



7 Confidential Items

7.1 Staff Movements and Exit Survey Data

Report Reference	SRSC211207F7.1
Originating Officer	Acting Unit Manager People and Culture – Greg Cansdale
Corporate Manager	Manager People and Culture – Jessica Lynch
General Manager	Chief Executive Officer - Tony Harrison

CONFIDENTIAL MOTION

That pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Chief Executive Officer and Manager People and Culture, be excluded from the meeting as the Council receives and considers information relating to *Staff Movements and Exit Survey Data*, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to past and present employees of the City of Marion.

REPORT HISTORY

Report Reference	Report Title
RSC210504F01	Staff Movements and Exit Survey Data
RSC210803F5.1	Staff Movements and Exit Survey Data

REPORT OBJECTIVE

To provide the Review and Selection Committee with a consolidated overview of the staff movements for the first quarter 2021-22, and an overview of consolidated themes and learnings from staff exit survey feedback for the first quarter 2021-22.

EXECUTIVE SUMMARY

Tracking staff movements and seeking feedback from our people provides us with valuable insights and learnings from their experience. This is an opportunity for us to reflect on what is working well and areas we can improve on.

RECOMMENDATION

That the Review and Selection Committee:

1. Notes the report.
2. In accordance with Section 91(7) and (9) of the *Local Government Act 1999*, the Council orders that this report, *Staff Movements and Exit Survey Data*, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) of the Act be kept confidential and not available or public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2022.

DISCUSSION

To provide a level of understanding of workforce composition at the City of Marion, a summary of the workforce at 30 September 2021 is provided below:

- Staff head count: 392 (347 Full Time Equivalent (FTE))
- Agency staff Head Count (e.g. Randstad): 120 (42.6 FTE)
- Volunteers: 319.

Twenty staff exited the City of Marion during the period 1 July and 30 September 2021.

Attachment one provides an overview of staff movements for quarter one, including a profile of staff who have left the organisation, staff who have commenced employment in the organisation, and staff who have changed roles within this period. The overview includes information on the staff member, department, and the date of the change or when the move became effective.

Attachment two provides an aggregated summary of exit survey data from the quarter, including key themes and learnings. This data has been provided within the framework of the exit interview process.

Of note, the exit interview process was updated during the last quarter 2020-21 to align with the City of Marion new starter check-in process. This re-alignment was completed to enable a deeper understanding of how people are experiencing the organisation entering and exiting the organisation. This alignment has resulted in some of the questions being updated, in addition to the interviews being transferred into the format of an online survey. In addition to submitting exit feedback online, staff are provided the opportunity to discuss their responses further with their People and Culture Partner.

Those staff who are exited due to performance management are not offered an exit interview due to the nature of the exit.

Any concerns or areas for improvement raised at the exit interview are discussed with the relevant People Leader, unless there is a valid reason not to, such as the matter being sensitive or confidential. The General Manager will be informed of the feedback and strategies discussed as to how best to address issues.

The exit survey provides useful insights into staff employment experiences and perceptions when exiting the organisation. It provides an opportunity to learn from staff experiences and inform improvement opportunities.

The overall feedback compiled from exiting staff in quarter one, is that they have enjoyed their experience at Marion, there is a positive culture and it is an enjoyable place to work. Key lessons from the data compiled include:

- The positive feedback we receive from staff on their experiences correlates with our Teamgage data.
- Negative feedback on IT systems has decreased over the last 12 months.
- Flexibility on how staff undertake their work has continued since COVID-19 with a number of staff having the flexibility to work from home or change the way they work.
- There is a further opportunity to further embed the City of Marion values and continue to develop our culture.

The staff movement information will continue to be provided via the Elected Member Extranet and to the Review and Selection Committee on a quarterly basis.

ATTACHMENTS

1. Attachment 1 Staff Movements July to September 2021 [7.1.1 - 3 pages]
2. Attachment 2 Staff Exit Interview Data July to [IGMI] [7.1.2 - 1 page]