



Department of Planning and Environment

# Technical Review Committee Membership – Expressions of Interest 2022

Protecting Our Places Grants Program  
NSW Environmental Trust



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# Purpose

This document aims to outline the context and expectations to inform applicants' Expressions of Interest (EOI) for membership of the NSW Environmental Trust's Protecting Our Places Grants Technical Review Committee (TRC).

Applications are now open and will close **5 pm Wednesday 2 November 2022**.

## NSW Environmental Trust

The NSW Environmental Trust (the Trust) is an independent statutory body that supports projects that enhance the environment of New South Wales.

The Trust was established under the *Environmental Trust Act 1998* and administers grants across a diverse range of programs, including contestable grants, major projects and various NSW Government initiatives.

The Trust's grant programs are administered by the Grants Branch of the NSW Department of Planning and Environment (DPE).

Go to [NSW Environmental Trust](#) for information on the Trust and its grant programs.

## About the program

The Protecting Our Places Grants Program (POP) is a contestable grants program for NSW Aboriginal community organisations and groups seeking to protect, conserve and restore cultural landscapes and waterways that are important to them.

The program provides opportunities for Aboriginal communities to address local environmental and cultural priorities, support the development of their project management skills, and encourage new collaborations and relationships with other community stakeholders.

The overall objectives of the program are to:

- facilitate the sharing and protection of Cultural knowledge with and between Aboriginal groups, government and public stakeholders and to enable Aboriginal people to contribute to the improvement and the management of environmental and Cultural resources on Country
- increase the amount of Culturally significant Aboriginal land protected, restored, and managed by local Aboriginal groups, land managers and stakeholders and support connection to Country
- the Protecting Our Places Program is an appropriate, effective and sustainable mechanism to deliver government policy, priorities and outcomes.

## Funding available

- A total of \$500,000 is available for each annual funding round.
- Grants of up to \$80,000 may be awarded per project, divided into 2 stages, Stage 1 – Planning and Stage 2 – Implementation (where the plan prepared during Stage 1 is implemented).

Go to [Protecting our Places](#) for more information about the Protecting our Places program.

# What does the Technical Review Committee do?

The POP TRC's main roles are to act as an independent advisory body that assesses funding applications and provides advice and recommendations to the Trust. The POP TRC will advise on which grant applications should be funded under the program and to assist the Trust in responsibly expending public funds according to relevant legislation, government policy and guidelines.

Other responsibilities may also include:

- reviewing the progress of funded projects
- provide feedback on how to improve the program
- provide advice on how the Trust can meet the needs of mob on Country.

The TRC is led by an independent Chair who is responsible for leading the TRC, managing any conflicts of interest, and ensuring that the members work together as a strong team.

TRC members are preferred<sup>1</sup> to be Aboriginal people from government, community, not-for-profit environmental organisations, industry bodies, academic organisations or other Aboriginal organisations. The TRC must have at least one industry and one community representative.

All TRC members will undertake an induction process administered by Trust staff to ensure they understand their roles and responsibilities.

## Benefits of being a Protecting our Places Technical Review Committee member

Membership of the POP TRC brings a range of benefits, including the opportunity to:

- help shape the future of and improve a program that seeks to help Aboriginal communities and people in New South Wales connect to Country and address local problems relevant to them
- play a significant role in helping the NSW Government address priority environmental problems
- enhance your governance and advisory credentials by offering expert advice and recommendations on the allocation of up to \$500,000 annually in grant funds
- build your network through interactions with other experts, working with a major environmental grant funding body in New South Wales.

## How long is the appointment for?

TRC members are appointed for 4 years, including one year of probation.

Members may be re-appointed for an additional 3 years by agreement between the Trust and the member. The maximum term is 7 years.

The Trust may cease a member's appointment if the member does not meet performance expectations or the standards of conduct outlined in the Code of Conduct. A TRC member may resign from the TRC by providing suitable notice to Trust staff (approximately 6 weeks).

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<sup>1</sup> *Preferred* – members with skills and experience in Aboriginal cultural values who is an Aboriginal person (within the meaning of the *Aboriginal Land Rights Act 1983*), recognised as a cultural knowledge holder, and is willing to represent Aboriginal cultural values is preferred for membership. However, non-Aboriginal people may also be considered if they possess appropriate technical expertise, knowledge and understanding of Aboriginal projects implemented on Country.

## What commitment is required of members?

The timeframe for reviewing and assessing applications is typically 4 to 6 weeks, depending on the number of submissions. Once all members have provided their assessments to Trust staff, the TRC meets to finalise their recommendations. Meetings may last between one hour and a full day in length.

The TRC meets once per year to compare individual assessments and finalise the Trust's funding recommendations. Additional meetings of the TRC are often held for the Trust to seek and receive advice.

Meetings are usually face-to-face (teleconference options may also be offered) at the Trust's Parramatta office. TRC members are expected to attend all meetings. The Trust will cover costs associated with attending face-to-face meetings.

## How much does it pay?

TRC members are paid in accordance with the Department of Premier and Cabinet, *NSW Government Boards and Committees Guidelines* (September 2015) and include pre-reading and sitting fees. Sitting fees are listed below:

	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. Travelling time is not paid.

In accordance with Section 8.3 of the guidelines mentioned above, public sector employees who work for the TRC during their normal work hours are not paid pre-reading or sitting fees unless they obtain an exemption from the Public Service Commission.

Pre-reading time (including time for assessing applications) is paid at a rate of \$31.42 per hour, which is consistent with established sitting fees for a 7-hour full day. Trust staff will apply a formula that incorporates the number of applications and/or pages to determine the amount of time the Trust expects members to spend pre-reading.

Sitting and pre-reading fees are paid directly to the nominee unless otherwise arranged.

## Submitting your Expression of Interest application

Applicants are required to complete the online [Expression of Interest form](#) and submit it with:

- a brief cover letter (maximum two pages) or statement addressing each selection criteria
- an up-to-date curriculum vitae (CV) (maximum 4 pages).

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

Expressions of Interest must be submitted by **5 pm Wednesday 2 November 2022**.

## Selection criteria

Applications should include a cover letter (maximum two pages) letter that addresses each of the following selection criteria:

1. high level of expertise relating to one or more of the following: land management, Cultural fire, threatened species and community run projects
2. demonstrated ability to actively participate as a member of an expert committee in providing balanced advice, including evidence of integrity, fairness, good judgement, and environmental and social awareness
3. demonstrated experience or ability to work collaboratively and actively participate in discussions within a multi-skilled team
4. ability and flexibility to meet the responsibilities of the TRC
5. good experience working with Aboriginal organisations implementing on-ground projects
6. based in New South Wales.

## Referees

Applicants must provide the details of 2 referees, including their current (or relevant previous) positions and contact details. Referees should be able to discuss the applicant's skills, qualifications and ability to perform the responsibilities of a TRC member.

## Selection process

Each application will be assessed on merit. The assessment will determine suitability for membership and rank each application against the selection criteria.

The skills mix, expertise needs, gender and demographic balance of the TRC is also taken into account when recommending candidates.

Authority to appoint TRC members is delegated by the Trust Board to the Executive Director of the Environment and Heritage Group of the Department of Planning and Environment.

At the end of the selection process, all applicants will be notified of the outcome of their application. Successful applicants will be sent a letter of offer. Successful applicants will be required to complete and return a response form and (if accepting the appointment) a code of conduct and disclosure of interest form.

Unsuccessful applicants can seek feedback on their application. Unless otherwise requested, the Trust will keep unsuccessful applicant information on file in case any similar opportunities arise in the future.

## 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 a NSW Government website, the Trust annual report, and may be included in media releases issued by the Minister for Environment and Heritage:

- first name and surname
- the term of appointment
- professional position held
- the position held, for example, Member/Chair.

## More information

- [Environmental Trust Act 1998](#)
- [NSW Environmental Trust](#)
- [NSW Government Boards and Committees Guidelines](#)
- [Protecting our Places](#)
- [Technical Review Committees](#)
- [Technical Review Committee Membership Code of Conduct](#)