



Business Support Services

Local government

Whether building a practice from the ground up, renovating an existing building or taking over an active general practice, you will more than likely need to seek building permission, planning or development approval from your local government such as your local Shire or City Council at some time.

Your local Shire or Government may also be able to give you more information on:

- Infrastructure and property services including local roads, bridges, footpaths, drainage, waste collection and management
- Signage and street lighting
- Health services such as immunisation services and public toilet facilities
- Community services such as aged care, meals on wheels and welfare services
- Administration of facilities such as airports, ports and marinas, cemeteries, parking facilities and street parking
- Water and sewerage services

There are many organisations, including those which operate not-for-profit, that are there to help you with business decisions and management such as:

Business Enterprise Centres (BECs)

BEC Australia is comprised of a nationwide network of Business Enterprise Centres. This is a not-for-profit organisation recognised as the first and best point of contact for small business operators seeking quality business information, advice and guidance. To check if there is a BEC in a regional centre near you:

Contact

Telephone 0403 465 050

Website www.becaustralia.org.au

Chamber of Commerce and Industry

The Chamber of Commerce and Industry is a private not-for-profit organisation on hand to assist with the effective running of your business. For an annual membership fee, your business can access telephone advice, consultancy services, training, workshops and a range of publications and information services.

Contact

Chamber of Commerce and Industry
180 Hay Street, East Perth WA 6004
PO Box 6209, East Perth WA 6892

Telephone 1300 4 22492

Website www.cciwa.com

business.gov.au

business.gov.au is an online resource providing easy access to government information, forms and services at a national level.

Information is available on:

- Starting or growing a business
- Taxation
- How-to guides

Contact

Small Business Support Line

Telephone 13 28 46

Website www.business.gov.au

Whilst all care has been taken in preparing this document, this information is a guide only and subject to change without notice.

Practice Assist is an initiative of



WA Primary Health Alliance is supported by funding from the Australian Government under the PHN Program.

Rural Health West is funded by the Australian Government and the WA Country Health Service.

The Australian Association of Practice Management (AAPM)

AAPM is a not-for-profit national association offering professional development, support and networks to healthcare management.

Education programs including courses, seminars and workshops are run by each state branch, and regional groups are established to meet the needs of members living in the same locality.

Information and professional resources are available to assist healthcare management to improve the performance of a practice.

AAPM can offer advice and direction on staff issues, management principles, awards and conditions. Information is also available on equipment, equipment repair facilities, practice financing, etc.

Contact

Australian Association of Practice Management
Website www.aapm.org.au

Australian Taxation Office (ATO)

The ATO is the Government's principal revenue collection agency and is part of the Treasurer's portfolio. Their role is to manage and shape tax, excise and superannuation systems that fund services for Australians. The ATO website offers information for business operators and employers such as:

- Superannuation
- Withholding tax
- Australian Business Number (ABN)
- Lodging a Business Activity Statement (BAS)

Contact

Business tax self-help line
Telephone 13 72 26
Website www.ato.gov.au/Business

Small Business Development Corporation (SBDC)

The SBDC is a Western Australian State Government agency committed to developing the small business sector.

They can provide resources, tools and workshops to help you on topics such as:

- Employment
- Business immigration
- Business planning
- Business grants
- Managing a business

Contact

Small Business Development Corporation
Level 2, 140 William Street, Perth WA 6000
Telephone 13 12 49
Website www.smallbusiness.wa.gov.au

Small Business Centres

Supported by the Small Business Development Corporation, Chambers of Commerce, local government and other business associations, the Small Business Centres provide free guidance and referrals on a range of issues relating to the future growth and development of your business.

As part of a state-wide network of community-owned centres, each has its own manager and committee representatives for local business, private and public-sector groups, and local government.

Regional Small Business Centres can be found throughout rural Western Australia.

Contact

To find one near to you, please visit:
Website www.smallbusiness.wa.gov.au ; or
www.smallbusiness.wa.gov.au/business-advice/assistance-your-local-area/regional

Department of Commerce

The Government of Western Australia Department of Commerce has a number of divisions: Building Commission; Consumer Protection; Energy Safety; Labour Relations; Science and Innovation; WorkSafe; Office of the Director General; and Corporate Services.

The useful website can provide information on the following and more.

Website www.commerce.wa.gov.au/index.htm

Time and wage templates

The Department of Commerce provides a selection of template documents such as:

- Time sheets
- Leave forms
- Payslips
- Employment details

Website
<https://www.commerce.wa.gov.au/publications/rec-ord-keeping-templates>

Labour relations

The Department of Commerce offers free and confidential information and advice on:

- Employment obligations
- Recording employment information to comply with employment legislation
- Paying employees the correct wages and entitlements
- Employment practices including recruitment, workplace flexibility and performance management are also covered

Website

<http://www.commerce.wa.gov.au/labour-relations>

WorkSafe

WorkSafe is a division of the Department of Commerce, the Western Australian State Government agency responsible for the administration of the Occupational Safety and Health Act 1984.

The principal objective of the Occupational Safety and Health Act 1984 is to promote and secure the safety and health of people in the workplace.

For the Occupational Safety and Health Act and regulations, forms and other publications please visit:

Website www.commerce.wa.gov.au/worksafe

Wageline

Wageline covers areas comprising of:

- State workplace law
- Rates of pay
- Conditions of employment
- Workplace awards and agreements

Contact

Telephone 1300 655 266

Website

<https://www.commerce.wa.gov.au/labour-relations/contact-wageline>