



DEFENCE AND AEROSPACE INDUSTRY DEVELOPMENT FUND 2020-2021

International and Industry Certification
Funding Program Guidelines

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Copies of this publication are available on our website at

<http://www.statedevelopment.qld.gov.au/industry/defence-and-aerospace-industry-development-fund.html>

and further copies are available upon request to:

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1. Background

The Queensland Government's Advance Queensland economic plan is oriented to creating a diverse economy through assisting businesses to become globally competitive by way of generating future oriented, high-value, knowledge-based jobs. Integral to delivery of the Advance Queensland agenda and helping Queensland to Unite and Recover are the Queensland Government's respective 10-Year Roadmaps and Actions Plans for the defence and aerospace industries.

Building on the Aerospace Roadmap, the *Queensland Space Industry Strategy (2020-2025)* (the Space Strategy), released in February 2020, sets out targeted actions to support Queensland's enormous growth potential in the fast-growing space industry.

An important action under the Roadmaps was the establishment of the Defence and Aerospace Industry Development Fund (DAID Fund). The DAID Fund develops Queensland SMEs by supporting the promotion of SME capabilities to the global defence, aerospace and space industries and compliance with international industry certification requirements.

The DAID Fund is administered by the Department of State Development, Infrastructure, Local Government and Planning, and provides targeted financial assistance to eligible small to medium sized enterprises (SMEs)¹ operating in the defence and aerospace sectors, and those with a focus on the space Industry. Regional businesses are particularly encouraged to apply.

The Queensland Government is committed to providing opportunities to Aboriginal and/or Torres Strait Islander (Indigenous) businesses to fully participate in the Queensland Economy. Indigenous businesses are strongly encouraged to apply.

Under the first round of the ***International and Industry Certification stream*** of the DAID Fund, announced in June 2020, 18 SMEs from across Queensland were approved to receive a total of more than \$250,000 to achieve internationally recognised industry certifications.

The second round of the DAID Fund's ***International and Industry Certification Stream*** is open from **16 December 2020**. Applications for financial assistance from the DAID Fund 2020-2021 will be accepted up until 5.00 pm (AEST) **19 February 2021**.

2. Program objective

The DAID Fund supports fulfilment of a key objective of Advancing Queensland's Priorities, which is to create jobs in a strong economy, and aligns with the department's Strategic Direction by:

- enabling Queensland SMEs to develop their capabilities and compete for defence, aerospace and space industry contracts
- increasing Queensland SMEs' exposure and access to defence, aerospace and space industry supply chains, and
- facilitating the adoption of contemporary 'lean' processes and acquiring internationally recognised industry certification.

These Guidelines provide essential information of financial assistance available under the DAID Fund ***International and Industry Certification Funding*** stream. The funding provides

support to Queensland SMEs currently in the defence, aerospace and space sectors, or that demonstrate the capability and intention to do so, to acquire certification which will assist them to participate in new and existing supply chains in the defence, aerospace and space industries.

The DAID Fund also provides support to eligible SMEs to engage with national and international companies in the defence and aerospace industries (International Market Engagement stream). This funding stream is currently on hold due to the COVID-19 pandemic.

3. Financial assistance

To be considered for DAID Fund assistance, applicants must satisfy all eligibility criteria and demonstrate a commitment to fulfilment of the DAID Fund's program objective to the satisfaction of the department.

Financial assistance between a minimum of \$5,000 (excluding GST) up to a maximum of \$30,000 (excluding GST) in matched funding will be awarded to approved applicants. Indigenous businesses¹ may apply for up to 75% funding.

Payment of funds will occur in arrears of eligible costs being incurred with evidence of payment provided to the department. All approved applicants are:

- required to provide a cash contribution equal to at least 50% of total *eligible* costs (25% for indigenous businesses), and
- permitted to apply for financial assistance from the DAID Fund for up to three certification categories. However, the maximum amount an approved applicant can receive will not exceed \$30,000 (excluding GST).

Section 5 of these Guidelines provides information on eligible certifications and activities (costs) for which assistance is available. (Please note: as part of the application process, applicants are required to list their requested certifications in order of priority) Approved applicants will be required to enter into a funding agreement with the department, and activities must be completed within 18 months of the commencement date stipulated in the funding agreement.

4. Applicant eligibility

To be eligible to apply, an applicant must be a SME operating in Queensland² and:

- be registered for GST with a valid Australian Business Number (ABN)
- be engaged in defence, aerospace, or space supply-chains, or demonstrate the capability and intention to do so
- be able to fund at least 50% of eligible activity costs (25% if an indigenous business) and 100% of ineligible activity costs

¹ For the purpose of these Guidelines, an Indigenous business is one that is at least 50 per cent or more owned by Aboriginal or Torres Strait Island person(s).

² There must be a direct and close relationship between an application submitted under the International and Industry Certification Funding stream and the applicant's premises located in Queensland from where its products, services, or systems, are produced and/or delivered.

- be a company incorporated in Australia, or an incorporated trustee on behalf of a trust, and
- comply with Queensland industrial relations, and workplace health and safety regulations.

Applications from the following entities will not be considered for funding:

- organisations acting as a representative for one or more SMEs (whether the SMEs would individually be eligible)
- individuals, partnerships and not-for-profit organisations
- SMEs operating for less than one year
- SMEs with an Associated Entity³ that is certified or pursuing certification to the same eligible certification standard or standards (listed in section 5 of these Guidelines) for which the SME is seeking funding, and
- Federal, State and Local Government agencies or entities

3 Associated Entity has the same meaning as under s50AAA of the Corporations Act 2001

5. Eligible certifications and activities

Applicants may seek DAID Fund assistance for up to a maximum of three certification standards from the list of eligible certifications in the table below.

Eligible certifications	Eligible activities and cost items
<ul style="list-style-type: none"> Quality Management Systems (only one of the following):⁴ <ul style="list-style-type: none"> Quality Management Systems ISO 9001:2015 Quality Management Systems (Aviation, Space and Defence) SAE AS 9100(D):2016 Quality Management Systems (Aviation Maintenance, Repair and Overhaul organisations) SAE AS 9110:2016 Quality Management Systems (Aviation, Space and Defence Stockists and Distributors) SAE AS 9120(B):2016 Automotive Quality Management IATF 16949:2016 Systems and software engineering -- Software life cycle processes IEEE 12207:2017 Energy Management Systems ISO 50001:2018 Environmental Management Systems ISO 14001:2015 Information Security Management Systems ISO 27001:2013 Collaborative Business Relationships ISO 44001:2017 Occupational Health and Safety ISO 45001:2018 Asset Management ISO 55001:2014 Requirements for Soldered Electrical and Electronic Assemblies IPC J STD 001E Rework, Modification and Repair of Electronic Assemblies IPC 7711/7721 Other potentially relevant standards (NB: applicants to seek advice from Defence Jobs Queensland prior to submitting their application) 	<ul style="list-style-type: none"> Appropriately qualified consultant costs⁵ associated with undertaking the following: <ul style="list-style-type: none"> Review of existing documentation against selected AAS/ISO standard Conduct inventory, review, and plan for redesign of existing systems and procedures Development of action plan to become certification ready Definition of scope Risk assessments and treatment plans⁶ Risk Management Committee Incident response / application of controls Gap re-assessments and closure Inspections, audits, and assessment of systems' alignment with international certification standards Costs of certification registration Costs associated with system inspections, audits and registration by 3rd party JAS-ANZ⁷ accredited service provider (or international equivalent)

⁴ Applicants are required to nominate ISO9001:2015 OR an equivalent SAE AS /ISO TS certification; not both

⁵ Economy air-fares and standard accommodation costs (excluding food, beverage, and other hospitality expenses) associated with Consultant travel to and from the applicant's premises are eligible for reimbursement under this funding stream

⁶ Including risk assessment of in-scope information assets for ISO27001

⁷ Joint Accreditation System of Australia and New Zealand (see <https://www.jas-anz.org/>)

5.1 Ineligible cost items

DAID Fund assistance cannot be used to cover the following expenditure items:

- recertification of existing certifications held by the applicant
- activities that are otherwise eligible although underway, already completed, or paid for prior to the opening of the International and Industry Certification Funding round
- protection of intellectual property (if any) generated from undertaking systems reviews and upgrades arising from the AS/ISO audit processes
- legal advice relating to or arising from undertaking eligible activities or complying with regulatory requirements
- acquisition, installation, and deployment of capital equipment (including software operating systems and hardware) required for upgrading existing or implementing new systems to meet AS/ISO standards
- airfares and accommodation for staff to participate in training as a direct outcome of upgrading existing or implementing new AS/ISO compliant systems
- preparation of DAID Fund application or related documents required as part of a funding agreement between the approved applicant and the department, and
- works undertaken by auditors or consultants not accredited to perform AS/ISO pre-certification or certification audits.

6. Assessment criteria

Criteria		Description
1	Contribution to employment growth ⁸ and skills development in Queensland	<ul style="list-style-type: none"> The application outlines and provides evidence of: <ul style="list-style-type: none"> the applicant's track-record of job creation and retention (excluding the impact of natural attrition) and high-skilled, knowledge-based job creation the applicant's commitment to training and transitioning existing personnel into higher skilled job pathways
2	Capacity to participate in national and international defence, aerospace and space industry-related supply chains	<ul style="list-style-type: none"> The application sets out how the certification will contribute to the applicant's participation in the defence, aerospace and/or space industry supply chains. The application outlines and provides evidence of: <ul style="list-style-type: none"> current level of participation in defence, aerospace and/or space industry supply chains e.g. have identified a potential opportunity; have submitted a tender; are an existing supplier. knowledge of the defence, aerospace and/or space industry supply chain opportunities that the business is participating in or seeks to enter planned business development activities over the next two years, which are geared towards engagement with national and international markets, <u>AND/OR</u> business development activities pursued over the last two years, which have yielded positive results for the business
3	Capacity to undertake the activity and a commitment to making necessary improvements to comply with certification requirements	<ul style="list-style-type: none"> The application outlines and provides evidence that: <ul style="list-style-type: none"> the selected consultant/auditor has the appropriate credentials to undertake the task(s) the applicant is committed to business capability building and has the financial capacity to meet the mandatory matched cash contribution, and non-eligible cost items related to the activity the activity can be undertaken and completed over an 18-month period (maximum timeframe) from the date of execution of the funding agreement

⁸ The retention of existing jobs (notwithstanding the impact of natural attrition) and generation of new jobs.

Each application for financial assistance from the DAID Fund will be assessed according to:

- the eligibility of the applicant⁹
- the applicant's responses to the assessment criteria, and
- the outcomes of a due diligence appraisal.¹⁰

6.1 Assessment

All applications will be subject to assessment by the department and there is no assurance an eligible applicant will be approved to receive financial assistance from the DAID Fund.

The State, through the department, may contact applicants during the assessment process to clarify information in the application, and/or provide further information to enable comprehensive due diligence and probity checks to be undertaken.

Adverse findings or unsatisfactory results from the due diligence appraisal may result in an application for funding being rejected.

The State's decision regarding an application is final and cannot be appealed. If, however, an applicant believes the assessment process outlined herein has not been adhered to, a formal complaint may be submitted to the department via the department's website.

Each applicant will be informed in writing of the outcome of their application for financial assistance from the DAID Fund. Applicants that are not approved to receive assistance from the DAID Fund will be provided with written feedback following assessment of their application.

7. Submitting an application

Applicants can only apply for funding by completing the electronic application form available on the department's website: <http://www.statedevelopment.qld.gov.au/industry/defence-and-aerospace-industry-development-fund.html>

Applications that are submitted by email or in hard copy via hand delivery, Australia post, or courier will not be considered.

All applicants are required to:

- demonstrate their eligibility for DAID Fund assistance
- include a project budget that identifies the source of the applicant's matched cash contributions (e.g. cash at bank, approved overdraft or loan from an Australian bank, or business accounts showing adequate cash flow)
- include an official quote from an appropriately qualified consultant for all certification-related activities for which a funding application is being made. This may comprise a single quote for all activities or more than one quote where the activities are being undertaken by different consultants.
- include evidence of appropriate current insurance cover, and
- provide financial statements (i.e. profit and loss, balance sheet, statement of cash flows) from the previous financial year with accompanying notes to the accounts that

⁹ Applications submitted by applicants that do not meet all eligibility criteria will not be submitted for assessment

¹⁰ This will involve bona fide checks, background and probity searches, and financial capability assessment.

demonstrate the financial position of the business, and bear evidence of having been prepared or checked by a qualified accountant (i.e. CPA, CA, or PA qualified).

7.1 Important dates

Dates	Activities
5.00 pm, Friday 19 February 2021	Closing date for receipt of applications to the DAID Fund <i>International and Industry Certification Funding</i> stream
30 April 2021	Advice to applicants on the outcome of all applications. This is indicative only.

8. Media communications

All media enquiries or public announcements relating to the DAID Fund will be coordinated and managed by the department's media team. Where possible, relevant media and communication activities in connection with funding will be undertaken jointly with successful applicants. All successful applicants will be required to:

- obtain the department's approval before making public statements, or contacting or responding to the media regarding the outcome of applications to the DAID Fund
- provide at least 25 business days' notice to the department of any proposed media event, and
- provide any proposed media or public statement to the department for approval prior to its release as well as making any changes or amendments to the form, content, or manner reasonably requested by the department.

9. Confidentiality

The department is responsible for managing all confidential information provided by applicants, and internal documentation produced in relation to the administration of the DAID Fund.

Applicants must keep confidential any dealings with the Department about their application, including any offer of financial assistance from the DAID Fund, but may make disclosures to advisors who are under an obligation of confidentiality, or if required by law.

The department reserves the right to publicly disclose the names of applicants, information about the amount and timing of funding granted to applicants, a brief description of the activities funded and details about the anticipated economic outcomes and benefits to the State that are expected to result from funding the activities.

The department may also disclose confidential information of, or provided by, the applicant:

- if required to be disclosed by law
- to its advisors and assessors in connection with the DAID Fund, including assessment of the application

- to comply with or meet applicable standards for accountability of public money or in accordance with established governmental policies, procedures or protocols, or
- to a government agency.

10. Advice and assistance

A list of frequently asked questions (FAQs) is available on the department's website:

<http://www.statedevelopment.qld.gov.au/industry/defence-and-aerospace-industry-development-fund.html>

Responses to questions asked after the opening of the DAID Fund will be added to the FAQs. The department may, at its discretion, determine not to publish questions and responses that do not have general application. Applicants should check the FAQs for updates prior to submitting their application.

The department's regional staff through the regional offices and defence industry hubs are available to assist with applicants' enquiries as needed. Contact details for the Department's regional offices and defence industry hubs are located on page 12 of these Guidelines.

If you have any questions about the application and assessment process, further information can be obtained from Defence Jobs Queensland via the following channels:

Phone: **(07) 3828 2957**

Email: **DJQ@dsdmip.qld.gov.au**

11. Goods and services tax

Assistance from the DAID Fund may constitute assessable business income for taxation purposes and may attract GST. As the department does not provide advice to applicants on taxation matters, it is recommended that applicants seek independent taxation advice regarding their business tax obligations.

12. Terms and conditions

12.1 Reservation of rights

The department reserves the right to administer the DAID Fund and conduct the process for the assessment and approval of applications in connection with the DAID Fund in such a manner as it considers fit and to:

- change the structure, procedures, nature, scope or timing of, or alter the terms of participation in, the process or overall DAID Fund (including timeframes and submission and compliance of applications)
- account for any information from its own and other sources (including other Government agencies or advisors)
- consider or accept, or refuse to consider or accept any application which:

- i. is lodged other than in accordance with these Guidelines
 - ii. is submitted after the relevant closing date for lodgement
 - iii. does not contain the information required by these Guidelines
 - iv. is otherwise non-conforming in any respect
- seek clarifications or additional information from, or provide clarifications or additional information to, negotiate or deal with, or seek presentations or interviews from, any one or more applicants
 - conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals
 - require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information
 - terminate further participation of any applicant in the application process relating to the DAID Fund for any reason, which includes termination due to a material change to information presented in an application
 - terminate or reinstate the DAID Fund or any process in the DAID Fund
 - allow the withdrawal of, or addition of, any applicant after the closing date, and
 - conduct negotiations with any one or more applicants after applications have been lodged.

Under these Guidelines, where it is stated the department may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the department may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including the applicants). If the department does exercise any of its rights under these Guidelines, then the department may inform any or all applicants although will not be under any obligation to do so.

12.2 Relationship

The department's obligations regarding the application process are limited to these expressly stated in these Guidelines.

Subject to section 12.7, no contractual or legal relationship exists between the department and an applicant in connection with the DAID Fund, these Guidelines or the application process or any stage of the DAID Fund unless and until a funding agreement has been signed by both parties

An applicant, or its representatives:

- has no authority or power, and must not purport to have the authority or power to bind the department, or make representations on behalf of the department
- must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint-venturer with the department, and
- must not represent to any person that the department is a party to the proposed activity other than as a potential funder, subject to the application process and confidentiality obligations detailed in these Guidelines.

12.3 Participation at Applicant's cost

Each applicant that applies for assistance from the DAID Fund does so at its own cost and risk.

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the department whether in contract, tort (including negligence), equity, under statute or otherwise arising from or in connection with:

- any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the department, attendance at meetings or involvement in discussions) or otherwise in connection with the DAID Fund
- the department at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the DAID Fund, and
- any of the matters or things relevant to its application or the DAID Fund in respect of which the applicant must satisfy itself under these Guidelines. Without limiting the foregoing, if the department cancels or varies the DAID Fund at any time, does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under these Guidelines, no applicant will have any claim against the department arising from or in connection with any costs, expenses, losses, or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the DAID Fund.

12.4 Applicants are to make their own enquiries

These Guidelines have been prepared to give potential applicants background information in relation to the DAID Fund. These Guidelines do not, and do not purport to contain all the information that applicants may require in reaching decisions in relation to whether to apply for financial assistance from the DAID Fund. Applicants must form their own views as to what information is relevant to such decisions and obtain their own independent legal, financial, tax and other advice in relation to information in these Guidelines or otherwise made available to them during the application process.

The department accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information supplied by it in connection with the DAID Fund or interpretations placed on the information by applicants.

12.5 Intellectual Property

Any intellectual property rights that may exist in an application will remain the property of the applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain any intellectual property rights should be clearly identified by the applicant.

The applicant grants to the department (and will ensure that relevant third parties grant) a non-exclusive, irrevocable licence to use and reproduce the intellectual property in an application for administering the application in relation to the DAID Fund.

12.6 Privacy

In this section, Personal Information has the meaning given to that term in the *Information Privacy*

Act 2009 (Qld).

Personal Information provided by applicants may, in the course and for the purposes of assessment of the application, be disclosed to the department's associates, including its advisors, and relevant stakeholders.

If any applicant collects or has access to any Personal Information in connection with its application or the DAID Fund, the applicant must comply, in relation to that Personal Information:

- (as if it were the department) with the Information Privacy Principles in the *Information Privacy Act 2009 (Qld)*, and
- with all reasonable directions of the department.

12.7 Acceptance

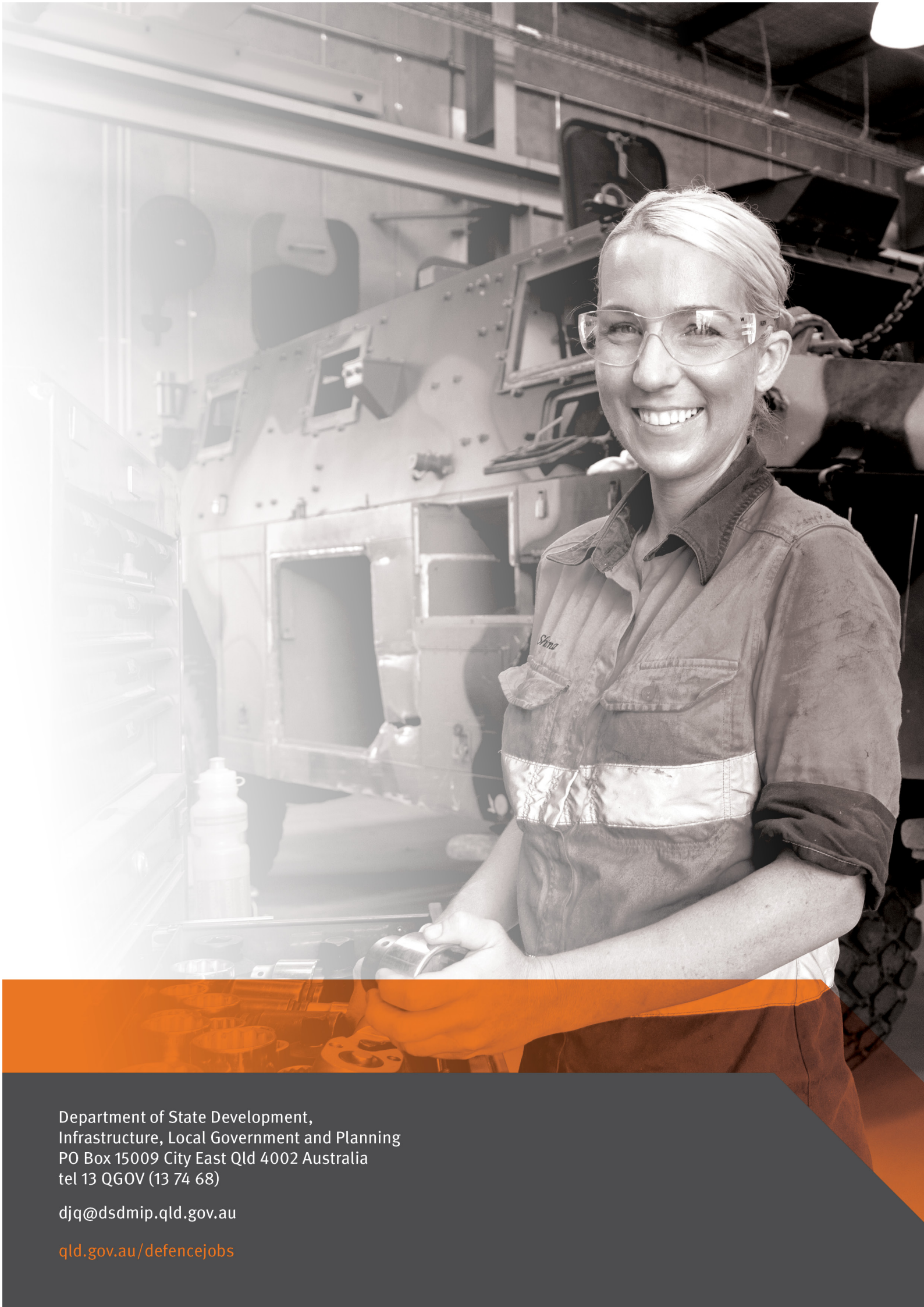
By applying for financial assistance from the DAID Fund, each applicant:

- warrants to the department that the information contained in its application, including its attachments and any information provided in connection with the application, is true, accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the department in determining whether to provide financial assistance to the applicant under the DAID Fund
- undertakes to promptly notify the department if it becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect
- acknowledges that the department will rely on the above warranty and undertaking when evaluating the application
- acknowledges that the department may elect to remove an applicant or elect not to further consider an application at any stage because of material changes to the information presented in its application, and
- is taken to have accepted these Guidelines, including the terms and conditions, and warrants for the benefit of the department it will not breach these Guidelines or seek to bring any claim, of any kind whatsoever, against the department which is precluded by these Guidelines.

13. Regional offices and defence industry hubs

Northern Offices	Southern Offices
Far North Queensland Ground Floor, Cairns Port Authority Building Cnr Grafton and Hartley Streets Cairns Tel: (07) 4037 3209 Email: Cairns@dsdmip.qld.gov.au	Bundaberg-Burnett Level 1, 7 Takalvan Street Bundaberg Tel: (07) 4331 5616 Email: wbbregionalservices@dsdmip.qld.gov.au
Mackay-Isaac-Whitsunday Level 4, 44 Nelson Street Mackay Tel: (07) 4898 6800 Email: Mackay@dsdmip.qld.gov.au	Fraser Coast and Gympie 123 Wharf Street Maryborough Tel: (07) 4122 0403 Email: FCGRegional@dsdmip.qld.gov.au
North West Queensland 1/75 Camooweal Street Mount Isa Tel: (07) 4747 3900 Email: nwq@dsdmip.qld.gov.au	Toowoomba Main Office 128 Margaret Street Toowoomba Tel: (07) 4616 7306 Email: Toowoomba@dsdmip.qld.gov.au
North Queensland Level 4, 445 Flinders Street Townsville Tel: (07) 4758 3400 Email: Townsville.NQRO@dsdmip.qld.gov.au <u>Townsville Defence Industry Hub</u> Tel: 0436 934 648 (Manager) Email: defenceindustryhub.townsville@dsdmip.qld.gov.au	South East Queensland (North) <u>Maroochydore</u> Level 8, Mike Ahern Building 12 First Avenue Maroochydore Tel: (07) 5352 9706 Email: Sunshinecoast@dsdmip.qld.gov.au <u>North Lakes</u> 6 Endeavour Boulevard North Lakes Tel: (07) 3882 8408 Email: NorthLakes@dsdmip.qld.gov.au
Central Queensland Regional Office <u>Rockhampton</u> Level 2, 209 Bolsover Street Rockhampton Tel: (07) 4924 2914 Email: Rockhampton@dsdmip.qld.gov.au <u>Gladstone</u> Level 1, 20-22 Herbert Street Gladstone Tel: (07) 4977 7406 Email: Gladstone@dsdmip.qld.gov.au	South East Queensland (West) Level 4, 117 Brisbane Street Ipswich Tel: (07) 3432 2400 Email: SEQWest@dsdmip.qld.gov.au <u>Ipswich Defence Industry Hub</u> 101 Limestone Street Ipswich Tel: 0436 677 512 (Manager) Email: defenceindustryhub.ipswich@dsdmip.qld.gov.au

	South East Queensland (South) Level 1, 7 Short Street Southport Tel: (07) 5644 3202 Email: seq.south@dsdmip.qld.gov.au
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