

ACOLA



**AUSTRALIAN
COUNCIL OF
LEARNED
ACADEMIES**

SECRETARIAT

ANNUAL REPORT 2015

Incorporating
business plan
for FY2016

ACOLA SECRETARIAT LTD is a company limited by guarantee, established by the four Learned Academies of Australia, acting as ACOLA, to carry out projects and manage the business affairs of the ACOLA 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 Ltd

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AUSTRALIAN COUNCIL OF LEARNED ACADEMIES STRATEGIC STATEMENT 2013–2016

INTRODUCTION

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

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

ACOLA SECRETARIAT LTD CHARTER

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 provides 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



Jamie Briggs MP
Minister for Cities &
the Built Environment
launches the SAF08 report

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 FY2015, ACOLA has continued to deliver the first and second tranches of the program *Securing Australia's Future* (SAF). The eight projects involved to date were designed to provide evidence-based research initially for the Prime Minister's Science Engineering & Innovation Council (PMSEIC) and more recently for the Commonwealth Science Council.

In support of the program, which has seen as many as six research projects running simultaneously, the ACOLA Secretariat Melbourne staff was increased from EFT 3.85 to EFT 4.2. 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 continued management of a 2010 LASP project, *Making Interdisciplinary Research Work*. The final phase of this project was extended into FY 2015 by agreement with the ARC and has now been completed.

ACOLA Secretariat staff members are engaged across the research sector

through the Research Agencies Meeting, the Australian Research Management Society and participation in occasional public events. Deep involvement with the production of interdisciplinary research reports and engagement with the emerging theoretical basis of interdisciplinary research management has fostered in-house and inter-Academy expertise in this area.

For the 2015 calendar year, ATSE provided the position of Chair of the Board. The ACOLA Secretariat Board has continued to serve effectively in support of the company, the ACOLA Council and its projects.

I take this opportunity to thank my colleagues for their diligence and collegial co-operation throughout FY2015.



Dr Margaret Hartley FTSE

Chair, Board of Directors,
ACOLA Secretariat Ltd

GENERAL MANAGER'S REPORT

FINANCE & ADMINISTRATION

Throughout FY2015, the Secretariat has continued to provide financial and administrative services to ACOLA Council. At the same time, the Secretariat has increased its project management capacity, rising to the challenge of facilitating evidence-based research from Fellows of the Learned Academies, across a wide variety of projects, for the Office of the Chief Scientist.

The team has been extended to meet the increasing complexity of the company's affairs. Our Communications and Project Manager, Rebecca Skinner, left the company to return to a managerial role in the Victorian Government. Andy Jones now brings his project management experience from the sustainability sector to ACOLA. Navi Randhawa joined the team as Projects Administrator, also taking over some of the responsibility for communications and media monitoring. Fiona Clothier has successfully extended the role of Management Accountant, working closely with the External Accountant and the Audit & Risk Committee.

REPRESENTATION, NETWORKING & PUBLIC RELATIONS

In FY2015, project-specific workshops and symposia, as well as the launch of ACOLA reports have provided opportunities to expand the public profile of the Council. In FY2015, the General Manager

presented a paper at the *1st Pan-American Interdisciplinary Conference* in Buenos Aires. The paper used the SAF project *Delivering Sustainable Urban Mobility* as a case study for trans-disciplinary research management in Australia.

PROGRAMS

As the volume of work has peaked, with six SAF projects being finalized and published within one financial year, so the work of the Program Steering Committee (PSC) has grown. Renée Dutton, as Policy and Projects Manager, continued to manage the affairs of the PSC and the peer review process with great skill and tact.

The three research projects that form the third tranche of the SAF program have been initiated during FY2015, for completion before 30 June 2016. The Secretariat has also commenced planning for a final project that will review the whole program *Securing Australia's Future*.

On behalf of the Secretariat team, I thank the Directors, the SAF Program Steering Committee and the Academy Presidents for a very full and active year.



Dr J de Vos Malan

General Manager & Company Secretary

BUSINESS PLAN FY2016

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 OCS/CSC</p> <p>Council has 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 appropriate) 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 has 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> |

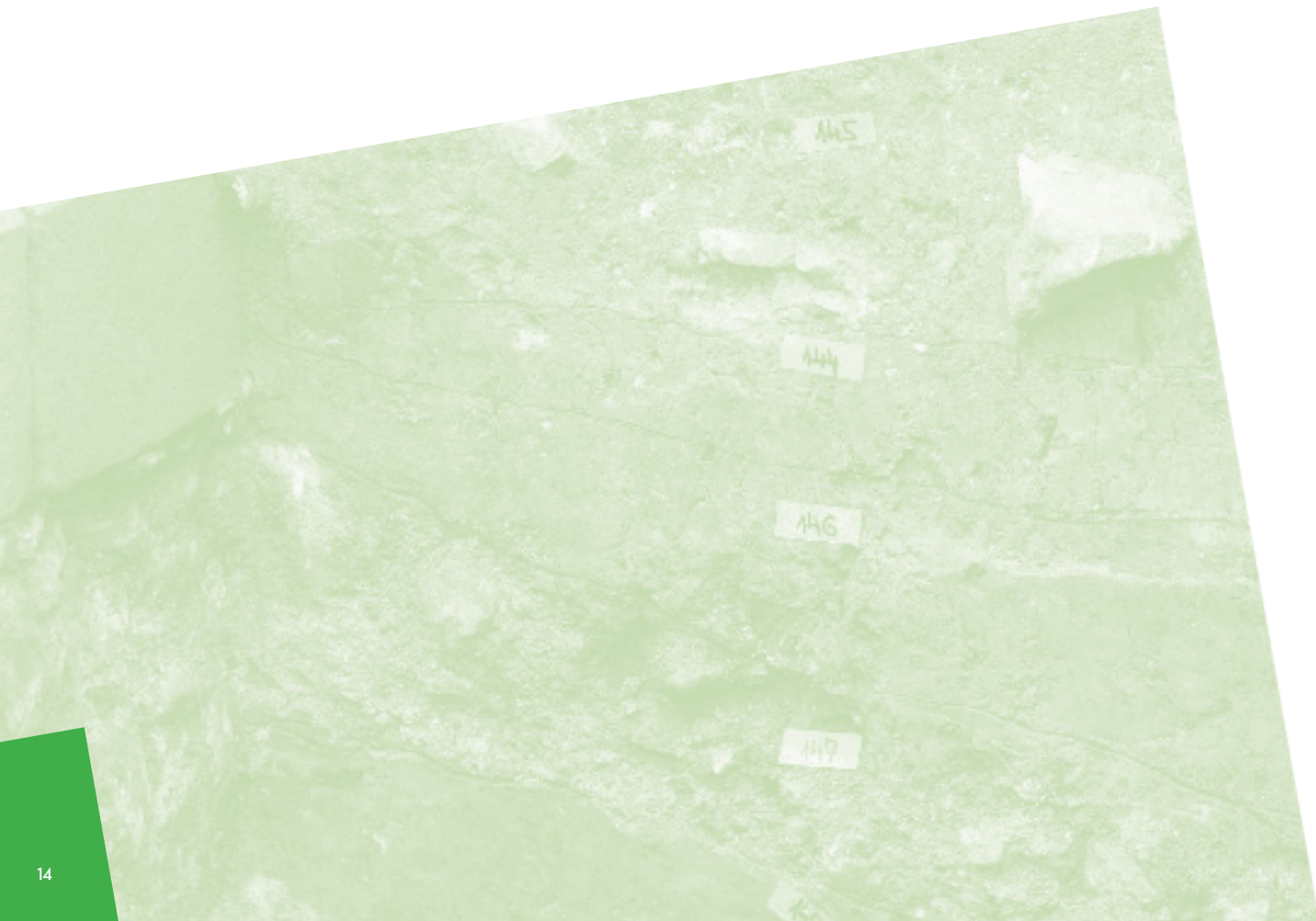
GOAL FOUR: GOVERNANCE

| OBJECTIVE | TARGETS | PERFORMANCE MEASURES |
|---|---|--|
| To provide efficient and effective services to key stakeholders | <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> <ul style="list-style-type: none"> • Payment of expenses • Maintenance and operation of ACOLA bank accounts • Legislative compliance • Maintenance of appropriate insurances • Full briefing regarding projects and other activities • Maintenance of confidentiality • Attendance at meetings • Appropriate development and use of ACOLA property • Secretariat services have been provided for the SAF Program Steering Committee and other Steering Committees and Project Working Groups |
| To serve as a catalyst for projects that promote research and scholarship | <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 FY 2016:

- Management Agreement between ACOLA Council and ACOLA Secretariat Ltd (May 2010)
- 2015 HERP Funding Agreement (Jan–Dec 2015), ACOLA Council
- ARC LASP Program Funding Agreement *Securing Australia's Future* (October 2012 to June 2015, extended to June 2016), ACOLA Secretariat Ltd



SECRETARIAT WORK PLAN FY2016/2017

| STRATEGY | FY2016 ACTIVITIES | FUTURE DEVELOPMENT (FY2016/2017) |
|---|--|--|
| Raise public awareness and understanding of the contribution that the arts, engineering, humanities, natural sciences, social sciences and technology make to Australia's well being | <p>Complete, publish and distribute <i>Final Reports</i> for SAF Projects #1, #5, #7 and #8</p> <p>Complete, publish and distribute <i>Final Reports</i> for SAF projects #09–13</p> <p>Complete phase I and II of the <i>Future Earth</i> project</p> <p>Facilitate appropriate public events as approved by Council and agreed by stakeholders</p> | <p>Facilitate appropriate public events as the projects progress to conclusion</p> <p>Support the ongoing dissemination of all completed SAF reports</p> |
| Promote mechanisms that facilitate the linkage of research and analysis to policy formulation and its application in societal practice | <p>Promote the findings of completed SAF projects to policy makers and other stakeholders</p> <p>Acquit the <i>Future Earth</i> project by publishing and delivering the Final Report and symposium</p> <p>Manage a review of the SAF program and its findings</p> | Promote the findings of completed SAF projects and the program review to policy makers and other stakeholders |
| 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 | <p>Complete, publish and distribute appropriate reports for continuing SAF projects</p> <p>Continue the oversight of the SAF program ensuring that all Academies are involved with each project</p> <p>Develop and manage any additional, non-SAF research project proposals approved by Council</p> | Facilitate appropriate public events as the projects progress to conclusion |
| Identify ways to better harness the perspectives of all disciplines to solve complex issues | <p>Begin the process of winding up program-specific Secretariat staff and infrastructure as the SAF Program reaches a conclusion (June 2016)</p> <p>Contribute to the Council strategic planning process for securing the future of an expanded ACOLA beyond 2016</p> <p>Continue to apply the strengthened governance and audit processes in acquitting the SAF Program grant</p> <p>Monitor the impact of ACOLA Secretariat activities</p> <p>Continue to implement peer review of SAF project reports</p> | <p>Ensure that all project and program documentation is captured and archived</p> <p>Continue the bid for renewing the mission of ACOLA post-SAF</p> |
| Ongoing Secretariat responsibilities | 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 allocation and 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, review resources and adjust staff as required by the project work-load. | |

BOARD OF DIRECTORS



Dr Margaret Hartley BAppSc, PhD FTSE (Chair Of The Board)

CEO, Australian Academy of Technological Sciences and Engineering

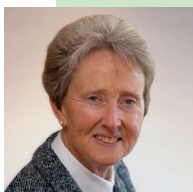
Margaret is a Board member of Crawford Fund Ltd. She worked for 23 years for the Australian Government including as Principal Scientific Adviser, Department of Health, Director, Office of Chemical Safety and as Australia's Chemical Regulator. She is expert in regulatory toxicology, regulation policy 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 Technology and Engineering.



Dr John Beaton BA, MA, PhD

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 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 Christina Parolin BA (Hons) PhD (Chair)

Liza Gelt BA LLB (Hons) GradDipAppFin

Nathalie Griffin CA

Andrew Martin BBus (ACC) CA

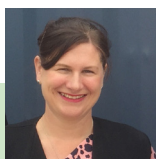
AUDITOR

Nexia Australia (since 2015 renamed Moore Stephens)

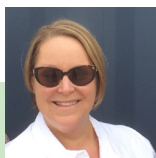
SECRETARIAT STAFF



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



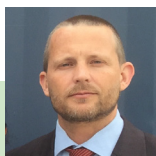
Mrs Fiona Clothier
Management Accountant



Dr Renée Dutton BSc (Hons), PhD
Policy & Projects Manager



Ms Navi Randhawa BA (Hons)
Project Administrator



Mr Andy Jones BSc (Hons), MBA
Project Manager

LEGISLATIVE & CONTRACTUAL COMPLIANCE

ACOLA Secretariat 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 |
|--|-------------------------------------|-----------------------|
| CORPORATE | | |
| ASIC | Registration | Active since 07.05.10 |
| | Company Officers | Updated 16.11.10 |
| | Annual Review | Updated May 2015 |
| Australian Business Register | ABN | Active since 01.11.10 |
| OPERATIONAL | | |
| 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 30.06.15 |
| EMPLOYER | | |
| Worksafe Victoria | Registration | Active since 31.12.10 |
| Superannuation | Registration | Active since 01.11.10 |
| | Quarterly payments | Completed to 30.06.15 |
| GOVERNMENT GRANTS | | |
| 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 30.10.15 |
| ARC Funding Requirements | Project Funding Agreement Reports | Drafted to 30.10.15 |
| | Mid-year and End-of-year Reports | Completed to 30.06.15 |

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