

Manufacturing Business Information Kit Information Pack

Your Manufacturing Business Information Kit Information Pack contains a checklist of things you may need to do to start a Manufacturing business. It provides you with information about issues relevant to a Manufacturing business, with a checklist, fact sheets and details on where to go for help.

This Information Pack contains a checklist that can be used to ensure that relevant issues have been addressed. The checklist has already been marked with a tick if you said that you had already addressed an issue, and with a cross if you said the issue was not relevant to your business.

How to use this report:

1. Read the information provided and consider which issues are relevant to your business.
2. Determine the order in which you need to address the issues. Generally the topics appear in your report in the order in which you will address them however, your business advisor, accountant or solicitor can help you confirm the best order for your business.
3. Use the checklist to assist you (and your advisor, accountant, solicitor) to ensure all issues have been fully addressed.

Your business advisor or accountant, solicitor, or the relevant Government agencies will be able to assist you to determine the order in which you need to apply for licences.

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Your Checklist

Business Planning

Preparing a business plan assists you to look at your business objectively.

It will help you to identify strengths and weaknesses, pinpoint needs that could easily be overlooked, identify problems before they arise and provides information for others to evaluate your venture.

More information about Business Planning appears on page 9.

Business Structure

There are four main business structures used by small business:

- Sole Trader;
- Partnership;
- Trading Trust; and
- Company.

Your choice depends on the circumstances of your business, the other people involved in it, any potential tax benefits and your goals for the future of the business.

More information about Business Structure appears on page 11.

Business Names, Company Names, Domain Names and Trade Marks

Once you have decided which business structure is right for you, you then need to decide what name you will use to trade.

If you intend to trade in a name other than a company name or your own name(s), you must register that business name

More information about Business Names, Company Names, Domain Names and Trade Marks appears on page 13.

Taxation

The taxation requirements and the registrations you may require for your business will depend upon the business structure you choose and the nature of your business, but can include:

- Australian Business Number;
- Tax File Number;
- Goods and Services Tax;
- Fringe Benefits Tax; and
- Pay As You Go.

More information about Taxation appears on page 15.

Employment

You have a number of choices available when employing workers (including yourself or family members). Each choice has its advantages and disadvantages, and can impose different obligations on the business. Workers can be:

- Labour hire workers (you pay another business to provide you with workers);
- Contractors (they provide you their ABN);
- Employees (permanent full time, part-time or casual); and/or
- Australian Apprentices/Trainees.

More information about Employment appears on page 17.

Record Keeping

Keeping good records is vital for any business to succeed. Records kept on paper are just as valid as those stored on computer.

What is important is that you keep accurate, relevant financial records and update them on a regular basis. More information about Record Keeping appears on page 19.

Location & Planning Approval

The location of your business can be a major contributor to its success. It can give customers an impression about the type of business you have and how you conduct it.

You may also have specific requirements for the size of the building and the infrastructure and utilities such as water and power. You may also want to collocate with other complementary businesses.

More information about Location & Planning Approval appears on page 21.

Insurance

Some forms of insurance may be compulsory for your business, such as workers' compensation and third party car insurance. In addition, in the Manufacturing sector, Product Liability Insurance is vital.

Other types of insurance you may need include personal accident and illness, assets & revenue cover and various other liability insurances. Your requirements will vary according to your circumstances.

More information about Insurance appears on page 25.

Occupational Health and Safety

Safety in the workplace is critical to the success of running a business, no matter what size it is. As a small business owner you have certain rights and responsibilities regarding health and safety in your workplace.

Manufacturing is one of the five sectors targeted by the National OHS Strategy for improvement. This sector was chosen as it was identified as having one of the highest incidence rates and/or high number of workers' compensation claims compared with other industries.

More information about Occupational Health and Safety appears on page 27.

Awards & Funding

There are a number of schemes and award programs delivered by both Northern Territory Government and Australian Government, offering industry recognition or funding to manufacturing businesses to develop and enhance business performance, profitability and market penetration.

More information about Awards & Funding appears on page 29.

QA, Accreditation & Australian Standards

Quality Assurance (QA) certification is a formal process of evaluation by an independent party of the quality management practices of an organisation. There are a number of accreditation programs available that may also be of use to your business.

As your business grows, and you become more competitive, becoming certified or accredited is a great way to identify yourself to potential customers.

More information about QA, Accreditation & Australian Standards appears on page 31.

Exporting

Exporting your product may be a viable way to expand your business. There are a number of factors that must be considered when preparing to export, such as:

- Financial Issues;
- Market Research;
- Preparing an Export Plan;
- Visiting the Country you plan to export to; and
- Alternative approaches.

More information about Exporting appears on page 33.

Other Licences

Most businesses require some form of licensing, whether it's a general licence or an activity-specific licence.

Business licences include registrations, approvals, licences, permits, and other compliance requirements such as notifications. You should ensure that you have the correct licences before commencing your business.

More information about Other Licences appears on page 35.

Other Services

There are a number of other services that can assist your business, including:

- Assistance to access job opportunities in industry, government and major Northern Territory projects;
- Workshops provided by the Business Enterprise Centre to help you devise a marketing strategy; and
- Services for business provided by the Northern Territory Chamber of

Commerce. More information about Other Services appears on page 37.

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Disclaimer

The information contained on the Australian Business Licence and Information Service (ABLIS) web site, or via packages or other sources is intended for general guidance only.

To the full extent permitted by law, the Federal, State, Territory and Local Governments make no representations or warranties (expressed or implied) in relation to the information, including its accuracy, currency or completeness.

The business information provided does not constitute professional or legal advice, nor is the use of any third party resource an endorsement of the information contained, the associated organisation, product or service. It is recommended that you obtain appropriate professional and /or independent legal advice to ensure that the material provided here is relevant to your particular circumstances.

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Contacts

Business Enterprise Centre

Lower Level
20 Catterthun Street
Winellie NT 0821

Phone : 0889236100

Email : enquiries@becnt.com.au

Chamber of Commerce Northern Territory

Suite 15
4 Shepherd Street
Darwin NT 0801

Phone : 0889828100

Email : darwin@chambernt.com.au

Department of Trade, Business and Innovation

Phone : 1800193111

Email : businessinfo@nt.gov.au

Territory Business Centre

Ground Floor, Building 3, Darwin Corporate Park
631 Stuart Highway
Berrimah NT 0828

GPO Box 9800
Darwin NT 0801

Phone : 0889821700

Fax : 0889821725

Phone : 1800193111

Email : territory.businesscentre@nt.gov.au

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Business Planning

A business plan should clearly explain the **who, what, where, why, when**, and **how** of the proposed business opportunity. It should have details of the business opportunity, its market, the people involved, the money required to implement the plan and where it will come from, and what financial results it is likely to produce. There is no right way of doing a business plan but as a minimum it should contain the following topics:

- Executive Summary;
- Marketing Plan;
- Operations Plan;
- Organisational Plan; and
- Financial Plan.

Other Useful Information

[Business Planning Templates
business.gov.au](https://business.gov.au/business-planning-templates) provides business planning templates.



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Business Structure

Some of the advantages and disadvantages of the four main business structures used by small business are:

Sole Trader

Advantages

- Easy and cheap to establish
- Total control of business
- Least reporting requirements
- Taxation advantages if profits low

Disadvantages

- Capital limited by personal assets
- Unlimited personal liability for business debts
- Holiday breaks and illness may be an issue
- Taxation disadvantages if profits high
- Sole trader not covered by Workers Compensation or Superannuation Guarantee legislation

Partnership

Advantages

- Inexpensive to establish
- Access to more capital
- Access to skills, knowledge
- Shared control and responsibility
- Tax advantages where family relationship
- Easy to dissolve

Disadvantages

- Needs Partnership agreement
- Disputes can arise over authority, profits etc
- Unlimited personal liability for debts incurred by other partners
- Other partners can dissolve business
- Possible tax disadvantages
- Partners not covered by Workers Compensation or Superannuation Guarantee legislation

Trading Trust

Advantages

- Possible taxation advantages
- Easier succession planning

Disadvantages

- Complex and expensive to establish and run
- Higher compliance costs
- May be difficult to dissolve

Company

Advantages

- Limited liability for business debts
- Separate legal entity, can make agreements, sue and be sued
- Can own property
- Working directors may be covered by Workers Compensation and Superannuation Guarantee legislation

- Can attract investors
- Can easily transfer ownership

Disadvantages

- Relatively expensive to establish
- Higher compliance costs
- Strict compliance rules
- Company tax payable

Other Useful Information

[Australian Taxation Office - Business Structure Information](#)

The Australian Taxation Office provides useful information on what business structure may best suit your needs.

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Business Names, Company Names, Domain Names and Trade Marks

Once you have decided which business structure is best for you, you then need to decide what name you will use to trade. This is known as your trading name or business name.

Business Names

If you intend to trade in a name other than your own name (or company name) then you must register a business name. The registration is valid for a period of up to three years, and can be renewed, provided you comply with the requirements of the Business Names legislation.

It is important that you carry out checks to make sure the business name you have chosen can be registered. If it is too similar to another business name, or the same as an existing company name it may be refused.

It is also very important that you check to make sure your business name will not infringe another person's trade mark. A trade mark protects a business's exclusive rights to use particular words or symbols, including its name. If your business name infringes a trademark you may be required to change that name even if it is registered.

Company Names

Companies and their names are also registered nationally and have a legal status across Australia. Unlike business names, company names may be registered even if they are similar to an existing company or business name.

Domain Names

If you intend to set up a web site for your business, you will need to register a Domain Name. You do not have an automatic right to a particular domain name just because you have registered that business or company name, or trade mark. Domain names are licensed on a 'first come, first served' basis to eligible applicants.

When choosing a domain name consider the following:

- Does the name make sense to your customers;
- Is it easy to remember and type; and
- Would your customers be able to guess the name.

Trade Marks

Registering a trade mark is a complex and time-consuming process and should be undertaken in consultation with your financial advisor, accountant or solicitor.

In summary:

- **Business Names** registration is national;
- **Company Names** registration is national;
- **Domain Names** are a licence to use a name for a particular period; and
- **Trade Marks** offer exclusive protection of your right to particular words or symbols, including your business name.

Other Useful Information

[ASIC Connect - Business & Company Names](#)

The ASIC Connect service can be used to check if the business or company name you have chosen is already in use, and to register your business name online. Company registrations are usually done via accountants, financial advisers or specialised services.



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Taxation

The common taxation registrations you may require for your business include:

- **Australian Business Number (ABN)** - this registration is not compulsory for businesses, however if you intend to register for GST, FBT or PAYG you will require an ABN. If you do not have an ABN any payments made to you will have tax withheld. You can apply for an ABN even if you don't register for GST, FBT or PAYG;
- **Tax File Number (TFN)** - sole traders use the individuals TFN; Partnerships, Trusts and Companies have their own TFN used when lodging their annual returns. Can be applied for with the ABN;
- **Goods and Services Tax (GST)** - any business with a turnover of more than \$75,000 per year must register for GST. Businesses with a turnover of less than \$75,000 may register. Registration allows you to claim input tax credits for the GST included in the price of things bought for the operation of your business;
- **Fringe Benefits Tax (FBT)** - is payable on a range of non-salary employment related benefits which are provided by employers (or by a person on their behalf) to their employees, or to people associated with employees such as family members; and
- **Pay As You Go (PAYG)** - you are required to withhold tax from payments to employees, some contract workers and other businesses that do not quote you an ABN on their taxation invoice. You may also be required to pay income tax instalments on your business income each quarter using PAYG. You must register as soon as any of these situations arises.

Other Useful Information

[ABN Registration](#)

Businesses can apply for an ABN online on the Australian Business Register website or by lodging a form by mail.

[Australian Taxation Office - Fringe Benefits Tax \(FBT\)](#)

The ATO website has information about the types of benefits provided to employees that may incur Fringe Benefits Tax

[Australian Taxation Office - PAYG Information](#)

The Australian Taxation Office (ATO) provides information on PAYG withholding for business.

[Australian Taxation Office - Tax Basics Webinars](#)

The Australian Taxation Office (ATO) provides free seminars designed primarily for people just starting out in business, to give them a basic understanding of small business tax issues and obligations.

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Employment

You have a number of choices available when employing workers (including yourself or family members). Each choice has its advantages and disadvantages, and can impose different obligations on the business. Workers can be:

- Labour hire workers (you pay another business to provide you with workers);
- Contractors (they provide you their ABN); or
- Employees (permanent full time, part-time or casual); and/or
- Australian Apprentices/Trainees.

Australian Apprenticeships/Traineeships

Australian Apprentices or Trainees can be employed either directly, or through a Group Training Organisation. The Group Training Organisation is the employer and the trainee is then provided to you, in an arrangement similar to labour hire for employees. There are financial incentives for employing Australian Apprentices/Trainees.

Contractors

If you intend to use independent contractors, rather than employees, you must ensure that you comply with the Commonwealth Independent Contractors laws.

Industrial Relations legislation

All businesses in the Northern Territory employ staff under the Commonwealth Industrial Relations legislation. For more information about the legislation contact the Fair Work Commission.

Taxation and Superannuation

You must withhold income tax contributions from payments made to employees, but not for contractor who provide an ABN, or labour hire firm workers. Under the Superannuation Guarantee legislation you must pay superannuation of 9.5% into a superannuation fund for each employee (or in some circumstances, contractors).

Workers Compensation Insurance

All employers must have workers compensation insurance to cover their workers as required by law in the Northern Territory.

If you are a working director your business may take out workers compensation insurance to cover you. There are additional requirements that you must notify your insurer. There are similar requirements for family members employed in the business.

In the Northern Territory you must insure with one of the NT WorkSafe approved insurers.

Occupational Health and Safety (OHS)

Safety in the workplace is critical to the success of running a business, no matter what size it is. As a small business owner you have certain rights and responsibilities regarding health and safety in your workplace. There is a separate topic in the Business Information Kit covering OHS for manufacturers.

Other Useful Information

[Australian Apprenticeships](#)

The Australian Apprenticeships web site provides useful information about apprenticeships including the incentives available.

[Australian Taxation Office - PAYG Information](#)

The Australian Taxation Office (ATO) provides information on PAYG withholding for business.

[Australian Taxation Office - Superannuation Information](#)

The Australian Taxation Office (ATO) provides information about your superannuation obligations as an employer.

[Australian Taxation Office – Contractors](#)

The Australian Taxation Office (ATO) provides information about whether a worker is a contractor or employee.

[Fair Work Ombudsman](#)

The Fair Work Ombudsman enforces compliance with the Fair Work Act, related legislation, awards and [registered agreements](#). We also help employers and employees by providing advice and education on pay rates and workplace conditions.

[Independent Contractor Laws](#)

The Independent Contractors legislation is available online.

[NT WorkSafe – Safety in the Workplace](#)

NT WorkSafe provides information for employers and employees regarding workplace safety.

[NT WorkSafe - Approved Insurers](#)

NT WorkSafe publishes a list of approved insurers for workers compensation insurance in the NT



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Record Keeping

Keeping good records is vital for any business to succeed. Records kept on paper are just as valid as those stored on computer. What is important is that you keep accurate, relevant financial records and update them on a regular basis.

The Australian Taxation Office requires all businesses keep records for a period of five years. You may have to pay a penalty if you are unable to back up the statements made in your Goods & Services Tax (GST) and income tax returns.

Benefits to you include certainty in the amount of tax you pay, better management of debtors and creditors, and better use of your accountant's time.

The *Fair Work Act* also imposes record keeping requirements for certain employee records.

Remember, in Australia, one micro-business in every fifteen fails because of poor record keeping.

Other Useful Information

[Record Keeping Evaluation Tool](#)

The Australian Taxation Office provides a Record Keeping Evaluation Tool. It is aimed at new businesses, to assess what records need to be kept and how.

[Record Keeping for Small Business](#)

The Australian Taxation Office provides an **excellent** guide which contains information on what business records you need to keep and outlines a basic record keeping system. The Record Keeping for Small Business Guide is also available on paper from the ATO.



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Location & Planning Approval

The location of your business can be a major contributor to its success. Where your business is located can give customers and suppliers an impression about the type of business you have and how you conduct it. Other aspects of your location, such as the ease of access you have to customers, suppliers and transport, can be major contributors to your business bottom line. These include:

- Are your customers able to access your business easily;
- Can you get supplies easily;
- Is the infrastructure you need available;
- What competition is there in the same area;
- Are there complementary businesses in the surrounding area;
- Is there suitable transport, access and parking;
- Does the location and premise reflect your business image (if relevant.); and
- Is your business activity permitted, discretionary or prohibited under the NT Planning Scheme Zone for that address.

If the activity is discretionary you will have to obtain approval from the Development Consent Authority to conduct your activity at that address. If the activity is prohibited in that Zone you will need to find another location for your business.

Many small businesses start from home. In the Northern Territory you may also require consent from the Development Consent Authority if you intend to run your business at, or from, your home. You could also require the approval of other bodies such as your landlord, or your body corporate.

Under the Planning Act and NT Planning Scheme, whether or not you need approval to run your business at or from your home (and any requirements you must meet) depends upon where you live.

To decide whether or not you will require consent, or any restrictions that may exist on your use of your home for business, you will first need to know the Planning Scheme requirements and zone that relate to your property.

You can check whether you need consent by contacting the Department of Infrastructure, Planning and Logistics (08 8999 6046). Alternatively, you can use the [Planning Scheme Business Information Finder \(PSBIF\)](#) web site.

PSBIF provides you with a tailored report that includes information about properties that are covered by the NT Planning Scheme, it gives details of the zoning of your property and whether your business activity is permitted, discretionary or prohibited.

Other issues to be considered:

- Is your property the subject of a covenant that prohibits its use for business purposes, or for particular business purposes;
- Does your mortgage or rental agreement permit the property to be used for business purposes;
- If you are renting from Territory Housing, do you have their permission; and
- If your property is strata title, do you have the permission of the body corporate.

If you are planning on leasing or buying a premise you should ensure that it is zoned appropriately so that you carry out your business activities. Information about the requirements for industrial activities (General Industry, Light Industry, Rural Industry) including manufacturing, is available in the NT Planning Scheme.

Fact sheets

Related Documents

[Manufacturing Business - Planning Requirements](#)

This document can also be downloaded from <https://ablis.business.gov.au/NT/Resource/ap532.pdf>

Other Useful Information

[Northern Territory - Planning Scheme](#)

The NT Government web site provides useful information about the Planning Scheme and what may be permitted or prohibited in each Zone.

[Planning Scheme Business Information Finder \(PSBIF\)](#)

The Planning Scheme Business Information Finder (PSBIF) provides you with a tailored report about properties that are covered by the NT Planning Scheme, it gives details of the zoning of your property and whether your activity is permitted, discretionary or prohibited. If your activity is permitted or discretionary the report also provides information about any conditions or requirements with which you must comply.



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Manufacturing Business - Planning Requirements

Under the *Planning Act* and NT Planning Scheme, whether or not you need approval (and any requirements you must meet) depends upon where you locate your manufacturing business.

The area covered by the NT Planning Scheme is divided up into various zones, each having its own requirements, including a list of activities that are permitted, require approval from the Development Consent Authority, or are prohibited.

'Industry'

The process of manufacture, whether or not it produces a finished article, is included in the description of "*industry*" in the NT Planning Scheme. The full description is in Clause 3.0 of the NT Planning Scheme.

'Light Industry'

"*Light Industry*" is described in the NT Planning Scheme as "*an industry in which the process carried on, the machinery used and the goods and commodities carried to and from the premises on which the industry is sited are not of such a kind as are likely to adversely affect the amenity of the surrounding locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise;*"

Light Industry is a permitted activity in Zones LI and GI. It is a discretionary activity (requiring approval from the Development Consent Authority) in Zones CB, SC and DV. It is a prohibited activity in all other Zones.

'Rural Industry'

"*Rural Industry*" is described in the NT Planning Scheme as "*an industry which involves the treatment, processing or packing of primary products transported to the site where the goods and commodities carried to and from the premises on which the industry is sited are not of such a kind as are likely to adversely affect the amenity of the surrounding locality;*"

Rural Industry is a permitted activity in Zones GI, H and A. It is a discretionary activity (requiring approval from the Development Consent Authority) in Zones LI, RL and R. It is a prohibited activity in all other Zones.

'General Industry'

"*General Industry*" is described in the NT Planning Scheme as "*an industry other than a light industry or a rural industry;*"

General Industry is a permitted activity in Zone GI and a discretionary activity (requiring approval from the Development Consent Authority) in Zone DV. It is a prohibited activity in all other Zones.

If you plan to locate your business at your home you should consider the following information:

'Home Occupation'

"*Home Occupation*" is described in the NT Planning Scheme as "*an occupation or profession which is carried on in a dwelling or on the site of a dwelling by a person resident in the dwelling..;*"

Generally, you do not require approval from the Development Consent Authority to conduct a Home Occupation if:

- x Only residents of the house are employed;



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- The floor area plus other areas of the site used for your business (including areas used temporarily) does not exceed 30 square metres;
- No greater demand or load is imposed on services provided by a public utility organisation (power, water, waste etc) than that ordinarily required in the locality;
- The only sign displayed is a business sign which is not more than 0.5 square metres in area;
- No goods or equipment are visible from outside the site; and
- No more than one vehicle kept on the site is used for the home occupation.

However, if your manufacturing activities are likely to affect the residential amenity of the locality through the impact of noise, smell etc, it is best that you consider other alternative locations.

Further information

There may be additional requirements imposed for particular zones, eg building height, set-backs, parking.

You can obtain information about the zoning of your land and the requirements for your intended activity by contacting Planning on 8999 5511.

Disclaimer

The content of this fact sheet is provided for information purposes and it is not intended as providing professional advice to any person or organisation. No claim is made as to the accuracy, currency or completeness of the content on this site at any time. You should make your own inquiries as to the appropriateness and suitability of the information for your particular circumstances.

No responsibility for any loss or damage howsoever caused by reliance on any of the information provided by or on behalf of the Commonwealth, the States and Territories or the providers of this service or damage arising from acts or omissions made is accepted by the Commonwealth, State or Territory, Local Government, the providers of this service, or their officers, servants or agents.

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Insurance

The insurance needs of a business can be complex and you should discuss your insurance needs with an insurance broker or insurer before commencing your business. Some of the policies available to business include:

- **Burglary Insurance** - covers theft of property and damage by burglars, following forcible entry to your premises;
- **Business Interruption or Loss of Profits Insurance** - covers business interruption through damage to property by fire or other insured perils;
- **Fire and Other Perils Insurance** - covers the building which houses your business, plus its contents and stock. The risks covered are fire and other perils;
- **Partnership Insurance** - in the event of the death of a partner it protects surviving partner/s against the demands of the deceased partner's estate;
- **Personal Insurance (illness death or accident)** - is particularly important if you are self-employed or a subcontractor and you are not covered by workers compensation insurance;
- **Professional Indemnity Insurance** - covers breach of professional duty. This type of insurance is not cheap, but could be critical for consultant experts/advisers;
- **Public Liability Insurance** - covers your legal liability arising out of the conduct of your business. This covers compensation or legal costs if someone dies, is injured or suffers some damage to property caused by you or your employees;
- **Workers' Compensation Insurance** - is compulsory in the Northern Territory. If you are an employer you must take out and keep up to date a Workers Compensation insurance policy covering all your workers, with an approved insurer. If you are a working director you may take out workers compensation insurance to cover you. If you are self-employed or a subcontractor, you are not covered by workers compensation insurance and should take out Personal Insurance (see above);
- **General Property Insurance** - covers the cost of repairing or replacing specified items that were accidentally lost or damaged, such as cameras, mobile phones, tools, etc; and
- **Product Liability Insurance** - covers damage to another business and/or death or personal injury caused by the failure of a product you manufacture, assemble, modify, import or sell.

For a manufacturer, Product Liability Insurance is vital. Manufacturers can be sued for damage for personal injury or damage to property. Under the *Trade Practices Act*, the Australian Competition and Consumer Commission (ACCC) can also pursue an action on behalf of a number of people where they are affected by faulty goods.

Minimising the risk of action under the product liability provisions generally requires no more of manufacturers than responsible business practice. If you are a supplier or manufacturer you have an obligation to ensure that you market only safe products.

You must ensure that your products meet relevant safety standards, provide clear instructions for proper use and include warnings against possible misuse. Prudent firms review design, production, record keeping and marketing procedures as well as customer information material to ensure the safety of their products with consumers including the adoption and adherence to their quality assurance system. Many manufacturers have been certified to ISO9001:2000 standard.

Other Useful Information

Business.gov.au - Product Safety & Standards

The Australian Government provides useful information to suppliers and manufacturers outlining your obligations ensuring that you only market safe products.



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Occupational Health and Safety

Safety in the workplace is critical to the success of running a business, no matter what size it is. As a small business owner you have certain rights and responsibilities regarding health and safety in your workplace.

Manufacturing is one of the five sectors targeted by the National OHS Strategy to improve its OHS. This sector was chosen as it was identified, through data analysis as having one of the highest incidence rates and/or high number of workers' compensation claims compared with other industries.

Some of the hazards/risks that may be present in a manufacturing workplace include:

- Manual handling;
- Noise;
- Plant/machinery;
- Chemicals;
- Falls from heights;
- Confined spaces;
- Electricity;
- Slips/trips/falls;
- Traffic management, including mobile plant; and
- Hot and cold environments.



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Awards & Funding

The Northern Territory Export and Industry Awards

The Northern Territory Export and Industry Awards represent the ultimate recognition of Territory business excellence, promoting Territory enterprise and industry. 2006 saw the expansion of the awards to include a non-export manufacturing industry award, to recognise this rapidly growing sector of the Northern Territory economy for outstanding industry achievement by a manufacturer.

Research and Innovation Awards

The Northern Territory Government and the Northern Territory Research and Innovation Board through the Research and Innovation Awards, provide recognition and cash awards to help businesses who have had innovative ideas and followed through with innovative solutions. Periodically project grants funding is offered through the awards program to promote the development of innovative ideas, products and services.

The Australian Government through AusIndustry provide the following schemes to manufacturers; they can provide cost cutting benefits to your manufacturing business:

Certain Inputs to Manufacture (CIM) Scheme

This Scheme reduces input costs by providing duty free entry for certain goods and materials that are used to manufacture products that will that are directed towards import replacement and export enhancement.

Textile, Clothing and Footwear (TCF) Strategic Investment Program Scheme

If your business will manufacture textiles, clothing and footwear this scheme aims to foster the development of a sustainable and internationally competitive TCF manufacturing industry and TCF design industry in Australia by providing incentives which will promote investment and innovation. It is an entitlement program which provides incentives in the form of reimbursement grants, paid annually and in arrears.

Other Useful Information

[AusIndustry - Certain Inputs to Manufacture \(CIM\) Scheme](#)

The AusIndustry web site provides information about the benefits of the Certain Inputs to Manufacture (CIM) Scheme, and what it can provide for your manufacturing business.

[The Northern Territory Export and Industry Awards](#)

The International Business Council provide the Northern Territory Export and Industry Awards on behalf of the Northern Territory Government. The Awards represent the ultimate recognition of Territory business excellence, promoting Territory enterprise and industry.



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QA, Accreditation & Australian Standards

Quality Assurance

Quality Assurance (QA) is particularly important in the manufacturing industry. The success of your manufacturing business may rest on the quality of the products that the company produces. The process of quality assurance is designed to ensure that substandard products are never produced or, if they are, that such products never make it to the customer.

Quality Assurance Certification is a formal process of evaluation by an independent party of the quality management practices of a company. By using processes to ensure quality performance, you will be more able to consistently satisfy customers.

Some government agencies require businesses to have Quality Assurance certification before they can tender for government work, and many take Quality Assurance into account when assessing tenders and quotes.

Accreditation

If your manufacturing business falls under the building and construction industry you may benefit from becoming accredited under the Contractor Accreditation Ltd (CAL) program.

The Northern Territory government requires CAL accreditation as a prequalification for most contractors, sub contractors and project managers seeking work above the value of \$50,000.

Standards Australia

Depending on what you will be manufacturing there may be Australian Standards that are applicable to your business. Standards, which can be compulsory or advisory, outline dimensions, properties, safety or other requirements for the manufacture of specific objects.

Other Useful Information

[Contractor Accreditation Ltd \(CAL\)](#)

The Contractor Accreditation Ltd (CAL) program was established by the Chamber of Commerce and Industry Northern Territory, the Territory Construction Association and the NT Small Business Association to manage a scheme of self regulation for the building and construction industry.

[Joint Accreditation System of Australia & New Zealand \(JAS-ANZ\)](#)

Joint Accreditation System of Australia & New Zealand (JAS-ANZ) is the government-appointed accreditation body for Australia and New Zealand responsible for providing accreditation of conformity assessment bodies in the fields of certification and inspection.



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Exporting

Exporting can be a profitable way of expanding your business and spreading your risks in a number of countries. However, it should not be entered into lightly as the penalties for failure can be high. Consider the following points before you decide to export:

- **Commitment and resources** - developing export markets can be costly in terms of time, money and resources and you will need to show management commitment to be successful;
- **Product/service** - your product or service needs to be able to meet and better international competition. Price may not always be the deciding factor;
- **Marketing** - a strong grasp of marketing is vital in export;
- **Management** - exporting will require considerable management time and can be a major distraction from the domestic business;
- **Finance** - breaking into any new export area requires considerable funds e.g. airfares, accommodation, advertising, sales promotion, new brochures, training of overseas sales agents, setting up of joint servicing offices offshore, etc; and
- **Research capability** - accessing information and making the right decision about which country to enter first when you are convinced you are ready is important.

The International Business Council (Chamber of Commerce Northern Territory)

The Chamber of Commerce's International Business Council in the Northern Territory provide the following services to businesses looking to export their product or service or import goods into Australia:

- **Getting into Export** - The 'Getting into Export' workshops are specifically designed to assist small and medium sized businesses who are considering taking their first steps into exporting. Austrade also provides workshops and further information on what you need to do to start exporting.
- **TradeStart** - TradeStart is a free coaching and mentoring service for new exporters. A skilled export advisor works with individual companies to evaluate company potential for export, develop company profiles, initiate market research and assist in the development of export marketing plans. Austrade also provides similar assistance to start exporting.
- **Importing Goods into Australia** - The Council provides an information service for companies wishing to import goods or components into Australia. They also offer 'Importing for Profit' training courses and conduct annual business missions to China to the Canton Fair, the largest sourcing fair in China for a range of industrial products, clothing, food, construction materials and consumer goods.

Other Financial Assistance

The Northern Territory Government provides small and medium-sized Territory companies with financial support to market their products or services overseas through the Trade Support Scheme (TSS).

The Australian Government provides a number of financial assistance programs aimed at giving small businesses the best possible start to exporting including the New Exporter Development Program (NEDP) including TradeStart, and the Export Market Development Grant (EMDG).

Other Useful Information

[Export Market Development Grant Scheme \(EMDG\)](#)

The Export Market Development Grants (EMDG) scheme is aimed at encouraging small and medium sized Australian businesses to develop export markets by reimbursing up to 50 per cent of eligible export promotion expenses above \$10,000 where total expenses exceed \$20,000.

[Export Services Directory](#)

Whether you are entering an export market for the first time or expanding your overseas business, Austrade offers a range of export services to help grow your business internationally.

[International Business Council \(Chamber of Commerce\)](#)

The International Business Council in the Northern Territory provide a range of services for NT companies wishing to import or export into or out of Australia.

[Trade Support Scheme \(TSS\)](#)

The Trade Support Scheme (TSS) provides small and medium-sized Territory companies with financial support to market their products or services overseas.

[TradeStart](#)

The International Business Council in the Northern Territory provide a free TradeStart coaching and mentoring service for new exporters.



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Other Licences

Most businesses require some form of licensing, whether it's a general licence or an activity-specific licence. Business licences include registrations, approvals, licences, permits, and other compliance requirements such as notifications. All levels of government (Commonwealth, Territory and local government) issue licences, permits and registrations. General licences, which may apply to any business, include:

- Business Name or Company registration;
- Registration as an employer (if you will be employing staff); and
- ABN, GST, and other taxation registrations.

Particular business activities may also require specific licences, e.g a cafe or restaurant may require a 'Sidewalk Cafe Permit'. There are also licences that relate to specific occupations, such as registration as an electrical contractor, or plumber. The licences that you require depend upon your specific circumstances.

Manufacturing Licensing

The licensing requirements of a manufacturer usually depend upon the product that the business is manufacturing, for example, if you intend to manufacture tobacco, measuring instruments, goods classed as dangerous or therapeutic goods, there are specific licences that you require.

Business Licence Information

To determine exactly what licences and permits you may require, contact Territory Business Centres (1800 193 111). Alternatively use the ABLIS website at <https://ablis.business.gov.au/pages/home.aspx>. ABLIS helps you find the government licences, permits, approvals, registrations, codes of practice, standards and guidelines you need to know about to meet your compliance responsibilities.

Other Useful Information

[Australian Business Licence Information Service \(ABLIS\)](#)

The ABLIS provides information on business licensing and compliance requirements for local councils, and the Northern Territory and Australian Governments.



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Other Services

Northern Territory Industry Capability Network (NTICN)

The NTICN is a private company owned jointly by the Chamber of Commerce NT and the Territory Construction Association Incorporated, supported by the Northern Territory Department of Business and Employment.

The NTICN is a free service in the Northern Territory that promotes local business and industry capability by helping those wanting to buy goods, services & equipment to find competitive local suppliers. The NTICN matches competitive sellers and legitimate buyers to create maximum local content in Northern Territory businesses & projects.

The NTICN is linked with the national database ICN Limited, and other Capability Network offices throughout Australia and New Zealand. This gives business registered with NTICN access to opportunities in industry, government and major projects.

Business Enterprise Centre - Marketing Workshop

Developing and implementing a marketing strategy is a necessary process for a successful business. This process commences as you start your business, and it must remain an ongoing process throughout the life of your business.

The Business Enterprise Centre (Sponsored by the Department of Business) offers a free Marketing Workshop which provides an outline of the marketing process, looks at some forms of market research and sources of market information, discusses market strategies and goals and looks into the elements of a marketing mix. Its aim is to give a general overview of the marketing process.

Northern Territory Chamber of Commerce

The Northern Territory Chamber of Commerce provides timely answers to your business queries, fingertip access to a wealth of knowledge in our specialist networks and resources to assist you in managing your business, all leading to positive savings in operational costs for your business.

The Chamber has a specialist Manufacturing Industry Council.

Other Useful Information

[Business Enterprise Centre \(BEC\) - Marketing Workshop](#)

The Business Enterprise Centre run free workshops aimed at providing an introduction to participants into specific and important areas related to the commencement of a business including marketing strategies.

[Business Innovation Support Initiatives \(BISI\) Program](#)

The Department of Business has established the Business Innovation Support Initiatives (BISI) program, to assist Territory business people to commercialise the solutions they find to problems every day, knowing that innovation can be the driver for long-term success.

[Northern Territory Chamber of Commerce](#)

The Northern Territory Chamber of Commerce web site provides useful information about the services that the Chamber offers to business in the Northern Territory.

[Northern Territory Industry Capability Network \(ICN\)](#)

The Northern Territory Industry Capability Network (NTICN) is a free service in the Northern Territory that promotes local business and industry capability by helping those wanting to buy goods, services & equipment to find competitive local suppliers.

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