

Small Business Connect

October 2022

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Mentoring for Growth webinar: what does workforce management really mean for a small business?



Small businesses often rely on the skills and experience of a small number of employees. A key element of a successful business is having the right people, with the right skills, in the right roles, at the right time and at the right cost. If any of these employees resign or retire it can be costly and could result in the loss of key business skills and knowledge.

You can combat this by having an effective workforce plan in place – which can help you to understand the staff and skills you need in your business, hire the right people, manage and retain your staff and meet your legal obligations.

Interested in learning more about workforce management and how you can get a plan in place for your business?

Register for our free panel webinar [What does workforce management really mean for a small business?](#) on Monday 21 November at 9.00am.

Our Panellists below will provide you with free information, tips and resources on workforce management and planning:

- [Bob Aley](#) – M4G Mentor since 2017

- [Carolyn Grant](#) – M4G Mentor since 2009
- [Melissa Langton](#) – M4G Mentor since 2014
- [Peter Rowe](#) – M4G Mentor since 2007

Find out more and [register for the webinar](#).

Ask a Mentor – Workforce management and planning



Each month we are featuring information and tips from Mentoring for Growth (M4G) mentors on a different topic.

This edition we are looking at workforce management and planning and why it is so important for the success of your business.

Top tips from Renee Henville – M4G mentor since 2020

1. Have clear and solid employee foundations – employment agreement, position descriptions and clear policies and procedures.
2. Employee retention – understand what motivates your team and design/implement strategies or KPIs for each individual to support engagement.
3. Instil a culture of open communication, recognise success, celebrate the wins and identify and acknowledge areas for improvement.

Top tips from Damian ten Bohmer – M4G mentor since 2020

You need to get to know your team, assign clear roles and responsibilities and encourage open, clear and supportive discussion. All employees should have their own Personal Development Plan that is owned by them but supported by the business.

Check out all the M4G mentor tips and information [here](#).

Your business' greatest asset is you



When you're a small business owner, your greatest asset is you.

So, look after yourself with our free small business wellness coaching available now. Six new wellbeing coaches located in Cairns, Mackay, Townsville, Toowoomba, and North and South Brisbane have joined the existing statewide network of over 40 rural, tourism and small business financial counsellors.

The Small Business Wellness package is being delivered by the Queensland Government in partnership with the Queensland Mental Health Commission, the

Office of the Queensland Small Business Commissioner, and the Chamber of Commerce and Industry Queensland.

A statewide campaign has started through radio, digital and social media advertising to help small business owners consider their wellbeing and raise awareness of the support available to them.

The campaign is a reminder to our small business owners and operators that they are their business' greatest asset and encourages them get the support they need to keep their businesses running smoothly.

For details on how to find a small business wellness coach [click here](#).

Workforce Connect Fund call for applicants



More than ever workers with the right skills are needed. We're helping Queenslanders to secure the work they want and supporting employers to develop inclusive work practices to create a strong and diverse workforce.

Our new [Workforce Connect Fund](#) will invest \$20 million over 2023-24 in industry and community-led projects to create a workforce with

the skills and capability needed both now and for the future.

Interested industry and community peak bodies in Queensland are encouraged to apply. Guidelines are available [online](#) and the first funding round will remain open until 25 November 2022.

Queensland training achievers head to national stage



Ten Queensland finalists have been named for the Australian Training Awards, which will be held in Adelaide on 18 November 2022.

Eight of the finalists won their categories at the Queensland Training Awards held last month including Harness Energy, which has offices in Brisbane, Toowoomba and Chinchilla, which is one of the three finalists for the

Small Training Provider of the Year Award.

The other two finalists, recognised as direct entry categories are G8 Education for the Australian Apprenticeships—Employer Award and Sunshine Coast Technical Trade Training Centre for the School Pathways to VET Award.

Find out more about the [Queensland finalists](#).

Social Enterprise Growth Grants now open



The Queensland Government has announced more support for Queensland social enterprises, including two additional rounds of Social Enterprise Growth Grants for 2022-23.

Established eligible social enterprises will be able to access up to \$25,000 in grants to help their business grow.

Round 1 grant applications are now open and close 12 January 2023, so there's plenty of time to plan and apply.

Read more about the [Social Enterprise Grants](#) and how to apply. For more information on the support available to social enterprises check out the [Queensland Social Enterprise Strategy](#).

Indigenous Business Month – Deadly Business 2032 project



The launch of the Deadly Business 2032 project recently in Cairns, was well-attended by Indigenous businesses, government and non-government stakeholders at UMI Arts Aboriginal and Torres Strait Islander Arts Gallery.

Deadly Business 2032 is a key project for the Far North region that will facilitate new partnerships, prepare businesses and generate business growth in the lead up to the Brisbane 2032 Olympic and Paralympic Games.

The project is part of the Queensland Government's \$8.3 million [First Nations Training Strategy – Paving the Way](#) launched last month to develop Queensland's First Nations workforce and improve job outcomes through training and support.

Encouraging and backing First Nations owned small businesses to grow and succeed is good news for job seekers, communities and the economy.

Photo: courtesy of Peter Roy.

Six more councils join Small Business Friendly Council Charter



[The Small Business Friendly Councils \(SBFC\)](#) program led by the Queensland Small Business Commissioner, recognises and support councils that are actively trying to improve the operating environment for their local small business community.

Six regional councils — Balonne, Bulloo, Murweh, Paroo, Quilpie and Winton — recently signed the SBFC

Charter, which means they recognise the important contribution small businesses make to their local economy and are committed to finding as many ways as possible to help small businesses thrive.

The SBFC Program aims to recognise and encourage large organisations to actively support small businesses to recover and build resilience following disaster and economic challenges. There are currently 41 councils signed up across Queensland.

If your council isn't a small business friendly council, you can find out more about the program [here](#) and start a conversation.

Last chance for JobTrainer funding



Free and low-cost training funded under the federal-state JobTrainer Fund wraps up at the end of the year, with enrolments closing 31 December 2022.

The COVID-19 response measure funds free or low-fee courses for all Queenslanders in high priority digital skills as well as aged care, childcare and disability care, regardless of age or employment

status – with additional training places for job seekers and young people in other areas of demand.

See if JobTrainer can help you, your staff or a job seeker get skills to take on the future at www.desbt.qld.gov.au/jobtrainer. Places are limited, so don't delay! Check availability with training providers today.

For more on the range of free and subsidised training opportunities available in Queensland, visit www.qld.gov.au/skillspower.

Avoid product safety scares this Halloween



Halloween has become increasingly popular in Australia with many people using the occasion to dress up, decorate their house, and go trick or treating.

If your business sells Halloween themed products, you need to ensure they comply with relevant mandatory Australian product safety and information standards.

Button batteries

During Halloween, button batteries may be used to power light up Halloween themed novelties and decorations. Businesses who supply button batteries, or products that are powered by them, are reminded that new button battery standards came into effect on 22 June 2022. These include products requiring a secure compartment so children can't access the button batteries, warning labels and alerts and more. Familiarise yourself with the hazards and mandatory requirements for [button batteries and products that include them](#).

Ingredient labelling

Mandatory cosmetics ingredient labelling requirements are in place to reduce the risk of allergic reactions and product harm, including ingestion by children. If you're selling Halloween themed items such as fake blood products, face paint, make-up kits and temporary tattoos make sure they are clearly labelled with ingredient information. Check these comply with the [cosmetic product labelling requirements](#).

Costumes and wigs

In Australia, there is a voluntary flammability standard as part of the [safety of toys](#) suite of standards. The standard provides flammability requirements for toys, and flammability labelling requirements for certain materials used in or on toys. If you manufacture, import or supply Halloween themed costuming or toys using different types of fabrics, check that the fabric is fire-retardant. Flammability tests for materials used to manufacture toys are included in the Australian, International and European Standards.

For more product safety tips, visit the [Product Safety Australia website](#).

Scams targeting farm businesses



Scamwatch has [released an article](#) warning farmers and small businesses in rural areas to be cautious when buying heavy machinery, following a spike in scams targeting the agricultural sector this year.

The [ACCC's Scamwatch](#) reported that the most common scam targeting farmers involved the sale of

heavy machinery, with losses to this particular scam alone topping \$1 million this year.

Businesses are encouraged to [report scams](#) and learn more about how to get help on the Scamwatch website scamwatch.gov.au.

Connecting overseas buyers with Queensland food and beverage



If you are keen to grow your Queensland export-ready agribusiness with new global buyers, then register for free on the [Queensland Food and Beverage Export Catalogue](#). The catalogue connects international buyers with local food and beverage companies, who are ready to take their products to global markets.

You'll also find market-specific business-matching events that can help you take the first steps towards global expansion.

Register your business today at [Queensland Food and Beverage Export Catalogue](#).

New Enterprise Acceleration Fund investing in Qld start-ups



A new \$24 million [Enterprise Acceleration Fund](#) (EAF) has been announced to invest in growing Queensland start-ups.

The EAF will support innovative, early-stage Queensland companies, supporting increased access to investment capital and jobs growth.

The Fund will assist local businesses to help grow their market share with funding between \$500,000 and \$2.5 million. In addition, the seed funding will grow over time as investments in other businesses are realised and reinvested.

We encourage innovative Queensland businesses across the state that are looking to grow to consider expressing interest in the EAF. To get in touch and provide details about your business, complete the [online form](#).

This Fund runs alongside the existing Business Investment Fund from the Queensland Investment Corporation, created to support established small and medium businesses innovate, realise their potential, and promote job creation in Queensland.

Last year, the Business Investment Fund invested in Gilmour Space, helping the company to build sovereign satellite and rocket manufacturing capabilities and

boosting their local workforce. Other recent investments have been captured in these [four short videos](#).

Innovate with nbn® Grants program open



Businesses throughout regional and remote Australia often face numerous challenges. Whether it's related to their relative isolation, or simply finding ways of promoting themselves – finding a path to success can be hard. In challenging times many businesses find not only a deep resolve and determination, but a vast amount of innovation and creativity.

Run in partnership with the Regional Australia Institute, the [Innovate with nbn® Grants Program](#) is part of nbn's commitment to lift the digital capability of people and business in regional Australia.

Now in its third year, the program recognises and showcases regional and remote businesses across seven categories – Agriculture, Arts, Education, Health, Indigenous Business, Tourism, and Women in Regional Business, each winner receives \$15,000 with the overall Innovate with nbn® Champion awarded an additional \$20,000 to take their idea to the next level.

There is \$125,000 in total funding available to support regional and remote businesses drive the development and adoption of their ideas. Read more [here](#), applications close 20 November 2022.

Dates for your diary

On now up to 24 November 2022 – Growing Queensland Roadshow

Small businesses have an opportunity to connect with local council and state government representatives at the [2022 Growing Queensland Roadshow](#).

Registrations are open for roadshow events taking place across Queensland until 24 November 2022. The Roadshow will provide small businesses with practical tips and information on government tendering, greening your business, and the Brisbane 2032 Olympic and Paralympic Games.

Don't miss out, book your FREE ticket [online](#) today.

Social Procurement Capability Program launch webinar on Wednesday 9 November

The new [Social Procurement Capability Program](#) provides support to Queensland based social enterprises to find procurement opportunities with government and business.

The program includes free training and development through a series of webinars and workshops, plus coaching and online capability assessment tools. Register your interest in the program today and sign up for the [webinar series](#) that starts on 9 November

Upcoming business events

To see what's on, check out the workshops and events on offer through the [Business Queensland events calendar](#) today.

Resources



All industries on Business Launchpad takes off!

With all Queensland businesses now having coverage, the take-up of the [Business Launchpad](#) has been incredibly positive across the state.

Local councils have provided feedback that they are using the

platform every day to provide business operators and intenders with helpful, direct, industry-specific advice that is relevant to their work locations, enabling them to take their businesses forward faster.

With [Business Launchpad](#), all licencing, permits and other regulatory information for all levels of government (local, state and federal) is available in one place, saving businesses hours of uncertainty, looking and guesswork. Users can rest assured the platform simplifies the steps to take — no matter what stage the business is at.

Whether you're looking to start a business, want to see what you might need to do next, or want to understand which regulations are relevant to your industry, be sure to check out the platform to get the full picture for your business.

[Visit the Business Launchpad](#) and see for yourself!

Stay connected

In addition to this newsletter, you can receive the latest information from the Queensland and Australian Governments by visiting the [Business Queensland website](#). Follow us on social media on the [Business Queensland Facebook page](#).

For more information, visit
business.qld.gov.au or call 1300 654 687

