AQUALIFE OFFICE QA ASSESSMENT

APPLICANT 2: Tutoring Service

Qualitative Criteria	Weighting	Comments	Rating out of 10
A. Vision and Understanding	20%	Property Development & Leasing:	7%
Respondents should detail their vision for the proposed lease or licence space including a detailed business case (labelled "Business Case"). The Business Case should address a minimum of the following:		Indicates is 'not a business'	
		Does not have registered ABN or business details. Is this a start up?	
a) Current business structure and background b) Outline your vision for the lease or licence area.		Community Davidonment	
		Community Development: It is good to hear that this is an existing business	
		that is growing, however we need information on	
		how many students and how many staff would be	
	in the room trading are after school Score revise or including experience Place Plann support the while parent very complespace is not However, respectively.	in the room at any one time. Proposed hours for	
		trading are also not provided, assume that it is	
		after school only.	
		Score revised down due to not being a business or including information on WWC checks and	
		_	
		Place Planning:	
		support the vision for using the space for tuition	
		while parents can use the leisure facilities, they are	
		very complementary outcomes. However the	
		space is not suitable for early learning / kindy.	
		However, no details on existing business	
		background or details of hours of operation. Do	
		they need to be accredited to provide tuition?	
c) Proposed offering and proposed hours or operation.	-		

B. Detailed Lease Proposal

Provide a detailed lease or licence proposal (labelled "Lease or Licence Proposal") which addresses, at a minimum the Applicants proposed:

- a) Agreement type.
- b) Term of Lease or Licence (both initial term and any further proposed term(s)).
- c) If the proposal relates to a lease, offered commencing rent (per annum) and rent reviews (please specify whether rent is Net or Gross).
- d) Special conditions (requested by the Applicant, clearly outlining an incentive requested, lessor contributions or licences required).
- e) Any commercial benefit outcomes intended to be achieved.

- f) Any community benefit outcomes intended to be achieved.
- g) The proposed use and its compliance with the definition of Community Purpose under Town Planning Scheme No. 1:

"Community Purpose means premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit".

h) Not for profit or charitable status. Consideration may also be given to an operator that does not have this status but has provided substantial evidence satisfactory to

Leisure Facilities:

Brief description

Property Development & Leasing:

\$5,000pa + GST + OG

21%

CPI annual increases

3 + 2 term

35%

Further Term/s +2 (not acceptable as outside of Policy 310)

Community benefit: educational / tutoring services

Commercial benefit: total (adjusted to CPI) \$25,000 + GST + OGs income to the Town.

Community Development:

Minimal information provided. Although there will be a logistical community benefit to having a tutoring centre collocated with a leisure centre, there is not any information on how the centre will provide further benefit to the local community.

Place Planning:

Terms seem ok, proposed reasonable rent \$5k / annum.

Little community benefit demonstrated.

Doesn't provide any information on the type of tuition and outcomes etc.

Doesn't provide any information on the operation of the business.

Leisure Facilities:

C. Fit Out Concept Plans Provide high level concept plans for the Applicants proposed fit-out of the premises (labelled "Fit-Out Concept Plans") outlining at a minimum how the proposed fit-out: a) Caters for the proposed number and type of customer. b) Contributes towards the overall look and feel of the premises and matches the concept for the proposed business. c) Signage design and locations (both internal and external).	10%	3-year initial term with 2-year extension option CPI increase each anniversary No commercial benefits listed Community benefit Customers can use facilities whilst child in session Property Development & Leasing: Minimal alterations to lease area, mainly addition of furnishings and removal or the 'change room'. No signage to commence. Will be subject to design and approvals – however, feel that signage will help activate the space. This proposal does not seem an activation. Community Development: Concept plan not provided. I am also assuming that the room has no windows to outside which may be an uncomfortable environment for tutoring. Place Planning: No plan provided but description seems	5%
d) Any additional relevant information	VA/ 1 1 41		D 11
Qualitative Criteria	Weighting	Comments	Rating out of 10
D. Relevant Experience	20%		0.000110
Describe your experience in conducting similar Requirements.	1	Property Development & Leasing:	
a) Demonstrated experience in managing, owning or operating a		Operating from home for approx 2 years.	I
similar business. Include details of the location.		Prior café experience. Experience does not seem	7%

b) Demonstrate competency and proven track record in establishing and

maintaining a similar viable business.

sufficient.

No qualifications?

c) Provide a CV for the Respondents key personnel who will be directly involved in the management and day-to-day operations of the business including skills, qualifications, and relevant experience.		No CV provided.	
		Community Development:	
		CVs not provided	
		Place Planning:	
		Little to no detail provided.	
		Leisure Facilities:	
d) Any additional information.		Good relevant experience	
E. Financial Position	15%		
a) Provide latest audited financial statements		Offer to pay year 1 rent up front (\$5,000+GST). No	3%
b) Rent offered and whether any incentives or subsidy is sought.		financial statements or references provided.	5%
F. Referees			
Provide contact details (including names, titles, telephone numbers and/or email addresses) for a minimum of two (2) referees who can specifically attest to the applicants experience in the operation of similar or comparable business in the last 5 years.		No References provided	0%
		TOTAL WEIGHTED SCORE:	<u>43%</u>