

## **Terms of Reference**

### **Australia Singapore Military Training Initiative – Business Opportunities Working Group**

#### **Purpose:**

The purpose of the Australia Singapore Military Training Initiative – Business Opportunities Working Group (WG) is to work collaboratively across agencies and membership bodies to provide consistent and valued information and support to the business community regarding the Australia Singapore Military Training Initiative.

#### **Objectives:**

- Create a 'point of contact' for Department of Defence to communicate with for industry and business engagement.
- Maximise procurement opportunities for local businesses by:
  - Identifying and leveraging current service delivery, events and activities
  - Identifying gaps in service delivery
  - Developing and delivering a communication strategy to highlight the business opportunities.
  - Developing a joint schedule for delivery of support mechanisms.

#### **Membership:**

Membership of the WG is to be made up of representatives from:

- Department of Industry, Innovation and Science – AusIndustry (including the Centre for Defence Industry Capability)
- Department of Defence
- Department of State Development (including Defence Industries Queensland)
- Townsville City Council
- Townsville Chamber of Commerce
- Townsville Enterprise
- Townsville Business Development Centre
- Australian Industry Group
- Regional Development Australia Townsville and North West Queensland

#### **Meetings:**

The Chairperson, in collaboration with the working group members, will be responsible for setting meeting times and locations. Meetings will be held quarterly. A quorum **of x members** and the Chairperson should be present. The Chairperson may appoint someone from the working group to act in their absence. Special meetings may be convened as required.