

# ANNUAL REPORT 2012

INCORPORATING BUSINESS PLAN  
FOR 2012 - 2013

■ **CHARTER**

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## ■ 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 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

### 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

2011/12 has seen a rapid expansion of the role of ACOLA as the liaison body between the four Learned Academies. The earlier strengthening of the organisation through the appointment of a professional secretariat has proven to be timely. Those steps enabled ACOLA to swiftly rise to the challenge created early in 2012 when the Office of the Chief Scientist initiated a new role for the Academies, as providers of long-range evidence-based research for the Prime Minister's Science Engineering & Innovation Council (PMSEIC).

In addition to the six initial projects that comprise the PMSEIC program *Securing Australia's Future*, ACOLA has continued to manage a contracted project for DIISRTE (*RWS Careers in Research Workshops*), a LASP project (*Making Interdisciplinary Research Work*) initiated previously and an internally funded project being run in collaboration with VicHealth (*Australia's Progress in the 21<sup>st</sup> Century*).

ACOLA Secretariat staff members continue to network across the research sector through participation in numerous public events. The expansion of the number and variety of research programs being managed by the Secretariat mean that ACOLA is now collaborating with a range of organisations including for example ACOSS, Australian Conservation Foundation, the Australian National Development Index, Deakin University, Foundation for Young Australians, VicHealth and Young & Well CRC.

Dr Sue Meek FTSE  
**Chair, Board of Directors**

## ■ GENERAL MANAGER'S REPORT

### FINANCE & ADMINISTRATION

The Secretariat has continued to deliver financial and administrative services to the Council, in accordance with the Management Agreement. At the same time, the Secretariat has scrutinised its own capabilities, in the light of the new role created through the initiative of the Office of the Chief Scientist. Banking arrangements, payroll systems, insurance, financial delegations and legislative compliance issues are under review by Nexia Consulting. The systems of accounting and auditing for the Secretariat (a company limited by guarantee) are being strengthened, in recognition of the more complex nature of the business.

A larger ACOLA office has been established within the ATSE premises in Melbourne, to accommodate the increased staff brought in to manage the program *Securing Australia's Future*. The total complement is now EFT 2.5. A web designer has been commissioned to entirely review the website at [www.acola.org.au](http://www.acola.org.au) and develop a new architecture more appropriate to the expanded role of the company.

### REPRESENTATION, NETWORKING & PUBLIC RELATIONS

The ACOLA Secretariat staff continue to build the public profile of the Council through attendance and representation at numerous public forums, including the CRC Association Annual Conference 2012 *Collaborate Innovate*, the CHASS Inaugural National Conference *The Human Dimension*, the OECD 4<sup>th</sup> World Forum *Measuring Well-Being for Development and Policy Making* and the *Creative Innovation 2012* Conference in Melbourne.

### PROGRAMS

During FY 2012, the Secretariat has taken over project management of the ARC LASP Project *Making Interdisciplinary Research Work - Achieving a Sustainable Australia*. This project was previously managed by ATSE on behalf of ACOLA.

For DIISRTE, the Secretariat has conducted an on-line survey and a series of workshops towards gathering data for the Research Workforce Strategy (RWS) project entitled *Career support for researchers; understanding needs and developing a best practice approach*. The draft report has been discussed with Government and the final report will be published shortly.

An important new initiative has been the internally funded project entitled *Australia's Progress in the 21<sup>st</sup> Century*. This pilot project enjoys matching funding from VicHealth and in-kind support from Australian Conservation Foundation and other organisations. The pilot study will conclude during FY 2013.

Since March 2012, the Secretariat has been significantly engaged in developing the management framework for the new OCS/PMSEIC research program, *Securing Australia's Future*. The establishment of the Program Steering Committee, the inaugural briefing by the Chief Scientist and the first PSC meetings were all held during FY 2012.

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

**BUSINESS PLAN 2012 – 2013**

<b>GOAL ONE: POLICY</b>		
<b>OBJECTIVE</b>	<b>TARGETS</b>	<b>PERFORMANCE MEASURES</b>
To deliver policy advice to Government on specific issues	<ul style="list-style-type: none"> <li>▪ Identify useful opportunities to provide policy advice</li> <li>▪ Gather appropriate information on key issues</li> <li>▪ Formulate options for the generation of advice</li> </ul>	<ul style="list-style-type: none"> <li>▪ All opportunities for the Academies to contribute policy options to Government through PMSEIC have been effectively utilised</li> <li>▪ The Secretariat has facilitated and supported the work of project groups in gathering information on key issues prioritised by Council</li> <li>▪ Council have been provided with useful options including reports, workshops, seminars, summits and conferences</li> </ul>
To promote that advice to the wider community and contribute to public debate	<ul style="list-style-type: none"> <li>▪ Make the Council's position on major national policy issues widely available</li> </ul>	<ul style="list-style-type: none"> <li>▪ An updated and improved website has been created and regularly maintained</li> <li>▪ The website has been further developed as an interactive information tool for researchers</li> <li>▪ The new website has been actively promoted as a source of trustworthy public information</li> </ul>
To advocate to senior decision makers matters consistent with the objects of the Council on issues of major national policy	<ul style="list-style-type: none"> <li>▪ Promote mechanisms that facilitate the linkage of research and analysis to policy formulation and its application to societal practice</li> <li>▪ Provide an efficient and transparent flow of information with and within the Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant documents have been prepared and distributed to Council and to the Office of the Chief Scientist</li> <li>▪ Council has been provided with comprehensive bi-annual reports on the operating environment</li> <li>▪ All confidential information has been handled discreetly</li> </ul>

<b>GOAL TWO: RESEARCH</b>		
<b>OBJECTIVE</b>	<b>TARGETS</b>	<b>PERFORMANCE MEASURES</b>
To encourage research and scholarship across the disciplines	<ul style="list-style-type: none"> <li>▪ Identify ways to better harness the perspectives of all disciplines to solve complex issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ All four Academies have been successfully involved on a consensual basis in ACOLA projects</li> <li>▪ Significant numbers of current Fellows and emerging scholars and researchers have been involved in ACOLA projects</li> <li>▪ There has been a balance of positive feedback from participants</li> </ul>
To promote an appreciation of the value of national research and scholarship	<ul style="list-style-type: none"> <li>▪ Develop and maintain links with appropriate organisations and publications</li> <li>▪ Develop a network of contacts across the research and education sectors in Australia and abroad</li> <li>▪ Demonstrate effective use of all opportunities to advocate for the value of research and scholarship</li> </ul>	<ul style="list-style-type: none"> <li>▪ Links have been developed and maintained with: Office of the Chief Scientist staff and Commonwealth stakeholders identified by OCS</li> <li>▪ Avenues have been created for interested and appropriate stakeholders to contribute to ACOLA research projects</li> <li>▪ 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</li> </ul>



<b>GOAL THREE: DEVELOPMENT</b>		
<b>OBJECTIVE</b>	<b>TARGETS</b>	<b>PERFORMANCE MEASURES</b>
To enhance the prestige and visibility of the Learned Academies	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>	<ul style="list-style-type: none"> <li>▪ Several speaking opportunities and have been created and media articles have been placed, which create appropriate publicity for the collective work of the Academies</li> <li>▪ Media releases and position papers involving ACOLA members have been regularly updated on the ACOLA website</li> <li>▪ Other ways of influencing the media have been explored, including educating journalists in the significance of contemporary research</li> </ul>
To promote closer relations among the Learned Academies	<ul style="list-style-type: none"> <li>▪ Representatives of all four Learned Academies participate in inter-Academy meetings and discussions</li> <li>▪ All four Academies are represented in multi-disciplinary working groups</li> </ul>	<ul style="list-style-type: none"> <li>▪ A high proportion of available opportunities have been taken up by ACOLA to participate in appropriate Academy events</li> <li>▪ The Secretariat has actively ensured that all four Academies are well-briefed on all matters concerning ACOLA</li> </ul>
To promote administrative efficiency through sharing of information and resources	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Secretariat has encouraged a regular exchange of information and publications between the four Academies</li> <li>▪ The ACOLA website is linked to the four Academies and other appropriate databases</li> <li>▪ The Secretariat has actively worked towards the development of consensus on key issues</li> </ul>

<b>GOAL FOUR: GOVERNANCE</b>		
<b>OBJECTIVE</b>	<b>TARGETS</b>	<b>PERFORMANCE MEASURES</b>
To provide efficient and effective services to key stakeholders	<ul style="list-style-type: none"> <li>▪ Produce reports for Board and Council as required</li> <li>▪ Co-ordinate meeting agendas as required</li> <li>▪ Schedule and manage all Board and Council meetings</li> <li>▪ Prepare timely and accurate minutes of all meetings</li> <li>▪ Maintain business affairs</li> </ul>	<p>Secretariat services have been provided in accordance with the Management Agreement, including:</p> <ul style="list-style-type: none"> <li>▪ Payment of expenses</li> <li>▪ Maintenance and operation of ACOLA bank accounts</li> <li>▪ Legislative compliance</li> <li>▪ Maintenance of appropriate insurances</li> <li>▪ Full briefing regarding projects and other activities</li> <li>▪ Maintenance of confidentiality</li> <li>▪ Attendance at meetings</li> <li>▪ Appropriate development and use of ACOLA property</li> </ul>
To serve as a catalyst for projects that promote research and scholarship	<ul style="list-style-type: none"> <li>▪ Establish appropriate evaluation criteria</li> <li>▪ Develop internal and external proposals</li> <li>▪ Establish and manage a project selection process</li> <li>▪ Manage projects approved by Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluation criteria have been drafted (Secretariat) and approved (Council)</li> <li>▪ All proposals internally generated and externally received have been adequately developed and budgeted by Secretariat</li> <li>▪ Bi-annual project selection process has been managed</li> <li>▪ Project correspondence has been timely and successfully completed</li> <li>▪ Projects approved by Council have been effectively managed by secretariat</li> </ul>

■ SECRETARIAT WORK PLAN 2012/2013

STRATEGY	2012/13 ACTIVITIES	FUTURE DEVELOPMENT
<p>Raise <b>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>	<ul style="list-style-type: none"> <li>▪ Update and distribute the ACOLA brochure</li> <li>▪ Rebuild the ACOLA website, with public and private areas</li> <li>Develop a virtual network of multidisciplinary Early Career Researchers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Distribute 500 brochures nationally to key stakeholders and potential contacts</li> <li>▪ Expand the ACOLA database by 250 names</li> <li>▪ Launch an interactive website function</li> </ul>
<p>Promote mechanisms that facilitate the <b>linkage of research and analysis to policy formulation</b> and its application in societal practice</p>	<ul style="list-style-type: none"> <li>▪ Complete the RWS Careers In Research Project and publish the report in 2012</li> <li>▪ Continue to deliver the LASP Sustainability Project (phases 2 &amp; 3)</li> </ul>	<ul style="list-style-type: none"> <li>• Host a seminar for emerging researchers and scholars to further extend the LASP Project multidisciplinary research agenda</li> <li>• Complete LASP Sustainability Project Phase 2 by December 2012</li> </ul>
<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>	<ul style="list-style-type: none"> <li>▪ Develop and manage the new pilot project Australia's Progress in the 21st Century</li> <li>▪ Collaborate with the Foundation for Young Australians to host a seminar on the next generation's view of the big issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Apply the seminar and pilot project results to inform the new PMSEIC program</li> <li>▪ Develop the AP21 pilot project to the next stage during 2013</li> </ul>
<p>Identify ways to better <b>harness the perspectives of all disciplines</b> to solve complex issues</p>	<ul style="list-style-type: none"> <li>▪ Build the Secretariat infrastructure to be able to project manage the program Securing Australia's Future</li> <li>▪ Strengthen the Secretariat governance and audit processes to manage new funding</li> </ul>	<ul style="list-style-type: none"> <li>▪ New project officers recruited and trained</li> <li>▪ Policies, procedures, protocols in place</li> <li>▪ IT capacity strengthened appropriately</li> <li>▪ Working papers and reports flowing as needed</li> </ul>

## **BOARD OF DIRECTORS**

Dr John Beaton BA, MA, PhD  
Executive Director, Academy of the Social Sciences in Australia

Dr Margaret Hartley BAppSc, PhD FTSE  
CEO, Australian Academy of Technological Sciences and Engineering

Dr Christina Parolin BA (Hons), PhD  
Executive Director, Australian Academy of the Humanities

Dr Sue Meek BSc (Hons), MSc, PhD FTSE FAICD (**CHAIR OF THE BOARD**)  
Chief Executive, Australian Academy of Science

## **SECRETARIAT**

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

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

Regina Lane M Soc Sci  
Senior Project Officer

Fiona Clothier  
Management Accountant

## AUDITOR'S REPORT

### ■ 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.

<i>Category</i>	<i>Authority</i>	<i>Compliance required</i>	<i>Status</i>
CORPORATE	ASIC	Registration	Active since 07.05.10
		Company officers	Updated 16.11.10
		Annual review	Updated 05/12
	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 30.06.12
EMPLOYER	Worksafe Victoria	Registration	Active since 31.12.10
	Superannuation	Registration	Active since 01.11.10
		Quarterly payments	Completed to 30.06.12
GOVERNMENT GRANTS	DIISRTE 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 30.10.12
		Non-HESA Supplementation Funding Agreement reports	Drafted to 30.10.12
	ARC Funding requirements	Funding Agreement Reports	Not due until 03/13
CONTRACTS	DIISR RWS ACOLA Workshops contract	Interim reports	Completed to 30.06.12
	ACOLA Management Agreement	Mid-year and end-of-year reports	Completed to 30.06.12