



## 5.1 Staff movements and exit summary

<b>Report Reference</b>	RSC230801F5.1
<b>Originating Officer</b>	Unit Manager Human Resources – Greg Cansdale
<b>Corporate Manager</b>	Manager People and Culture - Sarah Vinall
<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, Manager People and Culture, Manager Office of the Chief Executive Officer, be excluded from the meeting as the Committee receives and considers information relating to Staff Movements and Exit Summary, 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 employee personal data.

### REPORT OBJECTIVE

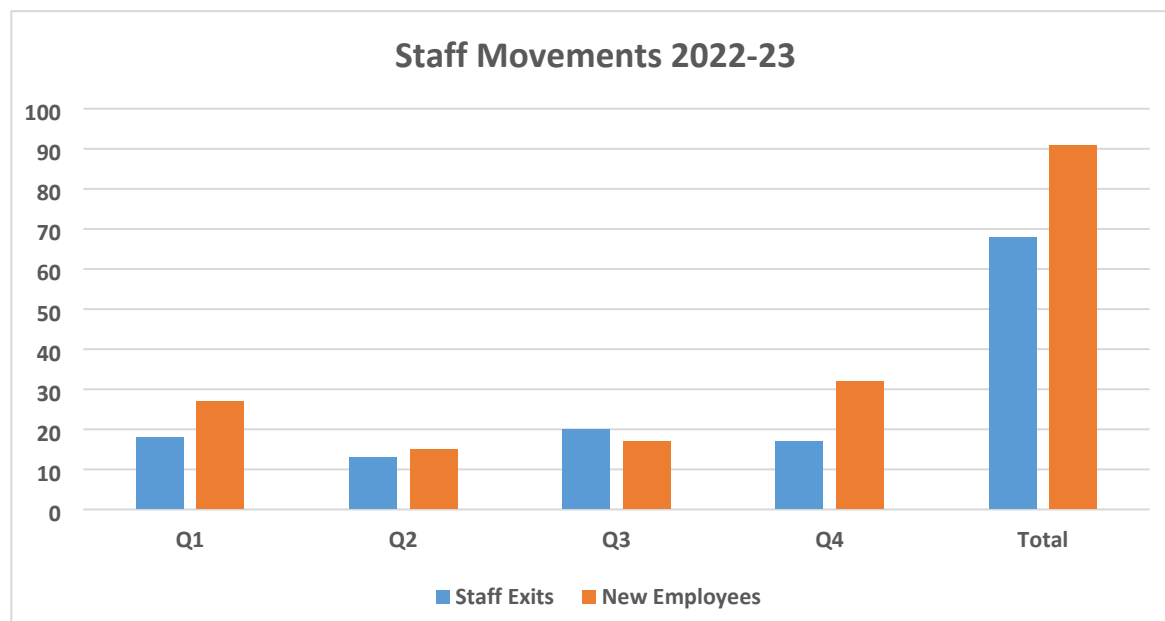
To provide the Review and Selection Committee with a consolidated overview of staff movements and themes from staff exit survey feedback, for the fourth quarter of 2022-23.

### EXECUTIVE SUMMARY

As at 30 June 2023, the Q4 workforce composition within the City of Marion was:

- Total Full Time Equivalent (FTE) of 383.1, with a headcount of 450. This comprised of:
  - Staff FTE: 360.27 (headcount: 406)
  - Agency Staff (e.g. Randstad) FTE: 22.83 (headcount: 44)
- Volunteers: 300
- Exiting Staff: 17
- New Staff: 32

The following chart provides a comparison of staff exits and new starters on a quarterly basis at the City of Marion over the last 12 months (1 July 2022 to 30 June 2023).



17 staff exited the City of Marion between 1 April 2023 and 30 June 2023 in comparison to 20 staff during the same reporting period last year.

Over the past 12 months (1 July 2022 to 30 June 2023) a total of 68 staff have exited the City of Marion and 91 new staff have joined.

*Attachment one* provides an overview of staff movements for the period 1 April 2023 to 30 June 2023, including a profile of staff who have left, staff who have commenced, 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 April 2023 to 30 June 2023 including key themes and learnings. In addition to submitting exit feedback online, staff have 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 inform continuous improvement initiatives.

In Q4, 41.2% of staff leaving the organisation completed an exit interview with none requesting to discuss their exit with their P&C Partner.

Those staff who are terminated for disciplinary or performance reasons are not offered an exit interview due to the nature of their departure.

Q4 exit survey feedback indicates that:

- Exiting staff most enjoy the people at the City of Marion and the relationships they build with co-workers;
- There is opportunity to improve and increase frequency of performance & development discussions;

- improvement to staff facilities such as kitchens, toilets and the provision of showers would help attract or retain staff;
- availability of flexible work arrangements, though appreciated, could be managed in a more equitable manner;
- Building more capability in People Leaders to effectively manage mental health issues may be of benefit.

## **RECOMMENDATION**

**That the Review and Selection Committee:**

1. **Notes this 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 Summary, 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 2023.**

## **ATTACHMENTS**

1. Attachment 1\_ Staff Movements Q 4 2022-23 4 C Yq-3 BZ Pk KFEX H 6 sj Pasw [5.1.1 - 4 pages]
2. Copy of Attachment 2 Exit Survey Data Q 4 2022 23 (1) [5.1.2 - 1 page]