

## Local Small Business Assistance Policy

### Head of Power

*Local Government Act 2009*

#### Related Legislation

Local Government Regulation 2012

*Disaster Management Act 2003*

### Objective

Local small businesses across the Moreton Bay Region have faced unprecedented impacts from disasters, emergencies and disruptive events, however, continue to show strength and adapt to the new normal. Moreton Bay Regional Council will enhance its support for local small businesses to navigate the current changing environment through this Local Small Business Assistance Policy.

The Policy is designed to support local small businesses that are recovering from or building resilience against disasters, emergencies, disruptive situations or economic conditions outside of their control. Further to this, the Policy supports Council's commitment to the Queensland Small Business Friendly Council initiative.

### Definitions

**Chief Economic Development Officer (CEDO)** means the Chief Economic Development Officer of Moreton Bay Regional Council.

**Chief Executive Officer (CEO)** means the Chief Executive Officer of Moreton Bay Regional Council.

**Council** means Moreton Bay Regional Council.

**Disaster** as defined in the *Disaster Management Act 2003*, a disaster is a serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption.

**Disruption** means loss of human life, or illness or injury to humans; or property loss or damage; or government intervention; or economic conditions outside the control of the business; or widespread damage to the environment that has an impact on business continuity or resilience.

**Emergency** means an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. These emergencies may be declared under Part 2 of the *Public Safety Preservation Act 1986*. For example, an industrial fire would be an emergency not a disaster.

**Goods and/or Service Provider** means a business engaged to provide goods or services to an approved local small business utilising the Policy.

**Industry Advancement Manager** means the Industry Advancement Manager at Moreton Bay Regional Council.

**Local business** means an entity or individual that has its physical head office within the Moreton Bay Local Government Area as defined under the *Local Government Act 2009* (s8(2)) and that pays rates and/or leases.

**Small business** means an entity that engages in commercial, industrial, or professional activities with between 0-19 employees and an annual turnover less than \$10 million.

**Team member** means all employees of Council, whether employed on a permanent, temporary, or part-time basis. This definition also includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of, Council.

## Application

This Policy applies to all eligible local small businesses within Moreton Bay Regional Council Local Government Area. It does not relate to other community support made available under any other policy or program of Council.

## Policy Statement

### **Business support for local small businesses**

An increasing population, infrastructure investment in key projects, and strong economic performance have created conditions that make the Moreton Bay Region the perfect place for small business. With 90 per cent of the 29,115 businesses (ABS 2021) in the Moreton Bay Region classed as small businesses, it clearly shows how supporting small business is vital to the ongoing growth of Moreton Bay Region's economy.

Council became a signatory to the Queensland Small Business Friendly Council (QBSF) initiative in May 2021. This policy supports Council's QBSF commitments and encourages resilience, readiness and recovery of the small business community.

Dedicated support will be invested by Council in the form of resources, training and where appropriate, financial support to local small businesses for relevant goods and/or services to enable them to continue to create local jobs, grow the local economy and provide essential goods and services as a key to economic development.

### *Goods and Service Providers*

Moreton Bay Regional Council may offer support by connecting local small businesses with goods and service providers offered by a range of approved suppliers with expertise in (but not limited to):

- Business process mapping
- Financial Services
- Human Resources
- Legal
- Planning and/or
- Other professional and specialised goods and/or services.

Funding is to be capped at up to \$5,000 per service with the local small business contributing up to 20% of the cost.

This Policy is not a business grant to be provided directly to a business. Council will, in the majority of cases, co-fund the cost of the agreed goods and/or services and pay its share of funds directly to the provider of goods/services. The local small business will also pay its share of funds directly to the goods and/or service provider engaged to support the local small business. This Policy is intended to support business resilience and is not intended to solely support the business in remaining financially viable.

The Queensland Government has a number of small business grants that may be of assistance to some small businesses. These can be found at <https://desbt.qld.gov.au/small-business/programs/grants>. If a local business has already applied and accepted a State small business grant for the same goods and/or service, an application under this Policy will not be accepted.

### Who is eligible?

To be eligible for this program the applicant must:

- be a business physically located within the Moreton Bay Regional Council Local Government Area
- have an active Australian Business Number (ABN)
- employ between 0-19 staff
- have an annual turnover of less than \$10 million
- be in need of immediate critical support to recover from and build resilience due to a disaster, emergency or disruption to their business or economic conditions outside of their control and have no financial means to access in a timely manner, the required goods, professional services and/or advice that would mitigate or reduce the impact of the disaster, emergency, disruption or economic conditions outside their control. A disaster does not have to be formally declared in order to access this Policy.

### Related Documents

This Policy complements and is to be implemented in conjunction with other Council policies, directives and relevant documents including, but not limited to:

- Regional Economic Development Strategy 2020-2041
- Moreton Bay Regional Council Employee Code of Conduct
- Procurement Policy 2150-006

### Review and evaluation

This Policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this Policy will occur as required, or at least once every four years.

The impact of this Policy will be measured by:

- impact of funds delivered on the business (e.g. ability to return to business effectively, jobs and/or shifts protected, turnover protected, improvement in business operations etc.);
- ability to implement provided assistance in the business (efficiency and effectiveness of goods and/or services);
- customer satisfaction with Council's management of the program; and
- customer satisfaction with the goods and/or service provider.

### Responsibility

This Policy is to be:

- (1) implemented by the Industry Advancement Manager; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Chief Economic Development Officer.

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