

THE CITY OF
GREATER GEELONG

ENVIRONMENT AND CIRCULAR ECONOMY ADVISORY COMMITTEE

TERMS OF REFERENCE

VERSION: V1

Approval Date	<i>7 November 2025</i>
Approved by	Chief Executive Officer
Review Date	10 November 2028
Responsible Officer	Director Placemaking
Authorising Officer	Tennille Bradley

Contents

Introduction.....	3
Purpose	3
Authority	3
Objectives and functions.....	3
Definitions	3
Terms of Reference	6
Committee term	6
Term starts	6
Term ends	6
Membership.....	6
Make-up of the committee	6
Features of effective members	6
Role and responsibilities of members	7
Nomination of members.....	7
Appointment of members.....	7
Length of appointment of members	7
Filling casual vacancies	8
Chairperson.....	8
Appointment of the chairperson	8
Role and responsibility of the chairperson	8
Meeting visitors.....	8
Meetings.....	8
Frequency of meetings	8
Minimum meeting attendees.....	8
Conflicts of interest.....	9
Misuse of information	9
Reporting.....	9
Secretariat.....	9
Review.....	9
Records	10

Introduction

PURPOSE

1. This document sets out the roles and responsibilities of the Environment and Circular Economy Advisory Committee. It provides guidance on the Advisory committee's purpose, roles, responsibilities, operations, tenure and obligations with any specific legislative requirements.
2. As an established Advisory Committee, the purpose to be achieved are as follows:
 - a. The Environment and Circular Economy Advisory Committee provides strategic advice to Council on protecting and enhancing Greater Geelong's unique natural environment while fostering a sustainable, climate-resilient, and economically vibrant community.
 - b. The Committee supports strategies to address climate change and promote a circular economy. This includes supporting sustainable agricultural and environmental practices in rural and peri-urban areas, recognising their role in resilience, innovation, and local job creation.
 - c. It also champions initiatives such as urban forestry, biodiversity conservation, regenerative practices, and sustainable design in community development, ensuring environmental stewardship is embedded in the city's growth, infrastructure, and prosperity.

AUTHORITY

3. The committee's work will be confined to providing advice on strategic issues related to matters outlined in point 2 of the purpose.
4. The committee:
 - a. does not have delegated authority.
 - b. may appoint working groups and approve their terms of reference, on an as needed basis, to pursue specific projects and issues. The committee will receive reports from its working groups and be responsible for monitoring and evaluating each working group's activities against their functions and responsibilities.

OBJECTIVES

5. To represent community interests in protecting and enhancing Greater Geelong's natural environment.
6. Provide advice on policies, strategies, and services relating to climate change, sustainability, circular economy, agriculture, biosecurity, rural, peri-urban and environmental management.
7. Support Council's community engagement to ensure local voices inform sustainable, circular, and climate-resilient solutions.
8. Contribute to discussions on responsible resource use, clean economy innovation, urban forestry, food security, biodiversity, sustainable design, regenerative practices, and long-term stewardship.
9. Advise on strategies for rural, peri-urban, agricultural and environmental management practices and the implementation of key planning and community plan strategies, as well as matters referred by Council.
10. Provide advice to Council on ways to strengthen community advocacy and collaborate with G21 region councils, other councils (including councils the City has signed Memoranda of Understanding (e.g. Wyndham and Devonport), and State and Federal governments to progress shared priorities.
11. Draw on past consultations, reports, and new technical information, and undertake further consultation where required to inform advice.

DEFINITIONS

Act

The *Local Government Act 2020*.

CEO

The Chief Executive Officer of the City appointed by Council.

City

The administration of the Greater Geelong City Council, led by the Chief Executive Officer.

Council

The Greater Geelong City Council.

Councillor

Elected officials representing the City of Greater Geelong, including the Mayor.

Council officer

All staff of the City, including all contractors and volunteers engaged by the City, and the Executive Leadership Team.

Conflict of interest

Has the same meaning as defined in the Act.

Delegated committee

Committee established by council under section 63 of the Act.

Delegated authority

Where Council has given its powers to act on behalf of Council. This can be to members of staff or to Delegated Committee's under the Act.

Election period

The period that starts at the time nominations close on nominations day and ends at 6.00 p.m. on election day.

Commonly referred to as Caretaker Period.

ELT

Executive Leadership Team consisting of the Directors of the City who all report to the Chief Executive Officer.

Environment

The environment refers to the natural world around us, including land, water, air, climate, ecosystems, and biodiversity, as well as the interactions between people and these natural systems. It encompasses the resources and conditions that support life, health, and community wellbeing.

Circular economy

The circular economy is an innovative model for rethinking our approach to products and services. Underpinned by a transition to renewable energy sources, the three principles of a circular economy are design out waste and pollution, keep products and materials in use, and regenerate natural systems.

Clean economy

The clean economy encompasses initiatives, practices and products which address climate change mitigation and adaptation, encourage renewables, and compliment the transition to a circular economy.

Rural

A rural area is a geographic region with a low population density and extensive open spaces, such as farmland, forests, and grasslands, located outside of cities and towns.

Peri-Urban

A peri-urban area is the dynamic interface or transitional zone between a metropolitan city and its surrounding rural landscape, blending both urban and rural land uses and characteristics.

Terms of Reference

COMMITTEE TERM

Term starts

1. The committee's term starts on the day following the Council resolution to adopt the Committee's terms of reference. Commencement of meetings will be subject to the EOI process for external members.

Term ends

2. All Advisory Committees will be formally disbanded by 30 June in the year of the Local Government Election.
3. Should the purpose of the committee be achieved prior to this time, the committee will be disbanded by resolution of council.
4. Ongoing requirements post the election will be subject to Council resolution.

MEMBERSHIP

Make-up of the committee

5. The composition of the committee will be both internal and external members. The committee will consist of up to twelve external members who are qualified in the discipline relevant to the committee mandate or with perspective necessary for fulsome consideration of the associated topic.
6. Community members chosen to represent the broader spectrum of people living or working in the City of Greater Geelong with interests and expertise in environmental sustainability, the circular economy, climate resilience, agriculture, and rural and peri-urban land and livestock management.
7. Specific areas desirable to be covered may include biodiversity conservation, renewable energy and clean economy innovation, sustainable farming and agribusiness, water and land management, and community-led environmental initiatives.
8. Community members are preferred to live, work or study in the City of Greater Geelong.
9. Internal member will include a Council officer and may include Council support staff to represent the City and may include additional council officers to support the administration of the advisory committee.
10. The Advisory committee will include the Councillors members as resolved by Council.

Features of effective members

11. The features of an effective member include:
 - a. Shows good judgement and balance in consideration of issues
 - b. Understands the role of the committee and the expectations of the governing body or person
 - c. Takes the time to understand changes that affect the objectives and functions of the committee and any associated risks
 - d. Brings knowledge and expertise to bear in committee deliberations
 - e. Displays a constructive and positive attitude in dealings with other members and meeting visitors
 - f. Is a good communicator, builds effective networks and relationships while maintaining necessary confidences
 - g. Devotes sufficient time to committee business
 - h. Displays independence of mind on committee deliberations and asks the 'hard' questions when necessary

Role and responsibilities of members

12. The role of an Advisory Committee is to provide appropriate advice on matters relevant to its Terms of Reference in order to support decision making by the Council in relation to the discharge of its responsibilities.
13. Members are expected to perform the following roles:
 - a. Maintain knowledge of issues and matters related to the objectives and functions of the committee
 - b. Represent their constituents and maintain effective two-way communication between their constituents and the committee, as appropriate.
 - c. Share information with other members
 - d. Maintain confidentiality of information designated confidential
 - e. Fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting
 - f. Prepare and present sponsored items
 - g. Provide feedback or endorse minutes of each meeting

Nomination of members

14. City officers must be nominated by their respective director having regard to their current role with the City and their knowledge and skills that relate to the committee's objectives and functions.
15. Independent community representatives will be invited onto the committee by the CEO through a process of seeking expressions of interest.
16. Selection will be made by a working group who will oversee the recruitment process of members.

Appointment of members

17. Council appoints by resolution councillors to hold the chair and deputy chair positions of the committee.
18. Council appoints independent members for Delegated Committees.
19. The CEO appoints:
 - a. City officers
 - b. Statutory authority representatives (if applicable)
 - c. Representatives from other Councils
 - d. Independent community representatives
 - e. Non-profit organisation representatives (if applicable)

Length of appointment of members

20. External Members may serve a maximum of four years on an Advisory Committee.
21. Lengths of appointment will be arranged to overlap to ensure continuity and consistency of business. One half of the independent members are appointed for half the maximum period; the other half of the independent members are appointed for the maximum period. All subsequently appointed independent members are appointed for the maximum period.
22. Members must continue to meet membership requirements to maintain their membership.
23. If a member no longer meets membership requirements, their membership will be revoked.

24. Where a member or their substitute does not attend three consecutive meetings without adequate cause, that person's membership may be revoked.

Filling casual vacancies

25. Members wishing to resign from the committee are requested to do so in writing.
26. A new member will be appointed for the remainder of the term of a vacant position via an EOI process.
27. New members are appointed by following the member nomination and appointment processes set out in the terms of reference.
28. Vacancies may not be filled in the final 12 months of the Council term; they will not be filled in the final 6 months.

CHAIRPERSON

Appointment of the chairperson

29. The chairperson is appointed by Council.
30. If the chairperson is absent from a meeting, the alternative Councillor appointment will Chair the meeting.

Role and responsibility of the chairperson

31. The chairperson is expected to perform the following roles:
- a. Ensure the committee functions follows the terms of reference
 - b. Approve the agenda
 - c. Conduct meetings with the degree of formality appropriate
 - d. Facilitate the flow of information during meetings
 - e. Approve draft minutes after each meeting

MEETING VISITORS

32. Any person may be invited to attend meetings to give a presentation or provide information related to the committee's business.
33. Meeting visitors will be made aware of their responsibilities and obligations about conflicts of interest and use and disclosure of information.

MEETINGS

Frequency of meetings

34. Meetings will be held quarterly.
35. Future meeting dates, times and broad tasks may be decided by the committee.
36. The Chair in consultation with City Officers can call for additional meetings or adjust the frequency of meetings.

Minimum meeting attendees

37. The minimum number of attendees at a meeting for that meeting to proceed is at least one more than half of the appointed members.
38. If after 30 minutes from the scheduled starting time of any meeting, the minimum number of attendees cannot be obtained:

- a. those members present; or
 - b. if there are no members present, an authorised officer,
- must adjourn the meeting for a period within 4 weeks from the date of the meeting.
39. The minimum number of meeting attendees must at all times include at least one representative of Council.

Conflicts of interest

40. If a member has a conflict of interest in relation to an agenda item this must be declared, and the member must refrain from participating in the decision-making process.

Misuse of information

41. All information received by members in the course of their work as members is confidential and must not be shared with any party outside Council.

Election Period (Caretaker)

42. Advisory Committee operations will be suspended during Caretaker.

REPORTING

43. Accurate minutes will be kept of each meeting.
44. Full copies of the minutes, including attachments, will be provided to all members no later than one week following each meeting.
45. The City's minutes template will be used to record minutes.
46. Committee meeting notes will be made available to Councillors via the Councillor portal. This will be uploaded no later than 10 business days from the date of the meeting.
47. An annual report to Council will be provided on the Advisory Committee's activities and may include recommendations for ongoing Committee requirements or changes to the Terms of Reference.
48. A report on the effectiveness and ongoing operation of the Advisory Committee will be prepared by the responsible department for Council's consideration at the end of the Council term.

SECRETARIAT

49. The Director Placemaking will identify and provide secretariat services for the committee.
50. Agenda's will be prepared and issued one week prior to the meeting.
51. Placemaking will provide administrative support for the committee. The Placemaking Directorate of Council accepts responsibility for directly supporting the committee. This involves convening meetings, providing all documentation, recording meeting notes and publishing the annual report to Council and the community.

REVIEW

52. The terms of reference for this committee will be reviewed as required during the current Council term.
53. The review of the committee's effectiveness is ongoing throughout the current Council term.

Records

Records shall be retained for at least the periods shown below.

Table 1: Record retention and disposal schedule

Record	Retention / Disposal Authority	Retention Period	Location
Records relating to arranging and facilitating committee meetings.	PROS 09/05 VAR 1 Retention and Disposal Authority for Records of Local Government Functions	Temporary	Destroy after administrative use has concluded.
Records of general administrative nature relating to management of committee meetings, including the preparation and circulation of minutes, use of premises where the meetings take place and travel arrangements for attendees.			

—

CITY OF GREATER GEELONG

PO Box 104
Geelong VIC 3220
P: 03 5272 5272
E: contactus@geelongcity.vic.gov.au
www.geelongaustralia.com.au

CUSTOMER SERVICE CENTRE

Geelong
100 Brougham Street
Geelong VIC 3220
8:00am – 5:00pm

LATEST NEWS:

 [geelongaustralia](https://www.facebook.com/geelongaustralia)

 [@GreaterGeelong](https://twitter.com/GreaterGeelong)

 [@CityofGreaterGeelong](https://www.instagram.com/CityofGreaterGeelong)

 [@CityofGreaterGeelong](https://www.linkedin.com/company/CityofGreaterGeelong)