

BUSINESS DEVELOPMENT

PROCEDURE ADOPTED: 19 July 2016

OBJECTIVE

To outline the procedure for applying for assistance under Council's Business Development Policy.

BACKGROUND

Council's Business Development Policy and procedures aim to provide appropriate incentives to:

- Existing businesses, located within the Shire, to expand their operations or relocate to a more appropriate area;
- Existing businesses, located outside the Shire, to relocate or establish within the Shire;
- New businesses to establish within the Shire;

in the expectation that the business will directly or indirectly provide increased employment opportunities or services for residents of the Bland Shire.

A range of incentives are available on application.

ASSISTANCE CRITERIA

Applicants shall be assessed on the following merit based criteria

- The viability of the business, as verified by an accountant or banker.
- Type of development and potential for the development to encourage expansion of existing businesses and infrastructure or in-migration of other businesses.
- The costs incurred by the business in undertaking the relocation or expansion.
- Benefit to other businesses from the business assistance such as the upgrade of infrastructure.
- Number of employees, direct and flow on which the business will develop/provide.
- Benefit to the community including an identified need for the businesses or services.

TYPES OF ASSISTANCE

Council will consider types of assistance as detailed in the policy.

These measures can be considered by Council singularly or in combination on a case by case basis dependent on the merits of each case.

CONDITIONS OF ASSISTANCE

. Incentive payments will be paid as 50% up front with the remaining 50% paid in a further 12 months time dependent on the continued viability of the business.

A cap of \$7,500.00 will be applied to all applications

All applications are to be submitted to council for approval

All applications are to be considered in 'open' council

Applicants are to submit a Business Plan in support of their application

Recipients of council assistance are required to promote such assistance

Assistance will be determined on the number of existing like businesses
(A new business that is duplicating an existing like business will receive 50% of the estimated assistance)

The formula used to calculate the amount of financial assistance will be based on the following:

- \$2500.00 per FTE
- 0.5% of CAPEX

If successful the applicant is to adhere to the following conditions:

1. Provision of tax invoice for any cash component of any assistance;
2. Provision of receipts for any reimbursement of expenses;
3. Report on outcomes twelve months after the receipt of the assistance; and
4. Participation in appropriate publicity associated with the assistance.

APPLICATION PROCESS

Applicants are encouraged to apply for assistance following the receipt of consent for the development related application. Where this is not practical, in principal assistance can be granted by Council, with formal approval to be granted following approval of the development related application.

1. Applicants to meet with Council's Economic Development staff to discuss business development and types of assistance available and given a copy of the procedure and associated forms.
2. If they have not already done so potential applicants for business assistance are to contact Council's Manager of Development Services (or delegate) to discuss the proposal and identify all applicable consents and approvals at the earliest instance.

Such a meeting will discuss the merits of the proposal and identify specific application requirements.

Note: Council will consider each application in accordance with applicable statutory and non-statutory provisions. Planning requirements will not be reduced as an incentive to development.

3. Economic Development staff to assist with the application and identify any assistance available from other agencies.
4. Economic Development staff to prepare a report and forward, with the application for assistance, to Council for discussion at the next available meeting.
5. Council approves or declines the recommendation, subject to appropriate approvals.
6. The Economic Development staff to arrange a letter to be sent to the applicant indicating the decision made by Council. If successful, the letter is to offer assistance, outline the conditions and reporting obligations, the successful applicant is required to sign off - accepting these conditions.

7. Following receipt of the acceptance the Economic Development staff to consult with Development Services to confirm all relevant approvals have been received, the works are completed and no matters are outstanding.
8. Payment is to be organised together with appropriate publicity in consultation with the applicant.
9. Successful applicants are to report to Council on the achievements of the business and use of the assistance twelve months after the assistance is received.

FORM

The Business Development Assistance Application Form comprises part of this procedure.

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	General Manager		
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Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
24 August 2010			
19 July 2016	1		July 2021

Related Council Policy / Procedure
