

COOMA-MONARO SHIRE COUNCIL

Business in Cooma-Monaro



Business & Development Assistance Scheme



Policy Aim

To provide entrepreneurs, developers and business people with assistance and encouragement in order to create business investment, relocation and growth in Cooma-Monaro Shire.

Assistance is provided within a process that ensures confidentiality of client information.

Policy Implementation

To facilitate and assist:

- access to Cooma-Monaro Shire Council resources and relevant people
- access to State and Federal Government assistance programs
- the progression of planning approvals, local government licences and permits.
- access to local business and industry support programs
- access to community support and resources

Clients will have access to a specific contact person responsible for the Business and Development Assistance Scheme. This person has the authority and ability to access people and resources needed to assist clients with their development and business investment projects. The contact person will lead, if necessary, a development assistance team, of Council and / or non-Council people, who will assist clients progress their business investment, relocation or growth.

Types of Assistance

Dependent on meeting various criteria there are a number of potential business and development assistance options under the Scheme including:

- Land and Building Assistance
- Infrastructure Assistance
- Development Contribution Assistance
- Planning Process Facilitation
- Business and Industry Assistance Facilitation
- Community Support Facilitation

Assessment Criteria

The level of assistance, if any, is based on an Assessed Criteria, which includes:

- suitability and importance of the Industry / Business to Cooma-Monaro Shire
- soundness of the business case
- level of client investment and support (financial / non-financial) from other parties
- contribution to Cooma-Monaro's economic, social and environmental well being.

Contact Person

The contact person will normally be Cooma-Monaro Shire Council's General Manager, who may be assisted by project nominated people from the Business Enterprise Centre, Council's Finance, Planning and Community Service Functions

TYPES OF ASSISTANCE

The level of assistance, if any, is based on the extent that the Assessment Criteria is met. Any offer of assistance made by Council is final and not negotiable.

Land and Building Assistance - Industrial / Commercial

- Lease or purchase arrangements for serviced industrial / commercial land
- Industrial / commercial land rate subsidy
- Industrial /commercial building lease or purchase arrangements
- Facilitate access to local owners / agents of available land and buildings

Land and Buildings Assistance – Residential

- Serviced residential land package subsidies for new employees migrating to the Shire
- Residential building lease or purchase arrangements for business owners and employees migrating into the Shire
- Residential land rate subsidy for employees migrating into the Shire
- Facilitate access to local owners / agents of residential land and buildings

Infrastructure Assistance - Industrial and Commercial

- Energy connection subsidy
- Car parking levy subsidy
- New building water and wastewater headworks charge subsidy

Development Contribution Assistance

- Water and sewerage connection development cost subsidy
- Development contribution payment subsidy or deferment

Planning Process Facilitation Assistance

A nominated contact person in Council's Planning Service who will provide personal guidance through the planning process (subject to legislative limitations).

Business and Industry Assistance Facilitation

A nominated contact person at the BEC who will provide personal guidance to access relevant government assistance programs and personnel; and access to local and regional business resources and contacts.

Community Support Facilitation

A nominated contact person in Council's Community Service Function who will provide personal guidance to access local and regional social, family and community services.

CONFIDENTIAL APPLICATION PROCESS

The process is confidential with no information released to other parties outside those involved in the process.

- 1) Applicant contacts Council's General Manager who reviews the Scheme and provides the application form.
- 2) Applicant returns form to General Manager. Confidential review with applicant to ensure the Criteria Analysis Form can be completed. Applicant advised that Council's Incentive Scheme Offer will be issued within 4 weeks.
- 3) Week 1 – Criteria Analysis Form and draft Incentive Scheme offer is completed by General Manager within one week and issued to Council's Executive Team. Possible involvement of BEC and Council nominated contact people to assist the completion of the analysis.
- 4) Week 2 – Council's Executive Team reviews draft and agrees final Incentive Scheme Offer
- 5) Week 3 – General Manager issues an Incentive Scheme Offer Agreement to applicant. This may only be an "in principle" offer dependent on conditions (additional action or information etc).
- 6) Week 4 – General Manager contacts applicant to determine follow-up and continued desire to relocate or set-up business. If positive, a meeting to be arranged with applicant and if necessary nominated people from Council and BEC to meet with client to develop an Incentive Scheme Action Plan which will be included in the Offer of Assistance Agreement to assist the progress of the relocation and set-up of business.

The Offer of Assistance is not a commitment to any form of assistance until an agreement is signed and any conditions are met. The provision of Incentive Scheme Assistance is not approval for any development or statutory approvals and does not commit Council or others to make these approvals. There is no right of appeal if an application is unsuccessful.

Applicants are not precluded from applying more than once or resubmitting an application if circumstances change.

Applicants already in receipt of assistance under the Scheme will not be eligible for assistance for the same project unless it is deemed a major expansion that meets the Assessment Criteria.

Incentive Scheme Action Plan

Once the Incentive Scheme Action Plan process is instigated, there may be others involved in the process of implementing the business or industry development project.

As part of the Action Plan the applicant:

- 1) may be invited to address Council if deemed necessary.
- 2) may be requested to provide Council with non-confidential information about the business and/or project to be used in case studies to market Cooma-Monaro Shire and business start-up/relocation.

COOMA-MONARO SHIRE COUNCIL
Business & Development Assistance Scheme
Confidential Application Form

ABOUT YOUR BUSINESS												
Name of Business/Organisation												
Trading Name												
Name of Principals / Directors												
ABN / ACN												
Postal Address:								State		Postcode		
Telephone:						Business				Mobile		
						Home				Fax		
Email												
Website												
Legal Structure		Public Company						Private Limited Company				
		Sole Trader						Partnership				
		Other:										
Years the Business has Operated												
Current Business Sites												
Principal Products & Services												
Current Annual Turnover (last three financial years)												
Year												
Amount		\$			\$			\$				
Current Number of Employees:					Full Time				Part Time			Casual

ABOUT YOUR PROPOSED DEVELOPMENT OR RELOCATION											
Proposed Site Address in Cooma-Monaro Shire											
Proposed Site Tenure:		Freehold					Leasehold				Years
Proposed Site Buildings: (include sketch layout)											
Proposed Business Activities:											
Estimated Capital Investment in Development				\$							
Estimated Annual Turnover		Year 1			Year 2			Year 3			

Estimated Economic Value to Cooma-Monaro:				
	Establishment Costs		Annual Operating Costs	
Locally ordered supplies	\$		\$	
Salaries to local staff	\$		\$	
Local Subcontracts	\$		\$	
Proposed Numbers of Employees:				
	Full Time	Part Time	Casual	
Year 1				
Year 2				
Year 3				
Number of People Migrating to Cooma with the Business:				
	(Number)	Partners	Children	Children Age Range
Management				
Staff				

STATEMENT OF PROPOSED BENEFIT TO COOMA-MONARO OF YOUR BUSINESS
<p>Include an attachment describing the benefits of the proposed business / industry development to the economic, social and environmental well being of the Cooma-Monaro Community. Include details of supporters and special contributions by people migrating with your business (knowledge, skills, experience, and community work).</p>

ASSISTANCE SOUGHT BY YOU	
Land and Building Assistance	
Infrastructure Assistance	
Development Contribution Scheme	
Planning Process Facilitation	
Business and Industry Assistance Facilitation	
Community Support Facilitation	

ATTACHMENTS
<p>It will assist the assessment of application if additional details are provided that support the application such as a business plan, financial projections, cash flow budgets, market analysis / research, technical reports / assessments, site plans, management resumes (relevant experience / skills), product / service information, etc. Please list attachments:</p>

DETAILS OF CONTACT PERSON COMPLETING YOUR APPLICATION				
Name:				
Contact Address:				
Phone:		Mobile:		Fax:
Email:				
Position in Business:				
Signature		Date:		

DISCLAIMER
<p>The Offer of Assistance is not a commitment to any form of assistance until an agreement is signed and any conditions met. The provision of Incentive Scheme Assistance does not imply approval for any development or statutory approvals and does not commit Council or others to make these approvals.</p> <p>There is no right of appeal if an application is unsuccessful.</p>

INTERNAL USE ONLY	
Initial Client Discussions on Application with Council Staff Member:	
Application received at Council	
Application received by General Manager	
Applicant Review Meeting with General Manager	
Application and Criteria Analysis Form issued completed by General Manager	
Draft Incentive Scheme Offer issued to Executive Team	
Executive Team Review	
Incentive Scheme Offer issued to Applicant by General Manager	
Applicant Contact by General Manager	
Incentive Scheme Action Plan Meeting	
People Involved:	
Offer of Assistance Agreement signed	