

# Steps to access Capacity Building and Business Development



## Capacity Building and Business Development

### Aboriginal Housing Office

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#### Head Office

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PARRAMATTA NSW 2150  
T: 02 8836 9444  
F: 02 9635 7695

#### Sydney/South Eastern Region

Level 6, 31-39 Macquarie Street  
(PO Box W16, Westfield)  
PARRAMATTA NSW 2150  
T: 02 9354 1550  
F: 02 9354 1585  
E: aho.sser@facs.nsw.gov.au

#### Northern Region

Level 1, Suite C  
144-148 West High Street  
(PO Box 522)  
COFFS HARBOUR NSW 2450  
T: 02 6691 7000  
F: 02 6691 7099

#### Western Region

Suite 3, 65-67 Church Street  
(PO Box 790)  
DUBBO NSW 2830  
T: 02 6841 9100  
F: 02 6841 9199

### Step 1: Read all the information provided

Capacity Building will be delivered annually until 2016. Although Approved Providers will only be able to access the Business Consultants **once** throughout the Capacity Building initiative, they will be able to access Business Consultants throughout their first year of Capacity Building. Subsequent years will include other types of relevant assistance. The AHO will advise of these in due course.

### Step 2: Complete the Self Assessment Form included in this pack

Completing this will assist the Provider to identify areas for Capacity Building and Business Development. Providers can also review their current business plans and other key business documents.

### Step 3: Read the Business Consultant summaries

These summaries offer an overview of each Business Consultant and provide some information about their capabilities and skills. Providers should read through these summaries and select a Business Consultant best suited to meeting their organisation's needs. This will help create a short list of Consultants if a Provider is having trouble deciding. Providers are welcome to contact the Consultants and ask questions to help determine the best "fit" for their business.

### Step 4: Review the resources and links available on the AHO website.

This link will help to identify resources that may help a Provider to address any priority areas for assistance. The AHO has listed a range of accredited training and resources relevant to Providers' needs. This includes links to government and non-government funding opportunities, and links to government training.

### Step 5: Read the Fact Sheets and prepare the Provider's documents

Providers should read through this and start preparing documentation for meeting with the preferred Business Consultant.

