

## People and Remuneration Committee Annual Report 2020/21

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### Chair's introduction

Following a 2020 governance review that included a desktop review of committee charters, there was general agreement that the Remuneration Committee remit (and membership) should be expanded to include a wider focus on people, culture and capability to address a governance need and the strategic priority in the NRAS Strategy 2020-2025. At its October 2020 meeting, the Agency Management Committee (the Board) approved the proposal from the formerly known Remuneration Committee (REMC) to reconstitute the REMC as the People and Remuneration Committee (the Committee) from early 2021. The Board also endorsed an increase in Committee membership to eight members including an independent member to provide an external perspective and also approved the revised charter of the Committee. The FoNC was made aware of the Committee's change in name, scope, membership size and composition in late 2020.

The rebadged Committee met in February 2021 for the first time and we welcomed Ms Susie George as our new independent member following a targeted search conducted by an external recruiting firm. Ms George provides independent expert input into the work of the Committee. Mr Chris Robertson, Executive Director, Policy and Strategy also joined the Committee as an ongoing attendee, given the wider focus of the committee on people and culture matters as they pertain to National Boards and their committees.

The work of the Committee in 2020/21 has focused on building our capability and culture; enhancing diversity and inclusion; embedding health, safety and wellbeing in everything we do; strategic workforce planning; and the remuneration and performance management framework for the CEO, National Executive and senior managers on individual contracts.

Thank you to Committee members and Ahpra staff members for their contribution to the work of the Committee.

**Ms Gill Callister PSM – Chair, People and Remuneration Committee**

#### Role of the Committee

The People and Remuneration Committee (the Committee) is a committee of the Agency Management Committee (the Board). The Committee's purpose is to assist the Board to effectively discharge its functions by providing governance oversight of strategy and performance in relation to people, capability and culture within the National Registration and Accreditation Scheme.

#### Functions and responsibilities of the Committee

The Committee's function and responsibilities from June 2020 to July 2021 have included but are not limited to oversight of the People strategy and delivery plan that covers key developments in relation to strategic activity that supports business outcomes and Ahpra people related priorities. Some of the Delivery plans' strategic features that the Committee has overseen include the approach, delivery and results of the Employee Opinion Survey (EOS), the successful roll out of the Moong-Moong-Gak cultural training safety training, and a commitment to increasing participation of Aboriginal and Torres Strait Islander Peoples in employment and Board appointments.

#### Powers of the Committee

The Committee has no formal delegated power from the Board. The Committee functions in an oversight and review role and makes recommendations to the Board.

## Membership

Membership is appointed by the Board and consists of:

- the Chair of the Board
- up to three other members of the Board
- up to three National Board members
- an independent member

As mandated in the Committee charter, the Chair of the Board (Ms Gill Callister) is the Chair of the People and Remuneration Committee.

In addition, meetings will be attended by:

- Ahpra Chief Executive Officer
- Ahpra Executive Director, People and Culture
- Ahpra Executive Director, Strategy and Policy
- Ahpra senior management, as and when required.

## Membership

### July 2020 to June 2021 Committee members

Name	Membership status during 2020/21
Ms Gill Callister PSM (Chair)	Agency Management Committee - July 2020 - June 2021
Ms Jenny Taing OAM	Agency Management Committee - July 2020 - June 2021
Adjunct Professor Karen Crawshaw PSM	Agency Management Committee - July 2020 - June 2021
Dr Murray Thomas	Chair, Dental Board of Australia – July 2020 – June 2021
Dr Wayne Minter AM	Chair, Chiropractic Board of Australia – July 2020 – June 2021
Ms Susie George	Independent member - February 2021 – June 2021

### July 2020 to June 2021 Ahpra attendees

Name	Membership status during 2020/21
Mr Martin Fletcher Chief Executive Officer	Ahpra attendee - July 2020 – June 2021
Mr Mark Edwards Executive Director, People and Culture	Ahpra attendee - July 2020 – June 2021
Mr Chris Robertson Executive Director, Strategy and Policy	Ahpra attendee - February 2021 – June 2021
Ms Andrea Oliver Program Manager, Government Relations	Ahpra attendee - July 2020 (secretariat)
Ms Michelle Powell Policy Officer, Government Relations	Ahpra attendee – October 2020 – February 2021 (secretariat)
Ms Sangeetha Masilamani Program Manager, Government Relations	Ahpra attendee – October 2020 – June 2021 (secretariat)

## Meetings

The Committee met four times in 2020-21 – attendance at each meeting is below.

Meeting dates	Attendance
21 July 2020	Ms Gill Callister PSM (Chair), Adjunct Professor Karen Crawshaw PSM, Ms Jenny Taing OAM, Dr Murray Thomas, Dr Wayne Minter AM, Mr Martin Fletcher, Mr Mark Edwards, Ms Andrea Oliver
20 October 2020	Ms Gill Callister PSM (Chair), Adjunct Professor Karen Crawshaw PSM, Ms Jenny Taing OAM, Dr Murray Thomas, Dr Wayne Minter AM, Mr Martin Fletcher, Mr Mark Edwards, Ms Sangeetha Masilamani, Ms Michelle Powell
2 February 2021	Ms Gill Callister PSM (Chair), Adjunct Professor Karen Crawshaw PSM, Ms Jenny Taing OAM, Dr Murray Thomas, Dr Wayne Minter AM, Ms Susie George, Mr Martin Fletcher, Mr Mark Edwards, Mr Chris Robertson, Ms Sangeetha Masilamani, Ms Michelle Powell
6 April 2021	Ms Gill Callister PSM (Chair), Adjunct Professor Karen Crawshaw PSM, Ms Jenny Taing OAM, Dr Murray Thomas, Dr Wayne Minter AM, Ms Susie George, Mr Martin Fletcher, Mr Mark Edwards, Mr Chris Robertson, Ms Sangeetha Masilamani, Ms Michelle Powell

## Reporting to the Agency Management Committee

The Committee submitted a record of each meeting in 2020/21 to the next AManC meeting.

## Committee activities for reporting period 1 July 2020 – 30 June 2021

- reviewed and made recommendations on 2020 deferral of individual contract and board annual increases (due to the impact of the pandemic)
- reviewed and recommended a final annual increase for all employees covered by the Enterprise Agreement and eligible staff on executive contracts
- reviewed detailed quarterly workforce metrics reports at each meeting
- reviewed senior leaders' performance and development plan templates for FY 2020/21
- reviewed preliminary responses to the 2021 Employee Opinion Survey
- reviewed progress against the people delivery plan at each meeting
- reviewed proposed secession planning approach for key senior management positions
- settlements, redundancies and unusual separations 2020/21 (standing agenda item)
- advice on contract renewals 2020/21 (standing agenda item)
- routine disclosure of interests

## Significant issues

- There were no significant issues considered during the 2020/21 reporting period which could not be handled through routine Committee procedures
- Matters of note considered by the Committee included:
  - the impacts of COVID -19 on Ahpra staff in 2020/21
  - Ahpra staff, boards and committees in Tasmania, the ACT and Queensland have completed their face-to-face Moong-moong-gak cultural safety training in the first half of 2020
  - the positive response rate of the 2020 Employee Opinion Survey (EOS)
  - further analysis of workforce metrics including unplanned absenteeism.

## Looking ahead

The Committee has highlighted the following key areas as areas of focus in the future:

- building on the positive results of the 2020 EOS
  - the important strategic role the Committee has in providing advice on health, safety and wellbeing to the Board and working closely with the Finance, Audit and Risk Management Committee (FARMC) in identifying systemic issues to inform the work of both Committees.