

**ACOLA**



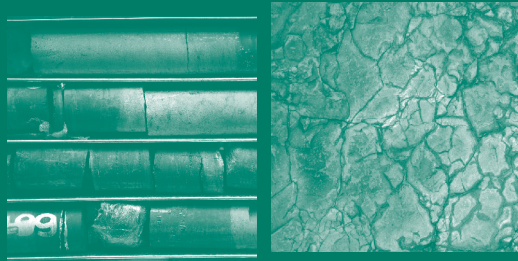
**AUSTRALIAN  
COUNCIL OF  
LEARNED  
ACADEMIES**

**SECRETARIAT**



# 14

**ANNUAL REPORT 2014  
INCORPORATING BUSINESS  
PLAN FOR FY2015**



**ACOLA Secretariat Ltd** is a company limited by guarantee, established by the four Learned Academies of Australia, acting as the Australian Council of Learned Academies (ACOLA), to carry out projects and manage the business affairs of the Council. The four Learned Academies are the sole members of the company. The relationship between the Council and the Secretariat is governed by a Management Agreement, entered into in May 2010. In terms of that agreement, the role of the Secretariat is that of an independent contractor. The Secretariat is not an employee, servant or agent of the Council. The Secretariat must only conduct projects and activities that are approved by and in accordance with a resolution of the Council. The Secretariat is governed by a Board of Directors, which exercises its legal responsibilities in the best interests of the company.

#### **Australian Council of Learned Academies, Secretariat**

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# AUSTRALIAN COUNCIL OF LEARNED ACADEMIES STRATEGIC STATEMENT 2013–2015

Australia's four Learned Academies are independent organisations made up of the nation's leading experts in all of the major fields of enquiry. More than 2000 of the nation's most eminent scientists, researchers, scholars and practitioners contribute to this rich source of expert knowledge.

ACOLA provides the forum for the four Learned Academies to work cooperatively to develop cutting-edge thinking and integrated problem solving. ACOLA'S purpose is to harness expert knowledge from multiple disciplinary perspectives, to inform national policy and to develop innovative solutions to complex global problems and emerging national needs.

## OUR VISION

The integrated application of the best thinking in Australian arts, engineering, humanities, natural sciences, social sciences and technology, to assist the achievement of a healthy, creative, sustainable, democratic, cosmopolitan and productive nation.

## OUR MISSION

To provide a forum that brings together great minds, broad perspectives and knowledge, to help solve complex societal issues for the benefit of Australia's social, cultural, economic and environmental wellbeing.

## OUR VALUES

ACOLA values excellence, creativity, inclusiveness, cooperation and multidisciplinary research.

ACOLA brings together more than 2000 of the nation's most eminent scientists, researchers, scholars and practitioners.

## OUR OBJECTIVES

*(from the ACOLA Constitution)*

### POLICY

- To deliver policy advice to government on specific issues.
- To promote that advice to the wider community and contribute to public debate.
- To advocate to senior decision makers matters consistent with the objects of the Council on issues of major national policy.

### RESEARCH

- To encourage research and scholarship across the disciplines.
- To promote an appreciation of the value of national research and scholarship.

### DEVELOPMENT

- To enhance the prestige and visibility of the four Learned Academies.
- To promote closer relations among the four Learned Academies.
- To promote administrative efficiency through sharing of information and resources.

## OUR KEY STRATEGIES

- Raise public awareness and understanding of the contributions that the arts, engineering, humanities, natural sciences, social sciences and technology make to Australia's well being.
- Promote mechanisms that facilitate the linkage of research and analysis to policy formulation and its application in societal practice.
- Encourage fresh, cross-sector ways of thinking about innovation and development and its relationship with the economy and society, as part of achieving a productive and sustainable Australia.
- Identify ways to better harness the perspectives of all disciplines to solve complex issues.

# AUSTRALIAN COUNCIL OF LEARNED ACADEMIES SECRETARIAT LTD

## VISION

A Secretariat that serves the Australian Council of Learned Academies, providing not only a coherent, efficient and transparent flow of information and communication between the four Academies in matters of mutual interest, but also helping to generate strategic ideas and resources that foster a public understanding of the importance of research and scholarship.

## MISSION

To provide efficient and effective services to our key stakeholders and to serve as a catalyst for projects that promote research and scholarship in science, technological sciences and engineering, social sciences and the humanities in Australia.





The Secretariat helps to generate strategic ideas and resources that foster a public understanding of the importance of research and scholarship.



## VALUES

**RESPECT.** We respect and celebrate the ongoing development of human knowledge.

**EXCELLENCE.** We are dedicated to scholarly excellence in everything we do.

**CREATIVITY.** We have the courage to innovate and to be creative.

**INCLUSIVENESS.** We embrace the diversity of cultures that is contemporary Australia.

**TEAMWORK.** We are team players and our contribution lies in the common good.

**ACCOUNTABILITY.** We act with integrity and transparency in everything we do.

## GOALS

### RAISING PUBLIC AWARENESS

Raise public awareness and understanding of the contributions that the Learned Academies make to Australia's well being.

### PROVIDING LINKAGE MECHANISMS

Promote mechanisms that link research and analysis to policy formulation.

### ENCOURAGING FRESH, CROSS SECTOR THINKING

Encourage fresh, cross sector thinking about innovation and development and ways to harness the perspectives of all disciplines.

### EFFICIENT AND EFFECTIVE GOVERNANCE & ADMINISTRATION

Provide an efficient and transparent flow of information and communication.

# CHAIR'S REPORT

In FY2014 ACOLA Secretariat Ltd has continued to deliver the research projects of the first tranche of the program *Securing Australia's Future*. The company has also been closely involved in developing and initiating several second tranche SAF projects. All of these were designed to provide evidence-based research for the Prime Minister's Science Engineering & Innovation Council (PMSEIC).

In order to implement and support the program, the ACOLA Secretariat Melbourne staff was maintained at EFT 3.85. Part-time project managers continued to be employed in Canberra and Sydney.

In addition to the projects that comprised the program *Securing Australia's Future*, ACOLA Secretariat has continued to manage a 2010–2012 LASP project (*Making Interdisciplinary Research Work*). The final phase of this project, extended from 2012 to September 2014 by agreement with the ARC, will be completed during FY2015.

ACOLA Secretariat staff members network across the research sector through the Research Agencies Meeting, the Australian Research Management Society, participation in public events and occasional presentations at conferences. The constant involvement in interdisciplinary research projects and the engagement with the theory of interdisciplinary research has fostered valuable expertise in this area.

The ACOLA Board has served fully, regularly and effectively in support of the company, the ACOLA projects and the Council. For the 2015 calendar year a smooth transition has been designed to pass Council and Board Chairs from ASSA to ATSE.

I warmly thank my colleagues on the Board for their diligence and collegiality in 2014.



**Dr John Beaton**  
Chair, Board of Directors

The constant involvement in interdisciplinary research projects and the engagement with the theory of interdisciplinary research has fostered valuable expertise.



# GENERAL MANAGER'S REPORT

## FINANCE & ADMINISTRATION

During FY2014, responsibility for delivery of the HESA-HERP funding initiative shifted from the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education to the Department of Education.

In accordance with the Management Agreement, the Secretariat has continued to deliver financial and administrative services to ACOLA Council. At the same time, the Secretariat has maintained its own project management capacity, in order to manage the challenge of providing evidence-based research for the Office of the Chief Scientist. Staff hours have been increased while company policies and procedures have been further expanded. As the company's financial affairs have become more complex, an external accountant has been added to assist management and the Audit & Risk Committee.

The ACOLA website at [www.acola.org.au](http://www.acola.org.au) continues to be developed and maintained. The company's custom-built information management system is being continually expanded as new projects are added.

## REPRESENTATION, NETWORKING & PUBLIC RELATIONS

ACOLA Secretariat staff has continued to expand the public profile of the Council through attendance and representation at public forums. In FY2014, the launch of ACOLA reports provided opportunities for building

ACOLA Secretariat staff has continued to expand the public profile of the Council through attendance and representation at public forums.

the public profile of the company. *Australia's Progress in the 21<sup>st</sup>-Century* was launched with VicHealth at Deakin University in August 2013 and *The Role of Science, Research & Technology in Lifting Australian Productivity* at the National Press Club, Canberra in June 2014.

## PROGRAMS

During FY2014, the Secretariat has continued project management of the ARC LASP Project *Making Interdisciplinary Research Work—Achieving a Sustainable Australia*. This project will be completed, published and launched early in the new financial year.

In collaboration with VicHealth, the Secretariat completed an internally funded project entitled *Australia's Progress in the 21st Century*.

Throughout FY2014, the dominant program activity has been the Office of the Chief Scientist research program, *Securing Australia's Future* (SAF). The Secretariat provides project management services to the SAF Program Steering Committee and is responsible for the overall management and reporting to ARC on the individual projects within the programme. In FY2014, the third of the initial six projects was completed, while a further three projects were initiated.



**Dr J de Vos Malan**  
**General Manager & Company Secretary**

# BUSINESS PLAN FY2015

## GOAL ONE: POLICY

OBJECTIVE	TARGETS	PERFORMANCE MEASURES
To deliver policy advice to Government on specific issues	<p>Identify useful opportunities to provide policy advice in general</p> <p>Gather appropriate information on key issues identified by Government</p> <p>Develop outcomes for Council related to the generation of advice</p>	<p>All opportunities for ACOLA Council, program steering committees (PSCs) and expert working groups (EWGs) to contribute policy options to Government stakeholders have been effectively created</p> <p>The Secretariat has facilitated and supported the work of the SAF PSC and EWGs in gathering information on key issues prioritised by PMSEIC</p> <p>Council have been provided with useful and appropriate outcomes including reports, workshops, seminars, summits and/or conferences</p>
To promote that advice to the wider community and contribute to public debate	<p>Make the Council position on major national policy issues widely available</p>	<p>The updated ACOLA website has been maintained to reflect current outcomes, including reports, working papers and media releases</p> <p>The website has been promoted as a source of trustworthy public information</p> <p>Any media releases approved by Council have been facilitated</p>
To advocate to senior decision makers matters consistent with the objects of the Council on issues of major national policy	<p>Promote mechanisms that facilitate the linkage of research and analysis to policy formulation and its application to societal practice</p> <p>Provide an efficient and transparent flow of information with and within the Council</p>	<p>Relevant documents have been prepared and distributed to Council and (where relevant) to the Office of the Chief Scientist and/or other appropriate stakeholders</p> <p>Council has been provided with comprehensive bi-annual reports on the operating environment</p> <p>All confidential information has been handled discreetly</p>

## GOAL TWO: RESEARCH

OBJECTIVE	TARGETS	PERFORMANCE MEASURES
To encourage research and scholarship across the disciplines	Identify ways to better harness the perspectives of all disciplines to solve complex issues	<p>All four Academies have been successfully involved on a consensual basis in ACOLA projects</p> <p>Significant numbers of current Fellows and emerging scholars and researchers have been involved in ACOLA projects</p> <p>There has been a balance of positive feedback from participants</p>
To promote an appreciation of the value of national research and scholarship	<p>Develop and maintain links with appropriate organisations and publications</p> <p>Develop a network of contacts across the research and education sectors in Australia and abroad</p> <p>Demonstrate effective use of all opportunities to advocate for the value of research and scholarship</p>	<p>Links have been developed and maintained with: Office of the Chief Scientist staff, Commonwealth departments and other stakeholders</p> <p>Avenues have been created for interested and appropriate stakeholders to contribute to ACOLA research projects</p> <p>Opportunities have been created and used, including talks, articles and participation in diverse fora, to promote the value of research and scholarship across all the academic disciplines</p>

# GOAL THREE: DEVELOPMENT

OBJECTIVE	TARGETS	PERFORMANCE MEASURES
To enhance the prestige and visibility of the Learned Academies	Raise public awareness and understanding of the contributions that the arts, engineering, humanities, natural sciences, social sciences and technology make to Australian well being	<p>Several speaking opportunities have been created and media articles have been placed (as approved by Council), which create appropriate publicity for the collective work of the Academies</p> <p>Media releases and position papers involving ACOLA members have been regularly updated on the ACOLA website</p> <p>Other ways of influencing the media have been explored, including educating journalists in the significance of contemporary research</p>
To promote closer relations among the Learned Academies	<p>Representatives of all four Learned Academies participate in inter-Academy meetings and discussions</p> <p>All four Academies are represented in inter-disciplinary working groups</p>	<p>A high proportion of available opportunities have been taken up by ACOLA to participate in appropriate Academy events, when invited to do so</p> <p>The Secretariat has actively ensured that all four Academies are well- briefed on all matters concerning ACOLA</p>
To promote administrative efficiency through sharing of information and resources	Encourage fresh, cross-sector ways of thinking about innovation and development and its relationship with the economy and society, as part of achieving a sustainable Australia	<p>The Secretariat has encouraged a regular exchange of information and publications between the four Academies</p> <p>The ACOLA website remains linked to the four Academies and other appropriate databases</p> <p>The Secretariat has actively worked towards the development of consensus on key issues</p>

## GOAL FOUR: GOVERNANCE

OBJECTIVE	TARGETS	PERFORMANCE MEASURES
<p>To provide efficient and effective services to key stakeholders</p>	<p>Produce reports for Board and Council as required</p> <p>Co-ordinate meeting agendas as required</p> <p>Schedule and manage all Board and Council meetings</p> <p>Prepare timely and accurate minutes of all meetings</p> <p>Maintain business affairs</p>	<p>Secretariat services have been provided for the Board and (in accordance with the Management Agreement) for Council, including:</p> <p>Payment of expenses</p> <p>Maintenance and operation of ACOLA bank accounts</p> <p>Legislative compliance</p> <p>Maintenance of appropriate insurances</p> <p>Full briefing regarding projects and other activities</p> <p>Maintenance of confidentiality</p> <p>Attendance at meetings</p> <p>Appropriate development and use of ACOLA property</p> <p>Secretariat services have been provided for the SAF Program Steering Committee and other Steering Committees and Project Working Groups</p>
<p>To serve as a catalyst for projects that promote research and scholarship</p>	<p>Establish appropriate evaluation criteria</p> <p>Develop internal and external proposals</p> <p>Establish and manage a project selection process</p> <p>Manage projects approved by Council</p>	<p>Evaluation criteria have been drafted (Secretariat) and approved (Council)</p> <p>All proposals internally generated and externally received have been adequately developed and budgeted by Secretariat</p> <p>Bi-annual project selection process has been managed</p> <p>Project correspondence has been timely and successfully completed</p> <p>Projects approved by Council have been effectively managed by Secretariat</p>

# KEY DOCUMENTS

The following contracts, annual grants and project funding agreements apply to FY2015:

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Management Agreement between ACOLA Council and ACOLA Secretariat Ltd (May 2010)

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2014 HERP Funding Agreement (January–December 2014), ACOLA Council

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ARC LASP Program Funding Agreement *Securing Australia's Future* (October 2012 – June 2015),  
since extended to June 2016, ACOLA Secretariat Ltd

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# SECRETARIAT WORK PLAN FY2015

STRATEGY	FY2015 ACTIVITIES	FUTURE DEVELOPMENT (FY2016)
<p><b>Raise public awareness</b> and understanding of the contribution that the arts, engineering, humanities, natural sciences, social sciences and technology make to Australia's well being</p>	<p>Complete, publish and distribute Final Reports for SAF Projects #1, #3 and #5. Continue to distribute Final Report for SAF Project #4</p> <p>Complete and publish Final Reports for 2nd tranche of new SAF projects</p> <p>Facilitate appropriate public events as approved by Council and agreed by stakeholders</p>	<p>Complete, publish and distribute appropriate reports for ACOLA projects, including any new SAF projects initiated in FY2015</p> <p>Facilitate appropriate public events as the projects progress to conclusion</p>
<p>Promote mechanisms that facilitate the <b>linkage of research and analysis to policy formulation</b> and its application in societal practice</p>	<p>Acquit the LASP Sustainability Project (Phase 4) by publishing and delivering the Final Report</p> <p>Promote the findings of completed SAF projects to policy makers and other stakeholders</p>	<p>Manage a final meta-analysis of the findings of the SAF Program</p> <p>Promote the findings of completed SAF projects to policy makers and other stakeholders</p>
<p>Encourage <b>fresh, cross-sector ways of thinking</b> about innovation and development and its relationship with the economy and society, as part of achieving a productive and sustainable Australia</p>	<p>Manage the SAF program, including the process to determine the allocation of remaining funds</p> <p>Develop, manage and support any additional, non-SAF research project proposals approved by Council</p>	<p>Complete, publish and distribute appropriate reports for continuing projects and for any new projects initiated in FY2015</p> <p>Facilitate appropriate public events as the projects progress to conclusion</p>
<p>Identify ways to better <b>harness the perspectives of all disciplines</b> to solve complex issues</p>	<p>Continue to apply the strengthened governance and audit processes to the acquittal of the SAF Program grant.</p> <p>Monitor the impact of ACOLA Secretariat activities</p> <p>Continue to implement ongoing peer review of SAF project reports</p>	<p>Begin the process of winding up program-specific Secretariat staff and infrastructure as the SAF Program reaches a conclusion (June 2016). Contribute to the review of the SAF program. Ensure that all project and program documentation is captured and archived</p> <p>Renew the mission of ACOLA post-SAF</p>
<p>Ongoing Secretariat responsibilities</p>	<p>Continue to provide efficient and effective services to key stakeholder groups including ACOLA Council, SAF Program Steering Committee, other Steering Committees and Project Working Groups, including: briefings and reports, meeting arrangements, agendas, minutes and other business affairs as required; financial management, accounting and audit services; insurances, governance and legislative compliance; IT services, record-keeping, IP and confidentiality controls; and appropriate development and use of ACOLA property.</p> <p>Facilitate the strategic planning process for Council in order to update the Council's Strategic Statement, originally formulated in 2010. Review resources and adjust staff as required by the project work-load.</p>	

# BOARD OF DIRECTORS



**Dr John Beaton BA, MA, PhD (CHAIR OF THE BOARD)**

**Executive Director, Academy of the Social Sciences in Australia**

Former archaeologist/anthropologist Prof. Emeritus 2000 (U. Calif. Davis) John is the Secretary General of the Association of Asian Social Science Research Councils, President of ANU Sport and President of the ANU Cricket Club. His primary research interest has been the initial Pleistocene human colonisation of previously uninhabited continents and the immediate and eventual consequences for the endemic biota and the human colonisers.



**Dr Margaret Hartley BAppSc, PhD FTSE**

**CEO, Australian Academy of Technological Sciences and Engineering**

Margaret is a Board member of Crawford Fund Ltd. She worked for 23 years for the Australian Government including as Principal Scientific Adviser, Department of Health, Director, Office of Chemical Safety and as Australia's Chemical Regulator. She is expert in regulatory toxicology, regulation policy and risk assessment and has wide experience in intergovernmental collaboration via WHO, OECD and APEC. Prior to working with government she worked in academia and biomedical research. She is a Fellow of the Australian Academy of Technological Sciences and Engineering.



**Dr Sue Meek AO BSc (Hons), MSc, PhD FTSE FAICD**

**Chief Executive, Australian Academy of Science**

Sue has over 25 years experience working in a variety of capacities at the interface of industry, academe and government to promote community awareness and understanding of science and technology, and formulate policies and programs to stimulate the conduct and appropriate application of research and development. Formerly Australia's inaugural Gene Technology Regulator, Sue is Chair of the Advisory Council of the Washington-based Centre for Environmental Risk Assessment, a Board member of Bioplatforms Australia Pty Ltd and a Fellow of the Australian Academy of Technological Sciences and Engineering.



**Dr Christina Parolin BA (Hons), PhD**

**Executive Director, Australian Academy of the Humanities**

Prior to her current role, Christina worked in a variety of policy and administrative roles across the Australian higher education sector, including in international education and as National Manager Education for the Royal Australian Institute of Architects. She has a PhD in history from The Australian National University.



## AUDIT & RISK COMMITTEE

Dr Margaret Hartley (CHAIR)

Liza Gelt BA LLB (Hons) GradDipAppFin

Nathalie Griffin CA

Andrew Martin BBus (Acc) CA

## AUDITOR

Nexia Australia

## SECRETARIAT STAFF

Fiona Clothier

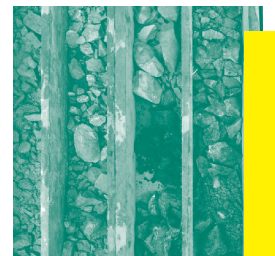
Management Accountant

Dr Jacques de Vos Malan DMus, GAICD  
General Manager & Company Secretary

Dr Renée Dutton B.Sc. (Hons), PhD  
Policy & Projects Manager

Ms Navi Randhawa BA Hons  
Project Administrator

Rebecca Skinner B.Sc., GCPubPolMgt  
Communications & Project Manager

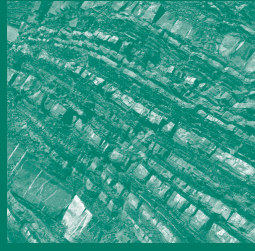
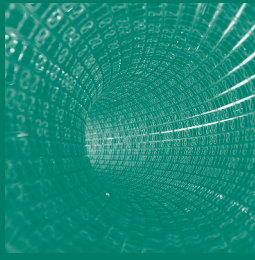


# LEGISLATIVE & CONTRACTUAL COMPLIANCE

ACOLA Secretariat Ltd is up to date in its compliance with the provisions of relevant Federal corporate and tax legislation, as well as State legislation. All commercial contractual obligations are also up to date.

AUTHORITY	COMPLIANCE REQUIRED	STATUS
<b>CORPORATE</b>		
ASIC	Registration	Active since 07.05.10
	Company officers	Updated 16.11.10
	Annual review	Updated 05/14
Australian Business Register	ABN	Active since 01.11.10
<b>OPERATIONAL</b>		
Australian Taxation Office	Tax File Number	Active since 01.11.10
	GST Registration	Active since 01.11.10
	PAYG Registration	Active since 01.11.10
	Quarterly BAS (GST and PAYG)	Completed to 30.06.14
<b>EMPLOYER</b>		
Worksafe Victoria	Registration	Active since 31.12.10
Superannuation	Registration	Active since 01.11.10
	Quarterly payments	Completed to 30.06.14
<b>GOVERNMENT GRANTS</b>		
Commonwealth Government Funding requirements	Directors & Officers Insurance	Active since 21.02.11
	Public Liability Insurance	Active since 21.02.11
	HESA-HERP Funding Agreement reports	Drafted to 30.10.14
ARC Funding requirements	Funding Agreement Reports	Drafted to 15.10.14
ACOLA Management Agreement	Mid-year and end-of-year reports	Completed to 30.06.14





**ACOLA**



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