

# Terms of Reference

## Adelaide Plains Business Group

Original Adopted 5 September 2019

Review 22 November 2023

Adopted: 22 November 2023

### **1. Purpose**

- 1.1 The aim of the Adelaide Plains Business Group (the “Business Group”) is to support and improve the economic viability and resilience of the local economy, industry, tourism and businesses.

### **2. Function**

3.1 The function of the Business Group will be to: -

- a) Support local business within the Adelaide Plains Council area and the Small Business Friendly Council Initiative;
- b) Provide local business input into implementation of the Adelaide Plains Tourism and Economic Development Strategy (TEDS);
- c) Advocate for businesses to be informed and participate in regional and state-wide partnerships and/or initiatives which contribute to influencing policies that support the local economy;
- d) Promote the advantages of participating in business networking events;
- e) Encourage businesses to comment on State and Local Government infrastructure and services that are impacting on the growth potential for the district;
- f) Maintain relationships with Regional Development Australia Barossa Gawler Light Adelaide Plains, Northern Adelaide Plains Food Cluster, relevant regional tourism organisation and any other associated organisations whom support our business community.

### **4 Membership**

- 4.1 The Adelaide Plains Business Group will comprise of a minimum of five (5) to a maximum of (9) nine Members. With appropriate skills and experience in supporting local business, and a willingness to contribute to the operation of the Group.

### **5 Business Group Operation**

#### **5.1 Business Group Member Appointment**

Expressions of interest will be called for in an open invitation process to stakeholders who work or own a business within the Adelaide Plains Council area.

#### **5.2 Business Group Member Term**

The term of all Business Group Members is two years, from their appointment or annual review. All members are eligible for reappointment on expiry of their term.

### 5.3 Chair Appointment

The Business Group Chair will be nominated from within the Group.

When the Business Group Chair is absent from a meeting, the Business Group Members shall appoint a person from those present to act as Chair for the duration of the meeting.

### 5.4 Code of Conduct

Members acknowledge that when performing the role of a Business Group Member, they will behave in a respectful manner to all other Members.

Business Group Members acknowledge that they are performing their duties on behalf of the region and will put the good of the region before any personal gain. Any differences of agreement will be raised at the Business Group Meeting in a constructive manner.

## 6 Business Group Meetings

### 6.1 Frequency

Meetings will be held bi-monthly at a time mutually convenient for all members at the Mallala Council Chamber.

### 6.2 Quorum

A quorum comprises 50% +1 of appointed members.

### 6.3 Executive Support

An executive officer will be provided by APC, as a non-member, to coordinate meetings, agenda and minutes of the Business Group.

Meeting papers will be distributed one week prior to the meetings for review, including agendas and draft minutes of previous meetings.

Members are invited to nominate items to be tabled at meetings.

Specific actions and papers may be approved to be distributed more broadly to relevant stakeholders.

## 7 Review

7.1 The Business Group will review its Terms of Reference on an annual basis.

## 8 Voting

8.1 All decisions of the Business Group shall be made on the basis of a majority decision of the members present.

8.2 Members present must vote on all resolutions of the Business Group. Proxy votes are not permitted

## **9 Reporting to APC**

9.1 The Economic Development Officer, as Executive Officer, will report the activities of the Group to APC through regular Council reporting.

## **10 Delegations**

10.1 Nil