land Registry at settlement, the documents are Digitally Signed within the Electronic Workspace; and
  - (b) in relation to any other document or thing, the Seller's Solicitor:
    - (i) confirms in writing prior to settlement that it holds all relevant documents which are not suitable for Electronic Lodgement and all Keys (if requested under clause 5.3(1)(c)) in escrow on the terms contained in the QLS E-Conveyancing Guidelines; and
    - (ii) gives a written undertaking to send the documents and Keys (if applicable) to the Buyer or Buyer's Solicitor no later than the Business Day after settlement; and
    - (iii) if requested by the Buyer, provides copies of documents in the Seller's Solicitors possession.
- (5) A party is not in default to the extent it is prevented from complying with an obligation because the other party or the other party's Financial Institution has not done something in the Electronic Workspace.
- (6) Any rights under the contract or at law to terminate the contract may not be exercised during the time the Electronic Workspace is locked for Electronic Settlement.
- (7) Electronic Settlement is taken to occur when Financial Settlement is effected, whether or not Electronic Lodgement has occurred.

#### 13.4 Computer System Unavailable

If settlement fails and cannot occur by 4pm AEST on the Settlement Date because a computer system operated by the Land Registry, Queensland Revenue Office, Reserve Bank, a Financial Institution or the relevant ELNO System is inoperative or unavailable, neither party is in default and the Settlement Date is deemed to be the next Business Day. Time remains of the essence.

#### 13.5 Costs

Each party must pay its own fees and charges of using the relevant ELNO System for Electronic Settlement.

### 14. ELECTRONIC CONTRACT AND DISCLOSURE

#### 14.1 Electronic Signing

If this contract is signed by any person using an Electronic Signature, the Buyer and the Seller:

- (a) agree to enter into this contract in electronic form; and
- (b) consent to either or both parties signing the contract using an Electronic Signature.

#### 14.2 Pre-contract Disclosure

The Buyer consents to the Seller's use of electronic communication to give any notice or information required by law to be given to the Buyer and which was given before the Buyer signed this contract.

INITIALS (Note: Initials not required if signed with Electronic Signature)

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**ANNEXURE 3**

**[Tender]**

Attached to this page is a copy of the Tender Form

Diamantina Shire Council

Assessment No:

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## Tender Form

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**KING &  
COMPANY**  
— SOLICITORS —

Level 7, 95 North Quay, Brisbane

[G.P.O. Box 758, Brisbane, 4001]

Telephone: (07) 3243 0000

Facsimile: (07) 3236 1885

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### Contents of Instrument

<b>PART 1</b>	<b>GENERAL .....</b>	<b>1</b>
1.1	Interpretation.....	1
1.2	Completing the Tender Form.....	1
<b>PART 2</b>	<b>OFFER.....</b>	<b>1</b>
2.1	Offer.....	1
2.2	Purchase Price .....	1
2.3	Cooling Off Period .....	1
<b>PART 3</b>	<b>TENDERER.....</b>	<b>1</b>
3.1	Details of Tenderer .....	1
<b>APPENDIX 1</b>	<b>.....</b>	<b>2</b>
	[Tenderer Details] .....	2
<b>APPENDIX 2</b>	<b>.....</b>	<b>3</b>
	Purchase Price .....	3
	<b>ATTESTATIONS.....</b>	<b>4</b>

## Tender Form

Assessment No. &  
Property address:

Date of Offer

### PART 1 GENERAL

#### 1.1 Interpretation

Expressions used in this Tender Form that are defined in the Invitation to Tender bear in this Tender Form the meanings ascribed to them in the Invitation to Tender.

#### 1.2 Completing the Tender Form

In completing this form, you are not limited to the space upon the form. You may include additional text via annexures. So long as you include all information required by the Invitation to Tender, you may include any additional information you consider relevant to your Tender.

### PART 2 OFFER

#### 2.1 Offer

The Tenderer offers to enter into the Sale Contract the subject of the Invitation to Tender in accordance with:

- (1) the Invitation to Tender, including the Draft Sale Contract, and
- (2) the offer and representations contained in this Tender.

#### 2.2 Purchase Price

The Purchase Price offered by the Tenderer is stated in Appendix 2.

#### 2.3 Cooling Off Period

The Tenderer gives notice to Council pursuant to section 167(1) of the *Property Occupations Act (2014) (Qld)* that the Tenderer waives the cooling off period applicable to the purchase of the property the subject of the Sale Contract.

### PART 3 TENDERER

#### 3.1 Details of Tenderer

The Tenderer's details the subject of Clause 4.2 of the Invitation to Tender are detailed in Appendix 1.

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*Tender Form*  
Page 2

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**APPENDIX 1**  
Tenderer Details

Attached to this page are the Tenderer's details the subject of Part 3 of this Tender Form.

*Tender Form*  
Page 3

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**APPENDIX 2**  
**Purchase Price**

\$ \_\_\_\_\_ (exclusive of GST)

Tender Form  
Page 4

**ATTESTATIONS**

EXECUTED and DELIVERED by ]  
] \_\_\_\_\_  
in the presence of: ]

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Full name of Witness [Print]

EXECUTED and DELIVERED by ]  
] \_\_\_\_\_  
in the presence of: ]

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Full name of Witness [Print]

EXECUTED and DELIVERED on behalf of ]  
] \_\_\_\_\_  
] \_\_\_\_\_  
under section 127 of the *Corporations Act*, pursuant to ]  
a resolution of its Board of Directors, by a director and ] *No seal*  
a second director/the secretary, who certify they are ]  
the proper officers to execute the document: ]

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director/Secretary

\_\_\_\_\_  
Full name [Print]

\_\_\_\_\_  
Full name [Print]