

MEETING NAME	Tourism and Local Jobs Strategic Reference Group
ATTENDEES	P Wright (Manager Business Strategy, N L Norris (Senior Strategic Planner), Councillor Ally Dench (Chair), Mayor Matt Gould, Debbie Roberts (Online), Beverley Spearpoint (Online), Amanda Barnes, Lyn Davey, Bob Clayton (Online), Clarissa Follan and a Minute Taker.
APOLOGIES	Jenny Lambert, Kimberly Cook, Brent Hillbrink-Watson, K McGuinness (Tourism & Business Support Team Leader) and M Walsh (Manager Financial Services)
DATE	18 February 2026
TIME	3:59pm

ITEM	NOTES
Declarations of Interest	Nil
Confirmation of Minutes	The minutes of the previous meeting held on 29 October 2025 were confirmed. Mover: Debbie Roberts Seconder: Beverley Spearpoint.
Matters Arising from Previous Minutes	No further updates on the Actions arising from previous minutes. The only action on the Action tracker will be discussed during the Local Procurement item on the agenda.

Wollondilly Shire's Economic Profile	• Manager Business Strategy introduced Glenn Capuano, Demographer (iD Informed Decisions) to the group. • Glenn Capuano took the group through a detailed presentation regarding Wollondilly's key demographic and economic statistics and trends • There was discussion relating to the complexity and shortcomings of statistics regarding tourism, e.g. ○ Which industry sectors are captured as tourism? ○ Where is agritourism captured? ○ How are visitation statistics and tourism spend modelled? • D Roberts and A Barnes raised questions around the status of Council's Destination Management Plan (DMP). Manager Business Strategy advised the group that a report will be coming to Council to update Council on the progress on the current DMP. • A discussion then occurred around the matter of whether an updated DMP was a strategic priority for Council and the associated potential resourcing challenges involved in both preparing such a document and also in implementing actions within any future DMP. Action 14: The Wollondilly Shire Profile Presentation given by Glenn Capuano to be shared with the group when the minutes are circulated as well as the link to the iD online platforms. (Click on link here) Action 15: Share the DMP to the group, committee members to provide feedback and suggestions.
EOI for New SRG Member	• Manager Business Strategy provided an update on the EOI process - the EOI has been extended until the end of February 2026. A further update will be provided next meeting.
Local Procurement	• Manager Financial Services was an apology so the planned presentation on Local Procurement did not occur. • Councillor Ally Dench (Chair) proposed the establishment of a sub-committee to explore the development of Local Procurement options. • The Mayor noted that Section 3 of the Tourism and Local Jobs Terms of Reference requires confirmation from the Director Shire Connections,

	that sufficient staff resources are available before any sub-committee can be formed. • It was also noted that the Tourism and Local Jobs Terms of Reference provides for the setting up of a Working Group (as an alternative to the subcommittee). This second option would not include staff and could be pursued if staff resource constraints were an issue. The preference however was the subcommittee option. • Interest for such a group was received by Councillor Ally Dench (Chair) from Debbie Roberts and Amanda Barnes. • Manager Business Strategy suggested an appropriate staff subject matter expert would be Mat Walsh, Manager Financial Services. • A discussion on some aspects and examples of local procurement occurred. Reference was made to the current EOI process for Catering services and how this was an example where local businesses are being encouraged to apply. Action 16: Chair to establish a sub-committee to explore the development of Local Procurement options, subject to a discussion with Director Shire Connections as per SRG Terms of Reference.
Comprehensive DCP Review	• Senior Strategic Planner provided the SRG with an update on the Comprehensive DCP Review and ran an activity with the group to determine their priority areas. • These priorities will then be collated to inform future consultation with each SRG Action 17: To share PDF version of the activity with instructions to SRG members (to enable SRG members who were attending online to also be able to complete the task).
Engagement News and Updates	• Manager Business Strategy provided an update on Engagement News and updates, encouraged the SRG members to sign up to our YourSay page as well as Business Wollondilly. A high-level summary of what is currently on exhibition was provided: ○ Local Approvals Policy amendments ○ Tahmoor CDB Transport Masterplan ○ Victoria Park Masterplan. • Manager Business Strategy also gave SRG members a heads up that a review of Council's Events is upcoming and that there will be

	opportunities to have a say. Further information will be distributed when the engagement process begins <i>Bob Clayton left the meeting at 5:53pm.</i>
General Business	• Items were raised in General Business that the group would be interested in discussing at future meetings: ○ Lyn Davey – Feasibility of Free Camp spots across the Shire (for example the small Council owned area near Picton Bowling Club) ○ Lyn Davey - Statistics on the usage of the RV parking site in Warragamba ○ Amanda Barnes – How is Council supporting tourism business to navigate bushfire restrictions and get up and running? <i>Debbie Roberts left the meeting at 6:06pm.</i>

MEETING CLOSE: 6:08pm

NEXT MEETING: 13 May 2026

REFERENCE: CM15598~7#69