

Business Victoria assistance

When running a business, there are many different skills and knowledge areas to master. The Victorian Government and other organisations offer support, information and tools to assist you in various ways.

Whether you're looking to start a new business or are already operating you will need to write a business plan, organise finance, employ staff and grow your business. Listed below are guides, tools and templates for you to download and use.

How to start a business

Whether you're looking to start a new business or buy an existing one, you will need to:

- write a business plan
- apply for licences and permits

Developing your business

When looking to grow your business consider:

- expanding online
- networking with other businesses
- applying for Government tenders or contracts

Managing finances and tax

Managing finances involves:

- understanding your financial statements
- setting up a bookkeeping system
- cash flow

Employing and managing staff

When employing or managing staff:

- use the recruiting staff: health check
- download the Human Resource Manual template
- train staff

Exporting

Are you ready to export? Plan, prepare, find your markets and develop an export strategy.

When things go wrong

Whether it's a dispute with a landlord, flood or illness there are resources to help you set up plans and systems to minimise risk.

Moving on

When selling or closing your business, you'll need to think about employee entitlements, your tax and legal obligations and which authorities need to be notified.

Useful Tools

- [Before you start - health check](#)
- [Recruiting staff - health check](#)
- [Financial - health check](#)
- [Business Licence and Information Service](#)