

20 July 2022



Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) (the Act) – reference: OIR 2122-288

I refer to your information request we received on 7 June 2022. The responses below are in relation to the staff information. The rest of the response was sent to you in a separate letter on 6 July.

I would like to request the following information from your organisation, for each financial year: 2017, 2018, 2019, 2020, 2021 and for the partial year of 2022 to date:

- 1. Number of FTE communications/media staff employed in each year (this includes all internal and external communications staff/content producers and social media staff)**

This information is provided for each financial year period 1 July – 30 June

2017/18	2018/19	2019/20	2020/21	2021/22
7 FTE + 2 Fixed Term	7 FTE + 3 Fixed Term	6 FTE + 3 Fixed Term	8 FTE + 2 Fixed Term	10 FTE

- 2. The salary range paid to communications staff in each year.**

This information is provided for each financial year period 1 July – 30 June

2017/18	2018/19	2019/20	2020/21	2021/22
\$47,500 to \$109,000	\$49,000 to \$117,000	\$ 55,000 to \$146,000	\$72,000 to \$146,000	\$77,000 to \$150,000

- 3. Number of communications/media contractors used in each year.**

The Communications and Engagement Manager engages hourly rate communications contractors from time to time to where extra resource is required to support key projects or initiatives or backfill for permanent members of the Communications and Engagement team when they are on leave. The table below provides the number of communications/media contractors by financial year 1 July -30 June.

2017/18	2018/19	2019/20	2020/21	2021/22
2	2	2	3	3

4. Total sum paid to communications contractors in each year

The below provides a summary of the amounts paid to communications contractors engaged by the Communications and Engagement Manager each financial year 1 July – 30 June.

2017/18	2018/19	2019/20	2020/21	2021/22
71,830	36,689.62	47,557.13	23,394.75	170,088.75

5. A breakdown of positions and numbers employed in each role (ie how many media advisors, senior media advisors, internal communications, managers, social media producers/managers)

Council has continued to grow its communications and engagement function to meet the growing needs of the organisation, reflect changes in the way people consume information, and ensure the community is provided with timely and accurate information about Council decisions, the services and facilities Council provides and opportunities to get involved in the work of Council. The table below includes a mix of permanent and fixed-term communications roles. This information is provided for each financial year period 1 July – 30 June

2017/18	2018/19	2019/20	2020/21	2021/22
1 x Communications & Engagement Manager	1 x Communications & Engagement Manager	1 x Communications & Engagement Manager	1 x Communications & Engagement Manager	1 x Communications & Engagement Manager
1 x Principal Advisor Communications & Engagement	1 x Principal Advisor Communications & Engagement	2 x Lead Advisor Communications & Engagement	1 x Lead Advisor Communications & Engagement	1 x Lead Advisor Communications & Engagement
2 x Senior Communications & Engagement Advisors	3 x Senior Communications & Engagement Advisors	3 x Senior Communications & Engagement Advisors	4 x Senior Communications & Engagement Advisors	4 x Senior Communications & Engagement Advisors
1 x Events Coordinator	1 x Content and Channels Specialist	1 x Senior Advisor Content and Channels	1 x Team Leader Content & Channels	1 x Team Leader Content & Channels
1 x Administrator	1 x Communications Coordinator	1 x Advisor Content and Channels	2 x Senior Advisor Content and Channels	2 x Senior Advisors Content and Channels
	1 x Events Coordinator	1 x Web Content Writer	1 x Advisor Content and Channels	1 x Advisor Content and Channels
		1 x Events Coordinator	1 x Internal Communications Advisor 1 x Events Coordinator	1 x Internal Communications Advisor
				1 x Events Coordinator

9. Total salary costs for communications staff each year

The below provides a summary of the total remuneration costs for full-time equivalent and fixed-term communications staff each financial year 1 July – 30 June.

2017/18	2018/19	2019/20	2020/21	2021/22
575,902.69	620,287.08	716,837.90	903,225.56	938,764.36

10. In each year, how many communications staff paid a salary more than \$100,000 per annum and \$200,000 per annum

For each of the financial year periods requested there was one role paid more than \$100,000 per annum and no roles paid more than \$200,000 per annum.

You have the right to request the Ombudsman to review this decision. Complaints can be sent by email to info@ombudsman.parliament.nz, by fax to (04) 471 2254, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi

A handwritten signature in blue ink, appearing to read 'Dianne Andrew', with a long horizontal flourish extending to the right.

Dianne Andrew
Organisational Development Manager
Te Kaihautū mo te Hunga Mahi

6 July 2022



Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) (the Act) – reference: OIR 2122-288

I refer to your information request we received on 7 June 2022. The responses below are in relation to your questions regarding media and interviews, the remainder of the response in relation to staff information will be sent to you in a separate response.

I would like to request the following information from your organisation, for each financial year: 2017, 2018, 2019, 2020, 2021 and for the partial year of 2022 to date:

6. How many media queries received in each year

Council keeps a record of media queries received, with the exception of requests that are submitted directly to the Mayor's office. It should be noted that our media landscape has changed significantly in recent years and as a Council we have placed more emphasis on telling our story and being more open and transparent about the information we hold.

Number of media queries received	2017	2018	2019	2020	2021	2022
	Approx. 236 media queries received.	Approx. 258 media queries received.	Approx. 170 media queries received.	Approx. 57 media queries received.	Approx. 52 media queries received.	34 queries received as of 8 June 2022.

7. How many interview requests received in each year

Unfortunately, this level of information is not accurately reflected in our media logs, however, we have attached copies of our media logs for your reference.

8. How many media interviews given, and to which media organisations and when.

As above, this level of information is not accurately reflected in our media logs, however we have attached copies of our media logs for your reference.

Ngā mihi

A handwritten signature in blue ink, appearing to read 'J McDougall', written in a cursive style.

Janice McDougall

Group Manager People and Partnerships
Te Kaihautū, ngā Rangapū, Tāngata hoki