



# Healthy Country Technical Review Committee: information for applicants

NSW Environmental Trust





## Acknowledgement of Country

Department of Climate Change, Energy, the Environment and Water acknowledges the Traditional Custodians of the lands where we work and live.

We pay our respects to Elders past, present and emerging.

This resource may contain images or names of deceased persons in photographs or historical content.

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Artist and designer Nikita Ridgeway from Aboriginal design agency Boss Lady Creative Designs created the People and Community symbol.

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# Introduction

The NSW Environmental Trust is looking for people willing to share their expertise and knowledge of Country and cultural practices to become members of the Healthy Country Technical Review Committee (TRC).

The purpose of this committee is to advise the NSW Environmental Trust (the Trust) on major projects that prioritise healthy Country and recognise and value Aboriginal peoples, their traditional knowledge and practices and their connection to Country, and to provide ongoing guidance to projects throughout their lifecycle.

This note sets out information on:

- role and responsibilities of the Healthy Country Technical Review Committee
- remuneration for participation
- application process, including selection criteria and selection process.

Applications are now open, closing **5 pm Wednesday 4 June 2025**.

Technical Review Committees (TRCs) are established under section 9 of the *Environmental Trust Act 1998* (the Act).

Further information about the Trust and its grant programs can be found at [NSW Environmental Trust](#).

## Who is the Environmental Trust?

The NSW Environmental Trust is established under the *Environmental Trust Act 1998* (the Act) and supports grant projects that enhance New South Wales's environment.

Grants are awarded by the Trust Board, which is chaired by the NSW Minister for the Environment. Its members include representatives from the Department of Climate Change, Energy, the Environment and Water, local government, the Nature Conservation Council and NSW Treasury.

In September 2024, the Act was amended to include an Aboriginal member, who will be appointed in 2025.

## Major Projects program

Projects considered for funding under the Trust's Major Projects program are designed to tackle large-scale and/or complex environmental issues. We identify and design these projects through consultation with key stakeholders, in line with the Act and the strategic priorities of the Trust Strategic Plan 2024 to 2029:

- **Strategic Priority 1:** Prioritise healthy Country and recognise and value Aboriginal peoples, their traditional knowledge and practices, and connection to Country
- **Strategic Priority 2:** Restore ecosystems and biodiversity
- **Strategic Priority 3:** Strengthen environmental management.

# Role and responsibilities of the Healthy Country Technical Review Committee

The main role of a Technical Review Committee (TRC) is to provide independent advice and recommendations to our team and the Trust on project proposals and, if funded, guidance on project progress through to completion. This includes assessing whether a project should be funded.

The Healthy Country Technical Review Committee is being established so that the values of Aboriginal peoples, their traditional lore and their unique connection to Country are recognised and that these values guide environmental initiatives for investment. This advice will assist the Trust in ensuring funding is directed to the most appropriate and effective projects for community and Country.

This is a great opportunity to be a member of a dedicated Healthy Country Technical Review Committee under the Trust's Major Projects program, ensuring that:

- projects that empower Aboriginal communities and peoples to lead efforts to care and restore Country are prioritised
- Aboriginal knowledge and expertise in caring from Country is protected, respected, shared and used appropriately.

## What kind of expertise and knowledge is needed to be on the Healthy Country Technical Review Committee?

We are seeking expertise, representation and knowledge of different Country and cultural practices across New South Wales, including, but not exclusive to:

- water (fresh and salt)
- fire
- air and sky
- land
- culture
- totemic animal and/or plant species.

Experience in one of the following areas is also highly regarded:

- land and/or cultural resource management
- restoration ecology
- threatened species management
- ecological/cultural fire practices/management
- invasive species management
- community engagement/education
- Aboriginal community-run projects

The projects are statewide and not specific to a region or Country. The projects considered for funding aim to support transformational environmental change at a landscape level with cultural knowledge and input.

## What exactly will you have to do?

As a Healthy Country TRC member, you will be responsible for various tasks including:

- providing cultural and ecological knowledge and expertise, guidance, advice and recommendations for Trust-funded projects
- actively contributing to the effective governance and oversight of the TRC and its role as committee that makes recommendations to the Trust
- having oversight for the efficient and responsible expenditure of public funds in accordance with relevant legislation and government policy and guidelines
- reviewing project proposals, seed funding requests and business plans and providing feedback, advice and recommendations to the Trust
- reviewing progress reports throughout the life of the project and providing advice and recommendations as required to support successful delivery of outcomes
- discuss projects with other committee members and the project delivery teams updates.

## How will we support you?

We will work with you to:

- provide an opportunity to undertake governance training supplied by an Aboriginal-led governance training provider (on an opt-in basis)
- codesign aspects of the terms of reference for the committee to ensure they are culturally appropriate, including items like meeting frequency, meeting format and participation options
- provide an induction to the NSW Environmental Trust and Major Projects
- support you throughout your tenure on the TRC.

# Membership

The TRC will be made up of 5 members of diverse genders. There will be one chairperson and 4 members. The chair is responsible for leading the TRC, managing any conflicts of interest, and ensuring that the members work together as a strong team.

The Trust Act specifies that each TRC must include at least one member representing industry (e.g. employed in a business listed on Supply Nation or the NSW Aboriginal Business Portal or by an Aboriginal Community Controlled Organisation (ACCO)) and one member representing community (e.g. an active community member in any capacity, membership is not a requirement).

Where required, individual experts may provide reports and/or be invited to TRC meetings to advise on technical issues.

## Conflicts of interest and voting rights

At the time of appointment, members must sign a Technical Review Committee member code of conduct declaration and a committee member interest disclosure form.

Members must disclose in advance any financial or other interests that may be in conflict with their role as a TRC member.

All TRC members, including the chair, have a casting vote.

Exceptions to this include when a member has declared a conflict of interest for a particular agenda item. The conflict must be declared at the commencement of a meeting, and the member must abstain from voting on that item. The member can, however, provide relevant advice and important background information on that item to other members if required.

Trust staff may attend meetings and provide relevant background information on an application or progress report. They do not have voting rights.

A quorum is 3 members. If there is no quorum after 15 minutes of the meeting commencement, the chair may adjourn the meeting to a later date.

## If I am chosen, how long will I be a Technical Review Committee member for?

TRC members are initially appointed for 4 years, including a one-year trial period to ensure the committee is working well. Members may be re-appointed for an additional 3 years by agreement with the member, with the maximum membership being 7 years.

A TRC member may resign from the TRC by providing suitable notice to Trust staff (approximately 6 weeks). It is also possible that the Trust may end a member's appointment if there is a breach of the code of conduct.

## How much time is required, and how do we meet and discuss projects?

Below is some information on how a TRC can operate:

- The TRC members meet to discuss projects up to 6 times a year, online or on Country, at an agreed place.
- Meetings will either be a full day or half day.
- Before the meetings, you will need time to talk with Trust staff and review project documents. This preparation time will be paid for (see remuneration section below). If you require assistance reading and making notes on the material, please let us know.
- Sometimes information is sent to the TRC members for their advice/suggestions, but a meeting is not required. This is referred to as 'Out of Session' and is recognised and paid as participation time.

With members' permission, meetings may be recorded to assist with producing clear and accurate minutes and reports. All recordings will be destroyed after the minutes have been finalised. TRC members must keep all matters concerning TRC business confidential unless advised otherwise by the chair or Trust staff.

## How are members selected?

Trust staff will form a selection panel, including Aboriginal people, to review your application form and resume/curriculum vitae (CV) and assess your suitability for the committee against the selection criteria. All applications will be reviewed and assessed on merit, to achieve diverse representation of knowledge, skills and Country across landscapes in New South Wales. Recommendations are then made to the executive director of the Strategic Priorities and Coordination Division at the Department of Climate Change, Energy, the Environment and Water to consider for appointment.

### Selection criteria

Applications should address the following selection criteria:

- experience in relevant areas (water (fresh or salt), fire, air & sky, land, culture, totemic animal and/or plant species, other)
- experience in, or capacity to, work as part of a group/team/committee focused on caring for Country
- experience in, or capacity to, provide advice and/or make decisions fairly for all involved.

Applicants are also expected to have a strong working knowledge of and familiarity with environmental issues in New South Wales.

We encourage a wide diversity of applications including gender, age, experience and regional representation.

Consideration will also be given to members who in the majority, are traditionally descended from Country, which is located in New South Wales. Aboriginal people who



are traditionally descended from Country not located in New South Wales may still be appointed.

Applications that are incomplete or do not address the criteria will not be considered.

## Applicants who are NSW Government sector employees

NSW Government sector employees may be appointed to a TRC. Applicants must seek their manager's support for their nomination and provide contact information for their manager on the application form.

## Referees

Applicants must nominate 2 referees, including their contact details and, where relevant, role and organisation or community. Referees will be contacted as part of the assessment process and should be able to discuss the applicant's knowledge, expertise and fit with the responsibilities of a TRC member.

## Unsuccessful applicants

Unsuccessful applicants are notified upon completion of the application process. Unless otherwise requested, applicant information may be kept on file in case similar opportunities arise.

## How much does it pay?

TRC members are currently paid in accordance with the Department of Premier and Cabinet, *NSW Government Boards and Committees Guidelines* (September 2015).

Duration	Chair	Member
Full day	\$350	\$220
Half day	\$175	\$110

Reimbursement of expenses (including out-of-pocket travelling expenses) is paid in line with NSW Government policy. The Trust will meet any reasonable costs for official business, including any reasonable travel and accommodation costs, and other related out-of-pocket expenses of members of the TRC.

Under Section 8.3 of the abovementioned guidelines, public sector employees representing the NSW Government as committee members are not paid sitting or participation fees. Exemptions can be sought for members representing themselves or their community. If this applies to you, please contact Trust staff to discuss it.

Participation time (pre-reading or discussion time, including time for assessing applications) is remunerated at \$31.42 per hour, consistent with established sitting fees for a 7-hour full day.

Sitting and participation fees are paid directly to the member by invoice (an ABN or Statement by Suppliers is required).

Current comprehensive motor vehicle insurance is required to reimburse expenses related to using a personal motor vehicle for official business.

# How do I apply?

If you would like to be a member of the Healthy Country Technical Review Committee, please either:

1. Complete and submit the online application form at [About the NSW Environmental Trust](#) with a copy of your resume/curriculum vitae, if you have one available.
2. Complete the PDF application form and submit with a copy of your resume/curriculum vitae, if you have one available, to [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au) or via post to Locked Bag 5022 Parramatta NSW 2124.

Applications must be submitted by **5pm Wednesday 4 June 2025**.

If you would like to learn more about being part of the Healthy Country TRC before applying or would like to fill out this form over the phone, please call us on 02 9995 5000 or email at [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au). You can also email or text asking us to call you back.

# Protecting personal information and privacy

The Trust complies with NSW Government privacy legislation and policies.

If appointed to the TRC, the following information may be made available to the public on an NSW Government website, the Trust annual report, and may be included in media releases issued by the Minister for the Environment:

- first name and surname
- the term of appointment
- professional position
- the position held, for example, member/chair

## More information

- [Environmental Trust Act 1998](#)
- [NSW Environmental Trust](#)
- [NSW Government Boards and Committees Guidelines](#)