

Senate Standing Committee on Economics
ANSWERS TO QUESTIONS ON NOTICE
Innovation, Industry, Science and Research Portfolio
Budget Estimates Hearing 2011-12
30 May 2011

AGENCY/DEPARTMENT: INNOVATION, INDUSTRY, SCIENCE AND RESEARCH

TOPIC: Small Business Resource Kit

REFERENCE: Question on Notice (Hansard, 30 May 2011, E88)

QUESTION No.: BI-37

Senator RYAN: On the business.gov.au website there is a page that is headed 'Small business resource kit'. It has a series of online resources, publications, industry information and research, and fact sheets. Can you provide me with a list of the applications or documents that are on the USB stick. I imagine it is somewhat dynamic with reference to links?

Mr Cicchini: Yes. There are a number of publications on there, such as *Starting your business checklist* and *Growing your business checklist*. They are publications that we were recently putting out in hard copy. They are certainly on there. There are other links. We can give you a copy of the resource kit; we can make that available to you. In terms of itemising each document, certainly we can tell you what documents are actually on the USB drive. Then there will be links to various documents. But we will go through that process.

ANSWER

Following is a list of applications and documents that are included on the Small Business Resource Kit USB drive:

Checklists

- Starting your business checklist (PDF file on USB)
- Growing your business checklist (PDF file on USB)
- Checklist companion (PDF file on USB)

Online Resources

- Grants & Assistance Finder (hyperlink to online resource – <http://www.business.gov.au/Grantfinder/Grantfinder.aspx>)
- Advisor Finder (hyperlink to online resource – <http://www.business.gov.au/AdvisorFinder/AdvisorFinder.aspx>)
- Business Loan Finder (hyperlink to online resource – <http://services.business.vic.gov.au/findaloan/home.html>)
- Small Business Online - Vodcast (video and PDF files on USB)
- business.gov.au links to:
 - Facebook (hyperlink to online resource – <http://www.business.gov.au/facebook>)
 - Twitter (hyperlink to online – resource <http://www.business.gov.au/twitter>), and
 - Youtube (hyperlink to online – resource <http://www.youtube.com/BusinessGovAu>)

Publications

- Services sector overview of structural change (PDF file on USB)
- Manufacturing sector overview of structural change (PDF file on USB)

- Independent Contractors: the essential handbook (PDF file on USB)
- Independent Contractors: contracts made simple (PDF file on USB)

Audio recording of the Independent Contractors: the essential handbook:

1. Contracting arrangements (audio file on USB)
2. Information for independent contractors (audio file on USB)
3. Information for hirers (audio file on USB)
4. Checklists, government agency lists and glossary (audio file on USB)

Industry Information and Research

- Key Facts—Small Business (PDF file on USB)
- Key Facts—Australian Industry 2009–10 (PDF file on USB)
- Australia Key Fiscal & Macroeconomic Facts, 2009–10 & 2010–11 (PDF file on USB)
- Global Economic Indicators (PDF file on USB)
- Australian Economic Structural Indicators, 2009 (PDF file on USB)

Factsheets

- Selling to government (PDF file on USB)
- Small Business Support Line (PDF file on USB)

Templates

- Business plan template (Word document file on USB)
- Marketing plan template (Word document file on USB)

Legal Issues

- Working with contracts guide (hyperlink to online resource – <http://www.innovation.gov.au/SmallBusiness/WorkingWithContracts/Pages/default.aspx>)
- Legal issues guide to small business (hyperlink to online resource – <http://sblegal.innovation.gov.au/Pages/home.aspx>)
- Look before you lease: Avoiding pitfalls in retail leasing (hyperlink to online resource – <http://www.innovation.gov.au/SmallBusiness/Support/Pages/LookBeforeYouLease.aspx>)

Minister's Foreword

- Minister's Foreword - full message (file on USB)

Key Contacts

- Small Business Support Line (contact details provided)
- The Small Business Credit Complaints Clearing House (contact details provided and PDF file on USB)
- AusIndustry Hotline (contact details provided)
- Connect with Innovation – Department of Innovation, Industry, Science and Research (contact details provided)
- Commercialisation Australia (contact details provided)
- Enterprise Connect (contact details provided)
- Independent Contractors Hotline (contact details provided)

Find information on the Small Business Resource Kit online at <http://www.business.gov.au/resourcekit>