





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.fairfieldcityhq.nsw.gov.au 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.fairfieldcityhq.nsw.gov.au/
Subscribe-to-Fairfield-City-HQ-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.

9725 0899
fchq@fairfieldcity.nsw.gov.au
17 Kenyon St. Fairfield NSW 2165
www.fairfieldcityhq.nsw.gov.au



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





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 4 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 4 July, 6-8pm
Fairfield City HQ, 17 Kenyon Street, Fairfield

[Sign up here](#)
FCHQ Event



HOW TO CREATE VIDEO TESTIMONIALS THAT ATTRACT NEW BUSINESS

In this 1.5hr video production/editing workshop, you'll learn:

- How to record and edit compelling video testimonials with a smartphone or a DSLR/mirrorless camera
- The 3 key mistakes to avoid when creating video testimonials
- What to look for in terms of lighting, audio, video length, etc

You'll also receive a tour of Fairfield City HQ's video production facility.

Tuesday 5 July, 5:30-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up here

FCHQ Event



UNDERSTANDING INTEREST RATES

With all the talk about increasing interest rates and their implications on mortgage repayments, are you looking to understand how to shop for the best rates as well as understand what the differences are between interest rates, comparison rates and effective rates?

If this sounds like you, then come visit Fairfield City HQ to attain a greater understanding of interest rates.

All attendees will be given an Excel template mortgage calculator to take home to help you calculate your own repayments on changing interest rates.

Monday 11 July, 5:30-7pm

Tuesday 16 August, 5:30-7pm

Monday 26 September, 5:30-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up [here](#)

Sign up [here](#)

Sign up [here](#)

FCHQ Event



HOW TO SET UP AN AUSTRALIAN NOT FOR PROFIT ORGANISATION SESSION 1

With increasing demand for social assistance, more people are setting up Charities and Not for Profit Organisations to further assist their communities.

If you are someone who is looking to support their community, then this workshop is the one for you.

Spread over two nights, we will explain the process involved in setting up your own Charity.

We will also discuss the step by step requirements involved in establishing your very own charity.

Cost: \$15

Tuesday 19 July, 5-7pm

Monday 12 September, 5-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

[Sign up here](#)

[Sign up here](#)

FCHQ Event



HOW TO SET UP AN AUSTRALIAN NOT FOR PROFIT ORGANISATION SESSION 2

With increasing demand for social assistance, more people are setting up Charities and Not for Profit Organisations to further assist their communities.

If you are someone who is looking to support their community, then this workshop is the one for you.

Spread over two nights, we will explain the process involved in setting up your own Charity.

We will also discuss the step by step requirements involved in establishing your very own charity.

Cost: \$15

Tuesday 26 July, 5-7pm

Monday 19 September, 5-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

[Sign up here](#)

[Sign up here](#)

FCHQ Event



INTERVIEW TECHNIQUES FOR VIDEO AND PODCAST

Need a testimonial for your business?

Want to start a podcast to boost awareness of your industry?

Come and learn the skills you need to interview to get the best results on camera or in the recording room.

Cost: \$20

Wednesday 27 July, 5:30-7:30pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up [here](#)

FCHQ Event

FAIRFIELD CITY HQ WEBINARS AND EVENTS



AFTER 5 BUSINESS MEET UP

Are you a small business owner looking to collaborate with fellow entrepreneurs and build your network?

It's an excellent opportunity for you to network with local business peers. If this sounds like you, visit Fairfield City HQ to meet with other local small business owners, where you can share and exchange ideas.

So let us showcase our venue while you relax and enjoy cocktail food and a couple of drinks before going home for the day.

Cost: \$15

Friday 29 July, 5-7pm

Friday 26 August, 5-7pm

Friday 30 September, 5-7pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up [here](#)

Sign up [here](#)

Sign up [here](#)

FCHQ Event

SCALEUP CANVAS WORKSHOP

WOULD YOU LIKE TO LEARN HOW TO CREATE A CLEAR ROADMAP FOR SCALING YOUR BUSINESS?

The Scaleup Canvas is a tool to help businesses transform their growth strategy and planning sessions into practical steps. It's perfect for start-ups and small businesses with a scalable product or service targeting a market that is poised to generate value or launching a new product or service for national and global markets.

This free workshop is limited to four companies.

The founder or the business owner will learn how to use the Scaleup Canvas and apply it to your own business. You'll create a shared language around your scaleup strategy, including your business goals, vision, differentiation, operations, leadership, sales and marketing, cost analysis, financial projections and technology.

ALL OUR FACILITATORS



REDA HADDADEH
PRINCIPAL CONSULTANT

Strategy Consultant with twelve years experience in management, growth and transaction consulting.

For further information, please contact
reda@corpstrategyconsulting.com.au



ABOUT OUR WORKSHOP

Who is this workshop for?

- Entrepreneurs with a start-up or a small business
- Start-ups or small businesses with a turnover
- Interested to grow over the next 3 financial years
- Growth rate above 20% (employees or turn over)

The outcome? A completed canvas that you can use to drive growth.

The half day workshop will be facilitated by CorpStrategy Consulting's Principal Consultant, Reda Haddadeh.

FRIDAY 05 AUGUST, 2022

Time: 2pm - 5pm

Venue: Fairfield City HQ

17 Kenyon Street, Fairfield, NSW 2165

To register, access link or scan QR code

<https://csc-scaleup.com.au/workshop/>

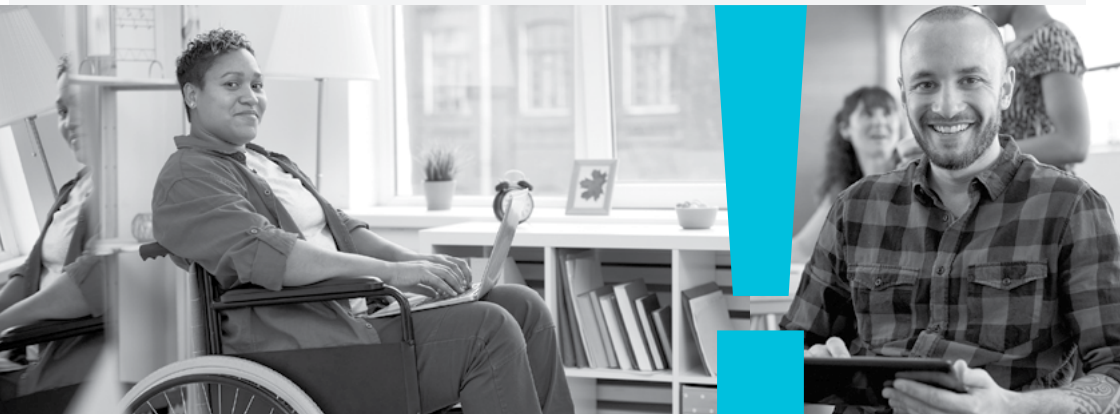


FREE workshop

for people living with disability



Fundamentals of building a successful small business



This 3 hour workshop will give you an understanding of:

- The difference between a hobby and a business
- How to assess the overall strength of your business or business idea
- Your role in the business
- The importance of effective business partnerships and how to connect

PLUS! The opportunity to be invited to a second workshop for those participants who would like to work on their own business idea.

This workshop would suit a person living with a disability (including mental ill health) who:

- has a business idea
- has an existing small business and is looking for extra support
- does not have a business idea but is interested in learning about what it would take to start a small business

Or a person who:

- is the carer/family member of a person with a disability
- wants to start a business to support people with disabilities

Following the workshop, referral into the SSI IgniteAbility® program is available for one-on-one free support for workshop participants ready to start a small business or consolidate an existing one.

There are 3 workshop options:

Option 1 - virtual workshops

If you are a person who learns best hearing information directly from our trainers, and you enjoy discussions, then our live virtual workshops are for you. Scan the QR code to register your interest.

Option 2 - Self-paced E-learning platform

If you are a self-paced learner who prefers listening to lectures in your own time, we now offer our workshop in an E-learning format. Scan the QR code to sign up and our team will email you the course link.

Option 3 - face-to-face workshops

If you are a Disability Support Provider and would like to organise a face-to-face workshop for your clients (minimum 10 attendees), get in touch with us (ignite@ssi.org.au) We can deliver the workshop at no cost to you at a venue of your choice or alternatively we can run them at one of our offices.



SOCIAL MEDIA CONTENT IDEAS FOR YOUR BUSINESS

In this 1.5hr content ideas workshop, you'll learn:

- What content to create to increase brand reputation and visibility
- What content to avoid so you can make the most of your time and budget
- Top 3 apps to easily create powerful content with just your phone

Tuesday 9 August, 5:30-7pm
Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up [here](#)
FCHQ Event



HOW TO FILM ON A PHONE

The best camera is the one on you, with everyone carrying phones capable of photo and video these days why not learn to make the most of it.

In this workshop we'll go through the basics that will take your simple snaps and video to the next level so join us and see what you can do!

Cost: \$20

Wednesday 10 August, 5:30-7:30pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up [here](#)
FCHQ Event



LIVE STREAMING TO ANY AUDIENCE

Live streaming is a great tool to get your message out to the world, build rapport and communicate but the options and technologies can be daunting.

Find out how to get the best setup for your needs and be ready to go live anytime, anywhere.

Cost: \$20

Wednesday 24 August, 5:30-7:30pm

Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up [here](#)

FCHQ Event



SHOOTING IN STUDIO

Used to filming but daunted by the idea of going into a studio?

In this workshop we'll take you through studio lighting, effective use of green screen and the basics of keying.

You'll be creating masterpieces in no time so come along and find out what you can do.

Cost: \$20

Wednesday 14 September, 5:30-7:30pm
Fairfield City HQ, 17 Kenyon Street, Fairfield

Sign up [here](#)
FCHQ Event

BUSINESS CONNECT ONLINE RESOURCES

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>



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.

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

**Cantonese
and Mandarin:** Eric Chan
M: 0497 705 001
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

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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.

HOW TO START A BUSINESS

A step-by-step guide to starting a business workshop, is ideal for aspiring business owners who haven't already applied for an ABN. It is still useful for existing businesses or those early in the start-up process to ensure they have ticked all the basics to setting up their business right.

Wednesday 6 July, 10AM

[Find out more](#)

HOW TO APPLY FOR BUSINESS GRANTS

This business grants workshop is the ideal, practical guide to grant writing for any business seeking to attain funding by applying for grants. This is a practical step by step workshop where grants from both the public and private sector will assessed and participants will have the opportunity to draft grant applications in class and have them assessed by the facilitator.

Wednesday 6 July, 10AM

[Find out more](#)

MARKETING PLAN IN 1 DAY

This two-hour workshop will step you through creation of a well-considered, targeted, and strategic Marketing Plan including identifying your best research methods and refining your target markets to clarify best channels, tactics, and strategies for optimal engagement

Tuesday 19 July, 10AM

[Find out more](#)

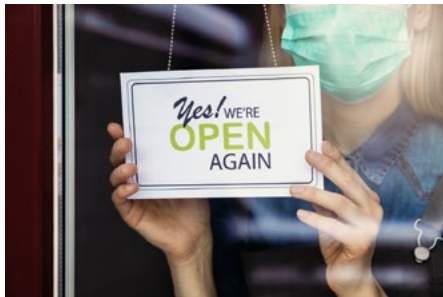
HOW TO FILM ON YOUR PHONE

This interactive group session is for those who never have been in front of the camera, and for those who would like to improve their presentation skills. This is an interactive virtual training for anyone who wants to learn how to film the perfect video on a phone. You'll learn how to plan, shoot and what gear the pros use to take phone footage to the next level.

Thursday 21 July, 12PM

[Find out more](#)

BUSINESS CONNECT ONLINE RESOURCES



HOW TO START A BUSINESS - SYDNEY

Whether you are in the process of starting a new venture or simply have an idea and don't know what to do next, this workshop is sure to provide you with everything you need to know to setup your new business and hit the ground running. Our expert Business Advisor will be able to assist you in understanding and actioning all the fundamentals to starting your business.

Friday 22 July, 12PM

[Find out more](#)

HOW TO START A BUSINESS - WESTERN SYDNEY

This workshop will get you well on your way to starting your business. You will learn everything you need to know

- Business registration
- Legal requirements
- Council requirements
- Insurance
- Market research
- Business planning and more!

Wednesday 27 July, 10AM

[Find out more](#)

SOCIAL MEDIA: CONTENT FROM CONTENT

Once you learn how to create content from content, you can develop a content plan for your business which will see you spending minutes, not hours, on your social media each week whilst still creating subject matter that will engage your customers.

Thursday 28 July, 10AM

[Find out more](#)

MASTERING YOUR WEBSITE FOR BUSINESS SUCCESS

A website is your digital shop window to any business. It is often the first interaction a prospective customer might have with your business – and also the platform through which sales and transactions are made. Ensuring a website is set up and optimised is crucial to business success.

Tuesday 2 August, 10AM

[Find out more](#)

HOW TO START A BUSINESS

A step-by-step guide to starting a business workshop, is ideal for aspiring business owners who haven't already applied for an ABN. It is still useful for existing businesses or those early in the start-up process to ensure they have ticked all the basics to setting up their business right.

Wednesday 3 August, 10AM

[Find out more](#)

EMPLOYMENT LAW 101

Permanent, casual, or contractor. What terms apply? Who is Fair Work and why do I need to know? This is a complex area of law that every business needs to have a basic understanding of. Join this interactive workshop to understand the benefits, considerations, and requirements for engaging the people you need for your business to thrive.

Wednesday 3 August, 5PM

[Find out more](#)

HOW TO START A BUSINESS - SYDNEY

Whether you are in the process of starting a new venture or simply have an idea and don't know what to do next, this workshop is sure to provide you with everything you need to know to setup your new business and hit the ground running. Our expert Business Advisor will be able to assist you in understanding and actioning all the fundamentals to starting your business.

Wednesday 10 August, 12PM

[Find out more](#)

BUSINESS CONNECT ONLINE RESOURCES



SETTING UP AN ONLINE BUSINESS

The retail landscape has changed markedly in the last decade, and the rise of sites like Amazon Australia continue to change the ecommerce space.

This two hour webinar will cover: what retailing now looks like, the key skills you need to succeed online, core steps to set up an ecommerce business, and tips how to be a success and not a flop!

Monday 15 August, 10AM

[Find out more](#)

MARKETING PLAN IN 1 DAY

This two-hour workshop will step you through creation of a well-considered, targeted, and strategic Marketing Plan including identifying your best research methods and refining your target markets to clarify best channels, tactics, and strategies for optimal engagement

Tuesday 16 August, 10AM

[Find out more](#)

HOW TO START A BUSINESS - WESTERN SYDNEY

This workshop will get you well on your way to starting your business. You will learn everything you need to know

- Business registration
- Legal requirements
- Council requirements
- Insurance • Market research
- Business planning and more!

Wednesday 31 August, 10AM

[Find out more](#)



HOW TO START A BUSINESS

A step-by-step guide to starting a business workshop, is ideal for aspiring business owners who haven't already applied for an ABN. It is still useful for existing businesses or those early in the start-up process to ensure they have ticked all the basics to setting up their business right.

Wednesday 7 September, 10AM

[Find out more](#)

MARKETING PLAN IN 1 DAY

This two-hour workshop will step you through creation of a well-considered, targeted, and strategic Marketing Plan including identifying your best research methods and refining your target markets to clarify best channels, tactics, and strategies for optimal engagement

Tuesday 20 September, 10AM

[Find out more](#)

HOW TO START A BUSINESS - SYDNEY

Whether you are in the process of starting a new venture or simply have an idea and don't know what to do next, this workshop is sure to provide you with everything you need to know to setup your new business and hit the ground running. Our expert Business Advisor will be able to assist you in understanding and actioning all the fundamentals to starting your business.

Tuesday 20 September, 12PM

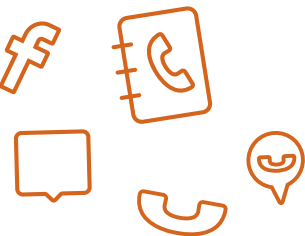
[Find out more](#)

SOCIAL MEDIA: CONTENT FROM CONTENT

Once you learn how to create content from content, you can develop a content plan for your business which will see you spending minutes, not hours, on your social media each week whilst still creating subject matter that will engage your customers.

Thursday 29 September, 10AM

[Find out more](#)





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.



AUSTRALIAN TAXATION OFFICE WEBINARS

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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

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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

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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

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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

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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

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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

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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.

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

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

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

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

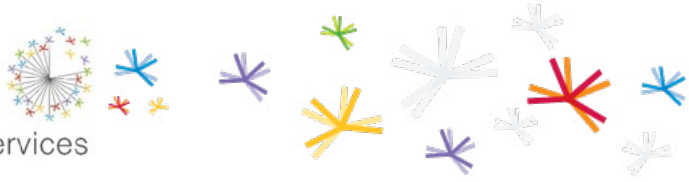
Stay compliant by registering for business licences and applications

Manage & Grow

Manage transactions & apply for government grants & vouchers

Learn More

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



SSI is a community organisation and social business that supports newcomers and other Australians to achieve their full potential.

IgniteAbility Small Business Start-ups

SSI is a leader in disability reform by creating opportunities for people with disability to contribute in all aspects of life: economic, social and civic. ABS data highlights that people with disability have a higher rate of entrepreneurship than people without disability. As a result, SSI has developed a ground-breaking program that 'taps' into individual's ambitions and motivations for a future of sustainable self-employment.

SSI recognises that meaningful employment is important to a stable, secure and independent future, as well as to an individual's physical, mental and personal well-being and sense of belonging and identity.

IgniteAbility Small Business Start-ups demonstrates SSI's commitment to, and innovation in enhancing the social and economic participation of the people it supports.

Visit [IgniteAbility Small Business Start-ups](#) to learn more.

Ignite Small Business Start-ups


The Ignite® Small Business Start-ups Program is an SSI initiative, developed to facilitate small business creation for people from a refugee and migrant background who want to start their own business or expand an existing one. IgniteAbility®, Ignite's sister program, facilitates business creation for people with disabilities.


Our vision is to turn passion into possibility by unleashing the potential of refugees, migrants, people seeking asylum and people living with disability, to take greater control of their lives through entrepreneurship and enterprise.

Visit [Ignite Small Business Start-ups](#) 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.fairfieldcityhq.nsw.gov.au to receive What's
On for upcoming workshops and more.