



File reference: 30/08/0002

9 August 2017

Ms Cherri Buffett  
President  
Chamber of Commerce  
PO Box 370  
**NORFOLK ISLAND 2899**

By Email to: nichamberofcommerce@gmail.com

Dear Ms Buffett

**RE: Ordinary Council Meeting Agenda 19 July 2017**

**Item 9.2 Economic Development**

**Appointment of Hindle Enterprise Group**

**Chamber of Commerce Letter of 19 July 2017**

**Norfolk Island Regional Council response letter 24 July 2017**

**Chamber of Commerce Letter of 1 August 2017**

Please read out this letter as the first of the many in the correspondence section at the next Chamber of Commerce meeting. Your members can then share the enthusiasm of the Mayor in her Radio Chat this morning where she announced that over sixty meetings had already been held between Hindle Enterprise Group and community members/groups taking advantage of this initiative. The Hindle Enterprise Group are fully booked this week to provide ongoing confidential assistance to more proactive members of our community, at no cost to those individuals.

If the Chamber of Commerce has been active in encouraging their members to take advantage of this excellent opportunity, you deserve thanks also.

In discussions with Mat Goddard, he mentioned a 'Buy Local Campaign' as being one great initiative, often run by proactive, progressive Chambers of Commerce on the mainland. A quick google of such provided the following points from Muswellbrook Chamber of Commerce to assist you:-

*"The key elements of the campaign will be for the Chamber to –*

*1. Continue co-operation with large businesses and authorities to ensure that tendering and quoting opportunities are given to local suppliers & contractors.*

*2. Erect Street Banners in co-operation with Muswellbrook Shire Council to promote local trading across all business sectors. The banners reflect this with the messages –*

*SHOP LOCAL / TRADE LOCAL / ENJOY LOCAL / PLAY LOCAL.*

*3. Encourage all businesses, particularly in the retail sector, to develop and promote customer rewards programs.*

*4. Allocate time at Chamber breakfasts to highlight local buying and selling successes.*

*5. Provide training seminars and workshops on TENDER WRITING / SELLING & MARKETING TECHNIQUES & CUSTOMER SERVICE. The Chamber will explore any other suggestions that Members have.*

*6. Encourage discussion between businesses to share ideas which have worked in increasing local trade.*

*7. Promote the campaign in the local media.*

I refer to the points in your letter of 1 August 2017:-

1. Key Achievements

As stated in response to point 2 in the letter of 24 July 2017 "Measurement will be against the performance metrics in the "Brief for Interested Candidates".

To date some of the Group's achievements include over 60 meetings held already, meetings booked out for the rest of the week, and as the Mayor mentioned in her Radio Chat, offers from the community of mentoring and possible financial input into projects.

2. Travel and Accommodation –

The Procurement Policy adopted by Council 19 October, 2016 has been followed in this appointment.

Travis mentioned in one meeting that he was staying with his mum and dad!

3. Due Process

The Procurement Policy adopted by Council 19 October, 2016 has been followed in this appointment.

4. Expressions of Interest

Between five and ten Expressions of Interest were received.

5. Economic Development Coordinator.

As in any Organisational Structure, responsibilities of a vacant position become those of the supervisor/manager to that position. I refer you to the June 2017 – Workforce Organisational Structure in the Workforce Management Plan 2016-2020 [http://www.norfolkisland.gov.nf/sites/default/files/Workforce%20Management%20Plan%202016-2020%20adopted%20June%202017\\_0.pdf](http://www.norfolkisland.gov.nf/sites/default/files/Workforce%20Management%20Plan%202016-2020%20adopted%20June%202017_0.pdf).

Thank you for your letter and look forward to seeing the progressive proactive initiatives, such as the Buy Local Campaign, to come from the Chamber of Commerce which The Association of Chamber of Commerce Executives defines a Chamber of Commerce as '*an organization of businesses seeking to further their collective interests, while advancing their community, region, state or nation. Business owners in towns, cities and other territories voluntarily form these local societies/networks to advocate on behalf of the community at large, economic prosperity and business interests*'.

Yours sincerely



Bruce Taylor  
**ACTING GENERAL MANAGER**

CC via Email:

Mayor, Cr John McCoy, Cr Rob Buffett, Cr David Porter and Cr Lisle Snell of the Norfolk Island Regional Council