



Small Business Friendly Local Governments initiative Report card One

Report for City of Vincent:

Standard activities	Activity details and goal		Date:
			Progress
On-time payment policy	Are all invoices paid within 30 days?	Y / N	<i>To be completed at 6 and 12 month mark. Please indicate percentage of invoices paid within 30 days</i>
Small business engagement	Have you regularly met and consulted with the small business community and their representative bodies?	Y / N	<i>To be completed at 6 and 12 month mark. Please outline the details of this engagement</i>
Dispute handling	Is there a process in place (and all relevant staff advised of it) to handle disputes between your organisation and small business clients?	Y / N	<i>To be completed at 6 and 12 month mark. Please outline the details of this.</i>

Additional activities	Activity details and goal*	Strategies to achieve the goal	Date:
			Progress
Activity 1	<i>To be nominated at commencement of initiative</i>	<i>To be nominated at commencement of initiative</i>	<i>To be completed at 6 and 12 month mark.</i>
Activity 2	<i>To be nominated at commencement of initiative</i>	<i>To be nominated at commencement of initiative</i>	<i>To be completed at 6 and 12 month mark.</i>
Activity 3	<i>To be nominated at commencement of initiative</i>	<i>To be nominated at commencement of initiative</i>	<i>To be completed at 6 and 12 month mark.</i>

*Wherever possible goals should follow the SMART principle ie. specific, measurable, attainable, relevant and time-based