

### TASK SPECIFICATION FORM

Note: The Services requested in this Task Specification Form are subject to the terms and conditions of the Services Agreement/s 2010.12495 which the Territory and the Consultant/s entered into in October 2010 and any additional terms and conditions specified in this form.

Although it is anticipated that this will form the basis for requesting Services by the Requesting Officer, the Territory reserves the right to amend this form from time-to-time.

Figures provided are to be in Australian Dollars and inclusive of GST.

**Project details (Requesting Officer to complete)**

Territory Requesting Officer:	Pamela Roncon
Department or Agency:	City to the Lake, Land Development Agency
Contact phone number:	02 6207 5378
Email:	<a href="mailto:Pamela.roncon@act.gov.au">Pamela.roncon@act.gov.au</a>
Name of project:	City to the Lake
Services required in performing valuation services: (If necessary, please attach the 'Scope' to this Task Specification Form).	<p>Under the ACT Government Services Panel Contract, please provide quotation to undertake a land valuation of Block 24 Section 65 City.</p> <p>The following documents are provided:</p> <ol style="list-style-type: none"> <li>1. Lease – Block 24 Section 65 City;</li> <li>2. Deposited Plan Block 24 Section 65 City;</li> <li>3. Development Control Plan Section 65 City;</li> <li>4. ACTPLA (June 2005) Urban Design Guidelines being the most relatable official position on the land, beyond the Territory Plan land use policies and the lease purpose.</li> </ol> <p>The valuation is to take into account all terms and conditions contained within the lease and in particular, the permitted use, purpose and gross floor area.</p> <p>All documentation provided with this request for a valuation quotation, are provided as <b>Commercial in Confidence</b>.</p>
Special Requirements, e.g. Specialist Knowledge / Skills	
Expected date of commencement:	Thursday 31 July 2014

Expected date of completion:	Thursday 14 August 2014
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**Consultant to complete**

Consultants Name:	Mrs Narelle Byrne Commercial Valuer Opteon (ACT) Pty Ltd narelle.byrne@opteonproperty.com.au		
Total hours to be expended on this valuation services.	■		
Total cost for the valuation services (please provide below a breakdown of total cost as both GST inclusive and exclusive)	\$3,500 plus \$350 GST (\$3,850 incl GST)		
Specified Personnel for this valuation services. (Any persons specified in the Agreement or who have otherwise been agreed in writing by the Territory.)	Name/position/phone:	Hourly Rate / Daily Rate (GST Inclusive)	% of Cost Option (GST Exclusive)
	Narelle Byrne/ Commercial Valuer/ 02 62487837	■	■

Consultant: Narelle Byrne  
NAME OF THE PRINCIPAL VALUER/  
RESPONSIBLE VALUER (PRINTED)

SIGNATURE

DATE

28/7/14

This form must be signed and returned by: \_\_\_\_\_  
INSERT DATE

Approved by:

Financial Delegate: DAN STEWART  
NAME

SIGNATURE

DATE

30.07.14

NAME OF ORGANISATION

may not commence this valuation service until a signed copy of this form has been provided to, and has been approved by the Land Development Agency Financial Delegate.

**Opteon.**

Australia's Property Advisors

Opteon (ACT) Pty Ltd  
 ABN 84 164 218 722  
 2/113 Canberra Avenue, Griffith. ACT 2603  
 T 02 6248 7837  
 F 02 6232 6233  
 E act.accounts@opteonproperty.com.au

## Tax Invoice

Invoice To
Land Development Agency C/- Pamela Roncon GPO Box 158 Canberra ACT 2601

Details
Borrower/Matter: Requested by: Pamela Roncon Reference No: 5466475 Alt Reference No: 5466475

Invoice No: 5466475-1  
 Invoice Date: 14/08/2014  
 Date Due: 28/08/2014  
 Payment Terms: 14 Days

Description:	Amount:
Block 24 Section 65, City, ACT 2601 Valuation	\$3,500.00
<b>Sub-Total:</b>	\$3,500.00
<b>GST:</b>	\$350.00
<b>Total:</b>	<b>\$3,850.00</b>

✂

### Remittance Advice:

**Balance Due: \$3,850.00**

#### Cheque:

Detach and mail with cheque to:  
 Opteon (ACT) Pty Ltd  
 2/113 Canberra Avenue, Griffith. ACT 2603  
 Please make cheque payable to Opteon ACT Pty Ltd

#### Direct Deposit (EFT):

Send remittance advice to fax 02 6232 6233 or email act.accounts@opteonproperty.com.au  
 Please use the invoice number as your reference when making payment.  
 Account Name: Opteon ACT Pty Ltd  
 Bank: Commonwealth Bank of Australia  
 BSB: 062 904 Account No. 1047 5015

#### Credit Card:

Send remittance advice to fax 02 6232 6233 or email act.accounts@opteonproperty.com.au  
☐ Mastercard ☐ Visa

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_ CCV code: \_\_\_\_

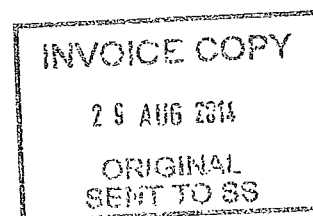
Card holders name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Property Address:

Block 24 Section 65, City, ACT 2601

Invoice No: 5466475-1





Batch Control Total

Batch Actual Total

## LAP INVOICE ENTRY\_R12

Batch Name	Date Inv Received	Type	PO Number	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Amount	Tax Amount	Tax Control Amount	Terms	Description
LDA1415102601	01-SEP-2014 00: Standard		L15092	OPTEON ACT	69594	E-10475015	14-AUG-2014	5466475-1	3,850.00	350.00		7 Days	CTTL 24/65 ACTION VALUATION

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
<input checked="" type="checkbox"/> Electronic	5120542	02-SEP-2014	02-SEP-2014	<input type="checkbox"/>	3,850.00	
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Payment Overview

Calculate Tax

Tax Details

All Distributions