

McKell Medal Advisory Panel

TERMS OF REFERENCE

Overview

The McKell Medal is a prestigious national award that publicly recognises excellence and achievement in natural resource management in Australia. It commemorates the outstanding contribution made in the fields of soil and land conservation by Sir William McKell, a former Premier of NSW (1941 – 47) and Governor-General of Australia (1947 – 53).

The Medal is sponsored by the Natural Resource Management Ministerial Council on behalf of the Australian, State and Territory government agencies involved in agriculture and natural resource management, with nominations assessed by the McKell Medal Advisory Panel. The Department of Agriculture, Fisheries and Forestry administers the McKell Medal on behalf of the State and Territory governments.

Responsibilities

Appointed by the Natural Resource Policies and Programs Committee (NRPPC), the McKell Medal Advisory Panel has specific responsibilities in the following areas:

1. In accordance with the *Nomination Guidelines* and *Nomination Form*, assess nominations and make a recommendation to the Ministerial Council of a nominee for the McKell Medal.
2. Where requested, provide input into possible future modifications to guidelines, nomination form and selection criteria.

Membership

The McKell Medal Advisory Panel consists of seven members.

The members are appointed for a 3 year term.

Membership is to comprise members with the following skills or representation:

- 2 x NRPPC representatives (1 to Chair)
- 1 x Rural industry representative
- 1 x Landcare community representative
- 1 x representative with rural communications expertise
- Two NRM community representatives with expertise, experience and understanding of:
 - An understanding of regional NRM bodies/processes
 - Community Leadership
 - Education and/or promotion
 - Practical experience in NRM research or the practical application of research

OTHER INFORMATION

Conflicts of interest

McKell Medal Advisory Panel members will be required to advise the Secretariat of any conflict of interest that may arise through their position on the Advisory Panel.

Confidentiality

McKell Medal Advisory Panel members will be required to maintain the confidential nature of Panel deliberations including:

- The names of winning and non-winning nominees until publicly announced by the Ministers for Agriculture, Fisheries and Forestry and Environment, Heritage and Water;
- The nature of the Panel discussions leading to the choosing of a winning nominee.

Disclosure

Names of the Advisory Panel membership may be disclosed on the Department's website and provided to Ministers and other officials as needed.

Remuneration

Non-government members of the McKell Medal Advisory Panel will receive a Sitting Fee¹ for attendance at teleconferences and formal meetings (including normal preparation time) and reimbursement of official travel expenses to formal meetings.

Review

The McKell Medal Advisory Panel shall review its effectiveness and Terms of Reference periodically and where necessary, make recommendations to NRPPC for their consideration.

Meeting Arrangements

The McKell Medal Advisory Panel convenes on an as needs basis but meets at least once a year in order to assess nominations and recommend to the NRPPC the successful nominee for the McKell Medal.

The following protocols will apply:

- meetings shall be structured with the use of an agenda developed by the Secretariat of the Advisory Panel and agreed by the Chair; and
- a quorum will comprise the Chair (or nominee) and any three McKell Medal Advisory Panel members.

Secretariat

The Department of Agriculture, Fisheries and Forestry will provide secretariat support to the Advisory Panel, including:

- preparation of an agenda for meetings;
- provision of travel and accommodation itineraries;
- circulation of the nominations for review one week prior to a meeting; and
- provision of draft minutes/papers to the Chair within four weeks of a meeting.

The Department of Agriculture, Fisheries and Forestry will also:

- arrange for the medal to be struck;
- arrange for the presentation of the Medal by the Australian Government Ministers;
- arrange for suitable publicity for the medallists including Powerpoint Presentation and speaking tour;
- administers on behalf of Ministerial Council funds for McKell Medal operations;
- arrange for the McKell Medal website to be reviewed and updated;
- arrange for letters to be sent to all nominees and nominators; and
- prepare draft papers for and provide briefing material to NRPPC/NRMSC/NRM Ministerial Council.

¹ Sitting Fees will be paid at the rate and in accordance with conditions set by the Remuneration Tribunal.
