

Invitation for Expressions of Interest

Business Advisory Panel



Project Background

The City of Port Adelaide Enfield (Council) is committed to supporting local businesses, big and small, to grow, innovate and succeed.

Following the adoption of the *Prosperous Economy Strategy and Economic Development Plan 2025–2029*, Council commissioned SGS Economics and Planning (SGS) to undertake research into a preferred model for delivering a business support services program to local businesses.

The SGS report identified professional business advisory services as the second most requested service through the business community survey.

Council endorsed the *2025–26 Business Support Services Program Report* which incorporated the recommendations from the SGS report in November 2025, committing to establish a Business Advisory Panel as part of the business support services program.

The commitment was subsequently incorporated into the *Annual Business Plan 2026–27* as a key initiative of Council.

Scope of Services

Council is seeking Expressions of Interest from experienced business advisors to join the Business Advisory Panel for the 2026–27 financial year. Panel members (the Advisors) will provide independent and confidential business advice to eligible local businesses and aspiring entrepreneurs (the Clients) to help them address business challenges, identify growth opportunities, and build long-term success.

To be eligible to participate in the program as a Client, a business must operate from a physical location within the Council area, and/or have the principal place of business registered within the Council area. Individuals who reside in Council and have a genuine business idea but have not yet applied for an ABN are also eligible to apply for business advisory services.

Business advisory services will be delivered through one-on-one consultation sessions, either virtually or in-person, as agreed between the Advisor and the Client. A Client is entitled to up to two (2) hours of business advisory services for the 2026–27 financial year. Clients may choose to use the full two hours with one Advisor or split the two hours between two Advisors, with a minimum consultation time of one hour per Advisor.

Advisor profiles will be published on Council's website, enabling Clients to select an Advisor based on their areas of expertise and identified business needs. Council will confirm eligibility and send an introductory email to both parties to commence the engagement.

Following receipt of the introductory email, the Client is expected to contact the Advisor within five (5) business days to arrange the consultation session. The date, time, meeting location and discussion topics will be mutually agreed between the Advisor and the Client. Clients are required to complete their allocated consultation sessions within three (3) months of the referral date. While Council recognises that individual circumstances may result in delays in delivering the consultation sessions, Advisors are expected to maintain appropriate records and work collaboratively with Council to support timely service delivery.

Following each consultation session, Advisors are required to provide the Client with a link to a feedback survey and submit an outcome report to Council within five (5) business days. Council will provide Advisors with the relevant feedback survey and outcome reporting links. Feedback collected from Clients will be shared with Advisors periodically, either as de-identified individual responses or in consolidated summary reports.

Funding for the Business Advisory Panel is available for the remainder of the 2026–27 financial year, or until the allocated funding is exhausted, whichever occurs first.

The continuation of the Business Advisory Panel beyond the 2026–27 financial year will be subject to program review and Council's annual budget planning and approval processes.

Advisor Eligibility and Selection Criteria

To be eligible for consideration as a Business Advisory Panel member, Advisors must either operate their own professional service business or be employed by a business that provides relevant advisory services.

There is no minimum requirement for years of professional experience. However, for certain topic areas, Advisors may be required to provide evidence of relevant credentials and/or professional accreditation to demonstrate their capability to provide tailored business advice.

The following entities are NOT eligible to apply for the Advisor role:

- Registered Training Organisations (RTOs)
- Industry associations, member-based organisations, business collectives
- State and local government agencies
- Elected Members and employees of Council

Advisory services must be delivered personally by the appointed Advisor and cannot be subcontracted or transferred to another party.

While business advisory services may cover a broad range of topics, Council particularly welcomes Expressions of Interest from subject matter experts with demonstrated expertise in the following priority areas:

- branding and marketing
- business planning and growth
- energy efficiency
- financial management
- legal, retail and commercial leasing
- operational excellence

Council also welcomes Expressions of Interest from subject matter experts with experience supporting:

- Culturally and Linguistically Diverse (CALD) businesses
- First Nations businesses
- Social enterprises

Expressions of Interest will be assessed against the following criteria:

Assessment Criteria		Weighting
Essential	Relevant professional qualifications and/or industry accreditation in the relevant field	30%
Essential	Demonstrated experience providing business advice, mentoring or coaching to micro and small businesses	50%
Desirable	Established business presence within the City of PAE, and/or demonstrated understanding of the opportunities and challenges faced by businesses operating within the City	20%
Total		100%

To be considered for appointment to the Business Advisory Panel, Advisors must achieve a minimum overall assessment score of 60%.

Advisors are expected to hold appropriate insurance, including \$5M professional indemnity insurance and \$20M public liability insurance. A current Certificate of Currency confirming the policy number, level of coverage and expiry date must be provided as part of the submission.

There is no pre-determined limit on the number of Advisors that may be appointed to the Business Advisory Panel during the 2026–27 financial year. Appointments will be made at Council's discretion to ensure an appropriate mix of skills and expertise to meet the needs of local businesses.

Deliverables

The Advisors appointed to the Business Advisory Panel will be required to deliver the following:

- Deliver independent and confidential one-on-one consultation sessions to Clients within three (3) months of the referral date, with each Client receiving up to two (2) hours of support for the 2026-27 financial year.
- Consultation sessions booked during the 2026–27 financial year will be considered 2026–27 financial year bookings, even where the consultation is delivered during the 2027–28 financial year, provided it is undertaken within three (3) months of the referral date, and the invoice is received by Council by 30 June 2027.
- Maintain accurate records of consultation sessions delivered, including Client names, session dates and location.
- Provide Clients with the Council-provided feedback survey link within five (5) business days following the completion of each consultation session.
- Complete outcome reports to Council including the topics discussed (while maintaining Client confidentiality) within five (5) business days following the completion of each consultation session.
- Disclose to Council any actual or potential conflicts of interest that may affect the Advisor's ability to provide independent and confidential business advice to a referred Client.
- Communicate with Council regarding any issues that may impact the timely delivery of business advisory services, including Client late cancellations, or Client no-shows.
- Participate in periodic program reviews by providing feedback on the effectiveness of the Business Advisory Panel and opportunities for improvement.

Payment Arrangements

Council will pay Advisors a flat fee of \$220 (excluding GST) per hour for delivering the business advisory services during the 2026–27 financial year. Advisors may invoice Council following completion of each consultation session or submit invoices on a monthly basis.

Council will not reimburse Advisors for travel associated with in-person meetings or any other costs incurred in delivering business advisory services, unless otherwise approved by Council.

Council cannot guarantee the number of business advisory hours allocated to individual Advisors, as demand will be determined by Clients' self-identified business needs.

If a Client wishes to continue engaging an Advisor beyond the Council-funded two-hour allocation, any further arrangements will be negotiated directly between the Advisor and the Client. Council will not administer any additional engagement or accept responsibility for services provided outside the funded program.

Appointment to the Business Advisory Panel does not guarantee ongoing engagement beyond the 2026–27 financial year.

Any changes, including the scope of services and the hourly fee arrangements beyond the 2026–27 financial year, will be subject to Council's annual budget review and are outside the scope of this document.

Key Milestones

Expression of Interest open	Monday 12 October
Expression of Interest close	Monday 26 October
Notification of outcome	Thursday 5 November

Application Process

Advisors are invited to submit an Expression of Interest by completing the application form and attaching any relevant supporting documents. Applications should address the selection criteria outlined in this document. Late submissions will not be considered.

Useful Links

- [PAE economic profile](#)
- [PAE Four-Year Business Plan 2024-28](#)
- [PAE Annual Business Plan 2026-27](#)
- [PAE Prosperous Economy Strategy and Economic Development Plan 2025–29](#)
- PAE business e-newsletter – [August 2026](#), [June 2026](#), [April 2026](#), [February 2026](#)