

QUESTION ON NOTICE

Councillor Henry Davis will ask the following Question on Notice:

'Could Administration advise

1. What is the staffing budget for the Office of Lord Mayor?
2. How many staff positions are there in the Office of the Lord Mayor?
3. What are the job titles for each of the full time positions in the Office of the Lord Mayor?
4. Since the start of this council term:
 - a. How many people have worked, whether temporary, permanent or otherwise in the Office of the Lord Mayor;
 - b. For each of the staff positions in the Office of the Lord Mayor, how many people have worked in each position;
 - c. For each of the people who have worked in the Office of the Lord Mayor, how long has each person worked in that position;
 - d. Where a person has worked but no longer worked in the Office of the Lord Mayor, what was the reason for their departure?
5. Since the beginning of this council term, are there or have there been any other staff members of the City of Adelaide that offer support to the Lord Mayor in the function of her duties or to the Office of the Lord Mayor?
If so:
 - a. How many staff members are there;
 - b. What is the total number of the FTEs;
 - c. What is the cost to the City of Adelaide for these FTEs?

REPLY

1. The staffing budget for the Office of Lord Mayor in 2024/25 is \$892,695 (including on-costs).
2. The Office of the Lord Mayor has 6.25 FTE positions (including 0.25 FTE Administration support funded by the OLM budget, reporting to the Governance team).

3. The job titles for each of the full time positions in the Office of the Lord Mayor are:

- Civic Event Coordinator
- Executive Advisor – Office of the Lord Mayor
- Executive Assistant to the Lord Mayor
- Office Manager – Office of the Lord Mayor
- PR & Communications Advisor
- Senior Advisor – Office of the Lord Mayor

4. Since the start of this council term 18 people have worked (temporary, permanent or otherwise) in the Office of the Lord Mayor:

4.1 For each of the staff positions in the Office of the Lord Mayor, the following number of people have worked in each position:

- Civic Event Coordinator – 4 including current)
- Executive Advisor – Office of the Lord Mayor – 1
- Executive Assistant to the Lord Mayor – 5 including current
- Office Manager – Office of the Lord Mayor – 1
- PR & Communications Advisor – 2 including current
- Senior Advisor – Office of the Lord Mayor – 5 including backfill for incumbent (sick leave)

4.2 The people who have worked in the Office of the Lord Mayor have worked in those positions as follows:

Office of the Lord Mayor staffing since November 2022		
Position	Tenure	Employment
Executive Assistant to the Lord Mayor	1 month	Temp
Executive Assistant to the Lord Mayor	2 months	Temp
Executive Assistant to the Lord Mayor	1 month	Contract
Executive Assistant to the Lord Mayor	3 months	Contract
Executive Assistant to the Lord Mayor	9 months	Contract (current)
Executive Advisor OLM (pre-election appt.)	36 months	Contract (current)
Civic Events Coordinator (pre-election appt.)	10 months	Contract
Civic Events Coordinator	5 months	Short-term contract
Civic Events coordinator	6 months	Short-term contract
Civic Events Coordinator	5 months	Contract (current)
Senior Advisor OLM (pre-election appt.) (then titled Executive Manager, OLM)	2 months of current term	Contract
Senior Advisor OLM (then titled Executive Manager, OLM)	4 months	Temp
Senior Advisor OLM	4 months	Contract
Senior Advisor – OLM	4 months	Contract (current)
Senior Advisor	1 month	Short term contract (backfill for incumbent on sick leave)
PR & Communications Advisor (pre-election appt.)	1 month of current term	Contract
PR & Communications Advisor	16 months	Contract (current)
Office Manager – Office of the Lord Mayor	14 months	Contract (current)

4.3 People who worked but no longer work in the Office of the Lord Mayor had all resigned. “Resignation” is the only reason for leaving recorded in the HR systems, and is applied regardless whether temp or contract, or where staff may have commenced other positions either within or outside of the City of Adelaide.

5. Staff employed in the Office Lord Mayor have been identified in the table above.
- 5.1. Staff housed and funded by the OLM assist the Lord Mayor to conduct the business of Council. They work alongside other administrative staff, from the CEO down, who also conduct much of the business of Council in collaboration with the Lord Mayor and her office.
 - 5.2. As noted above the 0.25 FTE Administration support is funded by the OLM budget and reports to the Governance team.
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Staff time in receiving and preparing this reply	To prepare this reply in response to the question on notice took approximately 5.5 hours.
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