

Jobs Assist Program – \$8,000 funding available to eligible businesses

The Department of Employment, Economic Development and Innovations (DEEDI – formerly State Development) is providing advisory and mentoring services to Queensland businesses through approved consultants such as Market Savvy. Consultant assistance of up to \$8,000 is available to each eligible business, and is provided in two stages:

Stage 1 – an assessment process to identify the issues impacting on an existing business and to develop an Action Plan to help owners address strategies and activities which improve the business model.

Stage 2 – engaging a consultant to mentor and provide expert advice with implementation of the priority tasks identified in the Action Plan. The outcomes sought are increased efficiencies, business sustainability and an increase in overall productivity.

Eligibility

- Employ 10 or more full time (equivalent) employees
- Have an established operating base in Queensland
- Have an ABN and be registered for GST

And, either by located within a Local Priority Employment Area (listed below) under the Federal Government Keep Australia Working Strategy

Or, fall within key sectors considered critical or of strategic importance to the State, region, industry or sectorial supply chain (listed below)

Local Priority Employment Areas

- | | | | |
|-------------|---------------|--------------|-------------------|
| ▪ Ipswich | ▪ Bundaberg | ▪ Cairns | ▪ Noosa |
| ▪ Logan | ▪ Burnett | ▪ Cardwell | ▪ Burdekin |
| ▪ Cherbourg | ▪ Hervey Bay | ▪ Douglas | ▪ Charters Towers |
| ▪ Cooloola | ▪ Isis | ▪ Eacham | ▪ Dalrymple |
| ▪ Kilkivan | ▪ Kolan | ▪ Johnstone | ▪ Hinchinbrook |
| ▪ Murgon | ▪ Maryborough | ▪ Caboolture | ▪ Thuringowa |
| ▪ Nanango | ▪ Miriam Vale | ▪ Caloundra | ▪ Townsville |
| ▪ Tiaro | ▪ Atherton | ▪ Maroochy | |

Key sectors

- | | |
|--|---|
| ▪ Aviation and aerospace | ▪ Therapeutic and medicines and devices |
| ▪ Defence | ▪ Processed food |
| ▪ Biotechnology | ▪ Tourism |
| ▪ Environmental and mining technologies and services | ▪ Alternative and renewable fuels |
| ▪ Creative industries | ▪ Aquaculture |
| ▪ Information and communication technology | ▪ Advanced manufacturing |
| ▪ Marine | ▪ Wine |
| | ▪ Fibre composites |
| | ▪ Liquefied natural gas |

Further information and terms of reference

NB. The following information is a summary of information provided by DEEDI, full details are available via Market Savvy.

Jobs Assist – Business Support Deliverables

The Queensland Government will provide assistance and support to help businesses to help themselves – strong, resilient businesses help to protect jobs. There is a strong link between the continuing viability of businesses in a downturn and their ability to retain workers.

Support will be provided in two stages:

- Stage 1 will provide up to \$3,000 assist the client to engage a consultant to conduct an assessment of the client's business and develop an Action Plan to address all strengths, weaknesses, opportunities and threats of the business including an effective reporting process and select strategies and actions to support and improve the business.
- Stage 2 will provide up to \$5,000 to assist the client to implement the activities identified as immediate priority tasks in their Action Plan that could include an effective reporting process, through the engagement of a consultant to mentor or provide expert advice on the implementation process or through the provision of a contribution to the application of relevant State and Federal support programs or through the provision of other support services identified in the Action Plan for the business implementation process.

A business will select a consultant for each stage of the process based on the needs of the business. This may necessitate a different consultant being selected for the Stage 2 process.

Consultant's Tasks/Deliverables

The consultant who has been selected by the client will be required to:

Stage 1 – Business Assessment/Development of an Action Plan

- Conduct an assessment of the client's business that will identify and prioritise tasks the business needs to address in order to sustain and maintain existing employment and improve the overall business functions. This assessment is to include consideration of whether an effective management monitoring and reporting process to report on the key business indicators of the business is in place and if such a process is not in place, guidance to the business for the development of an effective reporting process. The assessment may also include but not be limited to a skills analysis of the key staff in the business and the development of a skills improvement plan
 - Develop an Action Plan identifying and prioritising tasks
 - Maintain regular contact with the RC
 - Provide your business assessment to the client including the relevant plans developed in this stage
 - Provide a final report to the RC on your business assessment which includes copies of relevant plans developed

Stage 2 Implementation of Action Plan

- Guidance and support to the business to implement the immediate priority tasks identified in the Action Plan that may include an effective reporting process

- Develop a process to review the implementation progress and plan for further improvements
- Provide guidance on the implementation process and provide referrals to other support services where identified
- Provide a final report to the RC which includes the results achieved due to intervention, number of jobs retained and/or new positions created/or planned

Payment Schedule

Stage 1 - Business Assessment and development of an Action Plan

- The Department will engage the consultant and will provide up to \$3,000 to assist the client to engage a consultant to conduct an assessment of the client's business and develop an Action Plan to address all strengths, weaknesses, opportunities and threats of the business including an effective reporting process and select strategies and actions to support and improve the business. The Department will provide funding up to the amount specified in stage 1, notwithstanding the client may receive a benefit from the services.

Payment of Milestone

- On the delivery and acceptance by the Department and of the Action Plan and reports on the business's assessment and a valid tax invoice detailing the services and costings rendered.

Stage 2 - Implementation of Action Plan

- The Department will engage the consultant and provide up to \$5,000 to assist the client to implement the activities identified as immediate priority tasks in their Action Plan that could include an effective reporting process, through the engagement of a consultant to mentor or provide expert advice on the implementation process or through the provision of a contribution to the application of relevant State and Federal support programs or through the provision of other support services identified in the Action Plan for the business implementation process.

Payment of Milestone

- On delivery and acceptance by the Department of a final report which will include results achieved due to the implementation of the Action Plan including number of jobs retained and/or new positions created or planned due to the intervention and a valid tax invoice detailing the services and costings rendered.
- No additional expenditure will be provided by the Department for the provision of these consultancy services.

Additional Consultancy Services

- Where the costs for the provision of services for stages 1 and 2 exceed the amount specified for each stage, the amount in excess of the specified amount is to be paid by the client. Any additional arrangement between the consultant and the client is not part of the support offered by the Department and the Department accepts no responsibility for any such arrangement.

Milestone and Timeframes

Milestone	Timeframes
Commencement of Engagement	on receipt of signed Letter of Engagement by Department
Service delivery of milestone for Stage1	Stage1 to be completed within 3 months of the date of the Letter of Engagement
Service delivery of milestone for Stage 2	Stage 2 to be completed within 6 months of the date of the Letter of Engagement
Reporting	to be delivered within 1 month from completion of applicable Stage

PRIVACY AND PERSONAL INFORMATION

If the consultant collects or has access to "personal information" as that term is defined in the *Information Privacy Act 2009* ("the Act") of either the client and/or the Department as part of providing the consultancy services under the Jobs Assist initiative ("the Services"), the consultant must:

- (a) Comply with Parts 1 and 3 of Chapter 2 of the Act in relation to the discharge of its obligations under the Engagement, as if the consultant was a "Department" as that term is defined in the Act;
- (b) Not use personal information other than for the purposes of the supply of the Services, unless required or authorised by law;
- (c) Not disclose personal information without the consent of the client or the Department as the case may be, unless required or authorised by law;
- (d) Not transfer personal information outside of Australia without the consent of the client or the Department;
- (e) Ensure that access to personal information is restricted to those of its employees and officers who require access in order to perform their duties;
- (f) Ensure that its officers and employees do not access, use or disclose personal information other than in the performance of their duties;
- (g) Ensure that its sub-contractors who have access to personal information comply with obligations the same as those imposed on the consultant under this clause;
- (h) Fully co-operate with the Department and the client to enable them to respond to applications for access to, or amendment of, a document containing an individual's personal information and to privacy complaints; and
- (i) Comply with such other privacy and security measures as the Department and/or the client reasonably advises the consultant in writing from time to time.

At the request of the Department and/or the client, the consultant must obtain from its employees, officers or sub-contractors engaged for the purposes of the Engagement, an executed deed of privacy in a form acceptable to the Department and the client.

The consultant must immediately notify the Department and the client on becoming aware of any breach of this clause.