

FAIRFIELD CITY



WHAT'S ON
APR-JUN 2022





Welcome to

FAIRFIELD CITY HQ

WHERE BUSINESSES ARE BORN
WHERE BUSINESSES GROW
WHERE BUSINESSES COLLABORATE

The Fairfield City HQ will play a crucial role in upskilling and supporting our diverse community with a strong focus on business growth and the creation of jobs.

The Business Hub will provide users and members with opportunities to cultivate connections and ideas, develop long-term relationships, enrich collaborative potential and position Fairfield City as a desirable place to start up and do business.

OUR VISION

OUR PURPOSE

Fairfield City HQ (the Hub) provides access to a range of facilities including designated areas equipped with hot desks, co-working spaces, lockable lockers, lounges, kitchen facilities, meeting rooms, access to printing, photocopying and Wi-Fi.

The Hub will provide all types of facilities, on going business events, mentoring and incubator programs, workshops, meet-ups and on-site business advisory services to strengthen and create a resilient and sustainable local economy.

The Hub will be a leader in technology by providing additional services including audio-visual facilities for recording, video production, podcasting, a virtual reality space and artificial intelligence tools. These additional services add value to the user's experience, allowing them to explore new prospects and remain current in a competitive industry.

OUR STRATEGY

Our strategic economic objectives include:

- Appeal to businesses, investors, workers, residents, young people and the emerging workforce
- Foster an entrepreneurship environment with new ideas and innovation
- An informed, connected and collaborative business community
- A resilient and adaptable economy
- Identifying and reinforcing workforce talent
- Reducing skill shortages by encouraging vocational education and training
- Facilitation of public events that create job and volunteer opportunities
- Programs to support young people in following sustainable career pathways
- Provide inclusive support programs and connections for residents who are unable to find work
- Confirm Fairfield City HQ as the prime business support facility in South Western Sydney

Fairfield City is a vibrant business community. The Hub is an initiative that will enhance how Council, Governments and local businesses work together to attract investment and facilitate new opportunities.



Community
Business Hub



A Post Production
Audio Suite



An Audio and Video
Recording Studio



Please visit our website www.fairfieldcity.nsw.gov.au/FCHQ to complete a registration form through Open Libraries. Accept the terms and conditions and proceed to sign up for immediate access to our digital resources.



Subscribe to receive our What's On or newsletter:
www.fairfieldcity.nsw.gov.au/Business/
 Fairfield-City-HQ/Subscribe-to-our-Newsletter



E-RESOURCES

Access plenty of free business, productivity and self-help resources with your Fairfield City HQ membership!

Learn how to start, finance, or manage your small business. Download sample business plans, how-to guides, articles, and more.

BUSINESS BOOKS

View our collection of 1500 business, productivity and self-help books, eAudiobooks, eBooks and eMagazines.

DATABASES

All Fairfield City HQ members have access to Fairfield City Open Libraries databases.



Gale Business: Plan Builder

Grow, plan, and optimise a business/non-profit. Use development tools and a systematic process to build a business plan.



Gale Business: Entrepreneurship

This is a comprehensive database that covers all aspects of starting and operating a business, including accounting, finance, human resources, management, marketing, tax, and more.



LinkedIn Learning

LinkedIn Learning has over 4,500 online courses on topics in the three main fields of study: business, technology and creative skills.

Please note as a member of Fairfield City HQ, in order to access these resources you are required to complete an Open Libraries registration form and accept our terms and conditions.

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CONNECT WITH US!

@FairfieldCityHQ



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DISCLAIMER:

- Information included is subject to change without notice. Fairfield City HQ reserves the right to cancel or change activities.
- Photographs and/or video recordings may be taken during Council-run events and may be used on Council's website, social media and in publications. Council may also send images to media outlets, such as local newspapers, to assist with publicity for Council events. Please notify library staff before the event if you do not want your photo or video taken.



LOOKING FOR AN AFFORDABLE, FULLY EQUIPPED WORKSPACE?

WORK FROM THE HEART OF FAIRFIELD!



Fairfield City HQ (FCHQ) is a dedicated premises in the heart of Fairfield established by Fairfield City Council. FCHQ's mission is to support businesses of all sizes, in all sectors, and at every stage of development. Whether you are an aspiring entrepreneur, a start-up enterprise, a home based business, or an established small-to-medium enterprise, FCHQ has services that will assist you in starting, developing, growing and operating your business.

FCHQ has three distinctive services available in the one location, including:

- FCHQ (Co-working space),
- Studio HQ (Green screen studio) and
- Audio HQ (Podcast, post-production audio suite).



1. FCHQ WORKSPACE

An accessible co-working office space with facilities, resources and opportunities for business growth and collaboration.

Key features include:

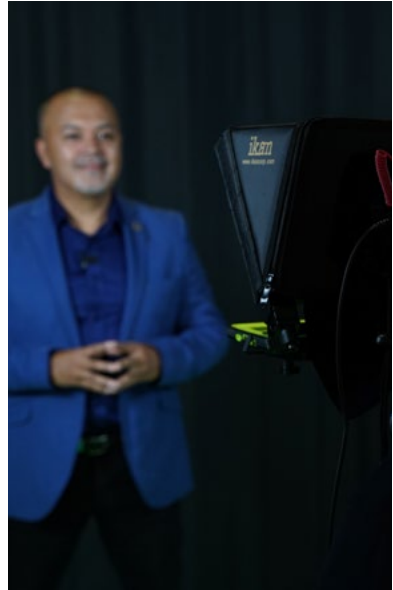
- Casual stay hot desks, permanent/dedicated desks, meeting rooms and lockers
- Collaborative/break-out workspaces
- High-speed Wi-Fi
- Scanning, photocopying and printing services
- Complimentary coffee, tea and kitchen facilities
- Latest business-related books, magazines, videos and online resources
- Business start-up workshops and networking events and opportunities, meet-ups with other business owners and entrepreneurs or anyone else with an interest in business
- Referral services to business advisors in community languages
- Business team-building programs
- Advertising and marketing opportunities

2. STUDIO HQ:

Studio HQ is a high-end film and recording studio built for digital content creation. Use this space to film promotional videos, create green-screen special effects, or record interviews.

Key features include:

- Sound-proof facility
- Full green screen room
- Sony FX6 camera for video recording
- Sony A7R iii photography camera
- Lighting, including soft box and video lights
- Wireless studio flash trigger
- Microphones, synthesisers and sound equipment
- High-performance laptops
- Studio quality headphones
- SD memory cards



3. AUDIO HQ:

This service provides you with the opportunity to purely concentrate on creating and editing the ideal content for you to share directly with your listeners and is perfect for podcasting.

Key features include:

- Sound-proof facility
- High-performance laptops
- Production software including Adobe Pro Tools and Adobe Creative Cloud, Audacity, Logic Pro X, Garage Band, Black Magic Davinci Resolve
- Studio monitor
- Dynamic microphones
- USB audio interfaces
- Studio quality headphones
- SD memory cards



STUDIO
HQ

AUDIO
HQ

ONE-ON-ONE

CREATIVE SUPPORT SESSIONS

BOOK A ONE-ON-ONE SESSION WITH OUR KNOWLEDGEABLE STAFF SUPPORTING YOUR BUSINESS PROJECTS OR CREATIVE IDEAS.

These sessions will cover setting up and using our high-end photography, videography, studio lighting equipment & editing software in Studio HQ or our microphones, recording equipment and Podcasting unit in Audio HQ to help you get the best outcome for your project.



PHOTOGRAPHY



VIDEOGRAPHY



LIGHTING



PODCASTING



SOFTWARE

STUDIO HQ OR AUDIO HQ BOOKINGS ESSENTIAL WITH 1-ON-1 SUPPORT

Book your Studio HQ or Audio HQ session via the booking app on our website



9725 0899



fchq@fairfieldcity.nsw.gov.au



17 Kenyon St, Fairfield NSW 2165



www.fairfieldcityhq.nsw.gov.au

FAIRFIELD CITY

HQ


**Fairfield
City**
Celebrating
diversity

CONNECT WITH US!

@FairfieldCityHQ



FAIRFIELD CITY HQ WEBINARS AND EVENTS



PREPARING A BUSINESS PLAN SESSION 1: WHAT IS A BUSINESS PLAN AND HOW CAN IT HELP ME

Thinking of starting a business? Take the first step and Prepare a Plan to succeed.

This interactive workshop will help you realise your business ambition and work with you to prepare a business plan to guide you to success. The composition of the plan is spread across 5 weeks concluding with a finalised document to take with you

This session will explain 'what is a business plan', its purpose, its importance, and the essential information it should contain.

We will also discuss where business plans are used, example applying for loans, securing investors, and providing direction to you and your staff.

We will explain the main difference between a Sole Trader, a Partnership, and a Company, highlighting each of their ATO reporting obligations.

Monday 11 April, 5pm-7pm

Monday 6 June, 5pm-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here: bit.ly/3L3AaWT

Sign up here: bit.ly/3D3GVoM

FCHQ Event



PREPARING A BUSINESS PLAN SESSION 2: OUT OF YOUR HEAD AND ONTO PAPER

Thinking of starting a business? Take the first step and Prepare a Plan to succeed.

This interactive workshop will help you realise your business ambition and work with you to prepare a business plan to guide you to success. The composition of the plan is spread across 5 weeks concluding with a finalised document to take with you.

This second session will focus on the Executive Summary, how to take your ideas and verbalise them along with capturing the why, when, and how succinctly on one page.

We will also look at setting a structure in place and detailing the tools needed to fulfill your business purpose.

Tuesday 19 April, 5pm-7pm

Monday 13 June, 5pm-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here: bit.ly/3L3AJzZ

Sign up here: bit.ly/3tyQV6u

FCHQ Event

FAIRFIELD CITY HQ WEBINARS AND EVENTS



PREPARING A BUSINESS PLAN SESSION 3: THE BUSINESS DEVELOPMENT PLAN

Thinking of starting a business? Take the first step and Prepare a Plan to succeed.

This interactive workshop will help you realise your business ambition and work with you to prepare a business plan to guide you to success. The composition of the plan is spread across 5 weeks concluding with a finalised document to take with you.

The third out of the five sessions will spotlight the importance as well as how to form a Business Development Plan. We will identify your customers, their needs and how to capture them. This is a vital section of a business plan and the key to running a successful Business.

Tuesday 26 April, 5pm-7pm

Monday 20 June, 5pm-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here: bit.ly/3wqdNqB

Sign up here: bit.ly/36yKneV

FCHQ Event

PREPARING A BUSINESS PLAN SESSION 4: ROLL UP YOUR SLEEVES AND GET TO WORK

Thinking of starting a business? Take the first step and Prepare a Plan to succeed. This interactive workshop will help you realise your business ambition and work with you to prepare a business plan to guide you to success. The composition of the plan is spread across 5 weeks concluding with a finalised document to take with you.

In this penultimate session we will cover what is involved in creating operating procedures, employing and training staff, creating and installing reporting systems as well as redundancy procedures.

Lastly we will go through how to put together a Cash Flow Projection as cash flow is the life blood for a business.

Monday 2 May, 5pm-7pm

Sign up here: bit.ly/3JOpVpj

Monday 27 June, 5pm-7pm

Sign up here: bit.ly/3D7qkiR

Fairfield City HQ, 17 Kenyon Street, Fairfield

FCHQ Event

CYBER123 FOR SMES (SMALL & MEDIUM ENTERPRISES)

Cyber123 is a cybersecurity program that aims to assist SMEs protect their businesses from being hacked or scammed.

While SMEs make up 99% of all Australian businesses and employ about half of the overall workforce in Australia, many of these organisations are not adequately protected when it comes to cyber security, making them an easy target for hackers and scammers.

Through the Cyber123 for SMEs program, CyberCX is working with small to medium sized businesses across Australia to help them and their employees improve their cyber protection. Developed with the time poor business owner in mind, the program will include on-demand training available online, DIY guides and templates, complemented by expert-led workshops.

Tuesday 3 May, 9am-12pm

Sign up here: bit.ly/3N9mxHt

Fairfield City HQ, 17 Kenyon Street, Fairfield

FCHQ Event



PREPARING A BUSINESS PLAN SESSION 5: PUTTING IT ALL TOGETHER

Thinking of starting a business? Take the first step and Prepare a Plan to succeed.

This interactive workshop will help you realise your business ambition and work with you to prepare a business plan to guide you to success. The composition of the plan is spread across 5 weeks concluding with a finalised document to take with you.

In this last session we will be combining all the components of the past four sessions into one document, ensuring it is clear, precise, and comprehensive. We will look at adding a few graphs and tables to make the business plan presentable as well as creating a Mission Statement along with a Statement of Objective.

Monday 9 May, 5pm-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here: bit.ly/36q1PVU

FCHQ Event



PREPARING A CONSULTANT AGREEMENT SESSION 1: THE PURPOSE – GETTING IT RIGHT

Thinking of engaging consultants or subcontractors for ongoing basis? Then consider a formal agreement to ensure no ambiguity and a pleasant experience.

This interactive workshop will help you understand some of your obligations and responsibilities and provide you tools to compile your own Consultancy/ Contractor Agreement.

The course is spread across 5 weeks with each week covering a specific topic to consider when compiling your own agreement.

This first session will focus on the structure of the agreement, ensuring all parties are clearly identified and the terms of the agreement are clear. We will also highlight the Importance of clear language and definitions will be demonstrated.

Tuesday 10 May, 5pm-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here: bit.ly/3D29RgV

FCHQ Event



INTRODUCTION TO PROCUREMENT AND TENDERING WITH FAIRFIELD CITY COUNCIL

Fairfield City Council will host an information session for small to medium sized businesses interested in learning about local government procurement processes.

The 60-minute session will provide an overview of procurement essentials within local government; covering the different guidelines to engage suppliers, governance, ethics and legislation, as well as evaluation and selection considerations.

Thursday 12 May, 5.30pm-6.30pm

Sign up here: bit.ly/3tMdrJ2

Thursday 30 June, 5.30pm-6.30pm

Sign up here: bit.ly/3q18eQm

Fairfield City HQ, 17 Kenyon Street, Fairfield

FCHQ Event



PREPARING A CONSULTANT AGREEMENT SESSION 2: BEYOND THE PURPOSE

Thinking of engaging consultants or subcontractors for ongoing basis? Then consider a formal agreement to ensure no ambiguity and a pleasant experience.

This interactive workshop will help you understand some of your obligations and responsibilities and provide you tools to compile your own Consultancy/ Contractor Agreement.

The course is spread across 5 weeks with each week covering a specific topic to consider when compiling your own agreement.

This session will build off the information covered in the first session, further outlining obligations of both parties extending beyond the work itself, as well as:

- Intellectual Property
- Indemnity
- Legal Obligations
- Tools of trade
- Code of Conduct.

Tuesday 17 May, 5pm-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here: bit.ly/3qrOFfo

FCHQ Event

FAIRFIELD CITY HQ WEBINARS AND EVENTS



UTS FUTUREMAP WORKSHOP FOR SMES

Manufacturing businesses today face multiple challenges arising from rapid change and necessity to implement new business models and digital technologies such as artificial intelligence, cobots, sensors and immersive media to stay competitive or get ahead of the game.

One of the most frequently asked questions is “how can emerging technologies and new business models accelerate growth?”

This FutureMap® workshop will address this and many other questions. The completion of the futuremap diagnostic assessment will guide you towards making the right choices to increase your odds of success from a creative and scientific perspective.

This complimentary innovation workshop brought to you by the University of Technology Sydney in partnership with the Innovation Manufacturing CRC (IMCRC), Cumberland and Fairfield City Councils.

Thursday May 19, 8.30am-1pm
Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here: bit.ly/3iwJVk9
FCHQ Event



BEST OPTION TRAINING CONSTRUCTION GALA DAY!

Events of the day include:

- BOT membership CPD workshop
- A Skills Checkpoint funding advisor is available for advice on what funding you're entitled to.
- A Trade Qualification advisor is available to help you find the right course for you. (Session bookings required) Need more evidence? We have an 'evidence gathering' workshops available for you. (Contact us for advice)
- Need to get into the Construction Industry – SWS Labour Hire will be there on the day to advise about employment opportunities.
- Practical skills workshops included in the day are
 - Carpentry
 - Waterproofing
 - Rendering
 - Bricklaying
 - Tiling
 - Caulking/Silicone

Saturday 21 May, 10am-2pm

Best Option Training's Education Centre,
72 Long Street, Smithfield NSW 2164

RSVP to info@bot.edu.au

FCHQ Event

Get in contact with Justin from Best Option Training to learn more on 0426 371 973.



PREPARING A CONSULTANT AGREEMENT SESSION 3: REMUNERATION

Thinking of engaging consultants or subcontractors for ongoing basis? Then consider a formal agreement to ensure no ambiguity and a pleasant experience.

This interactive workshop will help you understand some of your obligations and responsibilities and provide you tools to compile your own Consultancy/ Contractor Agreement.

The course is spread across 5 weeks with each week covering a specific topic to consider when compiling your own agreement.

This session will cover payment options. Often consultants and contractors are tasked with completing multiple assignments, so it is important to consider a fair way to compensate them for these tasks. We will outline a system on how to compensate for different points in a consultant agreement, including:

- Reaching a milestone
- Completing a task
- Hourly rate of pay
- Commissions and bonuses.

Tuesday 24 May, 5pm-7pm
Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here: bit.ly/3D29Znr
FCHQ Event



PREPARING A CONSULTANT AGREEMENT SESSION 4: CONCLUSION OF THE AGREEMENT

Thinking of engaging consultants or subcontractors for ongoing basis? Then consider a formal agreement to ensure no ambiguity and a pleasant experience.

This interactive workshop will help you understand some of your obligations and responsibilities and provide you tools to compile your own Consultancy/ Contractor Agreement.

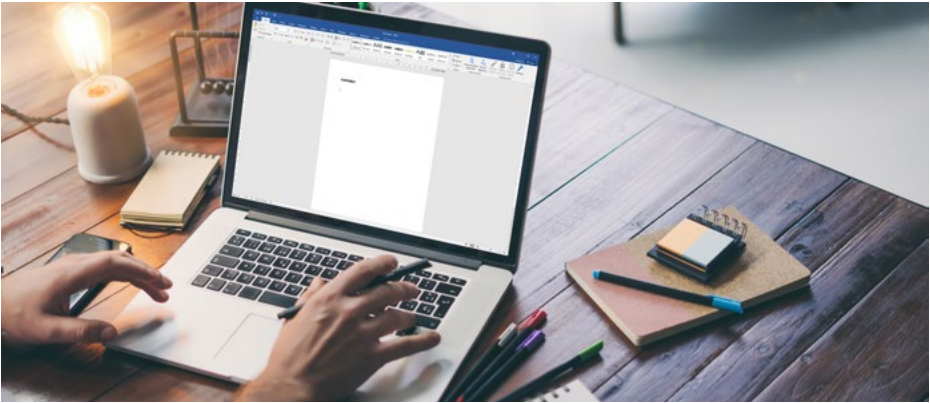
The course is spread across 5 weeks with each week covering a specific topic to consider when compiling your own agreement.

When all the work set out in an agreement has been completed, the agreement needs to be formally closed, but how is this done? This penultimate session will cover notice periods, payment hold backs, confidentiality agreements as well as other reasons if necessary.

Tuesday 31 May, 5pm-7pm
Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here: bit.ly/3NatMPt
FCHQ Event

FAIRFIELD CITY HQ WEBINARS AND EVENTS



PREPARING A CONSULTANT AGREEMENT SESSION 5: TYPING THE AGREEMENT

Thinking of engaging consultants or subcontractors for ongoing basis? Then consider a formal agreement to ensure no ambiguity and a pleasant experience.

This interactive workshop will help you understand some of your obligations and responsibilities and provide you tools to compile your own Consultancy/ Contractor Agreement.

The course is spread across 5 weeks with each week covering a specific topic to consider when compiling your own agreement.

In this last session, we will use everything we have covered to put together a draft consultant agreement template. This draft consultant agreement template will provide clear direction as well as be utilised as a reference to provide clear terms when liaising with a consultant.

Tuesday 7 June, 5pm-7pm
Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here: bit.ly/3wtFDSB
FCHQ Event

BUSINESS CONNECT RESOURCES 24/7 (RECORDED WEBINARS)

Explore on demand webinars and resources for practical tips and insights to help you start, run, adapt or grow your small business.



Start your free digital training today via:

[https://business-connect-register.industry.nsw.gov.au/
pages/SearchOnlineContent5.html?webinars=true](https://business-connect-register.industry.nsw.gov.au/pages/SearchOnlineContent5.html?webinars=true)



BUSINESS CONNECT

ONE ON ONE-BUSINESS ADVISORY SESSIONS

Whether you're just starting out with a great business idea or looking to expand and grow your business NSW Government's Business Connect services can help you on your journey. Your initial one-to-one session is absolutely FREE* and will cover all you need to know to get started. Business Connect can also match you to advisors with language and cultural skills in Arabic, Cantonese, Mandarin and Vietnamese.

For more information, visit Business Connect, Workary or Fairfield City HQ website.

Arabic: Anas khawam
M: 0401 049 841
E: sba_arabic2@cmrc.com.au

**Cantonese
and Mandarin:** Eric Chan
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E: sba_chinese2@cmrc.com.au

English: Rebecca Di Noia
M: 0434 507 079
E: rebecca@wsbusiness.com.au

Vietnamese: Jolie Linh Nguyen
M: 0425 650 609
E: SBA_Vietnamese@cmrc.com.au

Bookings are essential contact us on 9725 0899 or email fchq@fairfieldcity.nsw.gov.au or visit our website.

*First four hours of the business advisory session, at no cost; unless clients have already used those hours by speaking with other advisers or attending workshops.

BUSINESS CONNECT ONLINE RESOURCES

24/7 (RECORDED WEBINARS)



GETTING GRANT READY FOR THE BUSINESS SECTOR

This webinar will educate you how you can prepare for future grants funding.

[Click here](#) to view

ESTABLISH AND GROW A REGIONAL BUSINESS

A webcast which was live on YouTube, presenting experienced Business Advisor Pete Hollingsworth who detailed key tips for regional businesses.

[Click here](#) to view

EVALUATING, REPORTING AND ACQUITTING GOVERNMENT BUSINESS GRANTS

This webinar is the ideal for any business interested in finding out more about Local, State and Federal Government Funding.

[Click here](#) to view



FUNDING FUNDAMENTALS (FOR CREATIVES)

Funding Fundamentals showcases the basics of writing, winning, and acquitting any kind of funding, as well as putting together a funding folder for the future.

[Click here](#) to view

WHERE TO FIND HELP - CONSTRUCTION INDUSTRY

For a summary of tips and where to go to for help on various issues in the construction industry in NSW, watch this short video.

[Click here](#) to view

BUSINESS CONNECT ONLINE RESOURCES

24/7 (RECORDED WEBINARS)

SMART PHONE FLAT LAY PHOTOGRAPHY

This workshop is designed for small business owners or anyone interested in improving their photography and flat lay styling skills. Each attendee will leave this session armed with the knowledge and motivation to style and capture better flat lay images.

[Click here](#) to view

LOW COST ONLINE MARKETING

“How can I market my business for very little or no cost?” If you’re short on marketing ideas, this is the place for you!

[Click here](#) to view

THE SMARTPHONE REVOLUTION

How to make powerful business videos with your smartphone.

[Click here](#) to view

TOP 10 APPS & TIPS TO SIMPLIFY BUSINESS MARKETING

Learn all the tips and tricks of marketing apps and programs to help you stay on track, focused and to simplify your systems and processes.

[Click here](#) to view

PREPARE A WINNING RESPONSE TO TENDERS

Helping viewers improve their skills in responding to a tender and increase their chances of success.

[Click here](#) to view

ORGANIC FACEBOOK MARKETING

Facebook is the most popular social media platform on the planet. It’s ability to share links back to your website makes it an effective ‘free’ marketing tool for small businesses. Let’s take a look at the ins and outs how you can use it to get more sales.

[Click here](#) to view

EVERYTHING YOU NEED TO KNOW ABOUT GOOGLE MY BUSINESS

Join our webinar to learn about where Google is heading, what this means for your business and how to ensure you get found by customers searching for local products and services.

[Click here](#) to view

5 MUST DO'S TO SUCCESSFULLY SELL ONLINE

This webinar will give you clarity and direction to help you make an informed decision on selling online.

[Click here](#) to view

WHY YOU NEED AN ORGANIC SOCIAL MEDIA STRATEGY

Social media platforms are rapidly becoming pay to play in order to reach your audience, but you can grow your brand through unpaid (organic) social media too!

[Click here](#) to view

FOUNDATIONS OF INSTAGRAM

This webinar is ideal for business owners who are new to Instagram, delivering a hands on, step-by-step guide to Instagram.

[Click here](#) to view

SIX STEPS TO WEBSITE CONVERTING-COVID-19

A doable 6 step process to converting your website into sales.

[Click here](#) to view



SOCIAL MEDIA 101 FOR SMALL BUSINESS-COVID 19

This workshop will cover all major platforms from Facebook, LinkedIn, Instagram, Snapchat, Google Plus and You Tube.

[Click here](#) to view



AUSTRALIAN TAXATION OFFICE WEBINARS

ATO (Australian Taxation Office) are committed to delivering a better client experience for small business. Helping you to improve your skills and knowledge to be successful in your small business venture is an important part of this commitment.

The ATO are offering free webinars on a variety of topics. There are general topics that suit all small businesses and others that are specific to particular industries or circumstances. Some are also offered in Chinese, Arabic and Vietnamese.

When registering for a webinar the times listed will be in:

- Australian Eastern Standard Time (AEST)
- From October to March, Australian Eastern Daylight Time (AEDT).

The webinars are interactive online seminars presented by experienced tax officers. They are live and you can ask questions to help you apply the information to your situation. If you register for a webinar, make sure you're online by the start time as the session will be locked 10 minutes after the webinar begins.

Link to the Australian Taxation Office small business webinars: [Small business webinars | Australian Taxation Office \(ato.gov.au\)](#)

To register for any of the ATO small business webinars, please scan the below QR code or see the link below:

<https://www.ato.gov.au/Business/Starting-your-own-business/Small-business-webinars-and-workshops/Small-business-webinars/>



AUSTRALIAN TAXATION OFFICE WEBINARS

INSTRUCTORS



NICK

With over 30 years experience in the ATO, Nick is committed and passionate about improving the small business client experience and builds positive engagement by offering tailored and easily accessible educational information that will assist small businesses to understand and interact with the tax and super systems more effectively.



MATTHEW

With years of experience in the ATO, Matthew has a broad knowledge of the taxation and superannuation systems. He breaks tax and super topics down to a digestible and easy to understand format. He makes tax and super sound like a breeze and is committed to assisting small business clients meet their obligations in a timely manner.



CONSIDERING YOUR SMALL BUSINESS VIABILITY

Are you at a business crossroads? Unsure whether you should continue trading? In this 45-minute session you will learn how to use our Business Viability Assessment Tool.

[Click Here](#) to register

RUNNING A HOME-BASED BUSINESS

Running your small business from your home may cost you more in expenses such as electricity, gas, phone, furniture, and cars.

[Click here](#) to register

DIGITAL OPTIONS FOR YOUR SMALL BUSINESS

There are many online services and digital systems that can help you perform your business activities such as marketing, sales, accounting and reporting.

[Click Here](#) to register

CONNECTING ONLINE WITH THE ATO: SOLE TRADERS

This session is for sole traders who want to know how to manage their tax and super commitments online.

[Click Here](#) to register

CONNECTING ONLINE WITH THE ATO: BUSINESSES

This session is for companies, partnerships and trusts who want to know how to manage their tax and super commitments online.

[Click Here](#) to register

CLOSING YOUR SMALL BUSINESS

If you have decided to close your business this session is for you. The closing process can take time depending on your business size and complexity.

[Click Here](#) to register

STRATEGIES FOR IMPROVING YOUR CASH FLOW

Cash flow management is critical to the success of any business, but it's not always easy to find ways to improve your cash flow.

[Click Here](#) to register

INTRODUCTION TO BUSINESS RECORDS

Are you starting a new small business? In this introductory 60-minute session you'll learn about which business records to keep, the legal requirements and how long to keep your records.

[Click Here](#) to register.

BUDGETING FOR YOUR COMMITMENTS

In this 60-minute session you'll learn a straightforward five-step process to stay on top of your regular financial commitments.

[Click Here](#) to register

CASH FLOW FOR SMALL BUSINESS SUCCESS

Cash flow is the life blood for small business. Come along to this 60-minute session to learn critical cash flow management skills.

[Click Here](#) to register

EMPLOYERS: SINGLE TOUCH PAYROLL

This 60-minute session is for small businesses that are new to employing people and paying them for their work.

[Click here](#) to register

SMALL BUSINESS TRAINING FOR PEOPLE INTERESTED IN SELF-EMPLOYMENT

What do you get?

- Accredited small business training
- Personalised mentoring and support from a NEIS provider
- NEIS Allowance for up to 39 weeks and NEIS Rental Assistance for up to 26 weeks (if eligible).

Who is this for?

Individuals who are interested in starting a business or who need help to refocus an existing micro-business impacted by COVID-19.

Overview

New Business Assistance with NEIS provides personalised support to help people pursue self-employment and start a small business. There are 8,600 places available nationally each year, delivered by a network of NEIS providers.

New Business Assistance with NEIS provides:

- Accredited small business training
- Help to develop a business plan
- Personalised mentoring and support from a NEIS provider

NEIS Allowance for up to 39 weeks, and NEIS Rental Assistance for up to 26 weeks (if eligible).

Eligibility criteria

You can participate in New Business Assistance with NEIS if you:

- Are at least 18 years of age when starting your new business
- Are not prohibited by law from working in Australia
- Are not an overseas visitor on a working holiday or an overseas student studying in Australia
- Are available to participate in NEIS training (if relevant) and work the required hours in your proposed business
- Have not participated in NEIS in the past year
- Are not an undischarged bankrupt.

How do you apply?

To find out more about applying, talk with a NEIS provider located in your area. You can find a list of NEIS providers at <https://jobsearch.gov.au/service-providers/search>

Alternatively, contact your local jobactive, ParentsNext or Disability Employment Services provider to discuss if New Business Assistance is right for you. or Call the National Customer Service Line on 1800 805 260



Service NSW for Business

**GET GOVERNMENT SUPPORT TO START, RUN AND GROW
YOUR BUSINESS, AND ADAPT IN TIMES OF CHANGE.**

Support

COVID-19 help for businesses

We're here to help businesses impacted by COVID-19. We aim to bring together support services available to businesses.

Storm & flood assistance for business

Disaster recovery assistance for businesses impacted by recent storms and floods.

Personalised support

Our Business Concierge service provides, one-on-one support for business owners applying for:

- financial assistance
- licences and applications
- vouchers and grants.

Resources

Getting Started

Set up your business, choose the best structure, apply for key business registrations & view industry-specific services

Business Licences

Stay compliant by registering for business licences and applications

Manage & Grow


Manage transactions & apply for government grants & vouchers


Learn More

Visit www.service.nsw.gov.au/business to learn more



FAIRFIELD CITY HQ

 17 Kenyon St. Fairfield NSW 2165

 Monday to Friday 8am-7pm
 Saturday 9am-4pm
 Sunday CLOSED



CONNECT WITH US!

@FairfieldCityHQ



FAIRFIELD CITY HQ
WHERE BUSINESSES ARE BORN
WHERE BUSINESSES GROW
WHERE BUSINESSES COLLABORATE

Please call on 9725 0899 or visit our website:
www.fairfieldcity.nsw.gov.au/FCHQ to receive
What's On for upcoming workshops and more.