



## 5.2 Staff Movements and Exits

<b>Report Reference</b>	RSC221101F5.2
<b>Originating Officer</b>	Unit Manager Human Resources – Gregory Cansdale
<b>Corporate Manager</b>	Manager People and Culture - Jessica Lynch
<b>General Manager</b>	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 Acting 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 first quarter of 2022-23.

### EXECUTIVE SUMMARY

Eighteen staff exited the City of Marion during the period 1 July 2022 to 30 September 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 Council:

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 Exits, any appendices and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(a) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for 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 for Quarter 1 (1 July 2022 to 30 September 2022) is provided below:

30 September 2022

- Employee head count: 390 (349 FTE)
- Agency staff Head Count (Randstad): 86 (37.69 FTE)
- Volunteers: 307
- Exiting employees (1 January to 31 March 2022): 18.

A total of 18 employee exited the City of Marion during the period 1 July 2022 to 30 September 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.

## **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 1, including key themes and learnings.

In Q1, 56% of staff exiting the organisation completed an exit survey with 30% of those, requesting to discuss their exit with their People and Culture Partner.

Feedback from exiting staff in Q1, is predominantly positive and constructive indicating that:

- Career progression with salary increases were the key reason for leaving;
- The majority would consider working again at the City of Marion;
- Exiting staff indicated they felt their contributions were recognised and valued, they had good relationships with others and that they felt a sense of belonging at the City of Marion;
- The many development opportunities and flexible working arrangements are appreciated;
- Exiting staff felt their teams were effective in meeting their priorities and objectives; and
- The factor most liked about working at the City of Marion was the People.

The updated CoM Exit survey questionnaire provides improved data quality and has been utilised since 1 July 2022.

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**

ATTACHMENT 1 – Staff Movements - 1 July – 30 September 2022

ATTACHMENT 2 – Exit Surveys Summary - 1 July – 30 September 2022