

# WOLLONDILLY UNITED CHAMBER

The Chambers of Wollondilly

Minutes - 12 March 2009

Atmosphere Café, Menangle Street PICTON

**Present** – Di Lange – Tahmoor, Jacquelyn Dixon – Tahmoor, Mick Phillips – Tahmoor, Di Clarke – Picton, Toni Johnstone – Picton, Ernie Ring – Appin, Trish Ring – Appin, ????? - Appin, Dave Auchterlaine – Bargo, Kaye Cuthel – Burragorang, Jim Cuthel – Burragorang, Hilton Gibbs – The Oaks, Glenda Betts – The Oaks

**Apologies** – Jennifer Baldwin – Picton, Thirlmere Chamber

**Chairperson** – Jacquelyn Dixon – Tahmoor Chamber

## Concept & Strategy

The idea behind the united venture is to create a group that can lobby places such as Council and Police with true representation from Wollondilly as a whole. Although the Chambers in the various towns are successful in what they achieve locally it is felt that at times a more powerful group could take on larger issues that affect the whole shire. These may be concerns or they may be opportunities. They might be something that one individual chamber has had an issue with and didn't know that the same issue was trying to be dealt with by other areas in the Shire.

It is hoped that by forming this group we can apply coordinated pressure to ensure the relevant controlling body assists us in achieving a positive outcome in all matters taken on board.

In order to achieve success the meeting format needs to be formalised, with only agenda items being dealt with at meetings. Discussion items need to be put onto an agenda prior to the meeting and the agenda needs to be forwarded to Executives of each Chamber several days prior the meeting date, so that they are aware of and prepared for what is going to be discussed. Meetings must stay on target of the agenda to ensure that we don't waste valuable time and achieve outcomes.

## Future Meetings

Tahmoor Chamber will take the responsibility for collecting issues/opportunities, maintaining an action list, setting the agenda and emailing the agenda out prior to each meeting. Although Tahmoor Chamber has instigated these meetings, they do not wish to control this process. It **MUST** be a joint effort from all involved.

It is agreed that meetings be held quarterly throughout our Shire.

The host Chamber will chair the meeting and take minutes. Minutes to be emailed out after each meeting.

Issues for Discussion are to be faxed or emailed to Tahmoor Chamber at least 3 business days prior to the meeting date so the agenda can be finalised. Pro-forma will be emailed to all Chambers.

Matters for the agenda will be ones that concern more than one Chamber or may have an affect on surrounding areas other than that of the concerned Chamber

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Meetings to be duration of 1 hour only (6pm – 7pm) followed by a networking evening with a guest speaker of relevance to Chamber functions or interest. E.g. LEP – WSC, Small Business and Tax – Accountant

Networking from 7pm – 8pm

### **General Business**

#### **Council Information Distribution**

It appears that Chambers do not currently receive Ordinary Council Agendas on a monthly basis from Council. Tahmoor appears to be the only Chamber receiving such information. The United Chamber is to write to Council asking that all Chambers be placed on the mailing list for agendas or both ordinary meetings as well as community forums. Action: D Lange, Tahmoor.

#### **Potential Agenda Item Examples**

Picton Chamber raised items such as Tourism needing to be focused on. Attracting more tourists to the destination would in turn feed the businesses in the area. It was advised that WTAI have funds available for promotion and that the United Chamber could perhaps look at trying to work towards working with this group to get more visitors to the area. This was deemed as a non United Chamber issue. There are groups currently working on matters such as this, including the Economic Development Advisory Group, the WTAI and Tourism itself. The meeting realised that there is a lack of knowledge as to what groups within Council are responsible for various strategy's. United Chamber to write to Council for a list of Committees and their responsibilities. **Action** D Lange Tahmoor.

Marketing of business in the local area. Suggested that a marketing campaign such as a coupon style publication be collated and distributed in the area. This would assist in the education of the local residents regarding what businesses are in the Shire and what products are available. Esquire Marketing at Tahmoor do a publication as per discussion and with funding this could be something that could be looked at in the future as a United Chamber. Suggestion that the Small Chambers of Commerce Fund be utilised for marketing, with applications to be in by 31 March. **Action All**. Chambers to apply for funding for advertising by 31 March.

The Council Business Directory was brought up but there was a concern raised regarding this particular site being kept up to date and if all businesses were listed. If entries become out of date, the United Chamber will advise Council so that Council can act accordingly.

The Development Application process has been a concern in particular in places such as Tahmoor where we saw the Adult Shop open its doors in June 2008. The DA process allowed an adult targeted business open in a CBD on a main road, near a church and school, which was of great concern to the Community. No DA was required. Council should have had something put in place immediately so this could not happen again yet this has not been the case. At present the Adult Shop could relocate and Council advise there is little that could be done until the new LEP is passed (date of this unknown). The DA process has hindered good business coming to areas where they are needed but made it easy for less inviting businesses to be free to move where they please. DA concerns are something that can and should be raised with Council by the United Chamber.

#### **Dates**

Meetings to be held on the 3<sup>rd</sup> Tuesday quarterly

**16 June – Picton to host**

**15 September – Appin to host**

**15 December – TBA**

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<b>ITEM</b>	<b>ACTION</b>	<b>COMPLETION</b>
1. Diana Tahmoor	Write to Council and request that all Chambers be placed on mailing list for Council Agendas and Community Forums	
2. Diana Tahmoor	Email reminder re Grant Funding – closing 31 March	Done – 13/3/09
3. Diana Tahmoor	Establish when LEP will be available for viewing by public and advise Picton if this can be available for the June Meeting	
4. Diana Tahmoor	Request WSC to provide list of all committees and a brief overview of their responsibilities	
5. Picton Chamber	Organise venue and guest for next meeting on 16 June	

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