



7 Confidential Items

7.2 Staff movements and exit survey data Quarter 4 2021 - 2022

Report Reference	RSC220802F7.1
Originating Officer	Manager People and Culture – Jessica Lynch
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 Committee 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 Committee receives and considers information relating to Staff Movements and Exit Survey Data, upon the basis that the Committee 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 OBJECTIVE

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

EXECUTIVE SUMMARY

Twenty staff exited the City of Marion during the period 1 April 2022 to and 30 June 2022. Tracking of employee movements and seeking feedback from our people provides us with valuable insights and lessons from their experience to inform continuous improvement opportunities.

RECOMMENDATION

That the Review and Selection Committee:

- 1. Note the report.**
- 2. In accordance with Section 91(7) and (9) of the Local Government Act 1999, the Committee 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

Workforce composition and exits

To provide a level of understanding of workforce composition at the City of Marion, a summary of the workforce for Quarter 4 (1 April 2022 to 30 June 2022) is provided below:

30 June 2022

- Employee head count: 388 (346.48 FTE)
- Agency staff Head Count (e.g. Randstad): 59 (40.55 FTE)
- Volunteers: 293 Active

- Exiting employees (1 April to 30 June 2022): 20.

A total of 20 employee exited the City of Marion during the period 1 April 2022 to 30 June 2022. Attachment 1 provides an overview of staff movements through this period, including:

- An overview of employees who have left the organisation;
- Employees who have commenced employment in the organisation; and
- Employees 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.

During the previous financial year (2021-22) 84 staff have exited the organisation. The City of Marion staff retention rate is 78.4%.

People & Culture reached out to the LG Professionals Australia People & Culture Network and obtained the following comparative retention rates for other Councils listed below. Note: Councils were requested to use the same formula as used by City of Marion.

Council	Retention Rate	Council	Retention Rate
Gawler	83%	Holdfast Bay	86%
Port Lincoln	76.53%	Port Adelaide Enfield	90.36%
Paringa	95%	Mount Barker	90.82%
Barossa	80.5%	Copper Coast	79%
Whyalla	84.19%	Victor Harbour	90.3%

Exit Survey Summary

Employee exit surveys are a key tool to provide insights into employment experiences and perceptions when exiting the organisation. Exiting employees are invited to submit exit feedback via an online survey, in addition to being provided with the opportunity to discuss their responses further with their People and Culture Partner. Note: Employees who are exited due to unsatisfactory performance are not offered an exit interview due to the nature of the departure.

In addition to informing continuous improvement initiatives, any concerns, areas for improvement and positive feedback provided through the exit survey and interview process are discussed with the relevant People Leader, unless there is a valid reason not to do so, such as the matter being sensitive or confidential.

Attachment 2 provides an aggregated summary of exit survey data from Quarter 4, including key themes and learnings.

In Q4, 50% of staff exiting the organisation completed an exit survey with 1 employee requesting to discuss their exit with their People and Culture Partner.

Feedback from exiting staff in Q4, is predominantly positive and constructive indicating that:

- They would recommend City of Marion as an employer; (*same as last report, still relevant*)
- The Council works in alignment with its values to a moderate extent; and
- The many development opportunities and flexible working arrangements are appreciated.

Exit survey feedback also indicates that:

- DTP improvements are a positive step forward, it is indicated that further training and support is required for the organisation; as well as current policies and procedures requiring review to align with current practices;

- High level of support and communication received from leaders and the broader organisation are appreciated along with positive recognition of team culture; and
- The key reason for leaving for those employees exiting was to take up other opportunities.
(Note: consistent theme across all quarters).

The CoM Exit survey process and content is currently under review with the aim of improving participation and data quality.

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

7.2.1 Staff Movements Q4

7.2.2 Exit survey data