

# Automotive Transformation Scheme

# ATS Third Quarter Business Plan Update form

## Update deadlines

This form is for Automotive Transformation Scheme (ATS) participants who are currently registered under the ATS. ATS participants are required to lodge an *ATS* *Third Quarter Business Plan Update* form within 45 days after the end of the third quarter of the year in which they were registered and for each subsequent year of the ATS.

Please read *ATS Customer Guideline 5:* *Business Plans* before filling out this form. *ATS Customer Guideline 5:* *Business Plans* document is available at [business.gov.au](http://business.gov.au) and/or [www.business.gov.au/grants-and-assistance/manufacturing/ats](http://www.business.gov.au/grants-and-assistance/manufacturing/ats).

## Completing and submitting the Business Plan update

All registered ATS participants must complete this form and provide:

* an updated Business Plan (to be provided as an attachment) that includes:
  + details of the strategies that will enable the participant to carry on sustainable operations in the Australian automotive industry for a five year period starting on 1January of the year of registration;
  + operational plans, details of financial commitment and controls, financial projections and assumptions on which forecasts are based; and
  + details about how the applicant will meet the object of the *Automotive Transformation Scheme Act 2009*, particularly economic sustainability, in a way that will improve environmental outcomes and promote the development of workforce skills;
  + current employment information (new requirement); and
* updated forecasts of sales, production, plant and equipment investment, and research and development investment for the next five years.

Please refer to ATS Customer Guideline 5: Business Plans, the Automotive Transformation Scheme Act 2009, the Automotive Transformation Scheme Regulations 2010 and the Automotive Transformation Scheme Order 2010 for more details.

When completing and submitting this form, please follow the instructions provided in *ATS Customer Guideline 5:* *Business Plans.*

All values and figures should be recorded in full, as whole numbers. Do not use decimal points.

Group ATS participants should note that only aggregate group information should be provided. Documents relating to sales, production and investment levels for each member of the group should, however, be retained for substantiation purposes.

The *ATS Third Quarter Business Plan Update* form can be sent by email to [ats@industry.gov.au](mailto:ats@industry.gov.au) or by post to:

Automotive Section

AusIndustry

GPO Box 2013

CANBERRA ACT 2601

A hard copy may also be left during business hours at any AusIndustry office (see *Appendix 1*).

## Privacy and confidentiality

The confidentiality of information provided to AusIndustry, a division of the Department of Industry, Innovation and Science (the Department), by ATS participants is protected by the relevant provisions and penalties of the *Automotive Transformation Scheme Act 2009,* the *Automotive Transformation Scheme Regulations 2010*,the *Public Service Act 1999*, the *Public Service Regulations 1999*, the *Privacy Act 1988*, the *Crimes Act 1914*, the *Criminal Code* and general law.

Subregulation 6.5(1) of the *Automotive Transformation Scheme Regulations 2010* allows the Minister to publish the following information about an ATS participant or a person who was an ATS participant:

(a) that the person is, or was, an ATS participant and the period of the person’s participation in the ATS;

(b) the amount of assistance paid to the person in an ATS year.

Subregulation 6.5(2) of the *Automotive Transformation Scheme Regulations 2010* requires the Minister to publish a notice that the Minister has given a person named in the notice permission to:

(a) apply for registration as an ATS participant; or

(b) continue registration as an ATS participant

(c) on the basis that the registration would be in the national interest.

Detailed confidential information contained in an *ATS* *Third Quarter Business Plan Update* form may be disclosed for audit purposes to contractors engaged by the Department and to other Commonwealth agencies for audit, reporting and law enforcement purposes. Further, the Department may release confidential information if it obtains the ATS participant’s consent or is required or permitted by law to do so. This could happen, for example, if the Department is required to respond to a resolution of the Parliament, or the order of a court.

## Getting help

Please contact your Customer Service Manager or visit business.gov.au or call **13 28 46** if you need assistance or experience difficulties with completing and submitting this form.

|  |
| --- |
| Automotive Transformation SchemeATS Third Quarter Business Plan Update form |

### Part A - Participant details

## A1 Participant details (or in the case of groups, the principal entity’s details)

|  |  |
| --- | --- |
| Full name of ATS participant (eg. Company ABC Pty Ltd within its own capacity and as trustee for XYZ Trust) |  |
| Trading name |  |
| Australian Business Number (ABN) |  |
| Australian Company Number (ACN) |  |
| ATS Registration Number | - |

### A2 Year of Business Plan update

|  |  |
| --- | --- |
| Year for this business plan update (*yyyy*) |  |

### A3 ATS Group only

This section applies to entities that are registered in the ATS as a group of related bodies corporate.

|  |  |
| --- | --- |
| Has there been a change to the membership of the ATS registered group that has not previously been reported? |  |
| If yes, please provide details of the entity or entities that have been sold, purchased or otherwise left or joined the ATS registered group. |  |

### A4 Registered ATS participant in an eligible start-up period only

This section only applies to ATS participants who are in an eligible start-up period.

#### A4.1

If production of goods or services has not commenced, what is the date that production of goods or delivery of services is expected to commence? *(dd/mm/yyyy)*

#### A4.2

In the next 12 months, what is the total expected eligible start-up investment amount (if applicable)?

| **Quarter and year**  **(*Eg Q1, 2016*)** | **Total expected eligible start-up investment** |
| --- | --- |
|  | A$ |
|  | A$ |
|  | A$ |
|  | A$ |
| **Year total** | A$ 0 |

Please provide a quarterly breakdown of these amounts in an attachment and include details of the investment.

These details can be sent by email to [ats@industry.gov.au](mailto:ats@industry.gov.au) or by post to the address on page 2 of this form.

*Note: Eligible start-up investment means the total expenditure incurred by the participant on the acquisition of land, buildings, structure, plant, equipment, materials or other assets for carrying on business as an MVP, ACP, AMTP or ASP for the first time.*

### Part B - Business Plan

The object of the ATS is to encourage investment and innovation in the Australian automotive industry and to place the industry on an economically sustainable footing. The object is to be achieved in a way that improves environmental outcomes and promotes the development of workforce skills. As such, ATS participants are required to provide, **in an attachment to this form**, a Business Plan which supports the updated forecast sales, production and investment. ATS participants should ensure the Business Plan contains:

* details of the strategies that will enable the applicant to carry on sustainable operations in the Australian automotive industry for a five year period starting on 1 January of the year of ATS registration; and
* operational plans, details of financial commitment and controls, financial projections (see Parts D and E of this form) and assumptions on which forecasts are based; and
* details about how the ATS participant is meeting the object of the Automotive Transformation Scheme Act 2009, particularly economic sustainability, in a way that improves environmental outcomes and promotes the development of workforce skills; and
* current employment information. The table below is an example of how to record the information in your business plan:

|  | **No. of Employees** | **No. of Contract Staff** |
| --- | --- | --- |
| **Total number in organisation** |  |  |
| **Total number of manufacturing employees in organisation** |  |  |

### B1 Supporting attachment – Business Plan

The Business Plan which sets out the above information, as required in subregulation 2.12(3) of the *ATS Regulations 2010*, may be provided as an attachment to the *ATS Third Quarter Business Plan Update* form. See *ATS* *Customer Guideline 5: Business Plans* for more details.

The Business Plan can be sent by email to [ats@industry.gov.au](mailto:ats@industry.gov.au) or by post to:

Automotive Section

AusIndustry

GPO Box 2013

CANBERRA ACT 2601

A hard copy may also be left during business hours at any AusIndustry Office (see *Appendix 1*).

Have you forwarded your updated Business Plan to AusIndustry?

If yes, please indicate whether it was submitted by post or e-mail and the date on which it was delivered. Email/Post

Date (*dd/mm/yyyy*)

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Note: confirmation of receipt of the Business Plan attachment (B1) and completion of sections B2, B3 and B4 of this form is required before the Third Quarter Business Plan is processed.*

### B2 Economic sustainability outcomes

#### B2.1 Innovation

Please answer **all** the questions in this part with a *YES* or *NO* answer (or an Australian dollar amount if applicable).

An ATS participant **must** report against **each** of the following items:

|  |  |
| --- | --- |
| Research and development expenditure ($A) |  |
| Capability development: |  |
| (1) Have you participated in change management processes? |  |
| If *YES*, have your change management processes included: |  |
| management and leadership? |  |
| performance benchmarking? |  |
| customer relationships? |  |
| supply chain integration? |  |
| quality assurance? |  |
| strength, weakness, opportunity and threat (SWOT) analysis programs? |  |
| financial management systems? |  |
| other? (If yes, please describe the other change management processes in your Business Plan) |  |
| (2) Have you participated in government (federal, state or territory) or business programs designed to help businesses develop their strategic capability? |  |
| If *YES*, have government (federal, state or territory) or business programs designed to help businesses develop their strategic capability included: |  |
| Enterprise Connect? |  |
| Business Enterprise Centres? |  |
| the Automotive Supplier Excellence Australia (ASEA) Program? |  |
| Automotive Supply Chain Development Program? |  |
| other? (If yes, please indicate which programs in your Business Plan) |  |

#### B2.2 Improved business performance

Please answer the questions in this part with a *YES* or *NO* answer.

An ATS participant **must** report against **one or more** of the following items:

|  |  |
| --- | --- |
| Have you achieved: |  |
| improved profitability? |  |
| increased value of production? |  |
| new customers? |  |
| increased sales? |  |
| increased productivity? |  |

|  |  |
| --- | --- |
| other activities resulting in the development of the participant’s capability? (If yes, please describe the other activities in your Business Plan) |  |

#### B2.3 Other activities

Please answer this question with a *YES* or *NO* answer.

An ATS participant **may** report other activities undertaken by the participant that would contribute to placing industry on an economically sustainable footing.

|  |  |
| --- | --- |
| Have you conducted other activities that would contribute to placing industry on an economically sustainable footing? (If yes, please describe the other activities in your Business Plan) |  |

### B3 Environmental outcomes

Please answer the questions in this part with a *YES* or *NO* answer.

An ATS participant **must** report against **one or more** of the following items:

|  |  |
| --- | --- |
| Have you improved environmental outcomes, as demonstrated by, but not limited to: |  |
| (1) A reduction in the environmental impact of the ATS participant’s manufacturing process? |  |
| If *YES*, have you reduced your environmental impact through: |  |
| more efficient and sustainable energy sources for the manufacturing process? |  |
| recycling measures for waste products? |  |
| environmental upgrades of plant and equipment? |  |
| use of sustainable materials? |  |
| Other? (If yes, please indicate how in your Business Plan) |  |
| (2) Input into the development or manufacture of more environmentally sustainable cars? |  |
| If *YES*, has your input into the development or manufacture of more environmentally sustainable cars included: |  |
| alternative fuels? |  |
| hybrid vehicles? |  |
| reduced greenhouse gas emissions? |  |
| mass reduction, including components? |  |
| environmentally sustainable materials? |  |
| increased fuel efficiency, including fuel management? |  |
| Other? (If yes, please indicate how in your Business Plan) |  |
| (3) Participation in government (federal/state or territory) environmental programs? |  |
| If *YES*, which government (federal/state or territory) environmental programs have you participated in: |  |
| re-tooling for climate change? |  |
| Green Car Innovation Fund? |  |
| other? (If yes, please indicate which programs in your Business Plan) |  |
| (4) Compliance with national/international automotive environmental standards? |  |
| (5) Other activities resulting in improved environmental outcomes? (If yes, please indicate what the other activities are in your Business Plan) |  |

## B4 Workforce skills outcomes

Please answer questions 1, 2 and 3 with workforce numbers and questions 4, 5 and 6 with a *YES* or *NO* answer.

An ATS participant **must** report against **one or more** of the following items:

|  |  |
| --- | --- |
| (1) The number of people within the individual workforce with applicable post-school qualifications: |  |
| Australian Qualification Framework (AQF) Certificate I & II |  |
| AQF Certificate III & IV |  |
| Trade qualifications |  |
| Advanced Diploma, Diploma |  |
| Bachelor Degree |  |
| Postgraduate/Graduate Diploma |  |
| (2) The number of apprentices in the workforce |  |
| (3) The number of apprentices within the workforce successfully completing their apprenticeships |  |
| (4) Participation in government (federal, state or territory) or commercial training programs designed to help businesses more effectively train their workforce: |  |
| If *YES*, which government (federal/state or territory) or commercial training programs designed to help businesses more effectively train their workforce have you participated in: |  |
| the provision of training under the Automotive Training Package or other applicable training package |  |
| registered training providers providing flexible on-the-job recognised training |  |
| (5) Improved productivity in the workplace |  |
| (6) Other activities resulting in the development of the workforce (If yes, please indicate what the activities are in your Business Plan) |  |

*Note: confirmation of receipt of the Business Plan attachment and completion of sections B2, B3 and B4 of this form is required before the Third Quarter Business Plan Update will be processed.*

### Part C - Update of forecast sales, production and investment for MVPs

This section is to be completed by MVPs only and forms part of the Business Plan requirement for the provision of operational plans, details of financial commitment and controls, financial projections and assumptions on which forecasts are based.

The Third Quarter Business Plan Update must cover the five year period starting on 1 January of the year following the current year. For example, when completing this form in Q3, 2015 forecast sales, production and investment for the period Q1, 2016 to Q4, 2020 must be updated.

Please enter the quarters for the relevant five year period in the ‘Quarter and year’ column of the table below and provide updated forecast sales, production and investment figures for the five year period.

Figures should be reported in whole Australian dollars without decimals.

Table C1 – Forecast sales and production values

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarter and year**  ***(eg Q3, 2016)*** | **Estimated sales value of participants’ ATS goods and services** | **Estimated production value of passenger motor vehicles, engines and engine components sold in Australia and New Zealand** | **Estimated production value of MVP production other than passenger motor vehicles, engines and engine components sold in Australia and New Zealand** | **Estimated other Commonwealth assistance received in relation to passenger motor vehicles, engines and engine components sold** |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |

Table C2 – Forecast plant and equipment investment

|  |  |  |  |
| --- | --- | --- | --- |
| **Quarter and year**  ***(eg Q3, 2016)*** | **Estimated investment in plant and equipment (excluding operating leases)** | **Estimated investment in plant and equipment through operating leases** | **Estimated other Commonwealth assistance received in relation to P&E investment** |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
|  | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 |

Table C3 – Forecast research and development investment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarter and year**  ***(eg Q3, 2016)*** | **Estimated investment in research and development (excluding contracted and offshore R&D)** | **Estimated investment in contracted research and development (excluding offshore R&D)** | **Estimated investment in offshore research and development** | **Estimated other Commonwealth assistance received in relation to research and development investment** |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |

### [Go to Part E](#Part_E)

### Part D - Update of forecast sales and investment for ACPs,

### AMTPs and ASPs

This section is to be completed by ACPs, AMTPs, ASPs and forms part of the Business Plan requirement for the provision of operational plans, details of financial commitment and controls, financial projections and assumptions on which forecasts are based.

The Third Quarter Business Plan Update must cover the five year period starting on 1 January of the year following the current year. For example, when completing this form in Q3, 2015 forecast sales, production and investment for the period Q1, 2016 to Q4, 2020 must be updated.

Please enter the quarters for the relevant five year period in the ‘Quarter and year’ column of the table below and provide updated forecast sales and investment figures for the five year period.

Figures should be reported in whole Australian dollars without decimals.

### Table D1 - Forecast sales and plant and equipment investment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarter and year**  ***(eg Q3, 2016)*** | **Estimated sales value of participants’ ATS goods and services** | **Estimated investment in plant and equipment (excluding operating leases)** | **Estimated investment in plant and equipment through operating leases** | **Estimated other Commonwealth assistance received in relation to plant and equipment investment** |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |

### Table D2 - Forecast research and development investment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarter and year**  ***(eg Q3, 2016)*** | **Estimated investment in research and development (excluding contracted and offshore R&D)** | **Estimated investment in contracted research and development (excluding offshore R&D)** | **Estimated investment in offshore research and development** | **Estimated other Commonwealth assistance received in relation to research and development investment** |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
|  | A$ | A$ | A$ | A$ |
| Year total | A$ 0 | A$ 0 | A$ 0 | A$ 0 |

### Part E – Declaration and signature

## E1 Declaration by authorised person

|  |  |
| --- | --- |
| I declare that I am authorised by the participant to complete this form on behalf of the ATS participant and to sign and submit this declaration on behalf of the ATS participant. |  |
| I declare that I have read the *Automotive Transformation Scheme Act 2009,* the *Automotive Transformation Scheme Regulations 2010,* the *Automotive Transformation Scheme Order 2010* and the relevant ATS Customer Guidelines and understand my obligations under each of them. |  |
| I will maintain, or create and maintain, documents that evidence all particulars contained in the Third Quarter Business Plan Update. |  |
| I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form. |  |
| I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete in all material particulars. I also understand that the provision of false or misleading information or the making of a false or misleading statement to the Australian Government in an application is a serious offence. |  |

*Note: Please mark each box to complete the declaration. This form will not be accepted by AusIndustry for assessment unless all of the boxes above are marked.*

## E2 Authorised signatory details

The person signing this form **must** be the authorised ATS signatory of the company.

|  |  |
| --- | --- |
| Title |  |
| If ‘Other’, please specify |  |
| Given name |  |
| Other name(s) |  |
| Family name |  |
| Job title | If ‘Other’, please specify: |
| Phone number (include area code) |  |
| Email address |  |

## E3 Authorised signature

|  |  |
| --- | --- |
| Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name of signatory  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position of signatory  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### Appendix 1: AusIndustry Business Services Locations –

### State Offices

For more information, visit business.gov.au or call 13 28 46. The programme is managed from AusIndustry’s Victorian State Office. AusIndustry's office hours are 8.30 am to 5.00 pm, Monday to Friday, public holidays excluded.

|  |  |  |
| --- | --- | --- |
| **New South Wales - State Office**  Level 5, 341 George Street, Sydney  Postal Address  GPO Box 9839  SYDNEY NSW 2001  Phone (02) 9226 6000  Fax (02) 9226 6002 or (02) 9226 6001  E:AusindFeedbackNSW@industry.gov.au  **Wagga Wagga - Regional Office**  63-65 Johnston Street, Wagga Wagga  Postal Address  PO Box 5761  WAGGA WAGGA NSW 2650  Phone (02) 6921 1828  Fax (02) 6921 6415  **Wollongong - Regional Office**  State Government Office Building  84 Crown Street, Wollongong  Postal Address  PO Box 5427  WOLLONGONG NSW 2520  Phone (02) 4254 5534  Fax (02) 4225 2607  **Newcastle - Regional Office**  IDC – Hunter University Drive, Callaghan  Postal Address  PO Box 189  HUNTER REGION MC NSW 2310  Phone (02) 4014 5977  Fax (02) 4960 3847  **Tamworth - Regional Office**  Level 1, 345 Peel Street, Tamworth  Postal Address  PO Box 920  TAMWORTH NSW 2340  Phone (02) 6761 3624  Fax (02) 6761 3571  **Victoria - State Office**  Level 5, 111 Bourke Street, Melbourne  Postal Address  GPO Box 85  MELBOURNE VIC 3001  Phone (03) 9268 7555  Fax (03) 9268 7599  E:AusindFeedbackVIC@industry.gov.au  **Ballarat - Regional Office**  15 Dawson Street, Ballarat  Postal Address  PO Box 511  BALLARAT VIC 3353  Phone (03) 5320 5960  Fax (03) 5331 7973  **Bendigo - Regional Office**  56-60 King Street, Bendigo  Postal Address  PO Box 1332  BENDIGO VIC 3552  Phone (03) 5442 4199  Fax (03) 5441 8941 | **Trafalgar - Regional Office**  107 Princes Highway, Trafalgar  PO Box 247  Trafalgar VIC 3824  Phone (03) 5633 3436  Fax (03) 5633 3439  **Queensland - State Office**  Level 12  100 Creek Street, Brisbane  Postal Address  GPO Box 9839  BRISBANE QLD 4001  Phone (07) 3227 4700  Fax (07) 3227 4730  E:AusindFeedbackQLD@industry.gov.au  **Gold Coast - Regional Office**  Level 1, 26 Marine Parade, Southport  Postal Address  PO Box 1448  SOUTHPORT B.C QLD 4215  Phone (07) 5503 1601  Fax (07) 5503 1628  **Bundaberg - Regional Office**  Level 1, Takalvan Street, Bundaberg  Postal Address  PO Box 1386  BUNDABERG QLD 4670  Phone (07) 4151 0660  Fax (07) 4151 0708  **Townsville - Regional Office**  Level 1, 19 Stanley Street,  Townsville  Postal Address  PO Box 326  TOWNSVILLE QLD 4810  Phone (07) 4721 6649  Fax (07) 4721 0753  **Western Australia - State Office**  Level 25, St Martins Tower 44 St Georges Terrace, Perth  Postal Address  GPO Box 9839 PERTH WA 6848  Phone (08) 9287 3500 Fax (08) 9287 3511  E:AusindFeedbackWA@industry.gov.au  **Mandurah - Regional Office**  17/38 Mandurah Terrace,  Mandurah  Postal Address  PO Box 1399  MANDURAH WA 6210  Phone (08) 287 3506 | **South Australia & Northern Territory - State Office**  11th Floor, 26 Franklin Street,  Adelaide  Postal address  GPO Box 9839  ADELAIDE SA 5001  Phone (08) 8406 4700  Fax (08) 8406 4717  E: AusindFeedbackSA@industry.gov.au  **Port Pirie - Regional Office**  85 Ellen Street,  PORT PIRIE SA 5540  Postal address: as above  Phone 1300 742 414  **Mount Gambier - Regional Office**  152 Jubilee Highway,  Mount Gambier  Postal Address  PO Box 1537  MT GAMBIER SA 5290  Phone (08) 8723 1057  **Darwin - Regional Office**  Ground Floor, Development House,  76 The Esplanade, Darwin  Postal Address  PO Box 4816  DARWIN NT 0801  Phone (08) 8941 9250  Fax (08) 8941 5603  **Australian Capital Territory**  **- National & Territory Offices**  Industry House  10 Binara Street, Canberra  Postal Address  GPO Box 9839  CANBERRA ACT 2601  Phone 13 28 46  Fax (02) 6213 7644  E: AusindFeedbackACT@industry.gov.au  **Tasmania - State Office**  4th Floor, NAB House  86 Collins Street, Hobart  Postal Address  GPO Box 9839  HOBART TAS 7001  Phone (03) 6230 9915  Fax (03) 6230 9901  E:AusindFeedbackTAS@industry.gov.au  **Launceston - Regional Office**  Level 1 Cornwell Square  12-16 St John Street, Launceston  Postal Address  GPO Box 823  LAUNCESTON TAS 7250  Phone (03) 6700 5883 |