

July 2007

OTCC Chamber Chat

CHAMBER SHORTS

- Next Meeting – 18 July 2007 at Tandara Motor Inn 7.30 pm at the conference room
- GSBC Council is to implement a new roadside signs policy – on the agenda for discussion – Wednesday 18 July 2007
- Combined Organisations Meeting – a letter will be drafted to other community organisations in the district (Orford, Triabunna, Buckland) with a view to holding a combined meeting facilitated by the Chamber to meet with GSBC Council to discuss issues of common interest. Noel Burnell to forward letter to organizations.
- Sally Murfet to circulate as a trial the newsletter in a new style via email. Chris Peterson will still write up the content.
- Wine Sale orders now being taken for some superb Freycinet Wines at heavily discounted prices. At \$20 per bottle we have some Freycinet Chardonnay, Cabernet Merlot and Pinot Noir. For tasting notes please see the Freycinet Vineyard Site <http://www.freycinetvineyard.com.au/> - for orders cpeterson@tassie.net.au
- Chamber website; Mick Fama to follow up with Lyell Wells, the link to the Freycinet phonebook to ensure that information is up to date.
- Council news; from 2 July all wastewater and water services will be transferred to Hobart water along with existing GSBC Sewage and Water Staff.
- Our Marketing Officer Sally Murfet has produced a Chamber of Commerce marketing kit which is being distributed to prospective members.
- Another new business for the Orford Triabunna area will be commencing soon; Tassie Eco Tours will be commencing on the first Wednesday in August. Proprietor Keith Pybus has the vessel Sea Wings one at the marina in front of the Visitor Information Centre. Check it out!
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OTHER NEWS

SENATE PASSES SMALL BUSINESS LEGISLATION

The Senate has passed the Tax Laws Amendment (Small Business) Bill 2007 which standardises the eligibility criteria for small business tax concessions from 1 July this year.

Under the new legislation, small businesses will only have to apply one eligibility test relating

to the size of the business (i.e. aggregated annual turnover of less than \$2 million), to access a range of small business concessions.

The concessions include Capital Gains Tax (CGT) 15-year asset exemption; CGT 50 per cent active asset reduction, CGT retirement exemption and CGT roll-over provisions.

The concessions also cover simpler depreciation rules, simplified trading stock rules and immediate deductions for certain prepaid business expenses. Other concessions are:

- choice to account for GST on a cash basis,
- annual apportionment of input tax credits for acquisitions and importations that are partly creditable,
- choice to pay GST by instalments,
- FBT car parking exemption, and
- PAYG instalments based on notional tax.

Existing eligibility thresholds for accessing CGT, Fringe Benefits Tax (FBT) and Pay As You go PAYG instalments concessions will be retained. **(Source NIA Newsletter)**

MAJOR ECONOMIC NEWS (April 2007 to June 2007)

North-West:

- Zeehan Zinc has announced it plans to employ 150 people by 2009. The company is Hobart-based with around 40 people currently working near Zeehan. Phase one of a \$5 million gravity separation plant was commissioned in May 2007, to produce lead and zinc pre-concentrates.
- Zinifex has extended the operation of its lead-zinc Rosebery mine from 2012 towards an expected 2020, following a major resource discovery. The company expects to spend \$18 million over three years on its exploration in Tasmania.
- Construction of a \$32 million Ta Ann Tasmania Pty Ltd veneer mill at Smithton commenced in May 2007, with the mill expected to become operational by spring 2008. It is estimated that the project will create approximately 50 direct full-time mill jobs, with 120 jobs created during construction.

North:

- The State Government has committed \$3.9 million to provide Auspine with access to an estimated 300 000 cubic metres of sawlog quality pine from Strahan on the West Coast, and access to all the State owned pine on King Island. On 15 March 2007, the Hon Ian Macfarlane MP, the then Minister for Industry, Tourism and Resources, committed the Australian Government to providing \$10 million for the Dorset community. This included \$6 million for a Scottsdale Industry and Community Development Fund, targeted at creating sustainable development in the Scottsdale area, and \$4 million for the upgrading of the Musselroe Bay Road.
- Vos Construction and Joinery has been appointed to build a \$42 million residential and retail complex at Newnham University Campus. Work on the site is expected to start in August. It is anticipated that the development will take 15 months to complete.
- Alinta Energy (Tamar Valley) Pty Ltd intends to construct its proposed \$230 million gas-fired power station at Hydro Tasmania's Bell Bay power station site. Construction is planned to begin in October 2007 and be completed by early 2009. It is anticipated the project will create 300 jobs during construction and will require 22 staff when fully operational.

- Following a decision from the Resource Planning and Development Commission, work has commenced on the \$35 million Launceston Gasworks development. Stage One, costed at around \$8 million, involves the redevelopment of the Origin Energy cottages in Boland St into private office space, a boulevard, café with outdoor garden, a Centrelink office and car parking. Stage Two, anticipated to commence in 2009, includes retail outlets, restaurants, residential apartments and offices. Approximately 100 contractors will be on site during Stage One.

South:

- Wyndham Vacation Resorts Asia Pacific has launched a major redevelopment of the former Pines Resort at Seven Mile Beach. The expansion is expected to cost \$15 million and create more than 100 jobs during construction and an additional 16 full-time jobs on completion. The expansion is expected to be completed by June 2008.
- The Ta Ann Tasmania Pty Ltd \$30 million rotary veneer mill in the Huon Valley has been officially opened. It is estimated that the mill will increase full-time employment in the Huon Valley by 71 positions across all industries, and 115 positions Statewide. **(Source – Department of Economic Development)**

SAVE TIME WITH QUICK COMPUTER SHORTCUTS

Driving around your desktop

To...	Use this shortcut
Select a file/folder/icon	Type the first letter of the file. If you have several files starting with the same letter, continue hitting the letter key until your cursor lands on the file or folder you want.
Search for a file/folder	F3
Rename a file/folder	Select file/folder, click F2, then re-type name
Find out when the file or folder was created, by whom and how big it is	Point to the file with your cursor
Display the START menu	Ctrl + Esc
Create a shortcut on your desktop to your favourite file/folder	Drag the file/folder icon to your desktop
Scroll between open items	Alt + Tab, then hold down Alt while clicking Tab to reach the required file or program

Working with Word

To...	Use this shortcut
Select text	Shift + Right Arrow, Left Arrow, Up Arrow or Down Arrow to highlight text
Copy selected text	Ctrl + C
Cut selected text	Ctrl + X
Paste selected text	Ctrl + V

Undo your last action	Ctrl + Z
Select all the text within your document	Ctrl + A
Bold text	Ctrl + B
Italicise text	Ctrl + I
Underline	Ctrl + U
Decrease font size	Ctrl + Shift + <
Increase font size	Ctrl + Shift + >
Change font	Ctrl + Shift + F, then use the arrow keys to reach the new font
Change font size	Ctrl + Shift + P, then use the arrow keys to reach the new font size
Create page break	Ctrl + Enter
Create new document	Ctrl + N
Open My Documents window	Ctrl + O
Close a document	Ctrl + W
Save a document	Ctrl + S
Print a document	Ctrl + P
Preview what you're about to print	Alt + Ctrl + I

Accelerating Excel

To...	Use this shortcut
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Display multiple lines of data within a cell	Alt + Enter
Move right to left, cell by cell	Tab
Move up and down, cell by cell	Enter
Erase data in current cell	Backspace
Return to the beginning of the row	Home
Entering the date	Ctrl + ; (semicolon)
Enter the time	Ctrl + Shift + : (colon)
Start a formula	= (equal sign)
Check the spelling of titles or words within the cells	F7
Find out about the style within the cell	ALT + ' (apostrophe)
Display the "format cell" dialogue box	Ctrl + 1
Apply the general number format	Ctrl + Shift + ~
Turn numbers into pounds	Ctrl + Shift + £
Make numbers a percentage	Ctrl + Shift + %
Apply a border	Ctrl + Shift +

CUT DOWN ON CORD CLUTTER IN THE OFFICE

By Sandy McMurray

Consolidate those cables

The first easy step is to gather cables and cords into tidy bundles and fasten them under your desk or against the wall or baseboard. You'll be amazed how much better things look when loose wires are secure.

Small clips and straps like Cable Clamps or Cord Organix products (available at your local office supply store), are ideal for wrapping and securing loose cables and cords.

You can even use coloured pipe cleaners or simple twist ties to achieve the same effect.

The Montera cable reel sold at IKEA stores takes this approach a step further. The inexpensive Montera replaces a tangled mess with a single, colourful tube that can be fastened under your desk, or incorporated into the decorative style of your office. Simply thread your cords and cables through the plastic tubing to create a handy bundle that's easier to manage.

Invest in a surge-protected power bar

Many homes and small offices have an octopus of power cords clustered conspicuously around a single wall outlet. To make matters worse, many computers and add-on devices do not use standard grounded plugs — they use large AC adapters that block access to precious outlets. This is not only ugly and inconvenient — it can also be a fire hazard.

"We lived in a home where our outside power meter caught on fire and shorted out the whole house," says Conrad. "We suffered some major power surges while trying to find the source of the brownout and because we had invested in good power bars, our computers were all fine."

A surge-protected power bar, mounted on the inside back or side of your desk, untangles the power cord octopus and gives you easier access to electrical power. Manufacturers like Belkin design power bars specifically for computer users, with features like widely-spaced outlets for large AC adapters, and grounded outlets for telephone and cable modem wires. A power bar with a long cord can also give you more flexibility in the location of your office furniture.

Streamline your computer station

Another prime location for cable clutter is the back of your computer, where printers, scanners and other devices are connected using a plug-in called the USB port. To clear up this traffic jam, you can purchase a USB hub — a device that functions like an extension cord for USB devices. Using a hub, you can connect multiple devices to your PC using a single USB cable.

Create a wireless world

Of course, the very best way to fix a tangle of wires is to eliminate them. A wireless mouse and keyboard will give you more space on your desk and fewer cords to connect.

WHAT DO YOUR DOOCUMENTS SAY ABOUT YOU?

By Shannon Price



What do your documents say about you?

We all know that first impressions count; but what about the second, third and fourth impression? What does every e-mail you send to clients and colleagues say about you? Or the regular sales reports and presentations you compile? What about the monthly newsletter, your kid's assignments or your budget planner?

Following conventions and exceeding expectations

When it comes to communications, there are certain conventions that have already been set; letters have a set format, you expect an invitation to have the time, date and location and sales reports should obviously have current sales results, often compared to previous figures.

But there are also certain formats that make it easier for your audience or reader to follow. For example, the type of font you use, the amount of text included, including the important information up front or revealing it at the end.

Documents that turn people away

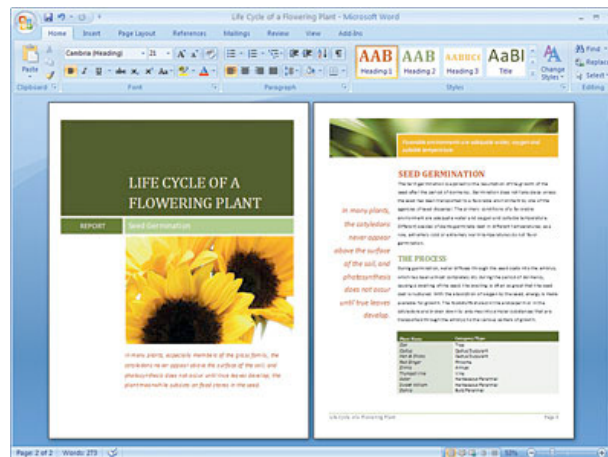
We've all had to decipher a document that was difficult to read, because the format was wrong for the situation. For example, a resume that was too long, a letterbox leaflet that didn't clearly explain the offer, a real estate advertisement that didn't have pictures. When an inappropriate or unconventional format is used, readers become dissatisfied, disgruntled and less likely to respond.

High quality documents say a lot about the person creating them. But whatever documents you need to create, there are now tools available to make the finished product look professional. And the great news is you don't have to be a rocket scientist to use them.

Start creating professional looking documents, quickly and easily

We test drove the new 2007 Microsoft Office system and discovered some of the new features that can help you create high-quality documents. This new software release

provides tools to help you quickly and easily create great-looking documents, spreadsheets and presentations.



Some of the more noticeable differences between the previous releases of Office software are:

- Amazing graphic capabilities. Improved picture, charting and graphics tools enable you to produce high-quality documents, such as 3-D effects and shadows.
- Preview changes in the document – before you make them. With Live Preview, you can actually see how the different fonts look within the document you are creating, rather than seeing how the name of the font looks in a separate window. Remember, using the right font for your readers can make the world of difference on how easy it is for them to read your document.
- Achieving a consistent look. If you're trying to create professional looking communications it helps to be consistent with fonts and colours across all of your correspondence. New Document Themes carry over between Word 2007, Excel 2007 and PowerPoint 2007 to ensure a consistent appearance. Using Quick Styles and Document Themes, you can quickly change the appearance of text, tables and graphics throughout the entire document to match a preferred style or colour scheme.

Finding the right format for your document

If you're like most people, there's more than one document type you need to be good at composing: Sales reports, shopping lists, Christmas cards, club newsletters, photo albums, track lists, CD covers, customer databases, personal budget calculators. And on it goes.

Well, not only has the Office system undergone a makeover, but so too has the online resources that support this new release. Office Online is a really useful one-stop Web site for product information, training and assistance. You'll also find lots of clip art and a stack of templates that you can use to quickly and easily create professional-looking

documents. There's everything from resumes to time sheets, and stickers to birthday cards

INTERESTING WEB SITES

Could this be a new dive wreck for Newcastle – follow the attached link:

www.coastalwatch.com/camera/NobbysBeach.htm

What are CFI's and KPI's and how do they affect your business

www.12manage.com/methods_rockart_csfs_kpis.html

And for more business tips check out the Microsoft small business site

www.microsoft.com/australia/smallbusiness