

2 July 2021

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Tēnā koe ██████████

Request for Information – Local Government Official Information and Meetings Act 1987

We refer to your official information request dated 8 June 2021 for information regarding catering at Hutt City Council.

For ease of reference we have included our responses below each of your questions.

1. How much has the Council spent on catering in the last 12 months

Answer: 1 July 2020 to 29 June 2021 \$65,991

2. How much did the Council spend on catering in the 12 months prior?

Answer: 1 July 2019 to June 2020 \$156,137

3. From the last 24 months, please provide copies of any emails, memos, newsletters, or other internal announcements concerning changes to catering budgets or changes to expectations related to catering expenditure.

Answer: Please find attached documents which are related to this request:

- 1) Catering for meetings - Our Space guidance to staff

Posted on Mōtātou, the council's intranet page

- 2) Excerpt, email from Jo Miller to all staff 16 April 2020

This was also posted on Mōtātou, the council's intranet page

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that this letter (with your personal details removed) may be published on the Council's website.

Nāku noa, nā



Euan Kyle
Corporate Information Manager

On this page:

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Caterers we use

Here are some of the caterers that we use:

- [Bellbird Eatery at the Dowse](#)
- [Blue Carrot](#)
- [Chalet Caterers](#)
- [Daily Bread – 04 566 0083](#)
- [Valley Caterers](#)
- [Seasoned & Dressed](#)

Spending guidelines

We're looking to significantly reduce our spend on internal catering (eg. morning and afternoons teas for our own staff). These policies and and guidelines outline when these are appropriate, and how much you should spend:

- [Sensitive Expenditure Policy](#)
- [Staff Farewell Guidelines](#)

Healthy catering guidelines

Next time you're asked to cater a meeting or event, have a think about the food you're ordering and whether it's nutritious and fresh. We should be proud of the food that we are offering, by ensuring there are always good, healthy food choices available for our staff and visitors.

The workplace provides an opportunity to positively influence what we eat and drink. Employees who eat well are more likely to be happier, healthier and more productive. Making small changes to the workplace food environment can positively influence good health and wellbeing.

The [Healthier Catering Guidelines](#) have inspiration and ideas on how to cater for your next workplace function or meeting, in a healthier way.

2) Excerpt, email from Jo Miller to all staff 16 April 2020

- We are looking to significantly reduce our spend on internal catering (morning and afternoons teas for our own staff). The new policy and associated guidelines (which will be available in draft format shortly), will outline when these are appropriate, and provide spending guidelines. This doesn't mean we shouldn't still mark milestones and celebrate success. There are many ways to do this including bringing in baking, or doing BYO drinks (with approval from your Director), on a Friday evening for example.