

WHAT'S ON

**April to July 2020** 



# WELCOME TO FAIRFIELD CITY OPEN LIBRARIES' CREATIVE AND INNOVATIVE SPACES!





A dedicated space for startups, co-workers and local businesses.





An audio and video recording studio.





A place to experience virtual reality and the latest tech gadgets.

# Contents







Registration is required for most events.

### To register:

Please call **0437 733 270** or **9725 0323**, or email us at **theworkary@fairfieldcity.nsw.gov.au** or visit our website: **workary.network** 



#### DISCLAIMER:

- 1. Information included is subject to change without notice.
  Fairfield City Open Libraries reserves the right to cancel or change activities.
- 2. 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.
- 3. For children's programs, parents are responsible for supervising their children.

# Welcome to the Workary

# The Workary, Studio 2166, lab.LX and The Alcove are initiatives of Fairfield City Open Libraries

The Workary is a dedicated business space on Level One of Whitlam Library in the heart of Cabramatta and features a community and events space that accommodates up to 100 people. It is open to start-ups, entrepreneurs and small-medium businesses.

Fairfield City Council believes the health and well-being of the broader community are closely tied to the success of its business community. Sustainable, growing businesses create:

- Jobs for local people, close to where they live
- Prosperity for their owners
- Numerous social and environmental benefits

# Join our LinkedIn network! in



Find us under WORKARY and follow us for events and news on our **Business Hub!** 





- Do you run a business?
- Are you an entrepreneur?
- Are you looking for a co-working space or meeting room?
- Do you need business advice?
- Would you like to connect with other businesses?

**Fairfield City Council is supporting businesses** of all sizes, in all sectors, and at every stage of development, through its Workary. Whether you are an aspiring entrepreneur, a start-up enterprise, a home-based business, or an established small-to-medium enterprise, the Workary is for you.



The Workary is free to use.

#### Features include:

- A community workspace featuring 'drop-in' desk space and lounge areas
- Collaborative workspaces
- A 'pop-up' demonstration space
- Concierge service for start-ups
- Coffee and tea provided
- Bookable meeting rooms (fees apply)
- A range of audio-visual equipment for presentations
  - Screens
  - Microphone
  - Speakers
  - AV projector
  - Whiteboard
  - A commercial workspace hot desk available (fees apply)
- Latest business related books, magazines, videos and online resources
- Connect to our Wi-Fi and business resources
- Referral services to business advisors also available in Vietnamese, Arabic, Cantonese and Mandarin through Business Connect
- Networking opportunities, meet-ups with other business owners and entrepreneurs or anyone else with interest in business
- The Workary team draws on formal and informal partnerships with a range of key industry and government stakeholders
- Business team-building programs
- Scanning, copying and printing services (fees apply)
- Advertising and marketing opportunities
  - Placing your business cards on industry featured wall
  - Online business directory and job board on our council website

To register for events, visit our website: workary.network

# BUSINESS INSPIRATION HAPPENS HERE!

### **CONTACT US**

E. theworkary@fairfieldcity.nsw.gov.au

**T.** 9725 0323 **M.** 0437 733 270

**W.** workary.network

**Workary** is located in Whitlam Library Cabramatta Level 1, 165 Railway Parade, Cabramatta NSW 2166

#### **OPENING HOURS**

**Monday-Friday** 9.30am-8pm **Saturday** 9.30am-4pm





### **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.

### Arabic:

Tuesday 7 April 9.30-11.30am, noon-2pm, 2.30-4.30pm Tuesday 5 May 9.30-11.30am, noon-2pm, 2.30-4.30pm Tuesday 2 June 9.30-11.30am, noon-2pm, 2.30-4.30pm Tuesday 7 July 9.30-11.30am, noon-2pm, 2.30-4.30pm

#### **Cantonese and Mandarin:**

Fridays 3 April to 31 July 9.30-11.30am, noon-2pm, 2.30-4.30pm

## English:

Wednesdays 1 April to 29 July 9.30-11.30am, noon-2pm, 2.30-4.30pm

### Vietnamese:

Thursdays 2 April to 30 July 9.30-11.30am, noon-2pm, 2.30-4.30pm

## **Whitlam Library Cabramatta**

Registration required.



#### **WORKARY-MEET UP AND MORNING TEA**

Are you a small business owner or contemplating starting up a small business? Meet up with other local entrepreneurs, to network, share and exchange ideas over morning tea.

# Whitlam Library Cabramatta

Friday 24 April 8-9.30am Friday 29 May 8-9.30am Friday 26 June 8-9.30am Friday 31 July 8-9.30am







# SWEH (SOUTH WEST ENTREPRENEURIAL HUB) BI-MONTHLY BUSINESS WORKSHOPS

These meetings are an opportunity for start-ups or small businesses within the area to get advice, tips and meet others who can assist them on their business entrepreneurial journey. For details of topics and speakers for the respective month contact SWEH (thy.ha@theloanlounge.com) or the Workary.

# Whitlam Library Cabramatta

Marketing and sales-Monday 6 April 5-8pm Understanding legal contracts-Monday 1 June 5-8pm Registration required.

#### **BUSINESS APPLICATIONS FOR 3D PRINTING**

3D printing has become a commonplace practice in the modern workplace. Get real information from 3D printing experts on how 3D printing is being used in industry and start-ups to add value to businesses. Included will be a demonstration of 3D printing and scanning software and process.

## **Whitlam Library Cabramatta**

Tuesday 7 April 6-8pm Registration required.

#### 3D SCANNING AND PRINTING DEMONSTRATION

3D scanners and printers are rapidly becoming a commonplace technology in industry and the home. Get up to date at this monthly informative workshop.

## Whitlam Library Cabramatta

Friday 17 April, Friday 15 May, Friday 19 June and Tuesday 14 July 10am-noon Registration required.



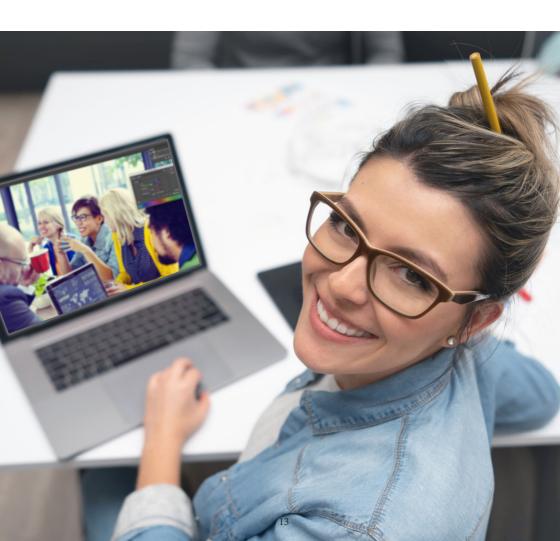
# SOCIAL MEDIA MASTERCLASS (PHOTOSHOP AND CANVA)

This class will primarily focus on the tools of content creation e.g. Photoshop and Canva, as well as what content works best for certain online platforms.

# Whitlam Library Cabramatta

Wednesday 8 April 5.30-7.30pm

Registration required.





#### **BUSINESS BLOGGING BASICS**

Been meaning to launch a blog but have no idea where to start?

If this sounds like you, then it's time to take action. Come along to Write Time Marketing's Business Blogging Basics workshop!

Learn the benefits of blogging when it comes to personal branding and Search Engine Optimisation (SEO), ways to get your blog underway or back on track, tips for attracting more views and readership, plus much more.

# Whitlam Library Cabramatta

Thursday 16 April 10am-noon

Registration required.

## PLANNING YOUR REGULAR FINANCIAL COMMITMENTS

Come along to this 45 minute session to learn a straightforward five-step process to stay on top of your regular financial commitments. Find out how to identify business activities that trigger financial responsibilities as well as practical help to plan for and meet your future commitments.

Presented in partnership with the Australian Taxation Office.





## **BUSINESS LEARNING HUB, MONTHLY MEET-UPS**

Do you run a business? Are you an entrepreneur? Do you want to learn and meet like-minded people?

If so, welcome to the Business Learning Hub, Sydney which provides information sessions, troubleshooting sessions and networking opportunities to business owners and entrepreneurs (and anyone else with an interest in business).

# Whitlam Library Cabramatta

Last Wednesday of each month

Soap De Villa Wednesday 22 April 6-7.30pm
 Business training with Jane Tweedy Wednesday 27 May 6-7.30pm
 Networking Wednesday 24 June 6-7.30pm

Government grants Wednesday 22 July 6-7.30pm

Registration required.

#### **FILMING YOUR BUSINESS VIDEO**

You've got your script and concept ready and it's time to film your video. Filming or 'the shoot' is the next step in the production process. We'll teach you some of the tricks of the trade from 3 to 5 point lighting and camera techniques to setting up for green screen. For ages 16+.

## **Whitlam Library Cabramatta**

Thursday 23 April 6-8pm Registration required.





# PODCASTING FOR BUSINESSTHE COMPLETE GUIDE TO GETTING STARTED

Have you been considering starting a podcast for your business but unsure where to start? Learn what a powerful tool podcasting can be to communicate with your customers. This workshop will also cover how to set up, record and upload a professional-style podcast using Studio 2166.

# Whitlam Library Cabramatta

Thursday 30 April 6-8pm Registration required.



#### MAKING VIDEO CONTENT ON MOBILE DEVICES FOR BUSINESS

Digital content can be accessed everywhere and created anywhere! Learn how to create great digital content using your mobile device. Plan, shoot and edit your media content for business by using your phone with confidence.

# **Whitlam Library Cabramatta**

Tuesday 5 May 2.30-4.30pm Registration required.





#### **BUSINESS OWNERS GUIDE TO THE LAW**

Contracts and legal matters are essential to ensure secure development of your business. A part of any risk management strategy is a formal understanding of complex contract law essential in today's global environment. Gain new tools, knowledge and means to handle and develop legally astute and advantageous contracts and how to implement strategies to ensure your contracts are plainly expressed.

# Whitlam Library Cabramatta

Saturday 9 May 11am-1pm Registration required.

#### **EMPLOYER ESSENTIALS**

Do you have employees, or are you thinking of employing workers? Understand your tax and super obligations as an employer. REGISTER NOW to come along to this FREE introductory workshop presentation by Australian Taxation Office staff.

You'll learn about:

- what to do when you hire workers, and how to determine whether they're employees or contractors
- pay as you go (PAYG) withholding annual reports and payment summaries
- how to report fringe benefits for your employees
- superannuation reporting and due dates.
- taxable payments reporting for the building and construction industry. We will show you online tools and resources and you'll have the chance to ask questions. This is a great opportunity for you to network.

## Whitlam Library Cabramatta

Tuesday 12 May 10.30am-noon Registration required.





#### **EMPLOYERS: SINGLE TOUCH PAYROLL**

This FREE one hour session is for small businesses that are new to employing people. You as an employer are required to report salaries, wages, tax withheld and super information to the ATO through Single Touch Payroll each time you pay your employees. Come and join this session to find out how it works, reporting options and how to report.

Presented in partnership with the Australian Taxation Office.

# Whitlam Library Cabramatta

Tuesday 19 May 10-11am Registration required.



#### SOCIAL MEDIA STRATEGIES FOR YOUR BUSINESS TO BUSINESS

Are you struggling with which social media platforms are best for your business? Are you wasting too much time or money and not getting the results you desire? This workshop will help you understand who your target customers are and which platforms to spend your valuable time on.

This interactive workshop will assist you in creating your customer avatar and teach you how to market to them. You will learn tips that will help you become a more effective social media marketer which will save you time and money. Are you ready to learn tips and tricks from the digital marketing industry? Reserve your seat today.

## **Whitlam Library Cabramatta**

Wednesday 20 May 10am-noon Registration required.





## **EDITING YOUR BUSINESS VIDEO**

So you've got all the footage and photos for your business video, how do you put it all together? Editing and post production is the important final step to finishing your video. We'll show you how to get there using Adobe Premiere Pro. For ages 16+.

# Whitlam Library Cabramatta

Monday 25 May 6-8pm Registration required.

## TRAINING WITH VIRTUAL REALITY-APPLICATIONS FOR BUSINESS

Virtual reality is changing the way we do business. Learn about virtual reality and its application in training of staff and customers.

This worshop covers a tour of lab.LX.

Tea and coffee provided.

# Whitlam Library Cabramatta

Tuesday 2 June 6-8pm Registration required.





## **SOCIAL MEDIA LAW FOR BUSINESS**

Come and join us to learn about:

- Employment and social media
- Protecting your business on social media
- Intellectual property explained
- Social media-discrimination and bullying
- SPAM explained

# Whitlam Library Cabramatta

Thursday 4 June 6-8pm



### **HOW TO START A SMALL BUSINESS-SESSION ONE**

This workshop will take participants through the initial processes from the business idea and the vision and action, through planning, compliance, licensing/permits, website development, marketing and record keeping. This session is followed by Starting a small business.

Presented in partnership with Western Sydney Business Centre.

## **Whitlam Library Cabramatta**

Thursday 11 June 2-4pm Registration required.

### STARTING A SMALL BUSINESS-SESSION TWO

Are you thinking of starting a small business? Maybe you have a hobby that is becoming a business?

This FREE 40 minute session will help you understand:

- the difference between a hobby and a business
- what to do if your hobby turns into a business
- the most common business structures and the registrations you may need to be in business.

Presented in partnership with the Australian Taxation Office.

## Whitlam Library Cabramatta

Thursday 11 June 4-4.40pm Registration required.





## **GETTING YOUR VIDEO OUT ON SOCIAL MEDIA**

You've finished your business video but where and how should you release it? Who is your market/audience? We'll guide you through the different social media avenues and how to track your audience and reach so you can maximise your business video's potential. For ages 16+.

# Whitlam Library Cabramatta

Tuesday 16 June 6-8pm Registration required.





# HOW TO RECORD VIDEO INTERVIEWS AND TESTIMONIALS FOR YOUR BUSINESS

What makes a great interview, and how can this impact the way you communicate as a business? Learn how to create professional-looking video interviews, testimonials and on-camera presentations using the Studio 2166 facility.

# Whitlam Library Cabramatta

Thursday 18 June 6-8pm Registration required.



## RIDE-SOURCING AND TAX (SOLE TRADERS)

Do you provide ride-sourcing services for a fare; working through a facilitator such as Uber, SheSafe, Shebah or GoCatch? Do you know how income tax, the goods and services tax (GST) applies to your earnings? Ride-sourcing is taxi-travel for GST purposes. If you have a ride-sourcing enterprise, you need:

- an Australian business number (ABN)
- to register for GST from the day you start
- to pay GST on the full amount of every fare
- to keep records of income and expenses for both GST and income tax purposes.

You can then claim GST credits for expenses associated with your ride-sourcing enterprise.

Note: If you already have a business structure, this session is designed for sole traders.

Presented in partnership with the Australian Taxation Office.

## **Whitlam Library Cabramatta**

Tuesday 23 June 6-7pm Registration required.



## SEO (SEARCH ENGINE OPTIMISATION) BASICS

In this SEO basics workshop, we're going to show you that SEO is not a mystery black box and makes a huge difference to the visibility of your website. We'll learn some basic SEO techniques you can use yourself and some simple tools you can utilise to monitor SEO progress.

## Whitlam Library Cabramatta

Wednesday 1 July 6-8pm Registration required.







Studio 2166 is a high-end film and recording studio built for digital content creation. Access the facility to film promotional videos, create green screen special effects, or record interviews and podcasts.

Fairfield City Open Libraries offers this creative facility free to members, small businesses and the general public. Book in and start your creative projects today.

## Key features include:

- Sound-proof facility consisting of a sound booth for audio recording and a green screen
- iMacs with 64 GB of RAM
- Production software including Pro Tools and Adobe Creative Cloud
- Microphones, synthesisers and sound equipment
- Cameras for video and photography
- Sony 55 HD LED Smart TV
- Digital Kawai piano
- Lighting, including softbox and video lights
- Studio reference headphones
- Audio interfaces and mixing desks

# Attend regular workshops to learn how to use the studio and get started on your project today.

#### **CONTACT US**

E. Studio2166@fairfieldcity.nsw.gov.au

**M.** 0437 733 270 **T.** 9725 0323

W. workary.network

#### **OPENING HOURS**

**Monday-Friday** 9.30am-8pm **Saturday** 9.30am-4pm

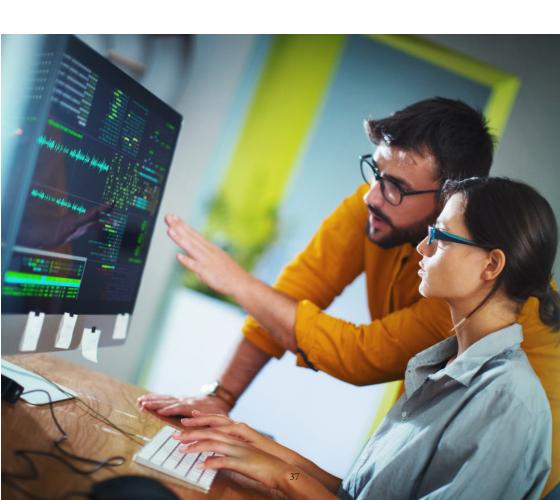
#### **ONE TO ONE TECHNOLOGY SESSIONS**

Book in for a free one to one technology session inside Studio 2166 or lab.LX. Consult with our knowledgeable staff and get the project support you need to make your business or creative idea a success. In these sessions, staff will show you how to setup and use creative equipment and software suitable for your project.

# Whitlam Library Cabramatta

**LAB.LX:** Mondays **STUDIO 2166:** Wednesdays Registration required.

9.30-10.30am, 10.30-11.30am and 11.30am-12.30pm 9.30-10.30am, 10.30-11.30am and 11.30am-12.30pm





#### **FAIRFIELD CITY CREATIVE WRITERS**

Calling all creative writers!

Are you wishing you had designated time to write with other writers in your local area? Fairfield City Creative Writers group is here to help you meet your writing goals in the company of other writers! Grab a coffee or tea and prepare to write as you have never written!

# **Whitlam Library Cabramatta**

Saturday 11 April 10am-noon Saturday 9 May 10am-noon Saturday 13 June 10am-noon Registration required.





#### **GREEN SCREEN KARAOKE**

Sing your heart out these school holidays in this Studio 2166 Karaoke Green Screen activity and warm up your voice for this inclusive all ages event.

Whitlam Library Cabramatta
Thursday 16 April 3-5pm
Registration required.



### **FILMING YOUR BUSINESS VIDEO**

You've got your script and concept ready and it's time to film your video. Filming or 'the shoot' is the next step in the production process and we'll teach you some of the tricks of the trade from 3 to 5 point lighting, camera techniques to setting up for green screen. For ages 16+.

# Whitlam Library Cabramatta Thursday 23 April 6-8pm Registration required.

## **MAKE A GREEN SCREEN MUSIC VIDEO**

Work together inside Studio 2166 to make a green screen music video in this fun and inclusive youth event! Get hands-on in this school holiday activity, and learn the magic behind green screen.

# **Whitlam Library Cabramatta**

Tuesday 21 April 10am-noon





# CREATIVES MEET UP AND MORNING TEA

Are you an enthusiastic creative looking to collaborate and share your creative practice? Meet up with other local creatives, share ideas and inspire new creative works over tea and biscuits in this inclusive gathering.

# **Whitlam Library Cabramatta**Friday 24 April 10am-noon Friday 26 June 10am-noon

Registration required.



# PODCASTING FOR BUSINESS-THE COMPLETE GUIDE TO GETTING STARTED

Have you been considering starting a podcast for your business but have been unsure where to start? Learn what a powerful tool podcasting can be to communicate with your customers. This workshop covers how to set up, record and upload a professional-style podcast using Studio 2166.

# **Whitlam Library Cabramatta** Thursday 30 April 6-8pm

Registration required.

#### LEARN DIGITAL PHOTOGRAPHY

Do you want to take better digital photos but don't know the basics? Our digital photography workshop will walk you through SLR camera techniques from exposure to lighting so you can improve your knowledge and skills the next time you take a picture. For ages 16+.

# **Whitlam Library Cabramatta**

Tuesday 28 April 10am-noon Tuesday 30 June 10am-noon Registration required.

### **CONFIDENCE ON CAMERA**

Standing out in the business world is hard, so you need to get confident on camera! Learn professional studio techniques that will make your photography look natural and professional in this informative workshop. Tea and coffee provided.

# Whitlam Library Cabramatta

Thursday 28 May 6-8pm Registration required.



#### **LEARNING LOGIC PRO X**

Learn the basics of Logic Pro X in this Studio 2166 seminar. Get the facts on how to record great sounding audio with Logic Pro X.

Whitlam Library Cabramatta
Tuesday 23 May 10am-noon
Registration required.



# HOW TO RECORD VIDEO INTERVIEWS AND TESTIMONIALS FOR YOUR BUSINESS

What makes a great interview, and how can this impact the way you communicate as a business?
Learn how to create professional-looking video interviews, testimonials and on-camera presentations using the Studio 2166 facility.

# Whitlam Library Cabramatta Thursday 18 June 6-8pm Registration required.



Are you looking to perform, tour, or release an album? Or need help on a digital campaign, project or event and don't know where to start? This workshop will help further your creative practise. From goal setting to strategic planning and development. Vyva Entertainment professionals will work with you to take your creative skills to the next level!

# Whitlam Library Cabramatta

Thursday 7 May and Thursday 25 June 6-8pm Registration required.

# **PERFORMING ARTS INFORMATION SESSIONS AT STUDIO 2166**

Are you a performing artist looking to develop your professional career? Gain insight from industry professionals and meet and network with other performers. Tea and coffee provided.

Presented by Vyva Entertainment.

# Whitlam Library Cabramatta

Friday 29 May 10-11.30am Friday 31 July 10-11.30am Registration required.





# A place to experience virtual reality and the latest tech gadgets.

**lab.LX** is an experimental media space for inventors, entrepreneurs, and the curious who want to play with and understand the technology or create digital content and products.

- Virtual reality, coding, and HP Z240 Series gaming PCs
- 360° cameras, robots and bots
- The use of 3D Scanner and 3D Printer (fees apply)

#### **CONTACT US**

E. lablx@fairfieldcity.nsw.gov.au

**M.** 0438 257 838 **T.** 9725 0323

**W.** workary.network

#### **OPENING HOURS**

Monday to Friday 2-5pm Available for private bookings

#### **PUBLIC DISPLAYS IN VIRTUAL REALITY**

With information going virtual, lab.LX is a space where you can experience information like never before. Drop in to access development proposals in virtual reality, take tours of council facilities and learn more about Fairfield City Council's future projects.



# **VR GAME DAY**

Are you up for the VR gaming challenge? Enter exciting new gaming worlds and challenge yourself by coming to play the latest VR games featuring a different one each month.

# Whitlam Library Cabramatta

Tuesday 14 April 3.30-4.30pm Tuesday 12 May 3.30-4.30pm Tuesday 9 June 3.30-4.30pm Tuesday 14 July 3.30-4.30pm











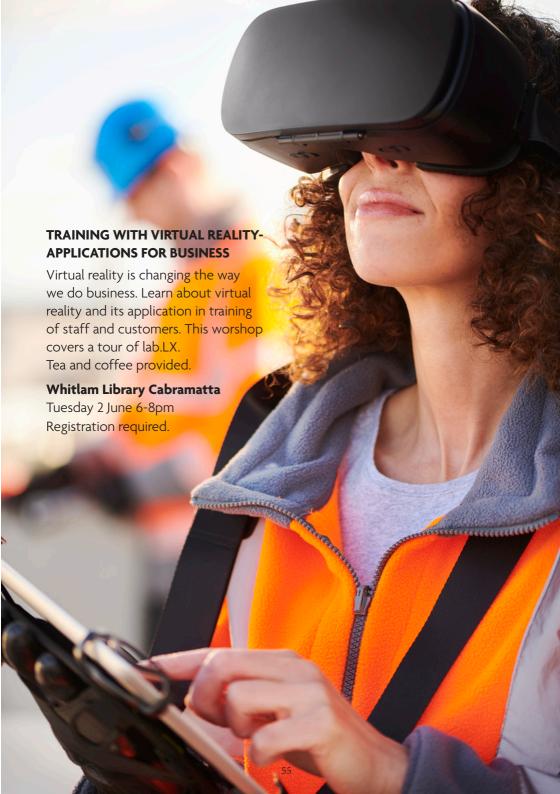


# **GAME DESIGN VR**

Try next level game design and create your own VR game. Have a go in this four-week program and get hands-on experience in game designing for another dimension! For ages 15+.

# Whitlam Library Cabramatta

Wednesdays 20 May to 24 June 4-6pm Registration required.





# BONNYRIGG LIBRARY-Bonnyrigg Plaza-100 Bonnyrigg Ave,

Bonnyrigg NSW 2177

Opening Hours Monday & Wednesday 9.30am-6pm

Tuesday & Thursday 9.30am-9pm

Friday: 9.30am-5pm Saturday: 9.30am-noon Sunday: Closed



#### FAIRFIELD LIBRARY-17 Kenyon St, Fairfield NSW 2165

Opening Hours Monday & Wednesday 9.30am-6pm

Tuesday & Thursday 9.30am-9pm

Friday: 9.30am-5pm Saturday: 9.30am-6pm Sunday: noon-6pm



#### SMITHFIELD COMMUNITY LIBRARY-51-57 Oxford St, Smithfield NSW 2164

**Opening Hours** Monday-Friday: 9.30am-1pm, 2pm-5pm

Saturday: 9.30am-noon Sunday: closed



# WETHERILL PARK LIBRARY-Stockland Wetherill Park, 561-583 Polding St,

Wetherill Park NSW 2176

Opening Hours Monday & Wednesday 9.30am-6pm

Tuesday & Thursday 9.30am-9pm

Friday: 9.30am-5pm Saturday: 9.30am-noon Sunday: Closed



### WHITLAM LIBRARY CABRAMATTA-165 Railway Pde, Cabramatta NSW 2166

Opening Hours Monday: 9.30am-8pm

Tuesday: 9.30am-8pm\* Wednesday: 9.30am-8pm\* Thursday: 9.30am-8pm\* Friday 9.30am-8pm Saturday: 9.30am-4pm Sunday: 10am-2pm



<sup>\*</sup>Library may open for extended hours from April, subject to customer demand. All libraries closed on public holidays.