

Cassandra C Adair

From: @colliers.com>
Sent: Wednesday, 16 October 2019 11:15 AM
To: Cassandra C Adair
Subject: RE: Invitation for submission: 4 Trafalgar St, Manly
Attachments: 4 Trafalgar Street Manly Submission FINAL.PDF

Hi Cassandra

Should have gone out last night apologies. Please find attached as discussed. I do really like to meet and present a submission, let me know if this is something you would like to run over.

Otherwise I look forward to hearing your feedback

Regards

Associate Director | Retail Leasing
Retail Agency
Dir +61 7 3026 3320 | Mob +
Main +61 7 3229 1233 | [vCard](#)
Level 30, 111 Eagle Street | Brisbane, QLD 4000 | Australia



From: Cassandra C Adair [mailto:Cassandra.C.Adair@tmr.qld.gov.au]
Sent: Wednesday, October 16, 2019 9:53 AM
To: @colliers.com>
Subject: RE: Invitation for submission: 4 Trafalgar St, Manly

Hi

Could you please provide an update and confirm we will receive your submission today?

Kind regards

Cassandra Adair
Senior Advisor (Property Management)
Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4034
GPO Box 1412 | Brisbane Qld 4001
P: (07) 3066 8713

E: cassandra.c.adair@tmr.qld.gov.au
W: www.tmr.qld.gov.au

From: Cassandra C Adair
Sent: Wednesday, 9 October 2019 3:47 PM
To: 'colliers.com'>
Subject: RE: Invitation for submission: 4 Trafalgar St, Manly

Hi

Just to clarify that the EOI is for a lease of the premises which will be offered as vacant possession and the building will be stripped back to a bare building.

We are in the process of obtaining plans for the building but may not have these until late next week.

Kind regards

Cassandra Adair
Senior Advisor (Property Management)
Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4094
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E: cassandra.c.adair@tmr.qld.gov.au
W: www.tmr.qld.gov.au

From: Cassandra C Adair
Sent: Wednesday, 9 October 2019 1:22 PM
To: 'colliers.com'>
Subject: Invitation for submission: 4 Trafalgar St, Manly

Hi

TMR invites you to submit a proposal for an expression of campaign for 4 Trafalgar St, Manly being Part Lot 685 SP172860. The site is currently operated as a restaurant and includes building, boat ramp and parking area (maps are below).

If you could please ensure your submission addresses the following:

- Fee structure;
- Market budgeting options for a local campaign and national campaign including recommended marketing mediums;
- Target market and current market conditions in Manly;
- Proposed earliest date to commence EOI, duration of campaign and closure date; and
- Recent successful transactions and CV.

Proposals for this EOI campaign must be submitted by COB 14 October 2019.





Kind regards

Cassandra Adair
Senior Advisor (Property Management)
Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4034
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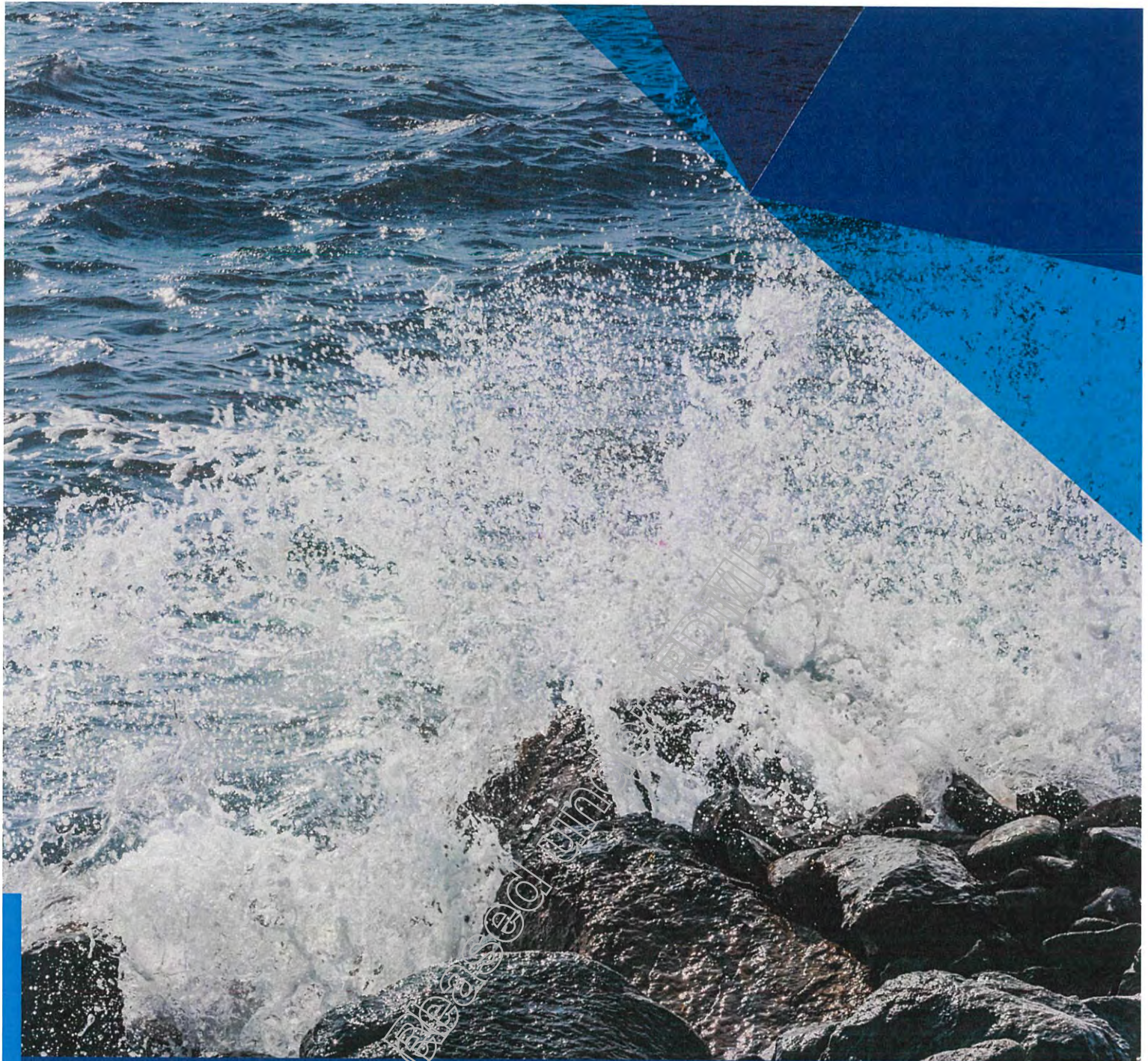
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This notice should not be removed.

Released under RDIMPA



4 TRAFALGAR STREET, MANLY

Submission presented to Department of
Transport and Main Roads
By Colliers international



Accelerating success.



CONTENTS

- 04. YOUR TEAM
- 09. TRACK RECORD
- 10. LEASING STRATEGY
- 10. MARKETING STRATEGY
- 11. TARGET MARKET
- 11. TIMELINE
- 12. MARKETING SCHEDULE
- 15. FEES AND SUMMARY

YOUR TEAM

Team capability

Colliers International Brisbane Retail Leasing team consists of Luke McGrath, Kelly Buxton, Harry Dever, Ned McKendry and Chris Alcock, who together have positioned Colliers as Brisbane's leading retail leasing agency. Working closely with major stakeholders has allowed the Colliers team to monitor market shifts and provide a high level of service and advice to deliver successful results.

It is vital to our team that we deliver the desired outcomes of our clients, this is why we value building relationships and believe this is essential to the long-term success of our projects.

Local market knowledge

Whilst the current market can be best described as displaced and volatile, the Colliers team have proven results. With our team's combined knowledge of the market plus our comprehensive database of CBD & Project retail leases, a regularly updated system, we've created a dynamic approach to retail leasing.

We guarantee our service

As part of the Colliers International brand reputation we believe "it's not what we do but how we do it" that sets us apart.

We will provide you with an option to terminate our agreement with 30 days notice at any stage throughout our appointment if you are not happy with the level of service that we are providing.

Current Brisbane retail leasing team appointments

- Coles Flagstone - anchored by coles with 8 specialty stores
- Brisbane 1 - fringe mixed use retail development, 10 tenancies
- Distillery Road Market Place - 65 tenancies in a mixed use retail development

Current Key Clients

- AMP Capital
- Lendlease
- ISPT
- Dexius
- Charter Hall
- Challenger
- Prime West

YOUR TEAM



Luke McGrath

ASSOCIATE DIRECTOR - RETAIL LEASING
Brisbane



Luke.McGrath@colliers.com

EDUCATION AND QUALIFICATIONS

Licenses Real Estate Agent
Currently Studying MBA

CONTACT DETAILS

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FAX +61 7 3166 0420

Colliers International

Level 30, 111 Eagle Street
Brisbane QLD 4000

www.colliers.com.au

AREA OF EXPERTISE

Luke's passion is retail property. He believes it is an industry with a tangible pulse. Luke understands that every day the market is moving and keeping a grip on trends and movements is vital.

Luke has over 20 years of experience in the retail property market.

From retail agent to retail developer and then to retailer. Luke has a complete understanding of the requirements of both sides of the retail fence.

This experience on both sides of the fence gives Luke a unique advantage in ensuring optimal site selection for success.

This experience and knowledge is irreplaceable in the retail business and sets Luke apart from the rest of the market, as a true retail property specialist and a market leader and mentor.

PROFESSIONAL ACCOMPLISHMENTS

Luke was a pioneer in the retail advocacy landscape, becoming one of the first and the largest tenant rep companies in Australia - with at one stage over 25 national retailers as clients. Some notable clients were: The Coffee Club, Vivian's, Grill'd, Matchbox, Just Cuts, Riot Art & Craft and New Zealand Natural.

During this period Luke purchased and developed several retail development sites on his own. Overseeing the site acquisition, financing, feasibility, development and leasing.

BUSINESS AND EDUCATIONAL BACKGROUND

As Associate Director of project leasing at Knight Frank Brisbane, Luke oversaw the repositioning of Cairns Central, Caneland Mackay and Redbank Plaza. Following these projects Luke was promoted to Director of the CBD team at Knight Frank Brisbane.

Luke then moved to Westfield to specifically oversee the strategic leasing of Carindale - whilst reporting to the Westfield Head Office, Sydney for the Queensland team. Luke also worked with the Westfield strategy teams during the redevelopment of both the Bondi and Chermiside centres.

Colliers International are proud to have Luke as the head of our retail team in Queensland with his passion and enthusiasm for retail, Luke and his team will no doubt exceed your expectations.

COMMUNITY INVOLVEMENT

Colliers International is committed to giving back to the communities in which we live and work.

We have partnered with the Property Industry Foundation, to deliver a national community care program.

Luke is proud to be involved with the 2019 Chain Reaction, a long-distance cycling event for senior executives with a passion for cycling to raise money for AEIOU Foundation and Ronald McDonald House.

Accelerating success.

YOUR TEAM



Kelly Buxton

MANAGER - RETAIL LEASING
Gold Coast



Kelly.Buxton@colliers.com

EDUCATION AND QUALIFICATIONS

Licensed Real Estate Agent
QLD and NSW registration

CONTACT DETAILS

MOB +6
DIR +61 755 880 521
FAX +61 756 680 651

Colliers International
Level 2, 3184 Surfers
Paradise Boulevard,
Surfers Paradise

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AREA OF EXPERTISE

Kelly Buxton joined Colliers International Gold Coast after working in retail leasing at Raine and Horne Commercial for over 3 years. Kelly previously worked for high-profile blue-chip companies: Telstra, Arnotts Snackfoods and Fonterra Brands, in sales and territory management roles.

At Colliers International Gold Coast, Kelly specialises in working on all aspects of retail leasing with a specific focus on retail mix and planning, project market campaigns, leasing of vacancies, along with a strong focus in generating new business on the Gold Coast.

PROFESSIONAL ACCOMPLISHMENTS

- 2018-Present: Colliers International Gold Coast, Manager Retail Leasing
- 2017-2018: Colliers International Gold Coast, Executive Retail Leasing
- 2014-2017: Raine and Horne Commercial Leasing Executive
- 2008-2017 Fonterra Brands Australia Pty Ltd, Senior Territory Manager
- 2006-2008: Crazy Johns Telecom Territory Sales Executive
- 2002-2006 Arnotts Snackfoods Sales Executive
- 2000 - 2002 Telstra Sales Representative

PROFESSIONAL ACCOMPLISHMENTS

Kelly has been appointed to a number of notable projects including:

- The Commons
- Seaside at Kingscliff
- Sanctuary Cove
- Mercato on Byron

COMMUNITY INVOLVEMENT

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YOUR TEAM



Harry Dever

SENIOR EXECUTIVE – RETAIL LEASING
Brisbane



Harry.Dever@colliers.com

EDUCATION AND QUALIFICATIONS

Licensed Real Estate Agent

CONTACT DETAILS

MOB +
DIR +61 7 3026 3317
FAX +61 7 3166 0417

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111 Eagle Street
Brisbane QLD 4000

www.colliers.com.au

AREA OF EXPERTISE

Since joining the Colliers International team in mid-2017 Harry's focus has been in project leasing, including shopping centres and strip retail.

Harry has been the lead agent on many notable projects across Queensland including The Barracks Petrie Terrace, Albany Creek Village and Bunnings Newstead.

Harry's in-depth understanding of the retail sector allows him to provide prudent advice to clients and prospective tenants alike. Harry specialises in all aspects of retail leasing with particular skill in:

- Retail lease negotiation and transaction
- Marketing campaign strategy and implementation
- Strategic retail planning including shopping centre and precinct planning.

PROFESSIONAL ACCOMPLISHMENTS

Promoted to Senior Leasing Executive at Colliers International in 2019.

Harry has been appointed to a number of notable projects:

- The Barracks, Petrie Terrace
- Albany Creek Village
- Park Ridge Town Square
- South City Square
- Monarc Everton Park
- Bunnings Newstead

BUSINESS AND EDUCATIONAL BACKGROUND

Bachelor of Business, Queensland University of Technology.

Joined the Colliers International retail leasing team, Brisbane in 2017.

COMMUNITY INVOLVEMENT

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We have partnered with the Property Industry Foundation, to deliver a national community care program.

Accelerating success.

YOUR TEAM



Ned McKendry

EXECUTIVE – RETAIL LEASING
Brisbane



Ned.McKendry@colliers.com

EDUCATION AND QUALIFICATIONS

Licensed Real Estate Agent

CONTACT DETAILS

MOB +61
DIR +61 7 3026 3326
FAX +61 7 3166 0420

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111 Eagle Street
Brisbane QLD 4000

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AREA OF EXPERTISE

Ned is an enthusiastic and motivated retail professional. His focus is on Brisbane CBD retail leasing.

Coming from an athletic background has instilled an excellent work ethic in Ned, he understands the relationship between hard work and success. Ned uses his natural competitiveness to thrive in the challenges presented to him.

Ned has an in-depth understanding of the retail sector, allowing him to provide expert advice to clients and potential tenants.

He continues to build and develop relationships through excellent service and positive results.

PROFESSIONAL ACCOMPLISHMENTS

Ned has been appointed by a number of notable clients:

- LaSalle
- ISPT
- Urban Construct
- Fortius
- The George Group
- Denmac Nominees
- Rogerscorp
- BMI

Ned competed for the Australian Swimming Team at the 2012 London Olympics, 2013 World Championships and 2014 Commonwealth Games.

BUSINESS AND EDUCATIONAL BACKGROUND

In 2017 Ned was appointed to the Colliers International Brisbane retail leasing team as a CBD leasing expert.

During his time at Colliers International Ned has successfully negotiated deals for many high-profile Brisbane CBD sites and clients.

Prior to joining Colliers International Ned competed as part of the Australian Swimming Team in various international sporting events including the Olympic and Commonwealth games.

COMMUNITY INVOLVEMENT

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TRACK RECORD

Recent successful CBD deals

- 280 Queen Street - Sushi Hub
- 280 Queen Street, Iku Noodle
- 280 Queen Street, Gypsy Fashion
- 280 Queen Street, Mr Brooks Barber
- 280 Queen Street, Bibimbap & Grill
- 280 Queen Street, Melt Brothers
- Burnett Lane - Death and Taxes
- Burnett Lane - Alba Bar and Deli
- Woolworths x 2 CBD Sites
- Central Plaza One - Men Ya Go
- Central Plaza One - Green Grocer
- Central Plaza One - GG café
- 215 Adelaide Street - restaurant/bar
- 99 Creek Street - massage
- 72 Queen Street - confidential
- 72 Queen Street - Westpac



LEASING STRATEGY

Manly is going through a major growth phase. The site currently is home to a restaurant with ample parking and a boat ramp on site, reaching locals who wish to use the facility for marine purposes.

Our Brisbane team use their shared experiences help gain insight into the changes in our own retail landscape caused by growth in the market, and leading retailers.

By utilising the knowledge of our own local market Intel, we believe we will deliver the desired result for the re-leasing of 4 Trafalgar Street, Manly. To achieve this we recommend a combined direct and strategic marketing campaign.

MARKETING STRATEGY

Recommendations:

EDM CAMPAIGN

A segmented, targeted eDM campaign communicates directly with decision makers and is easily measurable.

Our email marketing campaigns have an view rate of over 45%, well above the industry average of 22% due to our carefully curated lists and well orchestrated campaigns.

We propose this campaign is made up of four eDMs sent throughout the leasing campaign.

DIGITAL INFORMATION MEMORANDUM

A static website with inspiring imagery of the surrounding areas, local amenity and building features is an engaging and interactive tool to send to prospective tenants looking at Festival Towers.

LISTING ON COLLIERS.COM.AU AND REAL COMMERCIAL

[Colliers.com.au](https://www.colliers.com.au) tenants can book an inspection online, engage with property videos and images. Our site generates industry leading amounts of traffic to our listings and remains a central source for inquiry.

Online listings ensure exposure to a large audience and they continue to generate over 33% of our inquiries. We recommend:

[Realcommercial.com.au](https://www.realcommercial.com.au) Elite Plus will showcase the property to the target market and with high interaction and engagement levels.

TARGET MARKET

1. The current retail market is extremely challenging however the Food and beverage market is still somewhat buoyant. The market and Brisbane as a whole is going through a re positioning phase. With the new infrastructure programs on foot and a continued net migration growth south east Queensland is positioning its self for solid long term growth economically. Parallel to the repositioning of the retail market the hospitality industry has been through a cleansing period. With strong operators increasing market share and poorer retailers failing almost overnight after in some cases years of trade. Unfortunately for many, as a result of consumers demanding value for money. There are so many touch points to a hospitality business that in many cases it can take one downfall in standards to create negative sentiment for customers. Hence we have found that the strong operators have come to the surface and as such are aware of their strengths. Landlords need to in many cases decided upon a strong long term successful operator and compromise income for security. A lower quality retailer who many in many cases will pay a premium rental.
2. The Manly market like many suburban areas, that focus on community interaction through strip and destination retail has found a decline in retail rentals. While difficult to quantify in our professional opinion the market has retracted to market rentals of a lease term ago i.e. 5 to 7 years ago. Hence a retraction of up to 20% with the net effective rental now being supported by significant landlord contributions. The increase in contributions a result of a decline in lending facilities. Contributions are sitting at between 20% and 40% of the gross term rental.

TIME LINE

We have prepared a draft form 6 for your review. Once this is returned colliers can commence the leasing campaign. Indicative dates as per below.

25.10.19 - Form 6 finalised

25.10.19 - All marketing scripts and programming scheduled

25.10.19 - Marketing paid and sign board erected

25.10.19 - 29.11.19 - Running of EOI campaign

29.11.19 - 06.12.19 - Final decisions made and negotiations concluded

06.12.19 - 08.12.19 - Leases issued and design process commence

04.12.19 - Trade ETA to commence

MARKETING SCHEDULE



Marketing Campaign Quotation / Tax Invoice

Date Created	17/10/2019	Vendor	Department of Transport & Main Roads
Campaign	4 Trafalgar Street, Manly	Quote Number	COL5665-QU01-2

Print Media

01-Nov-2019 The Courier Mail - Prime Site (Friday)

not relevant

Online Listings

28-Oct-2019 Commercial Real Estate Gold Listing - For Lease
28-Oct-2019 Real Commercial FLEXI PREMIUM Elite Plus Listing - For Lease (Brisbane)

Digital Media

28-Oct-2019 Google Search - Engage

Signage

28-Oct-2019 ABC Photosigns Signboard - 8x6ft

Photography

28-Oct-2019 HexFlix Video

MARKETING SCHEDULE

28-Oct-2019 Aerial Hotshots Aerial + Ground Photography Package
Within controlled airspace

Other

28-Oct-2019 Email Marketing
Qualified Databases

28-Oct-2019 In-house Custom Quote

not relevant

Total (inc GST)

\$12,908.06

Boost your property campaign and reach a broader audience

Create a point of difference and amplify your campaign by investing in a Native Ad – an advertising product that can help extend your listing to a wider audience.

BENEFITS OF A NATIVE CAMPAIGN INCLUDE:

- ✓ Access to an audience seeking property similar to yours beyond the listing suburb:
 - National
 - State
 - Region
- ✓ Flexibility to target property seekers by asset:
 - Shop & Retail
 - Warehouse, Factory & Industrial
 - Offices
 - Development Sites & Land



	Product	Channel	Target	State	Region	Asset Class	Impressions	Months	Start Date	End Date	Monthly Price (excl GST)	Discounted Monthly Price (excl GST)	Total Price (excl GST)
e.g.	Search Results Native	Sale or Lease	National	VIC	Aranda	Retail	50,000	6	18/11/2017	30/06/2017	\$7,777.77	\$7,777.77	\$77,777.77
1	Search Results Native	For Lease	Region and asset	QLD	Brisbane Greater Region	Retail	50,000	1	20/10/2019	19/11/2019	not relevant		
2	Search Results Native	For Lease	Region and asset	NSW	Eastern Suburbs	Retail	50,000	1	20/10/2019	19/11/2019			
3	Search Results Native	For Lease	Region and asset	VIC	Melbourne City Greater Region	Retail	50,000	1	20/10/2019	19/11/2019			
4													
5													
											Total Contract Price (excl GST)		\$6,780.00
											Total Contract Price (incl GST)		\$7,458.00

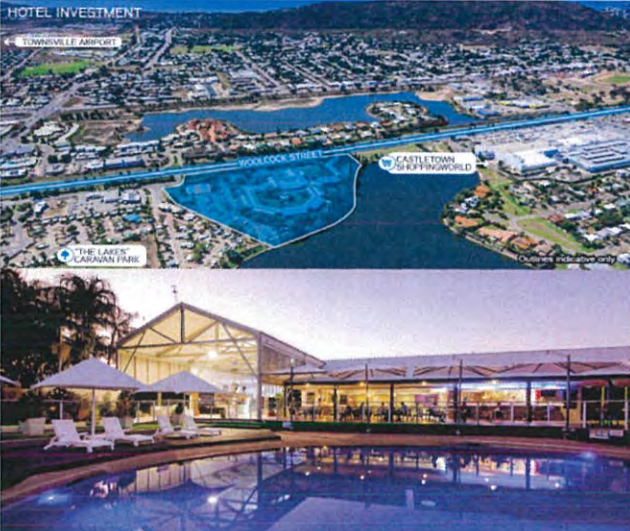
	Product	Channel	Target	State	Region	Asset Class	Impressions	Months	Start Date	End Date	Monthly Price (excl GST)	Discounted Monthly Price (excl GST)	Total Price (excl GST)
e.g.	Search Results Native	Sale or Lease	National	VIC	Aranda	Retail	80,000	6	18/11/2017	30/06/2017	\$7,777.77	\$7,777.77	\$77,777.77
1	Search Results Native	For Lease	Region and asset	QLD	Brisbane Greater Region	Retail	80,000	1	20/10/2019	19/11/2019			
2	Search Results Native	For Lease	Region and asset	NSW	Eastern Suburbs	Retail	80,000	1	20/10/2019	19/11/2019			
3	Search Results Native	For Lease	Region and asset	VIC	Melbourne City Greater Region	Retail	80,000	1	20/10/2019	19/11/2019			
4													
5													
											Total Contract Price (excl GST)		\$10,848.00
											Total Contract Price (incl GST)		\$11,932.80

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Reach more people - better results faster.

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INTERNATIONAL

TOWNSVILLE RESORT WITH DEVELOPMENT POTENTIAL

FOR SALE by Expressions of Interest closing Thursday 3 October at 4pm
MERCURE TOWNSVILLE - 166 WOOLCOCK STREET, TOWNSVILLE, QLD



- ha 4.33ha land parcel
- 202 rooms
- Established lush tropical gardens
- DA Development potential
- ★ Only Accor hotel in Townsville

colliers.com.au/mercure-townsville

Barry Fleischmann
0468 460 800
Neville Smith
0438 765 087
Gus Moors
0404 005 066
Angelo Castorina
0407 169 414

INCOME PRODUCING COMMERCIAL ASSET WITH 15 STOREYS DEVELOPMENT UPSIDE (STCA)

FOR SALE By Expressions of Interest closing Thursday 10 October at 4pm
2092 LOGAN ROAD, UPPER MOUNT GRAVATT, QLD



- m² 1,976m² site area
- NLA 2,484m² NLA over two levels
- \$ Net income: \$205,000pa* Forecast: \$630,000pa*
- Adjacent major Westfield Shopping Centre
- ★ 3.5 Star NABERS Rating

colliers.com.au/212413

*Approximately

Hunter Higgins
0406 977 936
Philip O Dwyer
0431 419 885

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BULK INDUSTRIAL HOLDING - WITH IMPROVEMENTS

FOR SALE by Expressions of Interest closing Thursday 26 September at 4pm
WESTERN BRISBANE CORRIDOR - ADJACENT TO CUNNINGHAM HIGHWAY



- 7719ha* land holding individually or in one-line
- Direct highway access
- Improvements in place
- Potential to acquire brick manufacturing business
- Large scale industrial power and gas infrastructure

colliers.com.au/212130

*Approximately

Matthew Fraser-Ryan
0431 963 943
Nicholas Evans
0401 179 036

SUNSHINE COAST BEACHFRONT RESIDENTIAL DEVELOPMENT SITE

FOR SALE by Expressions of Interest closing Thursday 19 September at 4pm
LOT 907 BOKARINA BEACH, SUNSHINE COAST, QLD



- m² 3,214m²
- Multiple dwelling
- STCA 75 residential apartments**
- 6 story height limit
- Ocean view potential

colliers.com.au/212201

*Approx. **STCA

Baydn Dodds
0418 173 187
Nick Dowling
0419 726 705

colliers.com.au

OUR FEES

AGENCY FEE

Our fee for all new deals will be calculated as a percentage of the gross rent (excluding incentives).

not relevant

Project Management fee of

not relevant

*Gross rent: base rent + outgoings + promo

Initial appointment term of 12 months. All above fees are exclusive of GST

SUMMARY

Colliers International is grateful to have our recommendations considered for the leasing of 4 Trafalgar Street, Manly.

Our leasing team has a strong understanding of retailers and the hurdles they are faced with. Most importantly we have the knowledge and experience to overcome any objections and are proud to achieve outstanding results.

We look forward to discussing our proposal with you further.

Kind regards,

not relevant

LUKE MCGRATH

Associate Director
Retail Leasing QLD
M: +61

E: Luke.McGrath@colliers.com

KELLY BUXTON

Manager
Retail Leasing

E: Kelly.Buxton@colliers.com

HARRY DEVER

Senior Executive
Retail Leasing

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NED MCKENDRY

Executive
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Cassandra C Adair

From: Cassandra C Adair
Sent: Thursday, 17 October 2019 3:36 PM
To: not relevant
Cc:
Subject: RE: Wynnum Herald

Hi

I am pleased to advise that I have received internal approval to proceed with Colliers' appointment subject to the following amendments to the marketing schedule:

- Courier Mail prime site – we would like to advertise every Friday for the duration of the campaign
- AFR – could you price on advertisement and a weekly advertisement for the duration of the campaign
- Wynnum Manly Herald newspaper advertising – Budget up to \$3,000

I will require a summary of the marketing and advertisements that occurred on each date and form of media at closure of the EOI.

Once we clarify the above, I will require a Form 6 and a Tax Invoice on Colliers letterhead for the marketing so that I can arrange payment.

Kind regards

Cassandra Adair
Senior Advisor (Property Management)
Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4034
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E: cassandra.c.adair@tmr.qld.gov.au
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From: not relevant <[redacted]@colliers.com>
Sent: Thursday, 17 October 2019 11:51 AM
To: Cassandra C Adair <Cassandra.C.Adair@tmr.qld.gov.au>
Cc: [redacted] <[redacted]@colliers.com>
Subject: FW: Wynnum Herald

Hi

Just confirming as discussed on the phone we will set a \$3000 budget for local newspaper advertising as we will work with NewsCorp directly to get as much exposure as possible.

Thanks for leaving this in my court and will be in contact.

Ta

not relevant

Senior Team Assistant | Retail
Dir +61 7 3908 9989
Main +61 7 3229 1233 | Fax +61 7 3120 4589 | [vCard](#)
Level 30, 111 Eagle Street | Brisbane, QLD 4000 | Australia



From [not relevant]
Sent: Thursday, 17 October 2019 11:46 AM
To: Cassandra Adair (cassandra.c.adair@tmr.qld.gov.au) <cassandra.c.adair@tmr.qld.gov.au>
Subject: Wynnum Herald

Hi Cassandra

Wynnum Herald will charge [not relevant] f advertising, I am waiting on the system to add to the quote as this is outside our district so I will have to add onto the quote later.

Will contact you once I can add this onto the quote

[not relevant]

Senior Team Assistant | Retail
Dir +61 7 3908 9989
Main +61 7 3229 1233 | Fax +61 7 3120 4589 | [vCard](#)
Level 30, 111 Eagle Street | Brisbane, QLD 4000 | Australia



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Cassandra C Adair

From: [not relevant]@colliers.com>
Sent: Tuesday, 22 October 2019 12:59 PM
To: Cassandra C Adair
Cc:
Subject: RE: 4 Trafalgar St, Manly
Attachments: Flagstone Village Shopping Cente FINAL IM.pdf; COL3209_Colliers_TheGlad_BrochureA4_LowRes_Singles.pdf

Hi Cassandra,

Thanks for your time on the phone earlier. As discussed, we will hold off on launching the property until we have sat down with yourself and Jayne and spoken about the guidelines in place for the marketing material.

Please see attached some examples of recent IMs, please note these have been for private vendors with retail aspects. We have standard design guidelines – but we can be flexible with the material. On Tuesday, we will gain a better understanding of what you want in the material + what we can and can't use – also have the non-disclosure statement and executed form 6 for you on Tuesday for your records.

I have put in a call to our photographer – will let you know but I am aiming for around 9am one morning before they open their doors.

Also – parking on Tuesday; we don't have parking onsite, we use Wilsons Parking which is located next door to 111 Eagle Street, parking will have to be paid for so I would suggest coming in 1 car if possible – sorry we can't help there! ☺

If you have any questions let me know. I will touch base with [not relevant] when he is back in the office after lunch and I look forward to meeting you both on Tuesday.

Best,

[not relevant]
Senior Team Assistant | Retail
Dir +61 7 3908 9989
Main +61 7 3229 1233 | Fax +61 7 3120 4589 | [vCard](#)
Level 30, 111 Eagle Street | Brisbane, QLD 4000 | Australia



From: Cassandra C Adair <Cassandra.C.Adair@tmr.qld.gov.au>
Sent: Tuesday, 22 October 2019 12:45 PM
To: [not relevant]@colliers.com>
Subject: RE: 4 Trafalgar St, Manly

Hi [not relevant]

Further to the below re entry, the Tenant is closed on Mondays therefore it would be our first preference that entry occurs on Mondays. The restaurant opens at 11:30am Tues – Fri so early morning entry would be our second preference.

Kind regards

Cassandra Adair

Senior Advisor (Property Management)

Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4034

GPO Box 1412 | Brisbane Qld 4001

P: (07) 3066 8713

E: cassandra.c.adair@tmr.qld.gov.au

W: www.tmr.qld.gov.au

From: Cassandra C Adair

Sent: Tuesday, 22 October 2019 12:29 PM

To: [not relevant] [@colliers.com](mailto:[not relevant]@colliers.com)

Subject: 4 Trafalgar St, Manly

Hi [not relevant]

Confirming our discussion as follows:

1. Launch date - 18 November 2019
2. Existing tenancy - Property is trading as Wilson's Boathouse on a holdover arrangement. Notice will be provided at a time when a new tenant is secured
3. Entry to the property - TMR are required to issue 7 days' notice to the existing prior to entry – please keep this in mind when you need to enter the property that a 7 day lead time is required so that I can issue notice. Colliers is not permitted to enter the property without TMR having issued notice.
4. Photography - Please advise of upcoming dates for photography and drone footage so that I can issue notice to the Tenant of entry
5. IM - Please send through some examples for us to review
6. Advertising - I would like to reiterate that no advertising can be launched without TMR's prior written sign off to all advertisements
7. Non-disclosure agreement - Please can you arrange for execution and return
8. Meeting next week - I have sent through a meeting request for Tuesday at 1:00pm

Kind regards

Cassandra Adair

Senior Advisor (Property Management)

Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4034

GPO Box 1412 | Brisbane Qld 4001

P: (07) 3066 8713

E: cassandra.c.adair@tmr.qld.gov.au

W: www.tmr.qld.gov.au

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Cassandra C Adair

From: Cassandra C Adair
Sent: Wednesday, 20 November 2019 4:14 PM
To: Jayne E Stuckey
Subject: Manly EOI - Procurement process

Hi Jayne

Further to your meeting with Craig and Steph today, I note the instructions provided by Craig in that meeting were as follows:

- that this EOI is not a procurement activity therefore procurement's involvement is not required;
- TMR will not be evaluating bids;
- That I will instruct Colliers that all submissions / bids cannot be issued to TMR until closure of the campaign; and
- That Colliers will carry out the bid evaluation process and provide a recommendation to TMR which will form the brief to the Minister's office.

Kind regards

Cassandra Adair
Senior Advisor (Property Management)
Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4034
GPO Box 1412 | Brisbane Qld 4001
P: (07) 3066 8713
E: cassandra.c.adair@tmr.qld.gov.au
W: www.tmr.qld.gov.au

Cassandra C Adair

From: Cassandra C Adair
Sent: Wednesday, 20 November 2019 4:07 PM
To: not relevant
Cc: Jayne E Stuckey
Subject: Manly - EOI submissions process

Hi not relevant

In terms of process for EOI's received, I would like to make sure we are all aligned so that we maintain probity for the campaign. Colliers cannot release, issue nor forward to TMR any submissions / bids received until the campaign is closed.

Post closure of the campaign, it is our expectation that you will review all bids received, rank all submissions received and provide your recommendation on a proponent based on your selection criteria.

Should you wish to discuss, please feel free to contact me.

Kind regards

Cassandra Adair
Senior Advisor (Property Management)
Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4034
GPO Box 1412 | Brisbane Qld 4001
P: (07) 3066 8713
E: cassandra.c.adair@tmr.qld.gov.au
W: www.tmr.qld.gov.au

Cassandra C Adair

From: Cassandra C Adair
Sent: Thursday, 21 November 2019 8:40 AM
To: not relevant
Cc: Jayne E Stuckey
Subject: RE: Manly - EOI submissions process

Hi

Could we please schedule a meeting for 8 January at your offices.

We cannot receive any submissions until your selection process is completed at the end of the campaign. If you could aim to have the selection process completed along with your recommendation to TMR by 10 January. Any issues or concerns with the timeline, please let me know.

I look forward to receiving your leasing report tomorrow.

Kind regards

Cassandra Adair
Senior Advisor (Property Management)
Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4034
GPO Box 1412 | Brisbane Qld 4001
P: (07) 3066 8713
E: cassandra.c.adair@tmr.qld.gov.au
W: www.tmr.qld.gov.au

From: not relevant <[redacted]@colliers.com>
Sent: Wednesday, 20 November 2019 7:36 PM
To: Cassandra C Adair <Cassandra.C.Adair@tmr.qld.gov.au>; @colliers.com>
Cc: Jayne E Stuckey <Jayne.E.Stuckey@tmr.qld.gov.au>
Subject: RE: Manly - EOI submissions process

Hi Cassandra,

and I will both be out of the office from the 20/12 returning on Tuesday 7th January – can you please advise if you would like the EOI submissions before we leave for our break or when we return on the 7th? If we leave it till the 7th we can ensure we are sending all through, even the ones that have come in over the Xmas break. I will be overseas during this time, so won't be checking emails.

and I will also be sending you a weekly leasing report every Friday which will give you an insight into who has enquired and what action has been taken, for you to circulate to your management team.

Should you have any questions regarding the above, please feel free to give me a call tomorrow.

Best,

not relevant

Senior Team Assistant | Retail
Dir +61 7 3908 9989 | Mob +61 422 413 447
Main +61 7 3229 1233 | Fax +61 7 3120 4589 | [vCard](#)
Level 30, 111 Eagle Street | Brisbane, QLD 4000 | Australia



From: Cassandra C Adair <Cassandra.C.Adair@tmr.qld.gov.au>

Sent: Wednesday, 20 November 2019 4:07 PM

To: not relevant <[redacted]@colliers.com>;

<[\[redacted\]@colliers.com](mailto:[redacted]@colliers.com)>

Cc: Jayne E Stuckey <Jayne.E.Stuckey@tmr.qld.gov.au>

Subject: Manly - EOI submissions process

Hi [redacted]

In terms of process for EOI's received, I would like to make sure we are all aligned so that we maintain probity for the campaign. Colliers cannot release, issue nor forward to TMR any submissions / bids received until the campaign is closed.

Post closure of the campaign, it is our expectation that you will review all bids received, rank all submissions received and provide your recommendation on a proponent based on your selection criteria.

Should you wish to discuss, please feel free to contact me.

Kind regards

Cassandra Adair

Senior Advisor (Property Management)

Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

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Released under IRDIMP

Cassandra C Adair

From: Cassandra C Adair
Sent: Monday, 25 November 2019 1:05 PM
To: [not relevant]
Cc: Jayne E Stuckey
Subject: RE: Manly - EOI submissions process

Hi [not relevant]

Further to the below, we have received further direction on timelines and would like to ensure we are aligned on dates:

- Marketing period 18 November 2019 – 20 December 2019
- EOI submissions are accepted up to and including 5 January 2020 - please ensure this date is communicated with all interested parties.
- Colliers / TMR meeting on 8 January 2020
- All submissions and Colliers recommendation issued to TMR on 10 January 2020

Thank you for the weekly report.

Kind regards

Cassandra Adair
Senior Advisor (Property Management)
Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4034
GPO Box 1412 | Brisbane Qld 4001
P: (07) 3066 8713
E: cassandra.c.adair@tmr.qld.gov.au
W: www.tmr.qld.gov.au

From: Cassandra C Adair
Sent: Thursday, 21 November 2019 8:40 AM
To: [not relevant] <[redacted]@colliers.com> @colliers.com>
Cc: Jayne E Stuckey <Jayne.E.Stuckey@tmr.qld.gov.au>
Subject: RE: Manly - EOI submissions process

Hi [not relevant]

Could we please schedule a meeting for 8 January at your offices.

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I look forward to receiving your leasing report tomorrow.

Kind regards

Cassandra Adair
Senior Advisor (Property Management)
Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

Floor 3 | Carseldine - GOP Building D | 532 Beams Road | Carseldine Qld 4034
GPO Box 1412 | Brisbane Qld 4001
P: (07) 3066 8713

E: cassandra.c.adair@tmr.qld.gov.au
W: www.tmr.qld.gov.au

From: [not relevant] <[redacted]@colliers.com>

Sent: Wednesday, 20 November 2019 7:36 PM

To: Cassandra C Adair <Cassandra.C.Adair@tmr.qld.gov.au>;

[\[redacted\]@colliers.com](mailto:[redacted]@colliers.com)

Cc: Jayne E Stuckey <Jayne.E.Stuckey@tmr.qld.gov.au>

Subject: RE: Manly - EOI submissions process

Hi Cassandra,

and I will both be out of the office from the 20/12 returning on Tuesday 7th January – can you please advise if you would like the EOI submissions before we leave for our break or when we return on the 7th? If we leave it till the 7th we can ensure we are sending all through, even the ones that have come in over the Xmas break. I will be overseas during this time, so won't be checking emails.

and I will also be sending you a weekly leasing report every Friday which will give you an insight into who has enquired and what action has been taken, for you to circulate to your management team.

Should you have any questions regarding the above, please feel free to give me a call tomorrow.

Best,

[not relevant]

Senior Team Assistant | Retail
Dir +61 7 3908 9989 | Mob [not relevant]
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Level 30, 111 Eagle Street | Brisbane, QLD 4000 | Australia



From: Cassandra C Adair <Cassandra.C.Adair@tmr.qld.gov.au>

Sent: Wednesday, 20 November 2019 4:07 PM

To: [not relevant] <[redacted]@colliers.com>;

[\[redacted\]@colliers.com](mailto:[redacted]@colliers.com)

Cc: Jayne E Stuckey <Jayne.E.Stuckey@tmr.qld.gov.au>

Subject: Manly - EOI submissions process

Hi [not relevant]

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Should you wish to discuss, please feel free to contact me.

Kind regards

Cassandra Adair

Senior Advisor (Property Management)

Strategic Property Management | Policy, Planning & Investment | Department of Transport and Main Roads

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This notice should not be removed.

Expression of Interest Submission 4 Trafalgar St, Manly forming part of Lot 685 SP172860
Proponent details:
Company name:
ACN:
Business/Trading Name:
ABN:
Registered Address and Postal Address:
Authorised Contact to communicate with regarding the EOI submission: Name: Title: Email address: Office Number: Mobile Number: Postal Address:
Details of current office bearers/Directors:
Details of principal shareholders (unless a publicly listed company):
Years in operation:
A brief overview of the Proponent including background information and details of their operations:
If the Proponent is a consortium, provide details of the roles of each of the members:
Detail business operating structure:

The identity of any company that has become insolvent with which any director of the Proponent has been associated with:

Proposed Lease details:

Lease Term:

Option Term:

Rent:

Bank guarantee:

Lease commencement date:

Proposed trading hours:

Permitted Use:

Fit-out Works and Fit-out Period required:

Special conditions / terms:

Submission requirements:

Minimum two (2) written references

☐

Proposal for the site (including plans of proposed layout and/or concept)

☐

Profit and loss statement

☐

Demonstrated financial capability

☐

Current ASIC Search

☐

Read General Terms and Conditions

☐

Submitted by:

Date:



Appointment and reappointment of a property agent, resident letting agent or property auctioneer

Property Occupations Act 2014

This form is effective from 1 August 2016

ABN: 13 846 673 994

Part 1—Client details

Client 1

Note: The client is the person or entity appointing the agent to provide the services. This may be the owner (or authorised representative of the owner) of the land, property or business that is to be sold or may be a prospective buyer seeking to purchase land or a property.

Client name The State of Queensland (represented by the
Department of Transport and Main Roads) ctt

ABN 39 407 690 291 ACN

Are you registered for GST? ☒ Yes ☐ No

Address GPO Box 1412

Suburb Brisbane State QLD Postcode 4001

Phone (07) 3066 8713 Fax Mobile

Email address cassandra.c.adair@tmr.qld.gov.au

Client 2

Note: Annexures detailing additional clients may be attached if required.

Client name

ABN ACN

Are you registered for GST? ☐ Yes ☐ No

Address

Suburb State Postcode

Phone Fax Mobile

Email address

Part 2—Licensee details

Licensee type

More than one box may be ticked if appropriate.

Note: Annexures detailing conjuncting agents may be attached if required.

Licensee name

Where a corporation licensee is to be appointed, state the corporation's name and licence number.

Where a sole trader is to be appointed, state the individual's name and licence number.

☒ Real estate agent ☐ Resident letting agent ☐ Property auctioneer

Trading name Colliers International (Brisbane) Pty Ltd

Licensee name (corporation, if applicable)
Simon Beirne

ABN 26072999172 ACN

Licence number 1904248 Expiry 23 / 10 / 2020
DD MM YYYY

Address Level 30, 111 Eagle Street

Suburb BRISBANE State QLD Postcode 4000

Phone 07 3229 1233 Fax 07 3229 1100 Mobile

Email address not relevant@colliers.com

Part 3—Details of property or business that is to be sold, let, purchased, or managed

Please provide details of the property, land, or business as appropriate.

Note: Annexures detailing multiple properties may be attached if required.

Description Restaurant/Retail Space

Address 4 Trafalgar Street

Suburb Manly State QLD Postcode 4179

Lot 685 Plan SP172860

Title reference

Part 4—Appointment of property agent

Section 1

Performance of service

Annexures detailing the performance of service may be attached if required.

The client appoints the agent to perform the following service/s:

☐ Sale ☐ Purchase ☐ Letting / collection of rent / management

☒ Leasing (Commercial agents)

☐ Auction Auction date / / (must be completed)
DD MM YYYY

☐ Other (please specify)

Section 2

Term of appointment

Sole and exclusive appointments: for sales of one or two residential properties, the term is negotiable and agent can be appointed or reappointed up to a maximum of 90 days per term. There are no limitations on the length of an appointment for anything other than a residential property sale.

☒ Single appointment for a particular service or services

Start 18 / 10 / 2019
DD MM YYYY

End 18 / 10 / 2020
DD MM YYYY

☐ Continuing appointment for a service or a number of services over a period

Start / /
DD MM YYYY

Section 3

Price

State the price for which the property, land or business is to be sold or let.

Note: Bait advertising is an offence under the Australian Consumer Law.

☐ Reserve ☐ List ☐ Letting

\$ As advised in writing by the Landlord

- For auctions: If a reserve price is unknown at the time of appointment, it can be advised in writing at a later date.
- For residential property auctions and residential properties to be marketed without a price: If the client agrees to marketing via an *electronic listing provider*, the client agrees for the agent to disclose to the *electronic listing provider* a price or price range of

\$ to establish a search criteria.

Section 4

Instructions/conditions

The client may list any condition, limitation or restriction on the performance of the service.

Note: Annexures detailing instructions/conditions may be attached if required.

Agent to market the property including preparing marketing material facilitating advertising as agreed, organising inspections and to negotiate the successful lease of the property in accordance with the client instructions and the REIQ terms and conditions annexed hereto.

The agent is to take reasonable care and adhere to the clients directions when accessing the property. The agent must notify the client of any identified work health and safety risks to the client immediately.

Part 5—Termination of appointment

Residential sales of 1 or 2 properties only	Open listing: You may terminate in writing at any time. Sole or exclusive: The client and agent can agree in writing to end the appointment early. For appointments of 60 days or more, either party can end the appointment by giving 30 days written notice, but the appointment must run for at least 60 days unless both parties agree to an earlier end date.
Open listing	You may terminate an open listing for either commercial or residential property sales at any time.
Other fixed term appointments (excluding residential property sales)	The parties may agree to a fixed term appointment of their choice. This term may be ended earlier by mutual agreement.
Continuing appointments (for example: letting, collection of rents etc)	You may terminate in writing with 30 days notice, or less if both parties agree.

Part 6—PROPERTY SALES: open listing, sole agency or exclusive agency

To the client

You may appoint an agent to sell a property or land on the basis of an open listing, or a sole agency, or exclusive agency.

The following information explains the circumstances under which you will, and won't, have to pay a commission to the agent if the property is sold during their term of appointment.

☐ OPEN LISTING

- You appoint the agent to sell the property but you retain a right to appoint other agents on similar terms, without penalty or extra commission.
- No end date required.
- Appointment can be ended by either you or the agent at any time by giving written notice.

When you must pay the agent

- The agent is entitled to the agreed commission if the agent is the effective cause of sale.

When you don't have to pay the agent

- If the client sells the property privately and the agent is not the effective cause of sale i.e.: purchaser did not contact the agent, did not attend open house inspections etc.

☐ SOLE AGENCY

When you must pay the agent

- If you appoint a new agent during an existing agent's sole agreement term and the property is sold during that term, you may have to pay:
 - A commission to each agent (two commissions)
 - Damages for breach of contract arising under the existing agent's appointment

When you don't have to pay the agent

- If the client sells the property privately and the agent is not the effective cause of sale i.e.: purchaser did not contact the agent, did not attend open house inspections etc.

☐ EXCLUSIVE AGENCY

When you must pay the agent

- The client will pay the appointed agent whether this agent, any other agent, or person (including the client themselves) sells the property during the term of the appointment.
- If the client sells the property, after the exclusive appointment expires and if the agent was the effective cause of sale (introduced the buyer to the property) the agent may be entitled to commission.

At the end of the sole or exclusive agency, the parties ☐ Agree ☐ Do not agree

that the appointment will continue as an open listing. (Please tick whichever is relevant)

Part 6—PROPERTY SALES: open listing, sole agency or exclusive agency continued

Acknowledgement for sole and exclusive agency

I/we acknowledge the appointed agent has provided me/us with information about sole and exclusive agency appointments.

Client

Date / /
DD MM YYYY

Client

Date / /
DD MM YYYY

Agent

Date / /
DD MM YYYY

Part 7—Commission

To the client

The commission is negotiable. It must be written as a percentage or dollar amount.

Make sure you understand when commission is payable. If you choose 'Other' and the contract does not settle, the agent may still seek commission.

To the agent

You should ensure that commission is clearly expressed and the client fully understands the likely amount and when it is payable. Refer to section 104 and 105 of the *Property Occupations Act 2014*.

The client and the agent agree that the commission including GST payable for the service to be performed by the agent is:

*See Annexure A

When commission is payable

☐ For sales, including auctions, commission is payable if a contract is entered into and settlement of the contract occurs.

☒ Other *See Below
(for specific other circumstances in which commission is payable see annexure).

For all other types of appointments:

*Payable upon the earlier of signing the Agreement For Lease or the Lease by the Lessee OR upon the Lessee taking occupation of the premise.

Part 8—Authorisation to incur fees, charges and expenses

The client authorises the agent to incur the following expenses in relation to the performance of the service/s. Annexures may be attached if required.

Section 1 Advertising/marketing

To the client

Your agent may either complete this section or attach annexures of marketing/advertising activities. In either case, the *authorised amount* must be written here.

All property marketing to be conducted through EOI campaign

Authorised amount \$36,252.97 inclusive of GST *OK*

When payable 21 / 10 / 2019
DD MM YYYY

Section 2 Repairs and maintenance (if applicable) Property management

The maximum value of repairs and maintenance to be paid by the agent without prior approval by the client is \$N/A

Section 3 Other

Description of fees and charges.

The agent may either complete this section or attach annexures.

Description

Amount

When payable

N/A

Section 4 Agent's rebate, discount, commission or benefit incurred in the provision of or performance of the service

Service

Source

Estimated amount

N/A

Part 9 - Signatures**WARNING: THE CLIENT IS ADVISED TO SEEK INDEPENDENT LEGAL ADVICE BEFORE SIGNING THIS FORM.**

This form enables the client to appoint, or reappoint, a property agent, resident letting agent or property auctioneer (the 'agent') for the sale, letting/management, collection of rent, auction or purchase of real property, land or businesses. This form must be completed and given to the client before the agent performs any service for the client. Failure to do so may result in a penalty and loss of commission for the agent. If you are unclear about any aspect of this form, or the fees you will be charged, do not sign it. Seek legal advice. If you need more information about this form including what an agent needs to disclose, you can visit the Office of Fair Trading website at www.qld.gov.au/fairtrading or phone on 13 QGOV (13 74 68).

Client 1	Full name Craig Hough
	Signature not relevant 21 / 10 / 2019 D D M M Y Y Y Y
Client 2	Full name
	Signature 22 / 10 / 2019 D D M M Y Y Y Y
Agent A registered real estate salesperson working for an agency can sign this form on behalf of the licensed agent.	Full name
	Signature 22 / 10 / 2019 D D M M Y Y Y Y
Schedules and attachments List any attachments.	

Part 10 - Reappointment

Use this section to reappoint your agent. A new appointment form is required if any of the terms or conditions are to change. Your agent can only be reappointed within 14 days before the contract ends - not before. Limitations apply on reappointments for sole or exclusive agency appointments for residential property sales.	I/we (the client) reappoint
 (the agent) to D D / M M / Y Y Y Y
	Client's name
	Signature D D / M M / Y Y Y Y
	Client's name
	Signature D D / M M / Y Y Y Y

This is the end of the approved form. Please note, any annexures/schedules form part of the appointment contract.

Appointment of Real Estate Agent

Commercial and Industrial Sales and Lease

SCHEDULE

A PRIOR APPOINTMENT

Pursuant to Section 21 of the *Property Occupations Regulation 2014* (Qld), prior to accepting this Appointment of Property Agent, the Agent must take reasonable steps to find out whether the Client has already appointed another property agent to perform the service(s) listed in this Appointment of Property Agent.

- ☒ The Client acknowledges that the Agent has taken reasonable steps to find out whether the Client has already appointed another property agent to perform the service(s) listed in this Appointment of Property Agent.
- ☒ The Client further warrants that another property agent has not been appointed to perform the service(s) listed in this Appointment of Property Agent.
- ☐ If the Client is not able to warrant that another property agent has **not** been appointed to perform the service(s) listed in this Appointment of Property Agent, the Client acknowledges that a statement in accordance with Section 21 (4) of the *Property Occupations Regulation 2014* (Qld) has been provided by the Agent.

Note: A copy of the statement provided to the Client must be annexed to this Appointment of Property Agent

B OPEN LISTING OR EXCLUSIVE AGENCY - LEASE ONLY

This section is only to be completed for leases

Note: Open or exclusive agency for leasing the Property is not regulated under the *Property Occupations Act 2014* (Qld) and will be subject to the terms of this Agreement.

The Client appoints the Agent to lease the Property under an:

Open Listing ☐ Exclusive Agency ☒

If the Client appoints the Agent to lease the Property under an Exclusive Agency, the Client must:

- (1) to the extent permitted by law, revoke in writing and finalise any pre-existing Appointment of Property Agent given to any other property agent to lease the Property; and
- (2) not lease manage the Property as principal, or appoint any person to lease the Property other than the Agent for the term of this Agreement.

C APPRAISAL - SALES

(Select applicable box)

- ☐ The Client acknowledges that the Agent has not given the Client a price appraisal in obtaining an initial listing for the Property.
- ☐ The Client acknowledges that the Agent has given the Client a price appraisal in obtaining an initial listing for the Property in the following range:

The appraisal has been prepared taking into account the following:

(Select applicable box)

- ☐ Listed in the attached analysis [attach analysis]
- ☐ Listed below:

[If additional space is needed, please supply these details in the Annexure]

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Page 1 of 6

D APPRAISAL - LEASE

(Select applicable box)

- ☒ The Client acknowledges that the Agent **has not** given the Client a rent appraisal in obtaining an initial listing for the Property.
- ☐ The Client acknowledges that the Agent **has** given the Client a rent appraisal in obtaining an initial listing for the Property in the following range:

The appraisal has been prepared taking into account the following:

(Select applicable box)

- ☐ Listed in the attached analysis [attach analysis]
- ☐ Listed below:

[If additional space is needed, please supply these details in the Annexure]

E MANAGING AGENT OF PROPERTY (If applicable)

AGENCY:

Department of Transport and Main Roads

PROPERTY MANAGER:

Cassandra Adair

ADDRESS: 532 Beams Road

SUBURB: Carseldine

STATE: QLD POSTCODE: 4034

PHONE:

MOBILE:

FAX:

EMAIL:

(07) 3066 8713

cassandra.c.adair@tmr.qld.gov.au

F SOLICITORS DETAILS FOR CLIENT

NAME:

ADDRESS:

SUBURB:

STATE: POSTCODE:

PHONE:

MOBILE:

FAX:

EMAIL:

- ☐ To be provided to the Agent by the Client at a later date as not known by the Client when entering into this Agreement.

G PUBLIC LIABILITY

INSURER:

AMOUNT OF COVER:

\$

POLICY NUMBER:

EXPIRY DATE:

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H AUCTION (SALES ONLY)

The Client instructs and authorises the Agent to sell the Property by public auction.

(Select one applicable box)

- ☐ No - Clause 11 of the Essential Terms and Conditions will not apply
- ☐ Yes - Clause 11 of the Essential Terms and Conditions will apply and the following details must be completed

(1) Date of Auction: _____

(2) Place of Auction: _____

(3) Time of Auction: _____

(4) Fee for Auctioneer: _____

(5) Terms of Sale:

(Select applicable box)

- ☐ Cash, with settlement 30 days from the date of the Contract
- ☐ Other (please specify)

I IDENTIFICATION OF ASBESTOS

The Client states that a competent person has been engaged to identify, as far as is reasonably practicable, all asbestos or asbestos contaminating material (ACM) on the Property.

WARNING - A person with the management and control of a workplace commits an offence under Section 422 of the Work Health and Safety Regulation 2011 (Qld) if they do not ensure, so far as is reasonably practical, that all asbestos or asbestos contaminating material at the workplace is identified by a competent person.

J ASBESTOS REGISTER

The Client states that an Asbestos Register which complies with Section 425 of the Work Health and Safety Regulation 2011 (Qld).

(Select one applicable box)

- ☐ is not required because the Building located on the Property was constructed after 31 December 1989 and no asbestos has been identified on the Property and no asbestos is likely to be present on the Property from time to time.
- ☐ has been prepared and is kept on the Property.
- ☒ has not been prepared and is not kept on the Property

WARNING - A person with the management and control of a workplace commits an offence under Section 425 of the Work Health and Safety Regulation 2011 (Qld) if they do not ensure that an Asbestos Register is prepared and kept at the workplace when required to do so.

K ASBESTOS MANAGEMENT PLAN

The Client states that an Asbestos Management Plan which complies with Section 429 of the Work Health and Safety Regulation 2011 (Qld).

(Select one applicable box)

- ☐ is not required because no asbestos has been identified on the Property and no asbestos is likely to be present on the Property from time to time.
- ☐ has been prepared and is kept on the Property.
- ☒ has not been prepared and is not kept on the Property

WARNING - A person with the management and control of a workplace commits an offence under Section 429 of the Work Health and Safety Regulation 2011 (Qld) if they do not ensure that an Asbestos Management Plan is prepared the workplace when required to do so.

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L PRIVACY

- ☒ The Client acknowledges that they have, where necessary, been provided with and completed, a Privacy Notice and Consent by the Agent in the form **annexed** to this Appointment of Property Agent or located on the Agent's website at:
<http://www.colliers.com.au/%7bf2bfb07b-b709-4182-8593-f66af9c0b8a9%7d/>
and they fully understand that the collection and use of personal information contained in the *Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer*, this Schedule, the Essential Terms and Conditions and any additional annexures, is in accordance with the Privacy Notice and Consent.

M REQUIREMENTS FOR SOLE OR EXCLUSIVE AGENCY - SALES ONLY

The Client acknowledges and accepts that the following notice is provided in accordance with the Agent's obligations under Section 103 of the *Property Occupations Act 2014 (Qld)*:

- (1) The Agent has discussed with the Client:
- (a) whether the Appointment of Agent is to be for a sole agency or and exclusive agency; and
 - (b) the proposed term of the appointment; and
 - (c) the consequences for the Client if the Property is sold by someone other than the Agent during the term of the appointment.
(Note: The Client should refer to Clause 5 of the Essential Terms and Conditions)

The Client acknowledges that the above notice has been provided before signing the Appointment of Property Agent.

N SIGNATURES

Client 1:

not relevant

Date:

21/10/2019

Client 2:

Date:

Agent:

not relevant

Date:

22/10/19

ESSENTIAL TERMS AND CONDITIONS

1. DEFINITIONS

- 1.1 "Act" means the *Property Occupations Act 2014* (Qld).
- 1.2 "Agent" means the party described in Part 2 of the Appointment of Property Agent.
- 1.3 "Appointment of Property Agent" means the Queensland Government Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer. These terms and conditions and the Schedule are annexed to the Appointment of Property Agent.
- 1.4 "Client" means the party described in Part 1 of the Appointment of Property Agent.
- 1.5 "Commission" means the commission stated in Part 7 of the Appointment of Property Agent.
- 1.6 "Conjunction Sale" means a sale conducted in conjunction with other property agents.
- 1.7 "Property" means the property described in Part 3 of the Appointment of Property Agent.
- 1.8 "REIQ" means The Real Estate Institute of Queensland.
- 1.9 "Schedule" means the Commercial and Industrial Sales and Lease Schedule forming part of this Agreement.
- 1.10 "Term" means the term specified in Part 4, Section 2 of the Appointment of Property Agent.

2. WHAT MAKES UP THIS AGREEMENT:

This Agreement comprises the following parts:

- 2.1 Appointment of Property Agent;
- 2.2 Schedule;
- 2.3 Essential Terms and Conditions;
- 2.4 Any additional annexures.

3. CLIENT APPOINTS AGENT

- 3.1 For the Commission and other fees payable by the Client, the Agent agrees to sell and/or lease the Property for the Client in accordance with this Agreement.

4. PRICE

- 4.1 The Client instructs the Agent that the Price at which the Agent must offer to sell and/or lease the Property will be the Price stated in Part 4, Section 3 of the Appointment of Property Agent, or any variation to the Price stated in Part 4, Section 3 of the Appointment of Property Agent as instructed in writing at a later date by the Client.

5. ENTITLEMENT TO COMMISSION - SALE

- 5.1 The Client agrees to pay the Agent Commission as specified in Part 7 of the Appointment of Property Agent if a Contract of Sale of the Property is entered into with a Buyer, whether within the Term or after the Term, where the Relevant Person is the effective cause of the sale within the Term, provided that:
 - 5.1.1 the Contract of Sale of the Property is completed; or
 - 5.1.2 the Client defaults under the Contract of Sale and that Contract is terminated by reason of or following that default; or
 - 5.1.3 the Contract of Sale is not completed and the whole or part of the deposit paid is liable to be forfeited; or
 - 5.1.4 the Contract of Sale is terminated by mutual agreement of the Client and the Buyer.
- 5.2 For the purposes of Clause 5.1 a Relevant Person is, where the Appointment of Property Agent is for:
 - 5.2.1 an Exclusive Agency, any person (including the Client); or
 - 5.2.2 a Sole Agency, any person other than the Client; or
 - 5.2.3 an Open Listing, the Agent only.

6. ENTITLEMENT TO COMMISSION-LEASE

- 6.1 The Client agrees to pay the Agent Commission as specified in the Appointment of Property Agent if a Tenant enters into a valid and enforceable Lease/Agreement for Tenancy for the Property, which is acceptable to the Client, provided that:
 - 6.1.1 The Lease/Agreement for Tenancy is completed; or
 - 6.1.2 The Client defaults and does not complete the Lease/Agreement for Tenancy; or
 - 6.1.3 The Client subsequently agrees to release the Tenant from further obligation under the Lease/Agreement for Tenancy; or
 - 6.1.4 The Lease/Agreement for Tenancy is not completed in circumstances where the deposit or part thereof is forfeited, in which case the Agent shall not be able to recover as commission an amount in excess of the amount of forfeited deposit.

7. AUTHORITY TO PAY COMMISSION

- 7.1 The Client:
 - 7.1.1 authorises the Agent, and
 - 7.1.2 authorises and directs the deposit holder or any other person to whom any deposit is paid under a Contract of Sale and/or a Lease Agreement, to pay to the Agent any Commission to which the Agent is entitled immediately upon:
 - (a) the entitlement to Commission arising; and
 - (b) production of the Agreement or a copy of the Agreement.
- 7.2 The Client agrees that the Agent's receipt for the payment of Commission under Clause 7.1 completely discharges the deposit holder from any duty to account to the Client for the Commission paid to the Agent.

8. COMMUNICATION OF EXPRESSIONS OF INTEREST

- 8.1 Unless otherwise agreed in writing between the Client and the Agent, the Client:
 - 8.1.1 only requires the Agent to communicate to the Client:
 - (a) all written offers about the sale and/or lease; and
 - (b) only those expressions of interest which the Agent determines in its discretion are to be communicated to the Client.

9. DISCLOSURE OF RELEVANT FACTS

- 9.1 The Client states that:
 - 9.1.1 the Property is the Client's own property;
 - 9.1.2 the Agent is entitled to sell and/or lease the Property on behalf of the Client; and
 - 9.1.3 any particulars about the Property provided to the Agent by the Client are correct.
- 9.2 The Client authorises the Agent at the Client's cost to:
 - 9.2.1 take reasonable steps to find out or verify:
 - (a) the ownership of the Property; and
 - (b) the description of the Property;
 - 9.2.2 take such other reasonable steps to find out or verify the facts material to the sale, exchange or lease that a prudent property agent would find out or verify in order to avoid error, omission, exaggeration or misrepresentation. These steps may be taken before listing the Property and afterwards as the occasion arises.
- 9.3 The Client will produce to the Agent at the Agent's request, such information as required by the Agent to satisfy the Agent of the matters referred to in this Clause 9.

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9.4 This Clause 9 does not oblige the Agent to undertake searches with public authorities;

9.5 The Client warrants that the Property is safe and free from any defects for the purposes of a property inspection.

10. NOTIFICATION OF SALE TO TENANT

10.1 If the Property is tenanted, the Client states that the managing agent for the Property is as stated in Item E of the Schedule;

10.2 The Client acknowledges that where the Agent accepts an appointment to sell a property that is tenanted:

10.2.1 The Agent must immediately give written notice of the appointment to any managing agent of the Property; and

10.2.2 The managing agent must immediately give the Tenant notice of the appointment of the Agent to sell the Property.

11. AUCTION (SALE ONLY)

11.1 The Reserve Price shall be the amount specified in Part 4, Section 3 of the Appointment of Property Agent or as instructed by the Client in writing prior to the time of Auction;

11.2 The date, place and time for the Auction shall be as specified in Part 4, Section 1 of the Appointment of Property Agent and Item H of the Schedule or as otherwise agreed with the Client in writing from time to time;

11.3 The general conditions of sale shall be those set out in:

11.3.1 the Conditions of Sale by Public Auction for Real Property adopted by the REIQ; and

11.3.2 the copyright form of Contract and the Terms of Contract/Standard Conditions of Sale adopted by the REIQ and approved by the Queensland Law Society as at the date of the Appointment of Property Agent;

11.4 The Agent may, in the Agent's sole discretion, subcontract the performance of the Agent's services in relation to holding the Public Auction by engaging a person licensed as an Auctioneer under the Act to conduct the Public Auction on behalf of the Agent. If the Agent engages an Auctioneer then the Client shall pay the amount specified in Item H(4) of the Items Schedule as a fee for the Auctioneer's services.

12. COMMUNICATION AND NOTICES

12.1 All written communications under this Agreement must be given to the parties' postal address, facsimile number, email address or mobile telephone number specified in Parts 1 or 2 of the Appointment of Property Agent;

12.2 The Client consents to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001* and the *Electronic Transactions Act 1999* (Cth);

12.3 The Client and the Agent hereby agree that a signed facsimile or scanned email copy of the Agreement is acceptable as an original and these Essential Terms and Conditions of are effective when the Agreement is signed by both parties.

13. INDEMNITY

13.1 The Client shall be liable for and shall indemnify and defend the Agent, its directors, officers, employees, and agents from and against any and all losses, claims, demands, actions, suits (including costs and legal fees on an indemnity basis), and damages, including, but not limited to:

13.1.1 injury, bodily or otherwise, to or death of any person;

13.1.2 loss, damage to or destruction of property, whether real or personal, belonging to the Client, the Agent or others; and

arising from or in connection with any act or omission or negligence of the Client or any other person (other than the Agent) or arising out of or in connection with the Property or this Appointment of Property Agent.

14. CLIENT AND AGENT'S ACKNOWLEDGEMENTS

The Client and the Agent acknowledge that:

14.1 they have received a copy of the Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer, the Schedule, these Essential Terms and Conditions and any additional annexures;

14.2 they have read and fully understood the Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer, the Schedule, these Essential Terms and Conditions and any additional annexures, including the warranties and indemnities contained therein and agree to be fully bound by them.

15. ENTIRE AGREEMENT

15.1 This document constitutes the entire Agreement of the parties with respect to the subject matter of this document and supersedes all prior negotiations or expressions of intent or understandings with respect to the Appointment of the Agent to the Property.

Annexure A

Part 7: Commission

not relevant

Released under IDMR

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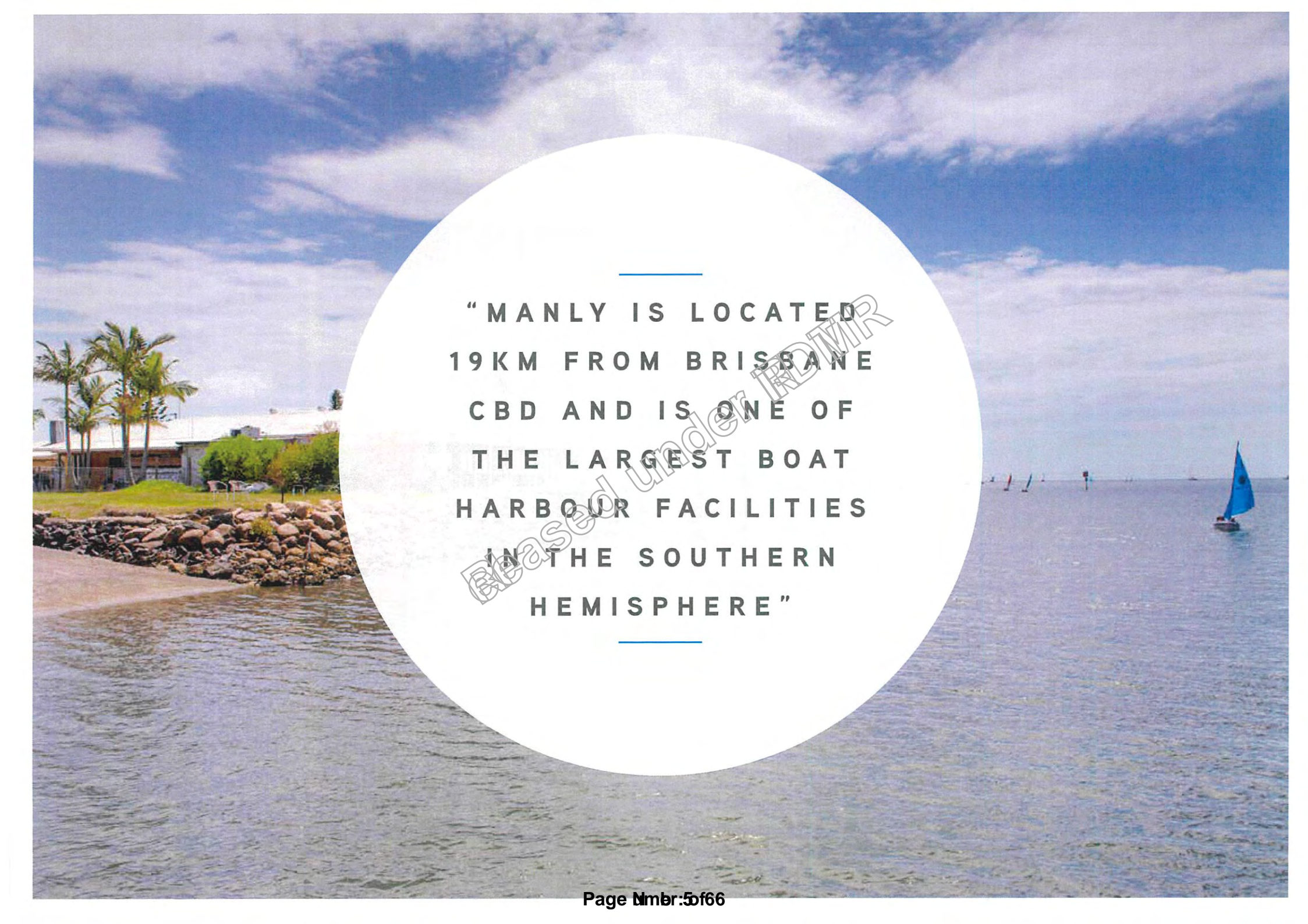
4 TRAFALGAR STREET MANLY

INFORMATION MEMORANDUM



TABLE OF CONTENTS

THE PROPERTY	5
INTRODUCTION	7
PRIME LOCATION	9
STATISTICS	11
AGENTS COMMENTS	13



**“MANLY IS LOCATED
19KM FROM BRISBANE
CBD AND IS ONE OF
THE LARGEST BOAT
HARBOUR FACILITIES
IN THE SOUTHERN
HEMISPHERE”**

THE PROPERTY

UNIQUE WATERFRONT OPPORTUNITY IN MANLY HARBOUR



Luke McGrath
Director | QLD | Retail Leasing
M +
E luke.mcgrath@colliers.com

A commercial opportunity exists to occupy this large waterfront location in a busy, vibrant community in the heart of Manly. This property comes as the total package; building, licensed area, room for over 100 people, decks, with a kitchen, bar & function space, 42sqm of awning space and full female and male amenities.

Located on 2049sqm of land overlooking the water and provides an opportunity to activate a new community destination leveraging off the surrounding landscape and facilities. 4 Trafalgar Street is in a prime location at Norfolk Point in Manly Boat Harbour.

Total Lettable Area: 480sqm

Total land area: 2049sqm

Leasing process: Expression of Interest closing Friday 20th December 2019





INTRODUCTION

Colliers International are pleased to present a prime waterfront property in the heart of Manly, QLD. Manly is a fast-emerging suburb with high levels of growth. 4 Trafalgar Street is an opportunity that can't be missed.

Expressions of Interest are being sought to take advantage of this unique commercial opportunity, to activate and optimise the utilisation of this property, to reach its potential as a destination.



PRIME LOCATION

Manly is a coastal suburb located alongside Moreton Bay.



Manly is a coastal bay side suburb located on the picturesque Moreton Bay. Manly is located 19km from Brisbane CBD and is connected to the CBD via train line and major bus routes.

1 The waterways of Manly are a popular destination for recreational boat owners, boasting a lively atmosphere of fresh seafood, entertainment, shopping and farmers market experiences.

2 The thriving Manly community offers an opportunity to enjoy a vibrant and coastal lifestyle and includes a dining precinct, boating club facilities and attracts both local and international tourists.

3 4 Trafalgar Street is located at Norfolk Point within the Manly Boat Harbour which is one of the largest boat harbour facilities in the Southern Hemisphere with over 3000 dry standing and wet berths plus two public boat ramps.

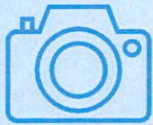
4 The Federal Government have committed to 6 projects helping to put Manly on the map which include the North Coast Rail Line, Bruce Highway upgrades, Brisbane Metro, M1 Pacific Motorway and the Cunningham Highway.



POPULATION OF 12,915



LOCATED 19KM
EAST OF
BRISBANE



ONE OF THE TOP TOURIST
LOCATIONS IN SE QLD



MEDIAN WEEKLY HOUSEHOLD
INCOME OF \$1512





AGENTS COMMENTS

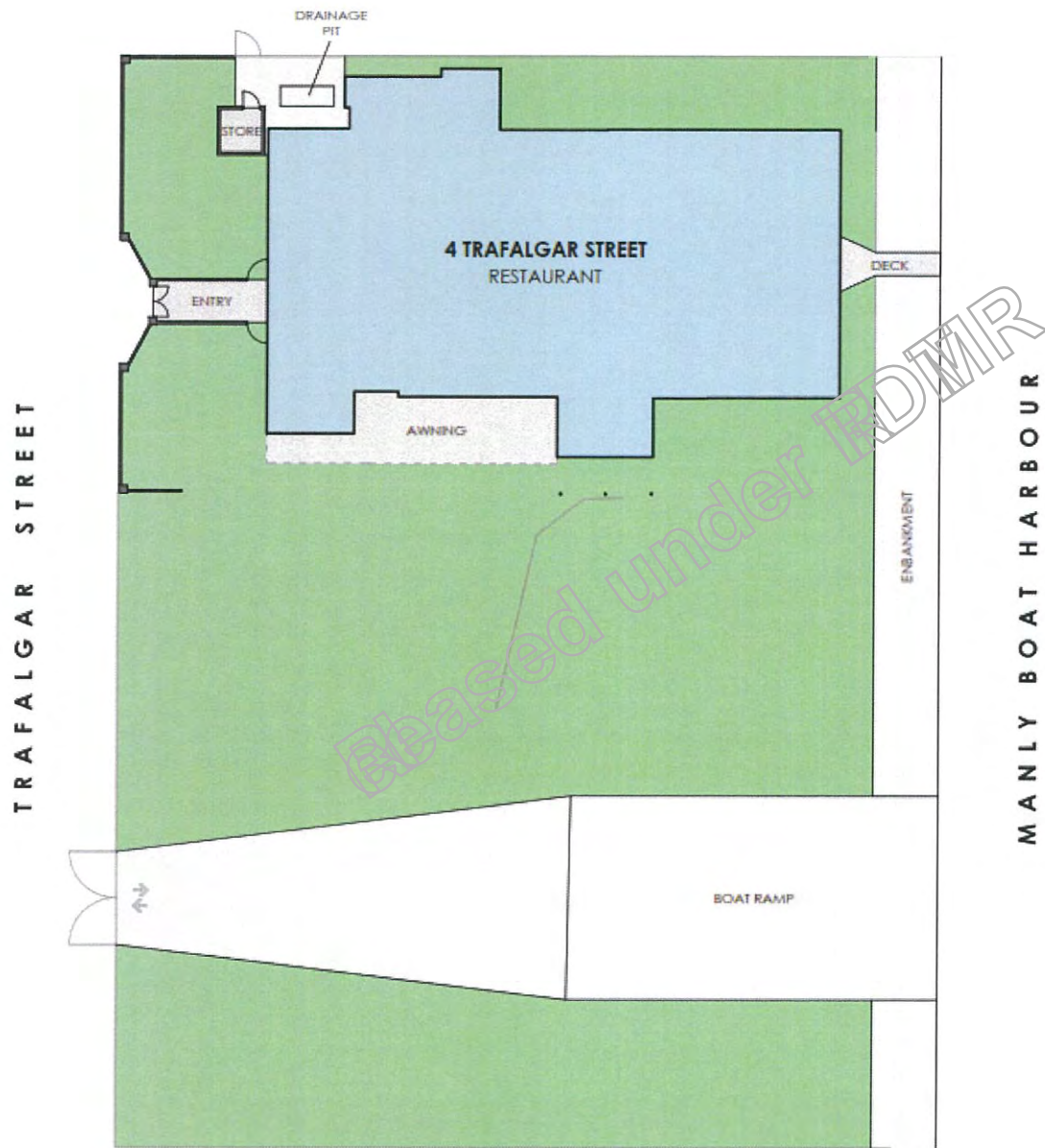
4 Trafalgar Street Manly represents an excellent opportunity to secure a prime commercial location to create a community destination. In our opinion the property offers the following benefits and potential:

1 Strategically located only 19km East from Brisbane CBD within access to Moreton Bay

2 Opportunities like this don't happen very often in a prime waterfront location, offering magnificent views.

3 Potential to create a highly activated space within a thriving community hub, allowing the space to be utilised like never before.

SITE PLANS



SCHEDULE

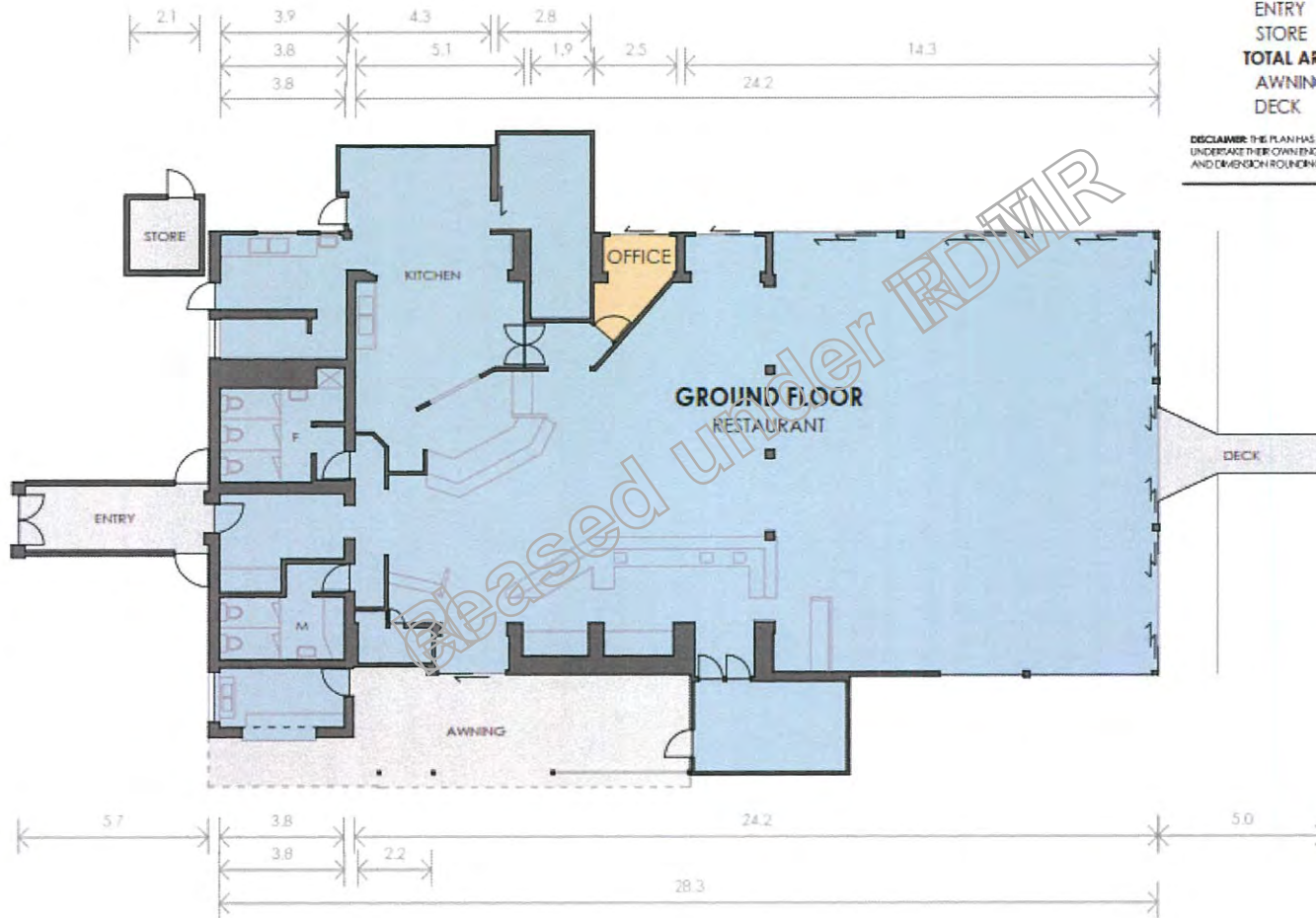
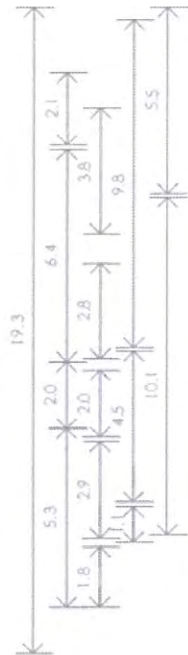
4 TRAFALGAR STREET	
TITLE DETAILS	PART OF LOT 685-SP172860
BUILDING AREA	431 m ²
AWNING	42 m ²
DECK	7 m ²

DISCLAIMER: THE PLAN HAS BEEN PREPARED FOR MARKETING PURPOSES ONLY. INTERESTED PARTIES SHOULD UNDERTAKE THEIR OWN ENQUIRIES AS TO THE ACCURACY OF THE INFORMATION. AREAS ARE APPROXIMATE AND DIMENSION ROUNDING MAY RESULT IN AREA DISCREPANCIES.



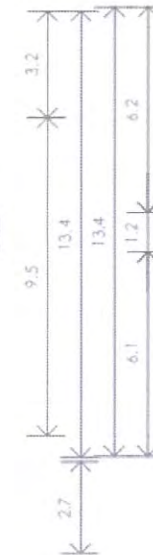


TRAFALGAR STREET

**SCHEDULE OF AREAS**

GROUND FLOOR	
RESTAURANT, KITCHEN & AMENITIES	408 m ²
OFFICE	6 m ²
ENTRY	12 m ²
STORE	5 m ²
TOTAL AREA	431 m²
AWNING	42 m ²
DECK	7 m ²

DISCLAIMER: THE PLAN HAS BEEN PREPARED FOR MARKETING PURPOSES ONLY. INTERESTED PARTIES SHOULD UNDERTAKE THEIR OWN ENQUIRIES AS TO THE ACCURACY OF THE INFORMATION. AREAS ARE APPROXIMATE AND DIMENSION ROUNDING MAY RESULT IN AREA DISCREPANCIES.

MANLY BOAT
HARBOUR

SCALE 1 : 100

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