

## CORPORATE OFFICE

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16 December 2020

9(2)(a)

### RE Official information request CDHB 10449

I refer to your email dated 13 October 2020 requesting the following information under the Official Information Act from the Canterbury DHB. Specifically:

#### 1. Which staff get meal entitlements. How many staff does this include?

The types of staff which have claimed a **paid meal allowance** at the Canterbury DHB include Nurses, Allied Health staff, Support staff, and Management/Admin/Clerical staff.

In the past financial year there were 2,988 staff members who claimed a paid meal allowance.

The types of staff which have claimed a **free meal** from the Canterbury DHB operated cafés and kitchens include Registered Medical Officers and some Senior Medical Officers. In the past financial year there were 628 staff members who were entitled to claim a free meal from the Canterbury DHB operated cafés and kitchens.

#### 2. What meal entitlements do they get?

Meal provisions for staff come in two forms:

- **Free meal entitlement** – the provision of free food from a Canterbury DHB operated café/kitchen.
- **Paid meal allowance** – the provision of an allowance to cover the cost of food.

#### 3. Are there limits or rules regarding these entitlements. If so, what are they?

Conditions for receiving meal provisions are in line with those specified in each relevant employment agreement.

There are 72 different types of employment agreements which contain a form of meal entitlement. This data is not currently listed or collated in a digital information system and is consequently difficult to report on, as it would require substantial research and effort to list each of the rules or limits involved. Therefore, we are declining this part of the request under section 18(f) of the Official Information Act, i.e. *“that the information requested cannot be made available without substantial collation or research.”*

**4. Could I please have the total amount spent on meal entitlements for staff every year for the last five years.**

Please refer to **Table Two** below which shows the total amount spent by the Canterbury DHB on **paid meal allowances** for the previous five financial years, along with the number of **paid meal allowance** units these amounts correspond to.

**Table Two**

Financial Year	Amount Spent on Meal Allowances	Number of Units Claimed
15/16 (Jul'15-Jun'16)	\$78,333.79	9,486
16/17 (Jul'16-Jun'17)	\$96,203.96	11,698
17/18 (Jul'17-Jun'18)	\$115,391.81	12,979
18/19 (Jul'18-Jun'19)	\$134,042.42	15,736
19/20 (Jul'19-Jun'20)	\$152,018.15	17,828

Please refer to **Table Three** below which shows the total amount spent on **free meal entitlements** through the Canterbury DHB operated cafés for the previous three financial years.

**Table Three**

Financial Year	Total Staff Meals Spend (Retail Amount)	Total Number of Transactions
2017/2018	\$ 1,923,597	126,205
2018/2019	\$ 2,107,859	127,724
2019/2020	\$ 2,248,917	167,477

**Note:** Canterbury DHB only holds data available from 1 July 2017 onwards, when Food Services operated in-house. The data, shown below, is from the Canterbury DHB operated cafés only, as the DHB kitchens have only been tracking **free meal entitlements** for the past year.

**5. Every year for the last five years could I have how many meal entitlement transactions were made.**

Please refer to **Table Two** above for the number of **paid meal allowance** units claimed (and paid out) in the last five financial years.

Please refer to **Table Three** above for the number of **free meal entitlements** provided through the Canterbury DHB operated cafés/kitchens in the last three financial years.

**6. What are the five largest single transactions in the last year and when were they made.**

Please refer to **Table Four** below, which shows the five largest single transactions through the Canterbury DHB operated cafés for **free meal entitlements** in the last financial year and the dates these transactions were made.

**Table Four**

Date	Transaction Number	Amount	Number of Meals per Transaction
07/04/2020	406789	\$191.74	11 meals ordered
24/01/2020	392428	\$71.65	4 meals ordered
14/01/2020	391691	\$73.83	3 meals ordered
03/01/2020	391164	\$86.96	4 meals ordered
27/07/2019	434380	\$72.52	4 meals ordered

**7. Of those five transactions, what was purchased in each one.**

Please refer to **Table Five** (below) for items ordered in the five largest transactions.

**Table Five**

Date	Transaction Number	Items Ordered
07/04/2020	406789	Hot meals, salad, fruit, muffin and drink
03/01/2020	391164	Hot meals, sandwich, fruit, muffin and drink
14/01/2020	391691	Hot meals, salad, yoghurt, muffin, toastie and drink
27/07/2019	434380	Hot meals, salad, fruit, yoghurt, slice and drink
24/01/2020	392428	Hot meals, salad, slice and drink

**8. What are the five most popular items that have been ordered in the last year and how many times have they been ordered each.**

Please refer to **Table Six** below for the five most popular items that have been ordered in the last financial year and the quantity of those items ordered.

**Table Six**

Items	Number of Quantity Ordered
Fruit	53,996
Hot Meal Large	41,922
Fruit Salad	30,289
600ml Coke Zero	24,279
Yoghurt	23,266

I trust this satisfies your interest in this matter.

Please note that this response, or an edited version of this response, may be published on the Canterbury DHB website after your receipt of this response.

You may, under section 28(3) of the Official Information Act, seek a review of our decision to withhold information by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz); or Freephone 0800 802 602.

Yours sincerely



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