

THE JOBS PLUS PROGRAM GUIDELINES

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1 Introduction

1.1 Context

The NSW Government is committed to ensuring our state recovers as rapidly as possible from the economic disruption caused by COVID-19. A successful response will require strong and sustained collaboration between government and business.

The Jobs Plus Program (“Program”) has been established to support top-performing Australian and international companies who want to enter or expand their footprint in NSW by reducing the cost of establishment, financial risk and/or increasing speed to the market. The Program will be agnostic to both sector and place but target new or expanding businesses into NSW for the sole purpose of creating and fast-tracking job creation.

The Program will incentivise market-driven jobs growth and investment across the state. As a short-term stimulus measure, priority will be given to projects and proposals that can create a significant number of jobs in the near term.

1.2 Objectives and targets

The key objective of the Program is to stimulate economic activity by supporting businesses who want to establish or relocate their Australian or international operations to NSW or to expand their jobs footprint in NSW. Under the Program, the NSW Government will provide support to businesses if they achieve the threshold of creating at least 30 net new FTE jobs.

The Program will be open for applications from 15 December 2020 to 30 June 2022 with a target to support 25,000 new jobs where job creation is initiated by 30 June 2022 and complete by 30 June 2024.

The Program will give consideration to creating (or retaining) smart, sustainable jobs in growth industries, including those identified by the NSW 2040 Economic Blueprint and the Global NSW Strategy, through investment attraction and private sector partnerships. Priority will be given to projects and proposals that can create a significant number of jobs in the near term.

The Program submission, assessment and governance processes are designed to be streamlined and adaptable, so that they can be tailored as appropriate to the nature and scope of proposals. These are discussed in further detail in subsequent sections.

1.3 Scope of the Program

The Program will fund projects and partnerships that will result in the near-term creation of net new full time jobs.

Proposals submitted through the Program that do not align with these specific outcomes will not be considered for funding under the Program but may be directed towards an alternate assessment pathway where relevant.

The Program will accept applications on an ongoing basis, until Program funding has been fully allocated or at 5pm on 30 June 2022, whichever occurs first. The application close date may be extended at the discretion of the NSW Government.

1.4 Eligibility Criteria

To be considered for support under the Program, a proponent must meet the following qualification criteria:

- Commit to the creation of a minimum of 30 new FTE¹ jobs in NSW with hiring commencing before June 2022 and complete by June 2024;
- Be either:
 - An ABN registered business:
 - with at least 20 FTE employees in Australia at the time of application, and
 - operating for at least two years;
 - A foreign owned entity with at least 80 FTE employees globally providing written intent to establish a subsidiary or branch office in NSW through a physical presence, with staff located and paid in NSW; and
- Be a revenue-generating business.

Examples of eligible projects include:

- Relocating a business operation from out-of-state or internationally to NSW.
- Establishment of an additional production line for an existing NSW business.
- Onshoring of activity currently done overseas to a NSW location.

A business will not be eligible for support under the Program if:

- Funding is proposed to be used for the ongoing day-to-day operations of the business;
- Funding proposed for the re-hiring of staff previously made redundant subsequent to the announcement of the Program on 5 November 2020;
- Funding is proposed for the transferring of staff from one related business to another;
- Funding is proposed for an employee who leaves and returns to the business within a period of 6 months;
- The project would have proceeded and been delivered on the same timeline without government financial assistance;
- The business has already received NSW Government or other funding for the same outputs and/or outcomes;
- The project will require NSW Government support beyond the agreed assistance period;
- The project cannot be delivered in full before 30 June 2024.

NSW Government, at its sole discretion, can take other factors into account that may make a business ineligible for funding such as any person or business activity that could cause reputational or other risk to the NSW Government.

¹ FTE: Equal to a 'standard working week' of 35 hours for ongoing roles.

Full time roles can claim 1 FTE and part time roles can claim a proportion of 1 FTE on a pro rata basis.

1.5 A tiered level of service

Proponents seeking assistance through the Program will be eligible for a variety of support levers based on the number of jobs created. Indicative tiered support is outlined below. To ensure maximum job creation impact of the Program, the components of final support will be at the discretion of the NSW Government.

Program levers include:

Jobs Plus Concierge Service: Delivered by Service NSW and NSW Treasury

All initial applications and triaging will be completed by Service NSW. Once eligibility is confirmed, NSW Treasury will allocate a dedicated relationship manager to assist the proponent to develop the detailed proposal that will form the basis of the second stage of assessment and identify the merits of the investment project. The NSW Treasury relationship manager will be responsible for coordinating a whole of government response to the proposal and connecting the proponent with all relevant NSW Government programs and services.

Payroll tax relief

Up to a four-year period, for every new job created where a business has committed to create at least 30 net new² jobs related to the new investment project.

Subsidised training packages rebate

Structured as a rebate paid to the proponent on audited accounts of pre-approved outcomes, a training, apprenticeship, or internship subsidy for the cost of training those new employees related to the new investment project who are NSW residents.

Enabling infrastructure rebate

Structured as a rebate paid to the proponent on audited accounts of pre-approved outcomes, subsidising the cost of a new business or investment project to connect to shared infrastructure or building new infrastructure to support their business needs. This includes support to access roads, utilities, data facilities, telecommunications, information technology, workspaces and capital equipment.

Access to subsidised Government accommodation and spaces on a short-term basis

For high growth international and NSW-based businesses, looking for short-term accommodation (up to two years) where the NSW Government owns or manages available ready-to-use spaces where a discount can be applied. The Program will offset a proportion of the cost to NSW Government of the business utilising the agreed space.

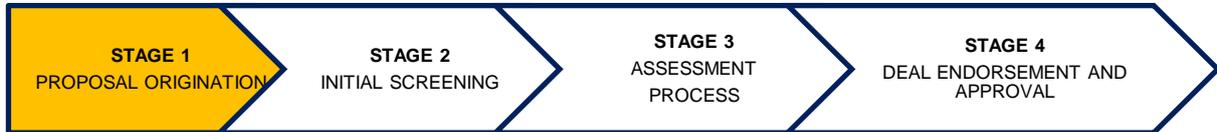
Streamlined planning approvals

NSW Treasury's dedicated relationship manager will provide assistance on site selection and, in coordination with the Department of Planning, Industry and Environment's Planning Delivery Unit, the Program will provide an accelerated planning pathway to a state planning consent for greenfield development projects which are expected to create a minimum of 150 net new full-time jobs.

² Net new: Refers to the total increase in roles after adjusting for any reduction in roles or any movement of roles (for example, movement of roles from one part of the business to another).

2 Process

2.1 Stage 1 – Proposal Origination



The Proposal Origination stage is designed to identify or solicit from entities promising ideas and proposals that have the potential to support NSW's economic recovery in the near term.

Preliminary applications must be submitted online at the Service NSW portal. Proponents approaching NSW Treasury or the Jobs Plus Concierge Service directly will be referred to the Service NSW portal for assessment.

Preliminary applications must include:

- organisation details including ABN or other identifier and primary business activities
- a short description of the project scope
- estimated support request
- estimated total cost of the project
- an estimate of the number of net new full-time equivalent jobs created by the project
- a short description of the project's expected benefits
- the expected location of the project.

If invited to submit a detailed application, the applicant will be allocated a NSW Treasury relationship manager to assist in the preparation of applications and supporting documents. To participate in the process, proponents will need to provide information including (but not limited to):

- Details of the proposal scope, including what it is, how many jobs will be created, what type of activity will be undertaken and timeframes for the delivery of outcomes.
- Details of how the proposal would be implemented and how it relates to existing NSW Government policy and strategy.
- A completed data sheet (a template will be provided) for the project, including a cash flow budget, underlying assumptions for the project's lifecycle, and information on how many jobs and other quantifiable benefits the project will create over the first four years (at a minimum).
- Financial statements (trading, profit and loss statements and balance sheets) for three continuous years starting from the latest available year or other evidence of financial viability if statements are not available, for example a signed statement from an external accountant. An audited financial statement must be provided for the last financial year.
- A copy of a feasibility study and/or project plan for the project, including any supporting quotes or technical documents.
- The requirements for successful implementation and identified risks and their mitigants and/or controls.
- Financing and funding arrangements, including any costs or inputs required to be provided for the NSW Treasury.

- Evidence of experience in delivering projects similar in scope and scale to the project or otherwise demonstrating capability and capacity to deliver the project
- Confirmation of the co-contribution to the project, including from the applicant and other sources.

Proposals aimed at broader social recovery or regulatory reform which do not meet the criteria above may be directed to separate assessment pathways which are outside the scope of this Guideline.

Submissions are to be made through Service NSW Portal. A website <https://mybusiness.service.nsw.gov.au/jobs-plus-program> has been established that includes information and supporting documents that will be of assistance to organisations when contemplating submitting a proposal to the Program. Preliminary applications must be submitted online using the Service NSW webform at <https://mybusiness.service.nsw.gov.au/jobs-plus-program>.

Following Stage 1, proposals will then be screened and assessed before a decision on approval. As part of this process, further information may be requested.

3 Assessment Criteria

3.1 Assessment Criteria

Projects will be assessed according to the criteria to be considered for funding:

Criteria	Description
Jobs created	<ul style="list-style-type: none"> The project creates a minimum of 30 net new FTE jobs in NSW, with hiring commencing before June 2022 and complete by June 2024. In assessing jobs created, consideration will be given to: <ul style="list-style-type: none"> Jobs creation timetable Length of time jobs will be sustained for Potential for indirect jobs from construction or supply chain
Deliverability	<ul style="list-style-type: none"> The applicant can demonstrate the project can commence by June 2022. Considerations include: <ul style="list-style-type: none"> The applicant's past performance in delivering similar projects the suitability of the staff or arrangements to deliver the project the suitability of the detailed business plan, technical plans and/or cost estimates supporting the project
Cost-Benefit Analysis	<ul style="list-style-type: none"> A Cost-Benefit Analysis will be conducted by NSW Treasury based on the information provided by the applicant.
Strategic alignment	<ul style="list-style-type: none"> The project aligns to the <i>NSW 2040 Economic Blueprint</i>, the <i>Global NSW Strategy</i> and/or other relevant NSW Government policy or strategy. In assessing strategic alignment, consideration will also be given to whether the project is based in a Lighthouse, priority or Special Activation precinct or in a priority industry, as outlined in relevant NSW Government policy or strategy.
Affordability	<ul style="list-style-type: none"> The applicant and other non-NSW Government co-contributions to the project are at least 50 per cent of the total project cost (unless there are exceptional circumstances).
Other considerations	<ul style="list-style-type: none"> All relevant factors and risks as determined by NSW Treasury.

Projects that do not satisfy all the above criteria, but are aligned with the overall objective of the Program, may still be considered if the project is assessed as having strong strategic merit.

4 Probity and Key Principles

4.1 Probity

Government seeks to conduct all its commercial dealings with integrity. The assessment of proposals must be fair, open and demonstrate the highest levels of probity consistent with the public interest. The assessment of proposals will be conducted through the application of established probity principles that aim to assure all parties of the integrity of the decision-making processes. These principles are outlined in this section.

4.2 Maintaining impartiality

Fair and impartial treatment will be a feature of each stage of the assessment process. The process will feature a clearly defined separation of duties and personnel between the assessment and approval functions.

4.3 Maintaining accountability and transparency

Accountability and transparency are related concepts. The demonstration of both is crucial to the integrity of the assessment.

Accountability requires that all participants be held accountable for their actions. The assessment process will identify responsibilities and require that all activities and decision making be appropriately documented.

Transparency refers to the preparedness to open a project and its processes to scrutiny, debate and possible criticism. This also involves providing reasons for all decisions taken and the provision of appropriate information to relevant stakeholders.

4.4 Managing conflicts of interest

In support of the public interest, transparency and accountability, the government requires the identification, management and monitoring of conflicts of interest. Participants will be required to disclose any current or past relationships or connections that may unfairly influence or be seen to unfairly influence the integrity of the assessment process.

4.5 Maintaining confidentiality

The assessment of proposals requires a high level of accountability and transparency. However, there is also a need for some information to be kept confidential, at least for a specified period of time. This is important to provide participants with confidence in the integrity of the process.

4.6 Obtaining value for money

Obtaining optimal value for money is a fundamental principle of public sector work. This is achieved by fostering an environment in which proponents can make attractive, innovative proposals with the confidence that they will be assessed on their merits and where government appropriately considers value. In order to demonstrate that optimal value for money will be achieved, an “open book” approach to negotiations is to be adopted. Government will also consider whole-of-government impact and cost.

5 Other information

5.1 Getting Support

Resources to assist with applications are available at <https://mybusiness.service.nsw.gov.au/jobs-plus-program>.

NSW Treasury staff are available to support applicants with their applications, after the initial screening stage. Email contactus@global.nsw.gov.au or call 02 4908 4800 for assistance.

Applicants should seek advice from their legal, business and financial advisors to determine the suitability of the Program before applying.

5.2 Complaints

Any concerns about the Program or individual applications should be in writing to contactus@global.nsw.gov.au. If you do not agree submitted with the way the NSW Treasury handled the issue, you may wish to contact the NSW Ombudsman via ombo.nsw.gov.au

5.3 Government Information (Public Access) Act 2009 (NSW)

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed commercial sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- Requiring government agencies to make certain sorts of information freely available
- Encouraging government agencies to release as much other information as possible
- Giving the public an enforceable right to make access applications for government information
- Restricting access to information only when there is an overriding public interest against disclosure.

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