

30 June 2023



Kia ora



Mayor's Office Staff

Thank you for your request made under the Local Government Official Information and Meetings Act 1987 (the Act), received on 16 May 2023. You requested the following information:

1. The total year-on-year cost of staff salaries for the Wellington Mayor's office for the last six years?
2. The job description of each member of staff for each of the last six years in the Mayor's office.
3. The salary band for each of these jobs for each of the last six years.
4. How many FTEs have there been in the Wellington Mayor's office over the last six years? Please break down the number year by year.
5. How many part-time employees have worked in the Wellington Mayor's office over the last six years? Please break down the number year by year.
6. Are there any vacancies in the Mayor's office at present? If yes, what are the job descriptions and salary bands of the vacant position?

Wellington City Council has granted your request for information. Please see the below response to your questions. Please note the below data was captured on 30 May 2023.

The below table addresses questions one, four, and five.

The total year-on-year cost of staff salaries for the Wellington Mayor's office for the last six years?

How many FTEs have there been in the Wellington Mayor's office over the last six years? Please breakdown the number year by year.

How many part-time employees have worked in the Wellington Mayor's office over the last six years? Please breakdown the number year by year.

	16 May 17 to 15 May 18	16 May 18 to 15 May 19	16 May 19 to 15 May 20	16 May 20 to 15 May 21	16 May 21 to 15 May 22	16 May 22 to 15 May 23
Total Staff Salary Costs Includes all payroll salary costs paid during the period	\$455,673	\$435,452	\$304,556	\$464,268	\$552,811	\$597,285
FTE employed during the period	6	5	7	5	8	8
Number of Part Time staff	0	0	0	0	0	2

2. The job description of each member of staff for each of the last six years in the Mayor’s office.

We have provided a copy of the most up-to-date job descriptions below. As we do not hold all historical job descriptions and many of the roles are the same year on year without a position description change, we have provided the most recent version for each.

Please note that we have not provided a copy of the Chief Advisor job description (2017-2020) as we do not have a record of the job description and the role was filled by a contractor.

Attached are the job descriptions for the below roles as last updated.

Job title	Decision to Release
1. Chief of Staff	Released
2. Principal Communications Advisor / Specialist	Released
3. Executive Assistant to the Mayor	Released
4. Senior Executive Assistant to the Mayor	Released
5. Executive Assistant to the Deputy Mayor	Released
6. Senior Social Media and Multimedia Advisor	Released
7. Correspondence and Social Media Coordinator	Released
8. Senior Communications Specialist	Released
9. Functions and Events Coordinator	Released
10. Events and Projects Coordinator	Released

11. Creative Officer	Released
12. Senior Advisor Office of the Mayor	Released
13. Senior Business Support Coordinator	Released
14. Business Support Coordinator	Released
15. Advisor to the Deputy Mayor	Released
16. Public Affairs Coordinator	Released

3. The salary band for each of these jobs for each of the last six years.

The information is provided in the table below.

Role	Salary Band	Period of Salary Band
Senior EA to the Mayor	\$60,000 - \$99,999	16 May 2017 to 15 May 2020
EA to the Mayor	\$60,000 - \$99,999	16 May 2020 to 15 May 2023
EA to the Deputy Mayor	\$60,000 - \$99,999	16 May 2017 to 15 May 2020
Business Support Coordinator	\$60,000 - \$99,999	16 May 2019 to 15 May 2022
Senior Business Support Coordinator	\$60,000 - \$99,999	16 May 2022 to 15 May 2023
Events and Project Coordinator	\$60,000 - \$99,999	16 May 2017 to 15 May 2021
Functions and Events Coordinator	\$60,000 - \$99,999	16 May 2021 to 15 May 2023
Correspondence Coordinator	\$60,000 - \$99,999	16 May 2017 to 15 May 2018
Correspondence & Social Media Coordinator	\$60,000 - \$99,999	16 May 2018 to 15 May 2020
Public Affairs Coordinator	\$60,000 - \$99,999	16 May 2017 to 15 May 2018
Creative Officer	\$60,000 - \$99,999	16 May 2022 to 15 May 2023
Senior Social & Multimedia Advisor	\$60,000 - \$99,999	16 May 2022 to 15 May 2023
Advisor to Deputy Mayor	\$60,000 - \$99,999	16 May 2019 to 15 May 2022
Senior Advisor Office of the Mayor	\$60,000 - \$99,999	16 May 2021 to 15 May 2022
Senior Advisor Office of the Mayor	\$90,000 - \$139,999	16 May 2022 to 15 May 2023
Chief Advisor	\$100,000 – \$139,999	16 May 2017 to 15 May 2020
Senior Communications Specialist	\$100,000 – \$139,999	16 May 2021 to 15 May 2023
Principal Communications Specialist	\$140,000 – \$179,999	16 May 2021 to 15 May 2023

Chief of Staff	\$180,000 - \$219,999	16 May 2020 to 15 May 2023
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Period	Role	Salary Band
16 May 2017 to 15 May 2018	Senior EA to the Mayor	\$60,000 - \$99,999
	Events and Project Coordinator	\$60,000 - \$99,999
	Correspondence Coordinator	\$60,000 - \$99,999
	Chief Advisor	\$100,000 – \$139,999
	Public Affairs Coordinator	\$60,000 - \$99,999
	EA to the Deputy Mayor	\$60,000 - \$99,999
16 May 2018 to 15 May 2019	Senior EA to the Mayor	\$60,000 - \$99,999
	Event & Project Coordinator	\$60,000 - \$99,999
	Chief Advisor	\$100,000 – \$139,999
	EA to the Deputy Mayor	\$60,000 - \$99,999
	Correspondence & Social Media Coordinator	\$60,000 - \$99,999
16 May 2019 to 15 May 2020	Senior EA to the Mayor	\$60,000 - \$99,999
	Events and Project Coordinator	\$60,000 - \$99,999
	Chief Advisor	\$100,000 – \$139,999
	EA to the Deputy Mayor	\$60,000 - \$99,999
	Correspondence and Social Media Coordinator	\$60,000 - \$99,999
	Advisor to Deputy Mayor	\$60,000 - \$99,999
	Business Support Coordinator	\$60,000 - \$99,999
16 May 2020 to 15 May 2021	EA to the Mayor	\$60,000 - \$99,999
	Advisor to Deputy Mayor	\$60,000 - \$99,999
	Business Support Coordinator	\$60,000 - \$99,999
	Events and Projects Coordinator	\$60,000 - \$99,999
	Chief of Staff	\$180,000 - \$219,999
16 May 2021 to 15 May 2022	EA to the Mayor	\$60,000 - \$99,999
	Senior Advisor Office of the Mayor	\$60,000 - \$99,999
	Advisor to Deputy Mayor	\$60,000 - \$99,999
	Business Support Coordinator	\$60,000 - \$99,999
	Function and Events Coordinator	\$60,000 - \$99,999
	Senior Communications Specialist	\$100,000 – \$139,999
	Principal Communications Specialist	\$140,000 – \$179,999
	Chief of Staff	\$180,000 - \$219,999
16 May 2022 to 15 May 2023	Senior Business Support Coordinator	\$60,000 - \$99,999
	Senior Advisor Office of the Mayor	\$90,000 - \$139,999
	Creative Officer	\$60,000 - \$99,999
	Function and Events Coordinator	\$60,000 - \$99,999
	Senior Communications Specialist	\$100,000 – \$139,999
	Senior Social & Multimedia Advisor	\$60,000 - \$99,999
	EA to the Mayor	\$60,000 - \$99,999
	Principal Communications Advisor	\$140,000 – \$179,999
	Chief of Staff	\$180,000 - \$219,999

6. Are there any vacancies in the Mayor's office at present? If yes, what are the job descriptions and salary bands of the vacant position?

Yes, the Senior Communications Specialist role is currently vacant. The salary band has been provided in response to question three and the job description for this role is included in the response to question two.

Right of review

If you are not satisfied with the Council's response, you may request the Office of the Ombudsman to investigate the Council's decision. Further information is available on the Ombudsman website, www.ombudsman.parliament.nz.

Please note, we may proactively release our response to your request with your personal information removed.

Thank you again for your request, if you have any questions, please feel free to contact me.

Kind regards

Amber Smith
Official Information