



Department of State and
Regional Development



A guide to
**Doing Business
in New South Wales**





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Welcome

The State of New South Wales (NSW) offers many exciting opportunities for business and a wonderful quality of life. Offering a robust economy, educated workforce and world-class infrastructure, NSW is one of the most attractive locations in the Asia Pacific in which to do business.

The economy of NSW is highly diversified, with strengths in a broad range of industries. It is one of the world's leading service economies with strengths in finance and business services, and information and communications technology. At the same time, the State boasts significant strengths in manufacturing and processing, as well as in agricultural and minerals production. New industries as diverse as biotechnology, aquaculture and digital media are also flourishing.

This guide will help you understand some of the main requirements and relevant points for doing business in NSW, particularly if you are planning to start a new business or to buy all or part of an existing business.

For details of the costs of doing business in NSW refer to www.business.nsw.gov.au

Please Note: The information in this publication is of a general nature only and DSRD disclaims any liability arising from its use. Business laws in Australia, particularly those relating to GST and taxation, are complex and frequently changed. Before taking any action in relation to an Australian business, you should obtain up to date and detailed advice specifically for your situation from an expert lawyer and/or accountant.

Getting started

These are the main things to consider in the research and establishment stages of starting a business in New South Wales.

Stage 1 – Research

Small business – is it for you?

To be capable of starting a business successfully it is important you have:

- relevant experience in the industry
- skills and “know-how” to do the work
- general knowledge of running a small business
- determination and motivation to make things work for the long term.

Business viability

- Research the feasibility of your business plan. Look at development costs, management costs and other costs
- If buying an existing business, ask for the past three years’ trading figures, composition of the purchase price (including goodwill), history of the business and owner and the reason for sale
- Estimate a two-year sales forecast from the operation of the business
- Determine all costs: fixed and variable, including establishment costs, operating costs, one-off annual costs such as rental bonds, fittings and stamp duty
- Prepare a cash flow projection
- Determine your business’ break-even point and how you plan to exceed this.

Financial considerations

- Determine your financial position – that is, your assets less liabilities
- Identify ways to obtain finance: loan, equity, mortgaging existing property
- Identify the benefits and disadvantages of purchasing or leasing property, or working from home, and decide what suits you the best.

Know your market

- Consult people operating in your industry, including your suppliers, competitors, agents, associations and industry experts
- Find out current trends in the industry and any seasonal fluctuations
- Find out your industry’s and competitors’ pricing policies and terms of offer
- Identify your competitors and determine what they sell, who they sell to and other marketing aspects
- Identify all possible suppliers for your business
- Identify your target market. Who are your customers? Where are they? How can you reach them?
- Identify internal and external factors affecting your business proposition. What are your business venture’s strengths, weaknesses, opportunities and threats?
- Develop your unique selling proposition (USP). What is going to make your business stand out?
- Know what your business is going to do and what it is not going to do.



Stage 2 – Establishment

Legal considerations

- Register your business name with the NSW Office of Fair Trading
- If your business is a company, register your company name with the Australian Securities and Investment Commission
- Register for an Australian Business Number (ABN) with the Australian Taxation Office (ATO)
- Register for the relevant taxes, including Goods and Services Tax (GST) and Pay As You Go tax (PAYG) with the ATO
- If you intend to employ staff, obtain information on awards, superannuation policies, workers compensation, PAYG taxes as well as other relevant employment information. Contact the ATO and the NSW Office of Industrial Relations
- Check which licences or registrations may be required for your business through the NSW Office of Fair Trading
- Check with your local council regarding zoning, health regulations and whether you need to lodge a development or building application
- Develop an intellectual property register for logos, trade marks, patents, copyright, and designs. Talk to IP Australia for more information
- Draw up or change your will, especially if you are a sole shareholder or director.

Setting up your finances

- Set up a business bank account. For this you will need to have your Certificate of Registration of Business Name
- Discuss your financial position and any loan arrangements with your financial institution

- Consider payment arrangements, such as EFTPOS and credit facilities for your customers.

Operating a business

- Negotiate and sign lease or purchase documentation in consultation with your solicitor
- Arrange for business insurance, including public liability, vehicle, fire, burglary, professional indemnity and sickness
- Arrange for connection of utility services, such as electricity, water, telephone and gas
- Purchase business equipment, fittings and furniture
- Develop an asset register
- Order and purchase stationery, tax invoices, letterheads, business cards and record keeping books
- Establish a suitable filing and accounting system
- Order and purchase trading stock and determine terms of payment, delivery and freight.

Marketing needs

- Determine your advertising and marketing needs with an advertising agency
- Develop a marketing plan that will not only sell your products, but also promote your business.

Other considerations

- Join a trade association or chamber of commerce
- Choose a power of attorney for you and/or partners and draw up a deed of transmission.

Buying a business

Buying a business or a franchise is one of the many ways you can become a business owner. The decision to buy a business or franchise can easily be rushed. For such a significant decision you need to consider some important factors before you sign any purchase or franchise agreement.

Buying a business – the seller and you

Before deciding to buy a business, make sure you are comfortable with:

- the reason for the sale of the business
- the level of cooperation from the existing business owner
- the type and size of business relative to your needs, experience, financial capacity and future plans
- the business performance during the trial period.

Check business operation and sales performance

- Check monthly and yearly sales patterns, from the previous three years' financial statements
- Compare sales trends with industry trends
- Determine if the business is expanding, losing sales or remaining static
- Value existing stock - ensure that it is not old or unsaleable and that there is sufficient available
- Identify the business customer base and percentage of sales from different customers. Check to see if the customers will stay with the business if you purchase it

- Find out if you are able to continue to buy from existing suppliers
- Find out if there are any local developments that may affect sales.

Costs

- Identify all fixed and variable costs
- Include interest expenses on your borrowings for the business
- Examine the costs recorded for the business and ensure costs are reasonable
- Determine whether recorded depreciation costs are reasonable
- Determine whether you will incur similar costs to the existing business owner.

Profits

- Analyse financial records, including balance sheets, profit and loss statements, Business Activity Statements and sales records
- Determine whether the business generates sufficient profit for a reasonable income
- Examine the effects of increased or decreased sales on your profit
- Compare gross profits with industry trends
- Ensure that records have been properly kept and comply with tax requirements.



Assets

- Identify all asset items that you are buying. Refer to an asset register or list, if available
- Check the depreciation schedule for equipment such as fixtures and fittings
- Determine book value, market value and replacement value of fixed assets
- Identify any current leases for fixed assets
- Ensure equipment is in good working condition
- Determine if any equipment is obsolete or not necessary for the business.

The purchase agreement

Closely review the draft purchase agreement and all the clauses within the agreement. Ensure the purchase agreement:

- includes all assets, including goodwill, that are being purchased
- clearly states all liabilities that you will assume upon buying the business
- includes clauses to protect the buyer; covers issues of obtaining finance, inspecting records, receiving necessary licences and rights
- ensures minimum trading level during the trial period.

Sale of business and the Goods and Services Tax (GST)

The sale of a business as a going concern is GST-free if the following requirements are met:

- the purchaser is registered, or required to be registered for GST
- the sale is for money
- the seller operates the business until it is sold
- all things required for continued operation of the business are supplied
- both parties agree in writing that the sale is of a going concern.

Buying a franchise

A franchise is a type of business ownership where an individual, partnership or company can operate a business under the trading name of an already established business.

When buying a franchise there are some important factors to consider. As a franchisee, you enter into a long-term relationship with your franchisor. Your success will depend largely on the success of the franchisor. You are also obliged to run the business in accordance with your franchisor's system. Here are some factors to consider when buying a franchise.



Before you commit to a franchise

Before you enter into a franchise agreement, you should obtain the following information:

- a complete description of the business
- the track record of the franchisor and the motives for franchising
- evidence of the franchisor's strategic plan, or where the business is heading
- what the franchisor offers under the agreements, such as name, product, reputation/goodwill, site location, advertising budget and back-up assistance
- fees involved, including up-front capital and percentage of takings payable to the franchisor
- terms of sale of goods supplied by the franchisor and whether it's possible to purchase from outside the franchise network
- success or failure of other franchisees in the same business
- obligations upon termination of franchise
- guidelines for sale of the franchise
- a franchise operations manual, if available
- the franchise agreement document and the period of franchise.

The franchise agreement

A franchise agreement is a written document outlining the rights and obligations of both the franchisor and the franchisee. It is a legal contract

that binds both parties. The content of a franchise agreement will regulate, to a certain extent, the way you operate the franchise.

Operations manual

Every member of the franchise operates their business according to an operations manual. The operations manual details how the franchise is to be run and ensures that each franchise operates consistently, under the one banner.

Regulation

All franchise businesses are required by law to comply with the Franchising Code of Conduct. This code protects the rights of franchisees and sets out obligations of franchisors. The code also provides a mediation procedure where disputes cannot be resolved within the franchise system.

The Office of the Mediation Adviser (OMA) helps franchisors and franchisees resolve their problems and disputes without going to court. For further information contact OMA on 1800 150 667 (Australia only) or visit www.mediationadviser.com.au

For information on franchising matters, contact the Franchise Council of Australia, telephone 1300 669 030, fax +61 3 9508 0899 or email info@franchisebusiness.com.au or visit www.fca.com.au

Business structure

Which business structure should you choose?

An important decision when starting a business is choosing the business structure that best suits your needs. Factors to consider include personal financial liability, tax implications, access to business profits, establishment costs and risk exposure. Consult your accountant or solicitor if you need help making a decision.

The business structures available vary in complexity and each has advantages and disadvantages. The most common business structures are sole trader, partnerships and proprietary limited company.

Sole trader

A sole trader is an individual who runs a business without partners or a company structure. The sole trader has full control of the business including ownership of all profits and responsibility for all debts and liabilities.

Partnership

A partnership involves two or more co-owners participating in a business. A partner may be an individual or a company and each partner shares in the responsibility and profits of the business. It is always a good idea to have a partnership agreement to govern the rights of the partnership. In the absence of a formal written partnership agreement, the law will assume that each partner has an equal share in the business. It is advisable to have a solicitor prepare the partnership agreement.

Limited partnership

The Partnership Act 1958 makes provision for a limited liability partnership structure whereby the liability of a partner contributing capital can be limited to the amount of financial contribution, provided that person does not take part in the management of the business.

Proprietary limited company

A business may operate as a separate legal entity in the form of a company. This is a more complex form of business structure governed by the Corporations Act 2001, which covers how a company operates and the duties of the directors. Proprietary limited companies may have at least one director and at least one member.

A business operating as a company must register a company name with the Australian Securities and Investment Commission (ASIC). The Commission also publishes information sheets on company requirements and director obligations. These can be viewed at www.asic.gov.au or obtained from ASIC Business Centres and the ASIC Info line: telephone 1300 300 630. Another useful resource is the Starting a Small Business guide available at all NSW Government Bookshops, telephone 1300 656 986.

Listed company

A company may seek to raise capital by issuing securities to investors. The Australian Stock Exchange (ASX) operates a secondary market for securities issued



by listed companies. To protect the integrity of the market the ASX has standards for the behaviour of listed companies through its Listing Rules. For more information on Listing Rules go to www.asx.com.au

Other business structures

Other types of business structures include cooperatives and trusts. Information on forming a cooperative is available from the How to form a Cooperative guide available at your local Business Advisory Service Centre.

Registration of a business name

Under the Business Names Act 1962 every business name must be registered, except where the name is simply that of the owner. If you alter your name, add anything to it or use a different name, then it must be registered. You are not required to register a business name with the Office of Fair Trading if you decide to become a company under the Corporations Act. Businesses are registered for three years. There is a registration fee and a renewal fee for business names. Business names can be registered over the counter at any Office of Fair Trading Centre. To locate the nearest Centre, telephone 13 32 20 or visit the Office of Fair Trading website at www.fairtrading.nsw.gov.au

Registration for an ABN and taxes

All businesses are required to register for an Australian Business Number (ABN), a unique business number that enables you to conduct business with government agencies and other businesses.

You can register online for an ABN at The Business Entry Point: www.business.gov.au At the same time, you can also apply to register for:

- Goods and Services Tax (GST)
- Pay As You Go (PAYG) Withholding Tax
- Tax File Number (TFN) for non-individuals.

Advice

For advice about an appropriate business structure, consult a solicitor, accountant or business adviser.

Commercial leases

Most businesses start life in leased premises. A lease provides the legal right to occupy the premises and protects you and the landlord by setting out all the agreed terms of occupancy. The landlord is referred to as the lessor and the tenant as the lessee. Unlike residential leases, commercial leases are normally non-standard documents prepared by the solicitors acting for the landlord.

The terms of a lease are negotiable before the lease is signed.

Before signing a lease

You should have detailed discussions with the landlord or agent and also seek advice from business associations, your solicitor and accountant. It pays to consult the local council about any regulations, permitted use of land and development applications.

The starting point to negotiating the lease is to obtain a draft lease from the managing agent or the landlord's solicitor. Remember that apart from some basic provisions applying only to retail leases, there is no governmental regulation that controls the terms of the lease. It is up to the parties to agree on the terms and to make sure they are accurately set out in the lease before it is signed.

Cost of a lease

As a lessee, you may have to pay for the preparation costs of the lessor, as well as your own costs.

Bear in mind that the cost of legal advice before you sign a lease may be small compared with possible losses arising from a badly worded or misunderstood lease contract.

For retail tenancy agreements consult the Retail Tenancy Unit of the Department of State and Regional Development for assistance with mediation on 1300 795 534 or +61 2 8222 4800.

Or visit the NSW Retail Tenancy Unit website at www.retailtenancy.nsw.gov.au

Employment conditions

Employee or contractor?

If you intend to employ staff in your business, it is important you understand the associated regulatory requirements. In Australia, there are Federal and State industrial relations systems that define the employment conditions of employees. Under both systems, minimum employment conditions are defined in awards and agreements.

Following the implementation of the Workplace Relations Act 2006, 85 per cent of the Australian workforce is covered by the Federal system.

Awards and agreements

Awards

An award is a legal document setting out minimum rates of pay and conditions, which apply to employees in particular workplaces, industries or occupations. They may set out hours of work, pay rates, penalty rates, loadings and leave entitlements. Awards are made by one or more employers, employer organisations and unions (who represent employees) and approved by either the NSW Industrial Relations Commission or the Australian Fair Pay Commission. For further information on NSW awards visit the NSW Office of Industrial Relations website at www.industrialrelations.nsw.gov.au Further information on Federal awards is available at www.fairpay.gov.au

Agreements

An agreement is voluntarily negotiated between the employer and employees (or a union on behalf of the employees) setting out the minimum employment conditions at that particular workplace. An agreement may prevail over an award or vary award conditions. Agreements may occur at the Federal or State level. For further information regarding State agreements visit the Office of Industrial Relations website at www.industrialrelations.nsw.gov.au

Certified agreements are made at the Federal level. For more information on Federal certified agreements visit the Workplace Authority website at www.workplaceauthority.gov.au

Under the Federal system, minimum standards to be included in awards and agreements are determined by the Australian Fair Pay Commission. Under the Act, businesses which employ up to 100 people are exempt from unfair dismissal laws.



Employer responsibilities

Occupational health and safety

Every employer has a duty of care for the health and safety of their employees at work. Under the NSW occupational health and safety (OHS) legislation, employers have responsibilities to undertake appropriate safety measures in the workplace. Under the legislation, all employers are obliged to consult employees on workplace safety issues. Details of the consultation process are covered in the OHS Act 2000. For more information about the legislation, visit the WorkCover Authority website at www.workcover.nsw.gov.au

Workers compensation

It is a legal requirement for every employer in NSW to take out workers compensation insurance with a licensed insurer. A workers compensation policy insures the employer against compensation claims for workplace injuries. For more information regarding workers compensation and injury management visit www.workcover.nsw.gov.au

Superannuation

As an employer, you are required to make superannuation contributions for your employees as a percentage of their earning base. A superannuation contribution equivalent to 9 per cent of your employee's earnings is required if you have employees aged between 18 and 70 who are paid \$450 or more in a month. There may be some variation of required superannuation contributions under certain award agreements in which case you must comply with both the superannuation guarantee and the award system. For further information regarding superannuation visit the Australian Taxation Office (ATO) website at www.ato.gov.au

Anti-discrimination laws

In NSW, it is generally against the law for you, or any of your employees or agents, to discriminate against or harass job applicants, employees, or those you provide services for, on the basis of their sex, pregnancy, marital status, race, homosexuality, disability, transgender or age. The NSW Anti-Discrimination Board administers the Anti-Discrimination Act 1977. To learn more, go to www.lawlink.nsw.gov.au

Taxation

The following information covers the general taxation requirements. There may be other taxes that apply to your business that are not on this list. It is in your interest to fully understand all of your taxation obligations before starting your business.

Federal taxes

The Federal Government levies a range of taxes. Taxes affecting businesses include income tax and Goods and Services Tax (GST).

Income tax

As an individual sole trader, partner or company, you are required to register for an income Tax File Number (TFN). Individual sole traders do not need a separate TFN and should use their individual TFN. On the other hand, companies and partnerships need to register a separate TFN. A partnership needs its own TFN for lodging its annual income tax return, though tax is levied on the partners and not the partnership.

The ATO administers Federal taxes and you can find further information at www.ato.gov.au

Goods and Services Tax (GST)

GST is a transaction-based tax imposed on the consumption of goods and services. The GST is levied on the sale of most goods, services and other business activities at the rate of 10 per cent. GST is levied at all stages of production, from manufacturing to distribution to retail. Businesses get a tax credit for any GST paid on their inputs, so GST applies only to value added in the business. Businesses must register for GST to be

entitled to charge GST and claim input tax credits. Businesses with an annual turnover exceeding \$75,000 must register for GST.

Businesses that do not exceed the registration threshold may voluntarily register for GST. While every registered business will charge GST, the final consumer ultimately bears the burden of the consumption tax. For more information on GST refer to the ATO Guide to the Goods and Services Tax for Small Business, at www.ato.gov.au

Reporting and paying tax

The Pay As You Go (PAYG) system applies to the process of paying tax on the income of the business and in deducting employees' income tax obligations from their pay. Under tax law, a person operating a business must keep records of all transactions.

Generally, every business needs to:

- have an Australian Business Number (ABN)
- account for employees' income tax
- withhold payments to other businesses that don't quote their ABN
- account for business expenses it claims as deductions
- maintain business records and report and pay tax.



Payroll tax

In NSW, payroll tax is levied on wages and other employment related payments paid by an employer or a group of related businesses for services performed wholly within the State. You are liable for payroll tax if the total wages paid in the Australian payroll tax year is more than \$623,000. If you are liable for payroll tax, the tax will be levied at the rate of 6 per cent on wages (5.75 per cent from 1 January 2009) and other employee related expenses above the \$623,000 threshold paid during the year.

Land tax

In NSW, land tax is levied on the ownership of land. It is payable on the aggregate unimproved land value of all the land you own in NSW if the value equals or exceeds the NSW land tax threshold. Exempt land, such as land used for your primary residence is excluded from this calculation. The land tax threshold for 2008 is \$369,000. Land tax is levied annually at the rate of 1.6 per cent of the land value exceeding the land tax threshold plus \$100.

Stamp duty

Stamp duty is payable on certain transactions that may relate to the operation of your business. In general, you must pay stamp duty within three months of the transaction on which the duty arose.

Stamp duty is payable, at different rates, on the following transactions:

- acquisition of a business, including plant and equipment, goodwill and intellectual property
- acquisition of business premises
- purchase of land.

NSW State taxes

State taxation includes payroll tax, land tax and stamp duties. For more detailed information about NSW State taxes refer to the NSW Office of State Revenue website at www.osr.nsw.gov.au or contact the following:

Payroll tax

Telephone 1300 139 815

Email payrolltax@osr.nsw.gov.au

Land tax

Telephone 1300 139 816

Email landtax@osr.nsw.gov.au

Stamp duties

Telephone 1300 139 814

Email duties@osr.nsw.gov.au

Consumer legislation

NSW businesses selling directly to consumers need to comply with NSW consumer protection legislation. Similar legislation also exists in other Australian States and Territories. As the consumer protection agency in NSW, the Office of Fair Trading helps consumers resolve a wide range of issues. It also advises traders on fair and ethical practice, registers businesses and co-operatives, provides occupational licensing and maintains product safety and standards. Refer to the Fair Trading website at www.fairtrading.nsw.gov.au

The Australian Competition and Consumer Commission (ACCC) is an independent statutory authority which administers the Trade Practices Act 1974 and the Prices Surveillance Act 1983. Refer to the ACCC website at www.accc.gov.au for information on legal obligations regarding trading practices and pricing.

Insurance

A number of business insurance covers are available in Australia. Some of this insurance is compulsory and it is recommended you discuss your options with insurance providers or an insurance broker to ensure you purchase the appropriate coverage for your business.

A helpful place to start is the Small Business website at www.smallbiz.nsw.gov.au

The main types of insurance policies include:

- fire and other perils
- business interruption or loss of profits
- burglary
- personal accident or sickness
- fidelity guarantee
- money
- public liability
- electronic equipment insurance for computers
- machinery breakdown
- professional indemnity
- product liability
- partnership.

Workers compensation

This is compulsory for all businesses employing staff. Workers compensation insures employees against injury or death caused in the workplace. The workers compensation system in NSW is administered by the WorkCover Authority, www.workcover.nsw.gov.au

Further information

Business Advisory Service Centre

Business Advisory Service Centres deliver business information services to start-up and micro businesses in NSW. Services include information on Commonwealth and State Government programs and services, contact details of local business services, access to training, business guidance, networking and numerous other business related activities. For more information on Business Advisory Service Centres telephone 1300 650 058 or visit the Small Business Website at www.smallbiz.nsw.gov.au to find your local Business Advisory Service Centre.

Business law accredited professionals

The Law Society of New South Wales accredits solicitors as business law accredited specialists. Solicitors and business law specialists in your area can be located through the Law Society on +61 2 9926 0333, or through the Law Society of NSW website at www.lawsociety.com.au

Accountants

For assistance in choosing an accountant, you may contact the following professional bodies:

- CPA Australia, telephone +61 3 9606 9606 or 1300 737 373 or visit www.cpaaustralia.com.au
- Institute of Chartered Accountants in Australia, telephone 1300 137 322 or visit www.icaa.org.au
- Association of Taxation and Management Accountants, telephone +61 2 9744 3153 or refer to www.atma.com.au
- National Institute of Accountants, telephone +61 2 8262 6000 or visit www.nia.com.au

Useful contacts

Austrade

13 28 78
www.austrade.gov.au

Australian Bureau of Statistics

1300 135 070
www.abs.gov.au

Australian Business Ltd

13 26 96
www.australianbusiness.com.au

Australian Competition & Consumer Commission (ACCC)

1300 302 502
www.accc.gov.au

Australian Copyright Council

+61 2 9318 1788
www.copyright.org.au

Australian Customs Service Information Centre

1300 363 263
www.customs.gov.au

Australian Retailers Association

+61 2 9321 5000
www.ara.com.au

Australian Securities & Investments Commission (ASIC)

1300 300 630
www.asic.gov.au

Australian Taxation Office: General Income Tax/Small Business Enquiries

13 28 66
www.ato.gov.au

Business Entry Point

(one stop business information)
13 28 66
www.business.gov.au

Business Licence Information System (BLIS)

13 32 20 or
+61 2 9895 0111
www.fairtrading.nsw.gov.au
www.bli.net.au

Business Name Registration Centre

13 32 20 or
+61 2 9895 0111
www.fairtrading.nsw.gov.au

Centrelink

13 10 21
www.centrelink.gov.au

Chamber of Commerce – State

1300 137 153
www.thechamber.com.au

Commonwealth Development Bank

13 22 21
www.commbank.com.au

Co-operatives Registry Office

13 32 20
www.fairtrading.nsw.gov.au

Department of Industrial Relations – Federal/State

13 16 28
www.dewr.gov.au
www.industrialrelations.nsw.gov.au

NSW Department of State and Regional Development – Small Business

1300 134 359 or
+61 2 9338 6600
www.smallbiz.nsw.gov.au

Employment Awards

(see Department of Industrial Relations)
13 14 50 or
1300 363 264

www.industrialrelations.nsw.gov.au
www.workplaceauthority.gov.au

Enterprise Agreements (State)

13 16 28
www.industrialrelations.nsw.gov.au

Export Finance and Insurance Corporation

1800 887 588
www.efic.gov.au

Franchise Council of Australia

1300 669 030
www.franchise.org.au

Innovation Advisory Centres

+61 2 9338 6991
www.innovation.nsw.gov.au

Inventors Association of NSW

1800 995 299
www.ausinvent.com

IP Australia

1300 651 010 or
+61 2 6283 2211
www.ipaustralia.gov.au

Job Network – Recruitment

13 62 68 or
13 17 15
www.jobnetwork.gov.au

Land Titles Office

+61 2 9228 6666 or
1300 052 637
www.lands.nsw.gov.au

Law Society of NSW

+61 2 9926 0333
www.lawsociety.com.au

Master Builders Australia

+61 2 6202 8888
www.masterbuilders.com.au

Members of Parliament

+61 2 9230 2111
www.parliament.nsw.gov.au

NSW Department of Local Government

+61 2 4428 4100
www.dlg.nsw.gov.au

NSW Office of State Revenue

+61 2 9689 6200
www.osr.nsw.gov.au

Occupational Health & Safety

+61 2 9279 1000
www.nohsc.gov.au

Office of Small Business (Commonwealth)

1800 024 095
www.industry.gov.au

Office of the Mediation Adviser

1800 150 667
www.mediationadviser.com.au

Real Estate Institute of Australia

+61 2 6282 4277
www.reiaustralia.com.au

Regional Development Boards

www.business.nsw.gov.au

Retail Tenancy Unit

1300 795 534
www.retailtenancy.nsw.gov.au

Small Business Advisory Service (State)

13 16 28
www.smallbiz.nsw.gov.au

Standards Australia Ltd

1300 654 646
www.standards.com.au

TAFE (Technical and Further Education)

13 16 01 or
+61 2 8234 2777
www.tafensw.edu.au

Tourist Information Offices

13 20 77
www.visitnsw.com.au

Weights & Measures

13 32 20
www.fairtrading.nsw.gov.au

WorkCover Authority and Workers Compensation Information

13 10 50
www.workcover.nsw.gov.au

Workplace Authority (Federal)

13 14 50
www.workplaceauthority.gov.au

Yellow Pages (Business Directory)

1800 810 211
www.yellowpages.com.au

How to contact us

For information on business migration to NSW, contact:

Mr Tom McAlary

Senior Manager

Business Migration & Industry Skills

Department of State and Regional Development

GPO Box 5477

Sydney NSW 2001

Australia

Telephone +61 2 9338 6681

Fax +61 2 9338 6728

Email bizmigration@business.nsw.gov.au

◆ www.business.nsw.gov.au/migration