



5 Confidential Items

5.1 Staff Movements and Exits

Report Reference	RSC2303075.1
Originating Officer	Unit Manager Human Resources – Gregory Cansdale
Corporate Manager	Manager People and Culture - Sarah Vinall
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, 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 second quarter of 2022-23.

EXECUTIVE SUMMARY

Twenty-nine staff exited the City of Marion during the period 1 October 2022 to 28 February 2023 in comparison to 42 staff exiting in Q2 & Q3 last period (1 Oct 21 to 31 March 22).

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 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, summaries of the workforce at 31 December 2022 and 28 February 2023 are provided below:

- 31 December 2022
- Staff head count: 397 (354.16 Full Time Equivalent (FTE))
- Agency staff Head Count (e.g. Randstad): 122 (87.78 FTE)
- Volunteers: 301
- Exiting Staff: 13

31 January 2023

- Agency staff Head Count (e.g. Randstad): 89 (49.41 FTE)

28 February 2023

Staff head count: 396 (351.32 FTE)

- Agency staff Head Count (e.g. Randstad): Not yet available for February)
- Volunteers: 303
- Exiting Staff: 16

Attachment one provides an overview of staff movements for the period 1 October 2022 to 28 February 2023, 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, position, and the date of the change or when the move became effective.

Attachment two provides an aggregated summary of exit survey data for the period 1 October 2022 to 28 February 2023 including key themes and learnings. In addition to submitting exit feedback online, staff are provided the opportunity to discuss their responses further with their People and Culture Partner.

The exit survey improves the employee experience by providing an opportunity for the exiting employee to be heard thus providing closure and a more positive opinion of the organisation. Any concerns, areas for improvement or positive feedback provided through the exit 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. Useful insights into staff employment experiences and perceptions provide opportunities to learn from staff experiences and will inform continuous improvement initiatives.

In Q2, 69% of staff exiting the organisation completed an exit interview with 1 requesting to discuss their exit with their P&C Partner.

In Q3, 19% of staff exiting the organisation completed an exit interview with none requesting to discuss their exit with their P&C Partner.

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

Feedback from exiting staff in Q2 & Q3, is predominantly positive indicating that:

- all but one would consider working again for the City of Marion;
- all but one would recommend City of Marion as an employer;
- individual contributions are recognised and valued; and
- staff are provided with a level of trust and autonomy to undertake their role that they appreciate;
- availability of flexible work arrangements is appreciated.

Exit survey feedback also indicates that:

- the people at the City of Marion and the relationships with co-workers are the key factors most liked by exiting staff;
- People felt their leader was approachable and supportive;
- People felt the expectations and responsibilities of their role were clear;
- IT Systems have been identified as an area for improvement; and

- the key reason for leaving for those employees exiting was to take up other opportunities which provided an increase in remuneration and/or career progression.

ATTACHMENTS

1. Staff Movements Data - October 2022 to February 2023 Q 2 Q 3 (002) [**5.1.1** - 6 pages]
2. Copy of Exit Survey Qualitative Data - October 2022 to February 2023 [**5.1.2** - 2 pages]