

AQUALIFE OFFICE QA ASSESSMENT

APPLICANT 1 (Jessica Kennedy Acupuncturist)

Qualitative Criteria	Weighting	Comments	Total Weighted Score
<p>A. Vision and Understanding</p> <p>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:</p> <ul style="list-style-type: none"> a) Current business structure and background.. b) Outline your vision for the lease or licence area. c) Proposed offering and proposed hours or operation. 	<p>20%</p>	<p>Property Development & Leasing: Established business, seeking to expand to ToVP. Qualified and registered in her field. Provides services to communities that do not have access to acupuncture (may bring outside patrons to the ToVP and centre) Wellness centre will complement the Aqualife offerings. Allied health services to be provided from the lessee – service offerings from at least 6 practitioners on a regular basis with flexible hours during the centre operating hours.</p> <p>Community Development: Current business is successful, although it would be good to have additional background information on Jessica’s current practice. such as number of clients, whether others are employed, and any ways that her current business has been able to benefit the community. Additionally, information on exactly which allied health services are to be offered would be useful as there may be environmental health considerations.</p> <p>Place Planning: Jessica has a very strong vision for a wellness hub of complementary wellness services, which also serves as a business incubator.</p> <p>Jessica has experience in leading and managing this type of business arrangement (referee check can confirm if this was successful or if there were challenges).</p>	<p>16%</p>

The proposal maximises use of the space and compliments the leisure and wellbeing services/activities offered by Aqualife.

Leisure Facilities:

Wellness centre – currently practicing in Highgate would like to move business to TOVP.

Allied health service would align with the Centre’s core business

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

35%

Property Development and Leasing:

24.5%

1 + 4 offering may be risk in only a 12 month initial term, however in line with Policy 310.

\$3000pa + OGs – no increases for full term of lease.

Commercial / for profit business, commercial lease terms will apply.

Parking permit conditions will not be applicable to Lease as separate from the agreement – to align with Aqualife House Rules and Procedures.

To confirm health inspection requirements, referred to Environmental Officer: *Tenant is registered with AHPRA they do not need to register/notify the Town.*

Subletting will be subject to approval as per lease terms. This is not a 'given'.

Installation of sink required.

Any Assignment will be subject to Lease terms. This is not a 'given'.

Commercial benefits: \$15,000 + OG & Maintenance income to Town over 5 years. Inclusive space for small business owner collaboration and economic opportunities for the Town.

Community benefits: supports Town’s principles – healthy community,

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 the Town of service provision that will provide significant community benefit.

entrepreneurship, activation of Aqualife centre.

Community Development:

Six practitioners sharing the space for a minimum 1 hour booking sounds quite hectic, it would be good to have information on how the space will be managed so that it doesn't impact on the centre.

With regards to community benefit, there will be benefit to employing local people and having allied health available to Aqualife users, however there is no additional benefits for Town of Vic Park community specified (offering discounts, connection activities etc). Can this service look into the potential to provide further community benefit activities such as discounts for Health Care Card, Ratepayers, and explore opportunities for running groups such as baby massage, talks on nutrition for children, injury management. Community development may have a role to play in providing information or suggestions.

The application also does not specify whether the rent is net or gross

Place Planning:

Jessica proposes a wellbeing hub operated by herself (25 hours = 26% of total hours) and remainder (70 hours) by colleagues. While maximising use of the space and the business incubation idea is excellent, the rent offered of \$3000 per year (minus outgoings) is very low. Is this reasonable or comparable to similar commercial arrangements of renting rooms in other health businesses?

There is no indication of rent to be charged for sub-letting and whether this is low or no cost also. Capping sub-lease rent would need to be a condition of the lease to achieve the incubation outcome.

Jessica's acupuncture and the other allied wellbeing services will compliment the leisure and wellbeing services/activities offered by Aqualife. Although the type of

	<p>allied health professionals using the space should be a condition of the lease to ensure the right mix.</p> <p>Statutory Planning will need to confirm if these types of commercial services meet the definition of "community purpose", which may prove difficult as they're more likely "consulting rooms" although maybe they can be considered "incident uses" <i>means a use of premises which is consequent on, or naturally attaching, appertaining or relating to, the predominant use.</i> This may have been the land use designation given to the previous café operation to justify its approval.</p> <p>(Maybe the Town could also partner and offer short-term subsidised (lower cost) membership to client to help attract business to the health professionals and compliment the wellbeing outcomes they are trying to achieve for their clients.)</p> <p>Leisure Facilities:</p> <ul style="list-style-type: none"> Initial one year lease @ \$3000 per annum – Renew for 4 years option Subletting will be subject to approval Sink installation required Commercial \ for profit business – commercial lease terms will apply Community benefits Allied health services avail at centre Building and supporting small businesses
<p>C. Fit Out Concept Plans</p> <p>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:</p> <ul style="list-style-type: none"> a) Caters for the proposed number and type of customer. b) Contributes towards the overall look and feel of the premises and matches the 	<p>10% Property development and leasing: 7.5%</p> <p>Fit out seems practical. No major renovations to the space.</p> <p><i>Pending outcome of ability to install sink.</i></p> <p>Decals and signage will be subject to approval – design, concept and locations will need to be provided for consideration.</p> <p>Community Development:</p>

concept for the proposed business.
 c) Signage design and locations (both internal and external).

Fit-out plans are comprehensive, however given that there is no reception area, there are concerns that it may be chaotic to have six different practitioners using the space at different times.
 Have a look at AIP to see if any alignment.

Place Planning:

Fit-out seems reasonable, and according to the our criteria

Leisure Facilities:

Explained well
 Requires installation of a sink
 Decals and signage subject to approval

d) Any additional relevant information

Qualitative Criteria	Weighting	Comments	Rating out of 10
<p>D. Relevant Experience</p> <p>Describe your experience in conducting similar Requirements.</p> <p>a) Demonstrated experience in managing, owning or operating a similar business. Include details of the location.</p> <p>b) Demonstrate competency and proven track record in establishing and maintaining a similar viable business.</p> <p>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.</p> <p>d) Any additional information.</p>	<p>20%</p>	<p>Property Development & Leasing: Established business with clientele – operating 4 practices. Over 20 years experience. Operated several small business of similar structure. Qualified, continued development and appropriately registered for proposed service offerings. Strong financial / accounting background.</p> <p>Community Development: All practitioners should provide the relevant licenses as a condition of the lease.</p> <p>Place Planning: Jessica has experience in running this type of</p>	<p>17.5%</p>

		<p>cooperative business, is an accountant, provided a very professional submission and has provided referees who may attest to her business acumen</p> <p>Leisure Facilities: Business is already established. Proven qualifications and registered business</p>	
E. Financial Position	15%		
<p>a) Provide latest audited financial statements</p> <p>b) Rent offered and whether any incentives or subsidy is sought.</p>		<p>Good financial position to facilitate the lease and outlook. No subsidy or funding sought. Commercial lease terms. Personal tax information provided Appears she has funds to support start up and running of business.</p>	12.5%
F. Referees			
<p>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.</p>		Information provided	12%
TOTAL WEIGHTED SCORE:			90%