



INDUSTRY ADVISORY GROUP TERMS OF REFERENCE

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DOCUMENT APPROVAL AND CONTROL

Document Control

Version and Confidentiality	Version	1.2
	Status	Approved
File Name and Location	File Name	Terms of Reference
	Location	Objective
Review	Next review	July 2024

Revision History

Version	Date	Summary of Change	Author
1.0F	01 April 2020	Approval of ToR	Procurement SA
1.1F	23 October 2023	Administrative update to Membership listing	Procurement SA
1.2F	31 January 2024	Administrative update to Membership listing	Procurement SA

Document Approval

Title	Name	Date
The Treasurer		26 April 2021



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1. PURPOSE

The purpose of the Industry Advisory Group (IAG) is to improve Government's engagement with industry, drive innovation and identify ongoing opportunities to reduce the complexity and costs of tendering for government work, by providing co-ordinated industry advice on matters of strategic importance between government and these stakeholders.

2. AUTHORITY AND RESPONSIBILITIES

The IAG will be established by the Treasurer, who holds the responsibility for procurement operations for the South Australian Government. The IAG will hold formal discussions and provide advice at a whole of government level, via the IAG Chair.

The IAG is an information and advisory body and not a decision-making body. To avoid any perceived or real conflict of interest or any other probity concerns, the IAG is not involved in operational decision-making relating to procurement activities.

The authority of the IAG will not override legislative authority of individual accountable officers. As such, as a collective, it does not have authority to make binding decisions - relying instead on the cooperation of members. There is no formal 'shared' accountability of the IAG for outcomes. There may be one-off items where it could be of value to ask the group to endorse.

The IAG will provide:

- Members with an opportunity to share the views of the industry body or organisation they are representing and provide feedback on challenges impacting their industry;
- industry expertise and input regarding policy development, emergent trends and opportunities for improvement relating to procurement activities;
- views on industry requirements with regard to the Government's Forward procurement activities;
- views to the whole of government Heads of Procurement group on procurement-related issues of strategic importance between government and industry (via the HoP Chair);
- industry expertise on procurement policy development, emergent trends and opportunities for improvement relating to procurement activities;
- advice on the future needs of industry as part of forward procurement planning;
- advice Procurement SA of any issues between Government and industry; and
- advice on sector-wide procurement matters, including industry standards, future directions, strategy, and the impact of the Government's procurement

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decisions on industry and the non-government sector.

3. MEMBERSHIP

There will be a total of 14 members of the IAG, comprising:

- Chair (Procurement SA)
- A combined total of 9 representatives from business associations, industry bodies and not-for-profit organisations
- 1 champion for regional procurement
- 1 champion for Aboriginal and Torres Strait Islander procurement
- 1 champion of education
- Representation from government goods, services and construction procurement

The Treasurer will appoint member organisations for a period of two years, with the opportunity for reappointment by the Treasurer.

The Under Treasurer will confirm and appointment members to the IAG.

3.1 OBSERVERS AND OTHER PARTICIPANTS

Where agreed by the Chair, other persons may observe or inform meetings of the IAG. These attendees do not assume membership or participate as formal members of the IAG.

3.2 SECRETARIAT

Secretariat support for the IAG will be provided by Procurement SA. Email contact for the Secretariat is: IAG@procurement.sa.gov.au

4. MEETING CONDUCT

4.1 STRUCTURE

The IAG will generally operate informally unless otherwise determined by the Chair.

Agendas and any associated documentation will be issued a minimum of seven (7) working days prior to the scheduled meeting.

The Chair will be responsible for managing and monitoring outcomes/actions as a result of IAG meetings, within agreed timeframes.

The Secretariat will maintain a record of agenda, discussion summary report and supporting documentation.

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4.2 MEETING FREQUENCY

The IAG will meet twice per year with dates and locations to be communicated by the IAG secretariat at least two months prior to the meeting.

Additional meetings may be held at the approval of the Chair if urgent items arise for consideration.

4.3 CONFIDENTIALITY

Information discussed during an IAG meeting may be of a sensitive nature. No member other than the Chair shall make public statements purporting to represent the view of the IAG.

Members must not disclose official information or documents acquired as a consequence of membership of the IAG, other than when the member has been given proper authority, by the Chair, to do so.

Members must keep confidential all confidential information provided to them. Members may be asked to sign a deed relating to personal information, confidentiality and conflicts of interest.

5. SUBGROUPS

A subgroup may be set up as part of the IAG. A subgroup can be recommended by any member and must be approved by the Chair.

All subgroups must report on their activities to the IAG at each meeting.

Subgroups will be supported by Procurement SA.

6. REVIEW AND AMENDMENTS

The IAG and any associated subgroups will be reviewed annually. The review will consider membership, effectiveness and Terms of Reference.

The Terms of Reference may be amended or modified at any time after consultation with members and approval by the Under Treasurer.


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ATTACHMENT 1: INDUSTRY ADVISORY GROUP MEMBERSHIP
Chair

Name	Role / Department
Jody King A/Executive Director, Procurement SA	Department of Treasury and Finance

Group members

Name	Member Organisation
Phillip Dowsett Acting Industry Advocate	Office of the Industry Advocate
Andrew Kay Chief Executive Officer	Business SA
Mike Tylor Director Procurement Services	The University of Adelaide
Rob Kerin Chair	Regional Development South Australia
Ross Womersley Chief Executive Officer	South Australian Council of Social Service
Kym Morgan Director, Policy & Communications	Master Builders Association of SA
Rebecca Pickering Chief Executive Officer	Civil Contractors Federation SA
Richard Callaghan Member	South Australian Aboriginal Advisory Council
Jason Dreimanis Chair, SA/NT Council	Australian Information Industry Association
Matthew Williams Manager SA & NT	Consult Australia
Andrea Andrews Chief Procurement Officer	SA Health (representing Government goods and services procurement)
Cameron Billingham Director Contract Management	Department of Infrastructure and Transport (representing Government construction procurement)
Estha van der Linden State Head, SA	Australian Industry Group (SA branch)
Nerissa Kilvert South Australian Small Business Commissioner	South Australian Small Business Commissioner