



Australian Government

**Australian
Small Business
Commissioner**

Ref: 150617

17 June 2015

Mr Ewen Jones MP
Chair
Standing Committee on Education and Employment
PO Box 6021
Parliament House
CANBERRA ACT 2600

Via: ee.reps@aph.gov.au

Dear Mr Jones

Re: Mechanisms to improve small business awareness of regulatory requirements

This letter forms an addendum to the submission made by the Office of the Australian Small Business Commissioner (ASBC) to the Standing Committee on Education and Employment's (the Committee) *Inquiry into inhibitors to employment for small business and disincentives to working for individuals* (the Inquiry).

Thank you for the invitation to appear at a public hearing for the Committee's Inquiry. We welcomed the opportunity to provide further information and to answer questions from the Committee members.

During the public hearing one action item was taken on notice by my office, that being, to consider mechanisms to improve small business awareness of regulatory requirements at the point of business registration. As the chair of the Federal Regulatory Agencies Group I would be happy to raise this at the next meeting in August 2015.

At the public hearing Mrs Ann Sudmalis MP suggested the development of a 'cheat sheet' outlining the regulatory requirements a small business should be aware of when starting a business. It was intended that the cheat sheet be provided to businesses at the time of Australian Business Number registration.

As the Committee may be aware Business.gov.au has a range of tools and resources to assist small businesses. The Business.gov.au *Starting your business checklist* is a comprehensive guide covering not only business regulatory requirements, but also topics such as finance, planning and governance. Provision of this guide to businesses at the point of registration may address the current lack of awareness of regulatory requirements whilst also encouraging businesses to

establish a business plan and consider other components of business operation. A copy of this resource is available at www.business.gov.au/Documents/Startingyourbusinesschecklist.pdf

The provision of information to assist small business to understand regulatory requirements when employing staff was addressed as part of the recent Fix-it Squad *Taking on an employee*. The Fix-it Squad recommended that federal and state governments work together to develop a whole of government checklist to make it easier for small business employers to hire staff. This recommendation was endorsed by the Fix-it Squad Steering Committee on 16 June 2015. It is anticipated that a lead agency and timeframe will be decided in the near future.

If there is any further information my office can provide in relation to the Inquiry please do not hesitate to be in contact.

Yours sincerely

Mark Brennan
Australian Small Business Commissioner
www.asbc.gov.au