



Information Checklist

This checklist provides a list of the base information that you should have to hand to answer business attraction enquiries accurately and quickly.

Being able to provide this information in a timely manner will build your relationship with the project proponent as well as key stakeholders. Not being able to do so communicates that business attraction is a low priority for your organisation and community.

1 Property

You should have the following information available with respect to industrial or commercial properties, including for/in business parks:

• Land area available	<input type="checkbox"/>
• Zoning	<input type="checkbox"/>
• Electricity availability	<input type="checkbox"/>
• Water availability	<input type="checkbox"/>
• Gas availability	<input type="checkbox"/>
• Internet / Telecommunications availability	<input type="checkbox"/>
• Transport accessibility	<input type="checkbox"/>

2 Workforce

• Workforce size within travelling distance <i>(*to provide confidence to potential investors, you should conduct analysis on how far 90% of your workforce is prepared to travel – this ranges from 35-70 minutes)</i>	<input type="checkbox"/>
• Workforce size by ABS classification	<input type="checkbox"/>
• Do you know how to source skill-specific information from the ABS?	<input type="checkbox"/>
• Do you know how to source wage costs by skills from the ABS?	<input type="checkbox"/>
• Payroll tax rates	<input type="checkbox"/>
• Recruitment partners	<input type="checkbox"/>



3 Cost of Business

- Electricity prices per kWh
- Water prices per ML
- Gas prices per MJ
- Property rates
- Stamp duty rates
- How to source wage costs by skills from the ABS
- Payroll tax
- Transport costs by tonnes per km

4 Financial Incentives

- Relevant federal-level incentives programs
- Relevant state-level incentives programs
- Relevant local-level incentives programs

5 Non-Financial Incentives (*examples*)

- Accelerated Planning
- Bespoke Workforce Development

6 Miscellaneous

- Supply Chain Size (ie. # of companies)
- Existing nationally-recognised companies