CCIQ Free Small Business Resrouces

Resrouces	Description	Link

CCIQ Return to Work Pack	CCIQ has identified a number of businesses operating in these industries and have developed this pack to increase awareness of the importance of employee rehabilitation and return to work.
	
	WHAT'S INCLUDED IN THIS PACK?
	Resources
	   ▪ Information on common injuries
	   ▪ Contact phone numbers
	
	Templates
	   ▪ Checklists
	   ▪ Letters to treating doctors
	   ▪ Suitable duties registers and plans
		CCIQ Return to Work Pack

Mental Health Support Plan		Mental Health Support Plan
Guide: Coronavirus Employer Guide	The spread of the novel coronavirus (COVID-19) has been the dominating news topic of 2020 so far. Australian health officials maintain that, at this point, the risk of contracting COVID-19 remains relatively low in all parts of Australia. To assist we have set out this information booklet in a way to address the key safety and employment issues, outlining the base position and then additional questions that may arise.	Download
Guide: Stand Down Toolkit	Whether the option of standing down employees is available is very fact dependent and an employer should exercise the option cautiously.	Download

	This guide will provide you with the information you need to make an informed decision as to whether to enact a stand down and if so, how.	
Guide: COVID-19 Employer Guide	The Australian Chamber of Commerce & Industry has designed this guide to provide a general overview around what financial and regulatory relief governments are providing to businesses affected by COVID-19 and their employees, as well as answering some of the more common questions that are arising for businesses.	Download
Guide: COVID-19 WH&S Guide	With the arrival of COVID-19 our working and home lives have changed enormously. While many have shifted to home-based work, there remains a significant number of people continuing to go to work. This COVID-19 WHS Guide provides information for business on actions to provide a safe workplace and keep workers and others they come in contact with safe and healthy. Developed by CCIQ member Kitney.	Download Editable Template
Policies: Coronavirus Workplace Policies & Templates	We have compiled a pack of templates, policies and assessments to provide your business with the framework to support healthy workplaces during the outbreak.	Working from home overview > Download Home workplace inspection > Download Working from home agreement > Download Health and safety workplace policy > Download Unpaid leave policy > Download Workplace hygiene policy > Download Business continuity template > Download
Templates: Reducing or Varying Hours of Work & Workplace Change	Be practically prepared for the impacts of COVID-19 (coronavirus) on your workplace with the following workplace templates. Normally valued at $250, you'll receive this entire pack for free.	Consultation Letter (hospitality, clerks, restaurant award) > Download Consultation Letter (other) > Download Notice to consult about major workplace changes > Download

		Agreed change in hours of work > Download
		Checklist - how to consult regarding major workplace changes > Download
Guide: Managing your digital spend (CCIQ Corporate Sponsor REDD Digital)	Often when a slowdown happens, businesses begin to cut back in various areas, including their digital spend. To help put you on the right track and ensure you don't negatively impact your business, REDD have put together some recommendations to manage your business's digital spend during the COVID-19 crisis.	Read more
Definitive guide to employing staff	We know how challenging it can be for small business owners to stay inside the law when it comes to managing staff. So our experts have read the whole Fair Work Act (yes, all 540 pages) and summarised the main points in the ultimate cheat sheet. The CCIQ *Definitive Guide to Employing Staff* covers all the main points but takes less than 20 minutes to read front-to-back. In one sitting, know everything you need to know about hiring, health & safety, managing serious incidents and more. In 2016, 3,622 employees lodged a Fair Work complaint about their boss. It's worth knowing your rights before you become a target.	Read more
Demistify your digital marketing	The best digital marketing plans allow you to tell a story and form genuine connections with new and existing customers, whilst simultaneously generating engagement and revenue. Long gone are the days of using advertising to attract and engage customers, today's marketing is a continuous cycle of providing engagement and value across a multitude of platforms; both on and offline. With our guide, you will learn the foundations of digital marketing, how to develop a plan of	Read more

	attack, and the best ways to communicate your competitive advantage.	
We all rely on technology to have our back	IT is the intricate network of systems that help us store, send and receive data. Every business uses IT differently - usually in ways that directly support the way we work and what we need to achieve. The best foundation to build from is your business objectives. From here, clever IT planning comes together to create an environment that fosters growth and innovation. With our guide, you can avoid the pitfalls – and learn what you need to do to make informed decisions about finding the perfect IT setup for your business.	Read more
The power is in your hands	When you're busy running your business, calculating kilowatts is probably the last thing on your mind. Deciding to be energy efficient does more than just save money. It gets you and your team focused on new ways of working in your business, and you'll find it has other flow-on effects – like greater productivity, smarter ways of working, reduced maintenance costs and better corporate reputation. How hard you decide to push energy efficiency in your business depends on lots of factors, including your budget and time availability. So, where do you start? Before you start changing lightbulbs, read this white paper to take control of your energy use.	Read more
CCIQ	**Long Service Leave Calculator**	https://long-service-leave-calculator.cciq.com.au/