



Our Corporate Values

- Community Focus
- Can-do Attitude
- Continual Improvement
- Excellence
- Team Work
- Accountability
- Active Communication

SMALL BUSINESS ADVISORY GROUP

Date: 1st August 2017

Time: 11am – 12.30pm

Meeting Room: Council Chambers

1. MEETING OPENED

The Chair opened the meeting at 11.10am and acknowledged and paid respect to the Ngarluma people both past and present, traditional custodians of this land.

Action: Chair advised that he will make contact with the members of the group that haven't been attending and confirm their interest still in the group and call for members if positions become vacant.

2. ATTENDEES

Clayton McIntosh	Owner	McDonald's Karratha (Chair)
Jake Leahy	Business Engagement Coordinator	City of Karratha
Pippa Davis	Manager Arts & Culture	City of Karratha
Simone Dredge	(Minute Taker)	City of Karratha
George Levisianos	Owner	Retravisision Karratha
Bart Parsons	Managing Director	Blanche Bar Group
Kylah Morrison	Owner	Zest e-Biz

3. APOLOGIES

Ryan Hall	Director Development Services	City of Karratha
Deborah Napier	Owner	Just You Beauty Salon
Jared Fitzclarence	Managing Director	KAW Engineering
Martin Kumar	GP	360 Health and Community
Tanya Argent	Director	Empire6714
Pablo Miller	Owner	Yogetit / Sumo Salad
Peter Jeffries	Director	Mudz Enterprise

4. BUSINESS ARISING FROM PREVIOUS MEETING

- Members to review the City's Take Your Business Online Policy and provide feedback.'
Advise Council to consider amending the Policy to include a portion of the funding for training businesses in the benefits of taking their business online and offer preferred local suppliers listing. An example of a completed application form should also be made available to assist businesses when applying for the grant.
- Members to review the Small Business Initiatives with a view to provide a formal recommendation to council that these projects be prioritised.
Advise Council that the SBAG identified 8 priorities to provide input and advice:
 1. Take Your Business Online Grant (policy review)
 2. Business Development Grant (policy review)
 3. Event coordination across the North-west region
 4. Event attraction strategies

5. Small Business Friendly initiatives (procurement)
 6. Buy local promotion
 7. Nominations for awards and grants (external)
 8. Signage (way finding)
- Members to review the City's Tender Process Policy CG-11 and CG-12 and provide feedback.
Advise Council to consider developing a clearer definition of what constitutes a local business and that additional criteria based on this definition could be implemented into the CG-11 Tender Process to have a more thorough process applied to ensure only local suppliers receive the Regional Price Preference.
Advocate for a Remote Price Preference to be implemented in remote areas as the Regional Price Preference is insufficient for local businesses in this region to be competitive.
Action: Business Engagement Coordinator to speak with the Governance Team to see what flexibility there is to simplify the tender process for lower value tenders.
 - Members to review the City's Policy DE-02 Business Development Support Grant and provide feedback.
Members advised that this policy is sufficient.
 - Members to consider whether a place-based approach with signage would be appropriate for the City of Karratha
No objection on the place-based approach with signage. Need to ensure a neat; tidy approach is undertaken with the signage.
Areas highlighted were:
 - Entry statement to City
 - Flag poles along Dampier Highway/ Sharpe Avenue (advertising events etc.)
 - Mood lighting / Karratha Illuminated sign / Hollywood style Karratha sign located on Water Tank Hill / Karratha Sign hanging between Pelago building.

5. AGENDA ITEMS

Events Attraction

The City's Manager Arts & Culture 'Pippa Davis' provided the group an overview on the progress of the new Red Earth's Art Precinct (REAP) and the strategy and progress for attracting events to the facility once it is completed. Pippa advised that the REAP is on target for a practical completion date of April 2018 with official opening end of June / early July. Conferences currently booked in include the Australia Performing Arts Centres Association Conference and Performing Arts Exchange. The Events Team will be working with local business to develop conference packages that can be presented to conference organisers.

Outdoor Eating Facilities in Public Places Policy

The policy was tabled at the meeting and a suggestion was made to add to the guidelines that a Traffic Management Plan may be required to be submitted for thoroughfare through an eating area.

Action: Members requested a copy of DR05 Stallholder and Street Trading Policy.

Buy Local Promotion

KDCCI are implementing a voucher/gift card system to promote local businesses similar to the gift card for Woolworths / Kmart etc. but for local small businesses.

Nominations for awards and grants (external)

Clarification was sought on the Groups expectations for this identified priority project. The Group's advice is to work collaboratively on identifying awards and grants that may be of benefit to local businesses in the City and to share these with the business community. Where practicable, assistance and guidance on nominating for awards or applying for grants could be provided by members and City Staff.

KDCCI nominations for the 2017 business Excellence awards are now open.

Action: Kyla to forward to members the nomination/application form guidelines.
Members to investigate and share relevant awards and grants with the City and the Group.

6. GENERAL BUSINESS

A City of Karratha Small Business Advisory Group Facebook group has been created for members to communicate outside of the meetings. If you are interested, please request to join the group at the following link: <https://www.facebook.com/groups/836118926564865/>

Members to email Chair for possible Agenda Items ahead of the next meeting.

7. NEXT MEETING

Thursday 11am 7th September 2017
Meeting Closed 12.30pm