



**CITY OF VINCENT**

**BUSINESS ADVISORY GROUP MEETING**

**8 February 2018 at 4PM**

**Venue: City of Vincent – Committee Room**

**MINUTES**

**Attendees:**

City of Vincent Councillors:

Cr Topelberg (*Chair*), Cr Murphy, Cr Fotakis

Community Representatives:

Trent Durward, Pippa McIntosh

Town Team Representatives

Nicholas Bond (*Leederville Connect*), Sophie Brinklow (*Mount Hawthorn Hub*), Adrian Tatasciore (*Beaufort Street Network*), Ida Smithwick (*North Perth Local*), Kate McKie (*On William*).

City of Vincent Officers:

Len Kosova - Chief Executive Officer (*CEO*), John Corbellini - Director Development Services (*DDS*), Stephanie Smith – Manager Policy and Place (*MPP*), David Doy - Place Manager (*PM*), Rosslind Ellis – Manager Communications/Marketing (*MCM*)

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**Confirmed attendees**

Cr Topelberg ( <i>Chair</i> )	√	Ida Smithwick	x
Cr Murphy	√	Kate McKie	√
Cr Fotakis	√	Len Kosova	√
Trent Durward	√	John Corbellini	√
Pippa McIntosh	√	Stephanie Smith	√
Nicholas Bond	√	David Doy	√
Sophie Brinklow	√	Rosslind Ellis	√
Adrian Tatasciore	√	Andrew Ryan (In place of Ida Smithwick)	√

**1. Welcome/Declaration of Opening – Chair**

The Chair opened the meeting at 4.08pm.

**2. Apologies – Chair**

Ida Smithwick.

**3. Confirmation of Previous Minutes – Chair**

Confirmation of the previous minutes was not completed at this meeting. The minutes from the meeting 7 September 2017 will be put forward at the next meeting to be approved and signed by the Chair.

**4. Induction – PM/MPP**

Advisory Group members were provided an induction to the City's relevant policies, terms of reference and code of conduct relevant to their participation on the Group.

Electronic copies of the above documents will be circulated to Business Advisory Group members with the Minutes of this meeting.

**5. Current Project Update**

Administration provided Advisory Group members with an update on relevant projects that the City is currently undertaking, including an update on:

5.1. Marketing:

- Update on Local Retail/Christmas Social Media Campaign – MCM
- Update on Chinese New Year Campaign – MCM

5.2. Economic Development Strategy Review – PM

5.3. Business Engagement Program:

Business Engagement Program Scope of Works – MP/MCM

Device Sensors (Fact Sheets & Quarterly Reports) – PM

**6. Brainstorming Session – New Ideas/Initiatives – PM/MPP**

The Group completed a brainstorming session on what local government can do to assist business. A copy of the results of this discussion are included at Attachment 1. The outcomes of this exercise will be collated and presented back to the Group at its next meeting.

**7. General Business – Chair**

No General Business was raised.

**8. Next Meeting/Meeting Schedule – PM/MPP**

The meeting schedule for 2018 will be circulated with the minutes of the meeting.

**9. Close – Chair**

The Chair closed the meeting at 6.00pm.

These Minutes were confirmed as a true and correct record of the meeting of the Business Advisory Group held on 8 February 2018.

Signed: ..... Chairperson

Dated: This ..... day of ..... 2018