



Our Corporate Values

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

SMALL BUSINESS ADVISORY GROUP

Date: 13th June 2017

Time: 3.00pm – 4.30pm

Meeting Room: Council Chambers

1. MEETING OPENED

The Chair opened the meeting at 3.10pm and acknowledged and paid respect to the Ngarluma people both past and present, traditional custodians of this land.

2. ATTENDEES

Clayton McIntosh	Owner	McDonald's Karratha (Chair)
Deborah Napier	Owner	Just You Beauty Salon
Bart Parsons	Managing Director	Blanche Bar Group
Kylah Morrison	Owner	Zest e-Biz
Pablo Miller	Owner	Yogetit / Sumo Salad
Ryan Hall	Director Development Services	City of Karratha
Simone Dredge	(Minute Taker)	City of Karratha

3. APOLOGIES

Jake Leahy	Business Engagement Coordinator	City of Karratha
George Levissianos	Owner	Retravisision Karratha
Jared Fitzclarence	Managing Director	KAW Engineering
Martin Kumar	GP	360 Health and Community
Tanya Argent	Director	Empire6714
Peter Jeffries	Director	Mudz Enterprise

4. BUSINESS ARISING FROM PREVIOUS MEETING

- Members to provide feedback on the small business priorities and areas that they require the City to clarify for discussion at the next meeting.

5. AGENDA ITEMS

Take Your Business Online

The City's Take Your Business Online Grant Scheme was advertised throughout the month of May. Feedback was sought on the City's Policy to inform future Grants.

Members suggested improvements of this grant to allow for the running of a seminar/workshop to teach/train small businesses on how to use the web and how to make an application to apply for the funding. A workshop could then be held to offer assistance to participants that are applying for the funding and engage local web developers. The Director Development Services noted this information and sought further advice from the Group to guide the review of the Policy.

Action: Members to review the City's Policy and provide feedback so that the Group can provide advice to Council on its review.

Draft Economic Development Action Plan – Small Business Initiatives

The draft Action Plan has been split into three main groups being Economic; Tourism and Small Business. The Group identified the following 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 & grants (external)
8. Signage (wayfinding)

Action: Members are to review these initiatives with a view to provide a formal recommendation to Council that these projects be prioritised.

Tender Process

It was suggested that the regional price preference for Tenders needs to be revised. The City has legislated requirements to apply a regional price preference given to tenders which is currently applied at the maximum amount. The City has two relevant policies which members of the Group can review and provide feedback.

Action: Members to review the City's Policy CG-11 & CG-12 and provide feedback so that the Group can provide advice to Council on its review.

Business Development Support Grant Scheme

Members raised that the support to organisations such as KDCCI don't have the certainty of funding as it is subject to annual application. This can affect the ability to pre-plan for events and the ongoing support that the businesses require.

Action: Members to review the City's Policy DE-02 Business Development Support Grant and provide feedback so that the Group can provide advice to Council on its review.

Signage Policy and Plan to be reviewed in the future to help support small business

The group would like to see the flag poles around the City to be used out of cyclone season (1st May – 31st Oct) to be able to promote the businesses around the City. Another suggestion was to add further lighting around the CBD (Sharpe Avenue night market area) to give the City a festive street appeal.

The Director Development Services advised the Group that Administration is intending to put forward a report to Council in June to consider a revised Signs Policy, and that this would be brought to the next Small Business Advisory Group Meeting for input and advice.

The Director Development Services further advised that if there are 'place-based' initiatives that the Small Business Advisory Group would like to provide advice to Council on, then it would be worth considering examples within the City of Vincent which have 'town teams' which provide Action Plans, that the local government then will either fund or services. This approach provides a comprehensive plan to strategically plan and prioritise initiatives around town centres that support local businesses.

Action: Members to consider whether a place-based approach would be appropriate for the City of Karratha.

Next Meeting

Members of the group confirmed that Thursday's at 11am (excluding 3rd one of the mth) are good for this meeting. TBC – 27th July 11am

6. GENERAL BUSINESS

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