

# Jobs Plus Program

## Program Guidelines

September 2021



Investment  
NSW

# Overview

Driving job creation in the non-government sector is critical to achieving a successful recovery from the economic impacts of COVID-19. The \$250 million Jobs Plus Program will strengthen the NSW economy by supporting the creation of 25,000 jobs to 30 June 2024.

The Jobs Plus Program is designed to support businesses who want to invest in a new presence and/or expand their existing their footprint in NSW. The program is intended to reduce the cost of establishment, mitigate financial risk, and increase speed to market for businesses looking to scale and grow in NSW. 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.

It will provide private and non-government businesses seeking to invest in job-creating projects, proposals, and partnerships, with support throughout the critical stages of their development.

## Objective

The objective of the Jobs Plus Program is to strengthen the NSW economy by supporting the creation of 25,000 jobs to 30 June 2024.

## Targets

The Jobs Plus Program will support the creation of 25,000 new full-time equivalent jobs in NSW by 30 June 2024.

## Key Dates and Timelines

<b>Applications close</b>	When program funding has been fully allocated or at 5pm, Friday 30 June 2022, whichever occurs first.
<b>Assessment and notification timelines</b>	Preliminary stage: 20 working days from the date of submission, with all required information provided.
	Detailed applications: 12 weeks from submission of a detailed application with all required information provided.
<b>Notification / final agreement</b>	Confidential notification will occur as soon as possible after an application is approved.
	Public announcement by the NSW Government may occur at any time after a grant is approved.
	Companies must commence hiring staff specifically relating to the approved project only once a Jobs Plus deed of agreement is in place, and prior to 31 December 2022. At least 30 net new FTE staff must be hired and onboarded by 30 June 2024.

The application close date may be extended at the discretion of Investment NSW.

# Eligibility Criteria

## Eligible Applicants

To be eligible for the Jobs Plus Program, applicants **must**:

- Commit to the creation of a minimum of 30 net new FTE<sup>1</sup> jobs in NSW with hiring commencing before 31 December 2022 and complete by June 2024.
- Be a revenue-generating business.
- 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.

Applicants **must also**:

- Have the demonstrated skills and capacity to deliver the project.
- Be financially viable and able to demonstrate they are likely to remain so over the duration of the project.
- Demonstrate that the project would not occur in NSW, or within the same timeframe without government investment.

Ineligible applicants include:

- Australian or NSW Government agencies, State Owned Corporations, or statutory authorities.
- Local Government Authorities or their Section 355 Committees.
- Businesses that are insolvent.

Consideration may be given to a joint application, including those from a joint venture. In the case of a joint application, the Jobs Plus eligibility requirements may be assessed across all project partners jointly.

Investment NSW, at its sole discretion, can take other factors into account that may cause a business to be ineligible for support such as any personnel or business activities that could cause reputational or other risk to the NSW Government.

Investment NSW reserves the right to assess the applicant's management, its Directors and Officers and entities or individuals that exercise control over an applicant against fit and proper eligibility criterion.

## Eligible Projects

For projects to be assessed as eligible they must:

- Create at least 30 net new FTE jobs in NSW and demonstrate that these jobs are sustainable without additional NSW Government investment beyond the agreed support.

<sup>1</sup> 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.

- Align to the *NSW 2040 Economic Blueprint*, the *Global NSW Strategy* and/or other relevant NSW Government policy or strategy.
- Have a minimum co-contribution to the project of at least 50 per cent of the total project cost (unless there are exceptional circumstances) from the applicant and/or other non-NSW Government body.

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.

Projects will be considered ineligible where:

- Funding is proposed to be used for the ongoing day-to-day operations of the business;
- Funding is 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 from the date they left the business;
- The project would have proceeded and be delivered within the same timeframe 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.

Given the program objective is to stimulate the NSW economy and create new, additional jobs, consideration will be given to the potential displacement of existing NSW jobs resulting from the project.

## Eligible Support

Applicants seeking support from the Jobs Plus Program may be eligible for a variety of support based on the number of jobs created.

To ensure maximum job creation impact of the Jobs Plus Program, the components of any final support package will be at the discretion of the Minister for Jobs, Investment, Tourism and Western Sydney.

<b>Payroll tax relief</b>	Up to a four-year period, for every new job created where a business has committed to create at least 30 net new jobs related to the new investment project.
<b>Subsidised training packages rebate</b>	Structured as a rebate paid to the proponent on audited accounts of pre-approved training outcomes, for the cost of training those net new employees related to the new investment project who are NSW residents.
<b>Enabling infrastructure rebate</b>	Structured as a rebate, paid to the proponent on audited accounts of pre-approved outcomes, to subsidise the cost of a new business or investment

	<p>project to connect to shared infrastructure or building new infrastructure to support their business needs resulting in net new jobs created.</p> <p>This includes support to access roads, utilities, data facilities, telecommunications, information technology, workspaces and capital equipment.</p>
<b>Access to subsidised Government accommodation and spaces on a short-term basis</b>	<p>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.</p> <p>The Program will offset a proportion of the cost to NSW Government of the business utilising the agreed space.</p>
<b>Streamlined planning approvals</b>	<p>Investment NSW'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.</p>
<b>Jobs Plus Concierge Service: Delivered by Service NSW and Investment NSW</b>	<p>All initial applications and triaging will be completed by Service NSW. Once eligibility is confirmed, Investment NSW 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.</p> <p>The Investment NSW 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.</p>

# Assessment Criteria

Projects must satisfy the below criteria to be considered for the Jobs Plus Program:

Criteria	Description
<b>Jobs created</b>	<p>The project creates a minimum of 30 net new FTE jobs in NSW, with hiring commencing before 31 December 2022 and complete by 30 June 2024.</p> <p>In assessing jobs created, consideration will be given to:</p> <ul style="list-style-type: none"><li>▪ Jobs creation timetable</li><li>▪ Length of time that jobs will be sustained or retained</li><li>▪ Potential for indirect jobs from construction or supply chain</li></ul>
<b>Deliverability</b>	<p>The applicant can demonstrate the project can commence by 31 December 2022. Considerations include:</p> <ul style="list-style-type: none"><li>▪ The applicant's past performance in delivering similar projects</li><li>▪ The suitability of the staff and/or arrangements in place to deliver the project</li><li>▪ The suitability of the detailed business plan, technical plans and/or cost estimates supporting the project</li></ul>
<b>Cost-Benefit Analysis</b>	<p>A Cost-Benefit Analysis will be conducted by Investment NSW based on the information provided by the applicant.</p>
<b>Strategic alignment</b>	<p>The project aligns to the NSW 2040 Economic Blueprint, the Global NSW Strategy and/or other relevant NSW Government policy or strategy.</p> <p>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.</p>
<b>Affordability</b>	<p>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).</p>
<b>Other considerations</b>	<p>All relevant factors and risks as determined by Investment NSW.</p>

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.

# Application Process

The application process has two stages:

## Stage 1: Preliminary Application

Preliminary applications must include:

- the organisation's 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 intended location of the project.
- how the project relates to an existing NSW Government policy and/or strategy.

To ensure maximum job creation impact of the Jobs Plus Program, requested support should be commensurate with the number of jobs created by the project.

Preliminary applications must be submitted online via the Service NSW portal. Proponents approaching Investment NSW directly will be referred to the Service NSW portal for assessment.

## **Stage 2: Detailed Application**

If invited to submit a detailed application, the applicant will be allocated an Investment NSW relationship manager to assist in the preparation of applications and supporting documents and to keep the applicant informed of progress.

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 the timeframes for the delivery of outcomes.
- Details of how the proposal would be implemented.
- 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 Investment NSW.
- 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.

# **Assessment Process**

The assessment of applications will be led by Investment NSW.

## **Stage 1: Preliminary Application Assessment**

Service NSW will assess preliminary applications against the eligibility criteria set out in these guidelines. Proposals that are assessed as meeting the eligibility criteria will progress to Preliminary Assessment.

Preliminary assessment of proposals will be undertaken by Investment NSW and will consider the strategic alignment of the proposal with government policy and strategy, and the potential displacement of existing NSW jobs resulting from the proposal.

## **Stage 2: Detailed Application Assessment**

Investment NSW will assess detailed applications against the eligibility criteria set out in these guidelines. Where there is uncertainty, or unintended outcomes arising from the eligibility requirements, a practical approach will be taken to resolve these issues.

Investment NSW will assess all projects deemed eligible against the assessment criteria set out in these guidelines. A cost-benefit analysis will be undertaken for all eligible projects.

During the assessment process, Investment NSW may ask applicants to provide additional information to assist in the assessment process. Advice may be sought from other NSW Government agencies or other sources to assist in the assessment of projects as required.

Final eligibility determinations will be made at the discretion of the Secretaries Committee, with advice and recommendations from Jobs Plus Review and Coordination Committee.

The Jobs Plus Jobs Plus Review and Coordination Committee will convene regularly to review assessments of proposals and make recommendations to the Jobs Plus Secretaries' Committee. The Jobs Plus Review and Coordination Committee will consist of Executive Directors from Investment NSW, the NSW Department of Premier and Cabinet, and the Department of Regional NSW.

The Jobs Plus Secretaries' Committee will convene regularly to assess submitted projects and will provide advice and recommendations to the Minister for Jobs, Investment, Tourism and Western Sydney on the suitability of each proposal for support. The Jobs Plus Secretaries' Committee will consist of:

- Chief Executive Officer Investment NSW
- Secretary of the NSW Department of Premier and Cabinet (DPC),
- Secretary of the Department of Regional NSW.

An independent probity advisor will be present during the Jobs Plus Secretaries' Committee meetings.

## **Decision Making**

The Minister for Jobs, Investment, Tourism and Western Sydney will consider the advice and recommendations from the Jobs Plus Secretaries' Committee. The Minister for Jobs, Investment, Tourism and Western Sydney will approve the provision of Jobs Plus support to individual projects.

All proposals may be referred to other NSW or Australian Government funding programs for consideration.

# Assessment Target Timelines

Stage	Target time to complete
Stage 1: Preliminary Application Assessment	20 business days from submission of a preliminary application with all required information provided.
Stage 2: Detailed Application Assessment	12 weeks from submission of a detailed application with all required information provided.
Minister Decision	4 weeks from a completed assessment at the Minister for Jobs, Investment, Tourism and Western Sydney's discretion.

## Probity Advice

Independent probity advisers will provide guidance to Investment NSW on any issues concerning integrity, fairness and accountability that may arise throughout the application, assessment and decision-making process. This will ensure decisions are made with integrity, fairness and accountability, while delivering value for money for NSW.

## Successful Applicants

Successful applicants will be notified via email and/or letter. Applicants may be requested to keep the grant confidential for a period of time if an announcement is likely to be made by the NSW Government.

### Deed of Agreement

Successful applicants will be required to enter into a Jobs Plus deed of agreement with the NSW Government. The NSW Government makes no binding funding or support commitment to an applicant unless and until both parties sign a Jobs Plus deed of agreement.

The Jobs Plus deed of agreement will require the successful applicant to provide a copy of all relevant supporting documentation relevant to the project or as requested by the Investment NSW.

Support will be provided via milestones set out in the Jobs Plus deed of agreement. Timing and requirements will vary depending on the scope and timelines of the project. Successful applicants will be required to submit project progress reports to Investment NSW as outlined in the Jobs Plus deed of agreement. Examples of measures to be included in the report are completion of project activities and number of full-time equivalent employees hired as a result of the project.

## Unsuccessful Applicants

Unsuccessful applicants will be notified in writing of the outcome of the application and will be offered a feedback information session.

Applicants may request to re-submit their application if material changes to the project have been made.

# Getting Support

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

Investment NSW staff are available to support applicants with their applications, after the initial screening stage. Email [contactus@global.nsw.gov.au](mailto: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.

# Complaints

Any concerns about the Program or individual applications should be in writing to [contactus@global.nsw.gov.au](mailto:contactus@global.nsw.gov.au). If you do not agree submitted with the way the Investment NSW handled the issue, you may wish to contact the NSW Ombudsman via [ombo.nsw.gov.au](http://ombo.nsw.gov.au)

# Important Terms and Conditions

Applicants should note:

- The NSW Government may choose to publicly announce funding for individual applications and the expected jobs created by the funding. It may also use information provided to create case studies.
- Requests for variations or changes to the project will only be considered in limited circumstances.
- Successful applicants will be required to pay back unspent funds or any funds not spent in accordance with the deed of agreement.
- Successful applicants will be required to participate in program evaluation after the project has commenced. The evaluation will require applicants to provide evidence of how projects have resulted in measurable benefits consistent with the Program's objectives, particularly on employment.
- All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at [www.communications.dpc.nsw.gov.au/branding](http://www.communications.dpc.nsw.gov.au/branding)
- Payments will be GST inclusive. Grants are assessable income for taxation purposes, unless exempted by a taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances.
- Investment NSW reserves the right to undertake an audit of Jobs Plus funding and support within seven years. Tracking and reporting will be a requirement of the deed of agreement, which will include regular performance reporting.

# 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 to be commercially 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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