

BREED Business Centre Information Pack



Building Your Small Business Future

96 per cent of BBC tenants still in business!

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THE BREED BUSINESS CENTRE



The **BREED Business Centre (BBC)** is a business incubator and is one of a few in Western Sydney. The BBC was established by the then **Blacktown Regional Economic and Employment Development (BREED) Taskforce (now BREED)** to focus on nurturing small and developing businesses in order that they may develop entrepreneurial skills, become self-sustaining and meet the needs of their own customer base.

Over the past 24 years BBC has assisted over 148 businesses, these businesses have grown to employ 360 people and have contributed \$5.8 million to the local economy. It is anticipated that the BBC will eventually 'graduate an average of 25 businesses per year. Over the next ten-year period it is estimated that the BBC will assist over 250 businesses employing 950 to 1,250 people and turning over around \$270 million.

Affordability

One of the major benefits of basing your business at the BBC is that it is affordable and flexible. We have a variety of office sizes and we can tailor an option that suits your budget. There are no long-term obligations and no bonds. Occupancy is 'licensed' on an easy-in, easy-out basis and you can leave with just 30 days' notice without penalty.

Being located at the BBC can be a strategic decision as well as an economic one, it will provide you with the best chance to build your own small business future.

Centre Statistics as at 2018

- Year started: 1997
- Size: 1,967.30 m²
- No. of Offices: 35
- Average length of time at BREED Business Centre: 20 months
- Average no. of employees upon graduation 2.25
- Incubator Staff: CEO, Centre Manager, Receptionist/Administrative Assistant

What is a Business Incubator?

The incubator concept originates from the United States of America and it is where a group of start-up businesses work in the same building, share services, equipment and networks. The Business Innovation and Incubation Australia (BIIA) describe the concept as being “a unique mix of advice, services and support to help business develop and grow”. There are now 500 incubators in the USA and the concept has spread across the world. Incubators have been in Australia in various forms for about 20 years, and there are now about 100 across the country.

Business incubators have proven to be the most effective technique yet devised for creating employment, commercialising new technologies and developing local economies. Couple this with support services, business advice, networking and shared facilities; incubators deliver a powerful boost to new and expanding enterprises in the initial stage of development.

How can an incubator help you and your business?

Starting a small business can be a lonely experience, particularly if you are home based. An incubator can help keep morale high, as well as provide business support and reduce your start-up and other operational expenditure. Incubators bring a wide range of businesses together with other external stakeholders providing you with an innovative and entrepreneurial atmosphere in which to learn the often-tough lessons of business life.

PROOF OF OUR SUCCESS

**96% OF TENANTS ARE STILL IN BUSINESS AFTER
STARTING OUT AT THE BBC.**

A FANTASTIC RESULT!

A Brief History

BREED Australia was established in 1993 as the Office of Labour Market Adjustment Committee funded by the then Department of Education and Employment and Training. The aim was to identify and assist with the implementation of projects to increase the economic and employment development opportunities within the Blacktown Local Government Area. BREED undertook a feasibility study in 1994 which demonstrated the viability of a business incubator in the Blacktown area.

The search for suitable premises commenced and a year later a most unusual building became available. The building was formerly part of the Royal Australian Naval Air Repair Yard – HMAS Nirimba, which was used as an aircraft repair yard during World War II and later became a training facility for naval apprentices up until 1996. The building was originally one of the dormitories that would have been home to thousands of young sailors throughout its history. The building was perfect for a business centre with its 30 odd dorms that were easily transformed into offices. The location was also perfect as it was within the North-West Sydney growth corridor.

Today the site still displays a memorial garden to the thousands of sailors and trade people who have worked at the site and features an anchor from the HMAS Nirimba. (Nirimba was chosen as a name as it is tradition for naval stations to be named after sea birds; as Falcon was already taken, the Aboriginal name for Pelican (Nirimba) was chosen).

In 1996 BREED was successful in receiving a grant of \$500,000 to refurbish the building into 34 modern offices, reception and administration. Since then the building has been further modernised.

Location, Location, Location

The BBC is centrally located in the Blacktown Local Government Area, just a short distance from the Blacktown City Centre and with direct access to other major business services centres, including: Parramatta, Norwest, Castle Hill, Rouse Hill, Windsor and Penrith.

There is easy access to public transport, including direct bus and rail services to Quakers Hill. Getting into and out of Sydney in a motor vehicle is straight forward via the M7, M4, M2 and other major arterial road networks on BBC's door step.

Situated within the unique surroundings of the Nirimba Education Precinct, there is a dynamic interaction between education and business.

The Precinct includes: TAFE-WSI Nirimba College, The University of Western Sydney/UWS College, Department of Education and Communities, the Catholic Education Office, Wyndam College, and St John Paul II Catholic College, who together, provide a unique business environment and educational experience, providing various pathway opportunities, on a single campus for the Western Sydney community.

How is the Centre Managed?

BREED is a not-for-profit association and governed by a volunteer Board of Directors.

The BBC is managed by a CEO, Centre Manager, and Receptionist/Administrative Assistant; who take care of the Centre's day-to-day business operations and activities, provide services to tenants, and work closely with Sydney stakeholders.

The voluntary Board includes representatives from: Education Sector, Sporting Sector, Blacktown City Council, Financial Industry and leading local business people who meet monthly.

Who are our Tenants?

The Centre currently has tenants involved with: business services, IT&T, publishing, driver training, audio visual, insurance, finance, education and training, accounting, trades, counselling, consulting, health, and more. The current tenants employ as a group approximately 85 people from within and around the Sydney region.

Virtual Tenant

A Virtual Tenant is a business who does not have an office at BBC but would like to access our services. Businesses may opt to become a Virtual tenant rather than take up an office.

Users are provided with a unique phone number, a physical address and PO Box, a common fax number, pigeonhole for mail and a listing on the BBC web business directory. Calls are answered in the name of the company.

What are the benefits of being a BBC Tenant?

The BBC is a managed workspace designed specifically with the needs of new start and expanding business in mind. It is an up-to-date business environment at very competitive rates.

The major premise is that the success rate of a BBC tenant is greater through sharing space, equipment and services. In addition, the provision of access to professional information, networks and training, increases business management skills and increases the effectiveness of management decisions.

The BREED Business Centre offers its tenants a range of services and facilities including:

The BBC Serviced Office Space

The BBC serviced office space is one of the major benefits of being based at the BBC. The range of serviced offices vary; however, all have natural light, carpet, most are air conditioned, have storage, electricity and telecommunications (with data points and power points), and are extremely affordable.

Reception and Administration Services:

We understand that it is important to portray the right image when receiving clients and suppliers. We provide a telephone answering service, because we know you can't always be in the office and we provide mail and courier receipt and despatch as part of your tenancy. We can also provide Administrative support, MYOB/bookkeeping and other services as required.

Address:

One of the major benefits of basing yourself at the BREED Business Centre, is the address. You will have a Quakers Hill P.O. Box postal address, and your mail is delivered to you every day, and mail can also be posted for you daily.

Office Equipment:

BBC has all the modern office equipment that businesses need for day-to-day business operations. Our equipment is available to you 24/7 and you are provided with an individual access code for the photocopier and faxing is available at the administration office.

Occupancy:

Occupancy is on a flexible 'licensed' basis that has been developed to provide an easy-in easy-out situation. This reduces any legal fees and the risk of being locked into a long-term lease. Tenants can vacate the BBC with just 30 days' notice without penalties.

Fully Furnished Meeting and Training Facilities:

We provide you with a free meeting or small training room (subject to availability). Our meeting facilities include: a board room that can seat 8-10 people, a large training room that can seat up to 60 depending on the configuration (60 theatre style and 30 classroom), a small training room that can seat 8-14 people and a casual meeting room ideal for conducting interviews or one-to-one meetings. Audio visual equipment can be provided on request.

Equipment available includes: flip charts, data projector, data connection, TV/Screen, telephone, whiteboard and teleconference facilities.

Cleaning:

The BBC offices are cleaned twice per week with rubbish removal and this service takes place after hours.

Internet:

The BREED internet service is connected to the AARNET network at 1Gbps. AARNET is Australia's Academic and Research Network.

Security:

There is 24/7 access to the BBC with an after-hours key code entry and in-house security system and security patrols.

Business Networking:

We also host monthly training seminars (BREED Bottom Line Series) at the BBC, where tenants can meet, learn, exchange ideas and discuss issues. These seminars are free of charge to BBC tenants. Seminars are delivered by leading professionals and trainers.

Accounts:

We provide you with one monthly invoice which includes your rent, phone, internet and any additional services on a seven-day account, which is paid monthly, reducing the number of invoices you receive.

Kitchen and Catering:

There are small kitchenettes (with tea and coffee facilities) on each of the upper floors and a large full kitchen on the ground floor. We can organise catering for you or we can recommend some of the local caterers.

Parking:

There is ample **free** parking for you, your clients and staff on site.

Signage:

All BBC tenants are listed on the BBC tenancy board at the front of the BBC building and also listed on the BBC website tenant directory.

University and TAFE Facilities:

Because you will be part of the Nirimba Education Precinct, you will also have access to a library, two cafés, recreation facilities including pool, and educational and training courses. Refer to www.nirimba.nsw.edu.au.

Childcare Centre:

The Precinct also has its own Child Care Centre. If you are a parent with young children, this does take a load off your mind.

SERVICED OFFICES

Schedule of Charges

Description	Size m2	Rent per month
Petite	11	\$252.00
Small	13.8	\$394.00
Medium	15	\$472.00
Large	30	\$865.00
Ground Floor Large	30	\$945.00

Establishment Fee for Tenants:

A one-off non-refundable fee, payable prior to occupation of the licensed area of \$520.00, which covers the cost of security, programming, and signage.

Public Liability Insurance:

Tenants are required to have a public liability insurance policy for the coverage within their office space. The policy must be a minimum of \$5 million.

Utilities:

Electricity and water costs are shared between the tenants and are included in the rent.

Tea and Coffee Facilities:

Tenants have access to tea and coffee facilities via upstairs kitchenettes and down stairs main kitchen. Tea and Coffee are made available on a Tenants' reasonable use 'basis'.

Additional Keys:

Two keys are supplied to Tenants, however additional keys can be cut at an addition of \$50.00 per key.

Telephone:

Call Diversion Out-side the Centre - Calls can be diverted outside the Centre, anywhere in the world -POA

Call Transfer to Mobile - Incoming calls can be transferred by Reception to your mobile -POA

Telephone	Price Per Month
VoIP line rental and Standard Handset - includes reasonable usage	\$55.00
Additional VoIP lines	Price on Application

Internet Facilities:

The BREED internet service is connected to the AARNET network ay 1Gbps. AARNET is Australia's Academic and Research Network.

Internet	Price Per Month
AARNET services: 1000 Gbps, 1000 Gbps upload/download per month, with a usage of 75Gb (max) per month.	\$75.00
Onsite Setup costs:	
<ul style="list-style-type: none"> ISP to supply Router and configure – one off charge 	\$250.00
<ul style="list-style-type: none"> Tenant to supply Router and ISP to configure, one off charge 	\$200.00

Postage:

Postage is collected daily from the post office and left in Tenant's assigned pigeonholes. We also offer to post your mail in the afternoon. A 10% surcharge for provision of postage stamps applies.

Photocopying and Printing:

Charged on a monthly basis according to the number of copies (passes through the machine) made per month. *Rates are based on people doing the copying themselves.*

Photocopying	Price Per Page	
	Black	Colour
A4 paper (white 80 GSM)	\$0.16	\$1.10
A3 and/or colour paper	\$0.32	\$2.20

MEETING AND TRAINING ROOMS

Home based businesses from time to time also require suitable premises to hold presentations, training seminars, and board or group meetings. The BBC has four (4) training rooms, a hot-desk office, a boardroom and one small occasional office. All of these spaces are available to hire on a casual basis without any locked in contracts, which is something that many other organisations such as BBC are unable to offer.

Meeting, training and board rooms vary in size 30 – 60 sq. metre and seat between 2 – 60 people.

Includes: TV, Wi-Fi, whiteboard, flip chart, data projector and teleconference facilities with access to ample free parking for you and your clients.

Catering available – POA

Room Hire	Hourly min 2 hours	Half Day 4 hours	Full day 9am – 5pm
Large Training Room	\$58.00	\$175.00	\$292.00
Small Training Room	\$38.00	\$126.00	\$252.00
Meeting Room	\$30.00	\$88.00	\$175.00
Board Room	\$48.00	\$126.00	\$252.00

VIRTUAL BUSINESS SERVICES

BREED Business Centre employs a team of professional administrators with a vast range of skills serving clients across many industries. We help with the administrative tasks that take up your valuable time. This leaves you free to spend your time on the high value tasks in your business. We work in partnership with our clients, taking the time to get to know each one, in order to provide a customised solution that best serves you and your brand.

We offer the four following virtual business services:

Virtual Office

The BREED Business Centre provides your business with a unique phone number, a physical address and PO Box, a common fax number, pigeonhole for mail and access to other business services, without you having an actual physical office in the Centre. With today's technology, running your business as a virtual business, is easier than ever before and the perfect option for many businesses. This option is from \$138.00 per month.

Description	Price Per Month
Up to 50 calls per month	\$138.00
One Off Establishment Fee	\$290.00

Virtual Receptionist

At BREED Business Centre, we understand the importance of having a professional team behind you, taking care of your important inbound telephone calls rather than having them go unanswered. The BBC offers a professional telephone answering service in your company name. Calls will be answered between 9am and 5pm Monday to Friday. Staff immediately send messages to you via email.

There are a variety of packages available to suit your business needs. Our packages are outlined below:

Description	Price
Initial Setup Fee: Set up of phone line, creation of scripts, templates, processes and staff training	\$60.00
Phone line and personalised voicemail	\$8.80 per month
Package 1: Up to 50 inbound calls received per calendar month	\$88.00 per month
Package 2: 51-100 inbound calls received per calendar month	\$163.00 per month
Package 3: 101-200 inbound calls received per calendar month	\$308.00 per month
Package 4: Above 201 inbound calls received per calendar month	Price on application

Virtual Assistant

BREED Business Centre has a team of experienced administrators available to assist with a diverse range of administration needs. It includes a variety of services from secretarial to diary and email management to customer service support – as much or as little as your business requires.

We can assist with your bookkeeping requirements and ensure your accounts are processed and maintained to the highest professional standards, which allows for you the business owner to focus your time more effectively on your business.

Bookkeeping and Secretarial (Minimum of one hour with work completed from the Admin Office)	Price Per Hour
Bookkeeping	\$65.00
Secretarial	\$45.00
Diary Management	\$45.00
Minimum of one hour	\$45.00
Other Administrative Services	Price on application

Tradie Services

Having trouble staying on top of getting quotes out and following up on leads? No matter what your trade, BREED Business Centre can help!

Packages start as low as \$88.00 per month and other packages may include:

- Virtual Receptionist – to answer your phones professionally as part of your team so that no call goes unanswered.
- Virtual Administration – for appointment making and managing your diary in the CRM software that you use, accounts processing, and invoicing.
- Bookkeeping Services

Getting assistance with these areas can provide you with peace of mind and increase efficiencies within your business. Have more time to focus on the core of your business activities such as attending to customers and more personal/family time.

Please contact our friendly team to request packages and pricing.

What are the Benefits of being a Virtual?

The BREED Business Centre offers its Virtual clients a range of services and facilities including:

Services	Virtual Tenant	Virtual Receptionist
<p>Telephone answering service We provide you with a unique telephone number and answer your phone in your business name. Any messages are emailed to you.</p>	✓	✓
<p>Physical address and PO Box You are provided with a Quakers Hill physical address and PO box where mail is collected daily.</p>	✓	×
<p>Mail and deliveries We provide you with a pigeonhole where your mail is placed daily, and we sign for your deliveries.</p>	✓	×
<p>Occupancy A flexible “licensed” basis that has been developed to provide an easy-in-easy-out situation thus reducing any legal fees and the risk of being locked into a long-term lease. You can cancel the service with just 30 days written notice without penalties.</p>	✓	✓
<p>Invitations to business networking events BREED host monthly networking training seminars onsite (Bottom Line Series). These seminars are free to attend and are delivered by leading professionals and trainers on a variety of topics.</p>	✓	✓
<p>Accounts We provide you with one monthly invoice which includes your virtual rent and any additional services used.</p>	✓	✓
<p>Directory listing Your business listed on our website tenant directory</p>	✓	×
ADDITIONAL SERVICES:		
<p>Administration services We can provide administrative support, MYOB/Bookkeeping, diary management and other services as required at an additional cost.</p>	✓	✓
<p>Fully furnished Meeting and Training Room facilities Access provided to our day office, boardroom, meeting and training rooms (subject to availability) at a discounted rate.</p>	✓	✓

CONTACT BREED BUSINESS CENTRE

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