

## People and Remuneration Committee Annual Report 2021/22

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### Chair's introduction

In accordance with its Charter, the People and Remuneration Committee (the Committee) provides this annual report to the Agency Management Committee and for publication on the Ahpra website.

Following the 2020 governance review of the former Remuneration Committee, the Committee has incorporated its expanded remit at its quarterly meetings. During 2021/22, the Committee has continued to focus 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.

The Committee reviewed the final results of the 2021 Employee opinion survey, including themes of feedback and noted the revised People strategy and delivery plan was informed by these results. The revised plan was endorsed for publication as the organisation's response to the survey and progress on the plan continues to be discussed at each meeting.

In the latter half of 2021, with the national roll out of COVID-19 vaccinations well underway, a major area of focus for the Committee was providing input into the development of our COVID-19 vaccination policy. This followed consultation with all staff and National Board and committee members. In 2022, the Committee's focus turned to considering negotiations of the new Enterprise Agreement and making recommendations to set the parameters for negotiation.

The Committee was pleased to confirm the resumption of the face-to-face modules of the Moong-Moong-Gak cultural training for the latter part of 2022.

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 2021 to July 2022 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, and
- 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 2021 to June 2022 Committee members

Name	Membership status during 2021/22
Ms Gill Callister PSM (Chair)	Agency Management Committee - July 2021 - June 2022
Ms Jenny Taing OAM	Agency Management Committee - July 2021 - June 2022
Adjunct Professor Karen Crawshaw PSM	Agency Management Committee - July 2021 - June 2022
Dr Murray Thomas	Chair, Dental Board of Australia – July 2021 – June 2022
Dr Wayne Minter AM	Chair, Chiropractic Board of Australia – July 2021 – June 2022
Ms Susie George	Independent member - July 2021 – June 2022

### July 2021 to June 2022 Ahpra attendees

Name	Membership status during 2021/22
Mr Martin Fletcher Chief Executive Officer	Ahpra attendee - July 2021 – June 2022
Mr Mark Edwards Executive Director, People and Culture	Ahpra attendee - July 2021 – June 2022
Mr Chris Robertson Executive Director, Strategy and Policy	Ahpra attendee – July 2021 – June 2022
Miss Gabrielle FitzGerald Transition Coordinator, Engagement and Government Relations	Ahpra attendee – July 2021 (secretariat)
Ms Sangeetha Masilamani Program Manager, Government Relations	Ahpra attendee – July 2021 – June 2022 (secretariat)

## Meetings

The Committee met four times in 2021-22 – attendance at each meeting is below.

Meeting dates	Attendance
6 July 2021	Ms Jenny Taing OAM (Acting Chair), Adjunct Professor Karen Crawshaw PSM, Dr Murray Thomas, Dr Wayne Minter AM, Ms Susie George, Mr Martin Fletcher, Mr Mark Edwards, Mr Chris Robertson, Ms Sangeetha Masilamani, Miss Gabrielle FitzGerald
5 October 2021	Ms Gill Callister PSM (Chair), Adjunct Professor Karen Crawshaw PSM, Ms Jenny Taing OAM, Dr Murray Thomas, Ms Susie George, Mr Martin Fletcher, Mr Mark Edwards, Mr Chris Robertson, Ms Sangeetha Masilamani
1 February 2022	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
5 April 2022	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

## Reporting to the Agency Management Committee

The Committee submitted a record of each meeting in 2021/22 to the next AManC meeting.

## Committee activities for reporting period 1 July 2021 – 30 June 2022

- reviewed the results of the COVID-19 vaccination staff survey and provided recommendations for the development of the COVID-19 vaccination policy
- reviewed and recommended proposed parameters for the enterprise agreement negotiations
- reviewed and recommended to refine the Board effectiveness review program
- reviewed and made recommendations on the proposed revised business rules for the sitting fee framework
- reviewed and recommended annual increase for eligible staff on executive contracts
- reviewed detailed quarterly workforce metrics reports at each meeting
- reviewed senior leaders' performance and development plan templates for FY 2021/22
- reviewed and endorsed the revised people strategy and delivery plan as an enterprise response to the 2021 Employee opinion survey
- reviewed progress against the people strategy and delivery plan at each meeting
- reviewed proposed secession planning approach for key senior management positions
- reviewed quarterly health, safety and wellbeing reports
- settlements, redundancies and unusual separations 2021/22 (standing agenda item)
- advice on contract renewals 2021/22 (standing agenda item)
- routine disclosure of interests

## Significant issues

- There were no significant issues considered during the 2021/22 reporting period which could not be handled through routine Committee procedures
- Matters of note considered by the Committee included:
  - Enterprise agreement negotiations
  - the impacts of COVID -19 on Ahpra staff in 2021/2022, including rise of the Omicron variant
  - introduction of the COVID-19 vaccination policy, including (albeit limited) non-compliance
  - recommencement of the face-to-face workshops of the Moong-moong-gak cultural safety training program

## Looking ahead

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

- ongoing negotiations of the new Enterprise Agreement
- continued implementation of the revised People strategy and delivery plan and further analysis and planning around staff retention.