



## Our Values

- Leadership
- Teamwork
- Integrity
- Innovation

## SMALL BUSINESS ADVISORY GROUP MEETING

Date: 12 June 2019  
Time: 3.30pm - 4.30pm  
Meeting Room: Council Chambers

### 1. MEETING OPENED

Jake Leahy opened the meeting and acknowledged the Ngarluma people as the traditional custodians of the land and paid his respects to elders past and present.

### 2. ATTENDEES

Jake Leahy	Business Engagement Coordinator	City of Karratha (Chair)
Craig Watts	Manager Regulatory Services	City of Karratha
Jared Fitzclarence	Managing Director	KAW Engineering
Shaun Burgess	Managing Director	Consultancy North
Tamara BinAmat	Owner	Impact Media
Bart Parsons	Managing Director	Blanche Bar

### 3. APOLOGIES

Ryan Hall	Director Development Services	City of Karratha
Kylah Morrison	Owner	Maverick Effect

### 4. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

### 5. AGENDA ITEMS

#### 5.1 Review of the Stallholder & Street Trading Policy

An update was provided by Manager Regulatory Services on the engagement and consultation process currently underway in relation to the Policy Review.

#### 5.2 Review of the City's Purchasing Policy

The Group provided feedback on their experiences with the City's procurement and purchasing practices to be considered in the review. The feedback captured is:

- The length of time requests are published for can be too short;
- There is a lack of consistency in the format and requirements regarding compliance criteria (e.g. financial details, insurances etc.);
- The technical specifications need to be more accurate to reflect exactly what is required;
- The length of time to award work and notify respondents is often inconsistent with what is published in the request;
- The information included in some requests has been inaccurate; and
- Not all quotes appear to be posted in vendor panel / e-quotes.

### 5.3 Update on key initiatives:

An update was provided on the following initiatives:

- Place Branding Strategy;
- Conferences;
- Karratha Tourism & Visitor Centre;
- Immigration - Federal Government position and potential DAMA;
- Karratha Country Club 'green the greens'; and
- Autonomy Project.

### 6. **NEXT MEETING**

Wednesday 24 July 2019, 3.30pm - 4.30pm

Wednesday 18 September 2019, 3.30pm - 4.30pm