

MEETING NAME	Tourism & Local Jobs Strategic Reference Group
ATTENDEES	P Wright (Manager Business Strategy), M Ruddiman (Acting Manager Strategic Planning), K McGuinness (Tourism & Business Support Team Leader), M Walsh (Manager Financial Services), Corrie Swanepoel (Manager Development Services), Councillor Ally Dench (Chair), Debbie Roberts, Beverley Spearpoint (Online), Amanda Barnes, Jenny Lambert, Clarissa Follan (Online) and a Minute Taker.
APOLOGIES	Brent Hillbrink-Watson, Lyn Davey and Bob Clayton.
DATE	13 May 2026
TIME	4:02pm

ITEM	NOTES
Declaration of Interests	Nil.
Confirmation of Minutes	The minutes of the previous meeting held on 18 February 2026 were confirmed. Mover: Clarissa Follan Seconder: Beverley Spearpoint
Matters Arising from Previous Minutes	The minutes from the previous meeting were discussed as follows: • Action 14 • Action 15 • Action 16 • Action 17.

Briefings/Updates	SRG Member Resignations and appointments • Manager Business Strategy provided an update on the most recent resignation of Kimberly Cook. • 2 current vacancies that will hopefully be filled before the next meeting, enough expressions of interest are there to cover the vacancies. • The potentially related matter of 2 consecutive apologies from one of the SRG members was also discussed. The SRG TORs have provisions regarding this matter. • Manager Business Strategy will complete applicant assessments and forward to Chair for consideration. • Possibility of having an eligibility list approach for future/ongoing vacancies was also discussed. Tourism and Business Support update • Tourism and Business Support Team Leader provided an update to the group regarding the key work being pursued by the Team, including the Business Concierge Service that launched last month. • Macarthur Together: A Regional Approach to the Visitor Economy event at Mount Annan Botanical Gardens on 21 May 2026. • Thirlmere has been named a finalist in the small-town category of the Top Town NSW awards. The winner will be announced at the Destination NSW Conference in the coming weeks. Development Control Plan • Acting Team Leader Strategic Planning presented to the group on the status on the Draft Development Control Plan v.6 (Tourism and Visitor Economy Related Uses). • SRG members asked whether Council is able to track the number of tourism and visitor economy related businesses – i.e. numbers as they currently stand and also tracking forward – as this would be important data to reflect current state of play as well as effectiveness of the DCP amendments in the future. Acting Team Leader advised this is not something that is actively occurring at present but advised he would investigate potential options/methods and report back to SRG. • General feedback was provided from the group covering a wide range of matters and questions
-------------------	--

including some particular case examples. e.g. Cataract Scout Camp site and event restrictions relating to bushfire issues.

- The Acting Team Leader provided responses as relevant, noted other matters for further consideration, and gave an undertaking to return to the SRG in future with further updates.
- How can SRGs have an advocacy role in matters relating to easier planning pathways and regulation for tourism uses? This question was seen as relevant to the draft Advocacy Strategy currently under preparation.

ACTION 18: Assessment of applicants to be completed by Lead Manager and forwarded to Chair for consideration in accordance with the new SRG member appointment process. (Aim is to advise successful applicants ahead of next SRG meeting so that they can be invited to attend)

ACTION 19: Acting Team Leader Strategic Planning to investigate options to enable Council to gather data on business numbers relating to the categories mentioned in the DCP that relate to Tourism and Visitor Economy Related Uses.

ACTION 20: Manager Business Strategy to find out whether the SRG's will be consulted in the development of the Advocacy Strategy.

Jenny Lambert arrived at 4:21pm

Workshops	Local Procurement Working Group • The Chair and Debbie Roberts provided an overview of what the Local Procurement Working Group have been working on including the Draft Position Statement and draft Notice of Motion and asked the group for feedback. • Manager Financial Services provided the group with an overview of current practice and discussed opportunities which could be investigated in response to the matters and ideas put forward in the Position Statement and draft NOM. • A wide range of potential initiatives and ideas were put forward and discussed by the group. • It was agreed that the best approach to progress these ideas would be as per the recommendation in the draft NOM – i.e. through the preparation of a report to Council which investigates options. • It was also agreed that the best process would be a recommendation coming from the SRG rather than the need for a formal NOM. RECOMMENDATION 5: 1. Requests that Council officers prepare a report in conjunction with the Tourism and Jobs Strategic Reference Group exploring the development of a Strategic Local Procurement Framework that: ○ Aligns with existing procurement requirements and probity obligations ○ Considers how local economic benefit may be factored into value for money ○ Identifies opportunities to improve access and participation for local businesses ○ Outlines potential approaches, priorities and timeframes for implementation ○ Examines other Councils' approaches to Local Procurement Policies 2. Requests that the report also consider how Council can better communicate procurement opportunities to local businesses. 3. That this report comes back to Council within 6 months.
-----------	---

	<i>ACTION 21: The Manager Financial Services come back to the committee at the next meeting and provide an update on the development of the Local Procurement Framework report.</i> Shire entry signs • Manager Business Strategy provided an update on the Shire entry signs project and acknowledged the concerns raised by Kimberly Cook around the maintenance of our Shire entry signs, particularly the Warragamba/Silverdale entry sign. <i>ACTION 22: The Manager Business Strategy to discuss with the relevant Manager of the area in charge of the removal of litter and maintenance.</i> <i>Clarissa Follan left the meeting at 5:28pm.</i>
Engagement News and Updates	• Manager Business Strategy gave an overview of some key items that are currently on Exhibition on YourSay Wollondilly and encouraged group members to make submissions on the items they have an interest in, particularly the current exhibition of the draft Delivery Program and Operational Plan, Capital Works Program and Budget. • The Night-Time Economy Strategy will hopefully be reported to Council in May and should be open for exhibition at or around the time of our next meeting. • N Dukinfield will attend the next meeting to discuss the Night Time Economy Strategy and gather feedback regarding the Draft Outdoor Dining and Footpath trading policy.
General Business	• Debbie Roberts will be an apology for the next meeting on 5 August 2026.

MEETING CLOSE: 6:05pm

NEXT MEETING: 5 August 2026

REFERENCE: CM15598~7#82