



OIA 17-E-002

1 February 2017

Brendan Smith

fyi-request-5178-1cfc2d49@requests.fyi.org.nz

Dear Brendan

OFFICIAL INFORMATION REQUEST

I refer to your official information request 3 January 2017 for the following:

I would like to request the following information regarding the 3 huts at Loch Katrine, built by the Loch Katrine Association with the permission of DOC:

- 1) *Information regarding the number of paid bookings that have been made by the public (i.e. not the hut owners or those who are able to get preferred rates) for the 3 Loch Katrine huts since they have been built. In addition to this please provide details of the total cabin fees charged since the huts were built.*

I would also appreciate if, for the last 5 years the bookings could be broken down by each hut, showing the number of bookings as well as the days stayed (by the public) for each month during the period beginning 1 January 2012 to 31 December 2016. I would also appreciate details of the number of occupants and the amounts paid for each of these stays.

If this information is not available, could you please explain why it is not available, and why DOC has not requested a copy of these records under Schedule 3 of the Concession Document dated 22 March 2004 (the "Lease")

- 2) *Information regarding the number of instances since the huts were built that the public has been refused access to the cabins and the reasons for each of these refusals. To the extent this information is unavailable to DOC, could you please explain why this information has not been requested by DOC (under Schedule 3 of the Lease) in order to monitor the compliance with the Lease by the Concessionaire.*
- 3) *Proof of, and details of, the annual audit conducted on the Concessionaire's bank account where all fees collected from the cabin is banked. To the extent this information is not accessible to DOC (as the concessionaire holds this information), could you please provide an explanation as to how DOC is ensuring the condition in Schedule 3 of the Lease is being complied with.*

I would also appreciate if you could provide details of the amount spent on the purposes listed in Schedule 3 of the Lease, including details of all spending on maintenance, enhancement/protection projects, and any other spending that has been approved by the Area Manager North Canterbury.

Could you please also explain how DOC is ensuring the money generated from the cabins is spent on the purposes listed in Schedule 3 of the Lease.

- 4) *Details of the current cabin fees as agreed by and approved by DOC, and the date these fees were approved. I would also appreciate details of any previous agreed fees and the dates these fees were effective from and to.*

Please find enclosed the information which you requested.

Yours sincerely,



Andy Roberts
Director, Operations
Eastern South Island Region

1) Information regarding the number of paid bookings that have been made by the public (i.e. not the hut owners or those who are able to get preferred rates) for the 3 Loch Katrine huts since they have been built. In addition to this please provide details of the total cabin fees charged since the huts were built.

The Department of Conservation does not hold all the information requested. As per Schedule 3 clause 28 of the concession document (the Lease) the booking log is only made available to DOC on request. Although the fees collected can be audited, an audit has not yet been undertaken for this concession.

The booking log was requested and viewed by DOC in February 2015 and covered the period from November 2013 to February 2015. This information is in the table below.

I would also appreciate if, for the last 5 years the bookings could be broken down by each hut, showing the number of bookings as well as the days stayed (by the public) for each month during the period beginning 1 January 2012 to 31 December 2016. I would also appreciate details of the number of occupants and the amounts paid for each of these stays.

This information is not held by the Department. As set out below, booking details are provided up to February 2015. The Department has not yet requested details from the concession holder for the period since then.

Loch Katrine Association Inc.							
Hut Booking Log							
Booking Dates	Booking Made	Hut(s) booked	Organisation	Comment	Paid	Bond	Refund
5 - 7/11/13		2 huts	DOC	planting /volunteers	\$0		
16 - 17/2/14		Glengyle	4WD club	8 adults	\$140	yes	yes
16 - 17/2/14		Hoka Kura	4WD club	8 adults	\$140	yes	yes
	17/03/2014			Cancelled			
25 - 17/4/14		One Horn		4 adults 2 children	\$270	yes	yes
7 - 8/6/14		Hoka Kura		2 adults	\$95	yes	yes
7 - 8/6/14		One Horn		refunded	\$0	yes	yes
2-3/10/14							
11 - 13/11/14		Hoka Kura	DOC	planting /volunteers	\$0		
14 - 16/11/14		Hoka Kura		4 adults 2 children	\$370	yes	yes
23 - 23/12/14		Hoka Kura		4 adults	\$380	yes	yes
14/02/2015		2 huts		12 adults	\$480	yes	

If this information is not available, could you please explain why it is not available, and why DOC has not requested a copy of these records under Schedule 3 of the Concession Document dated 22 March 2004 (the "Lease")

Other work priorities have generally been more pressing e.g. urgent hut and track maintenance, two very busy rural fire seasons from 2014-2016 fire, and a wide range of

concession and other statutory work (such as new applications for concessions) across North Canterbury.

2) Information regarding the number of instances since the huts were built that the public has been refused access to the cabins and the reasons for each of these refusals. To the extent this information is unavailable to DOC, could you please explain why this information has not been requested by DOC (under Schedule 3 of the Lease) in order to monitor the compliance with the Lease by the Concessionaire.

This information should be available from the concessionaire if requested by DOC. DOC has not yet requested this information as it has not been a priority when compared with other work demands (see above).

3) Proof of, and details of, the annual audit conducted on the Concessionaire's bank account where all fees collected from the cabin is banked. To the extent this information is not accessible to DOC (as the concessionaire holds this information), could you please provide an explanation as to how DOC is ensuring the condition in Schedule 3 of the Lease is being complied with.

An audit as per condition within Schedule 3 has not occurred, this is due to higher priority work demands (as above). The Director for Eastern South Island is currently considering when an audit will be required by to meet conditions in Schedule 3.

I would also appreciate if you could provide details of the amount spent on the purposes listed in Schedule 3 of the Lease, including details of all spending on maintenance, enhancement/protection projects, and any other spending that has been approved by the Area Manager North Canterbury.

No assessment has been made of the amount spent as described within Schedule 3 of the lease including any spending on maintenance. Our financial records do not track expenditure to this scale.

Could you please also explain how DOC is ensuring the money generated from the cabins is spent on the purposes listed in Schedule 3 of the Lease.

The Operations Manager, North Canterbury has not approved any spending by the group for the maintenance of other structures/facilities on the reserve or enhancement /protection at the reserve.

4) Details of the current cabin fees as agreed by and approved by DOC, and the date these fees were approved. I would also appreciate details of any previous agreed fees and the dates these fees were effective from and to.

The fees were set in the original concession signed in March 2004. Fees set out below:

- 24) Cabin fees:
- a) Contributory/founding Members: NIL.
 - b) LKA Members: \$10 per night per person or \$25 per night maximum per cabin
 - c) Public: \$12 per night per person or \$30 per night maximum per cabin
\$30 bond refunded on return of keys

25) The cabin user will forfeit the key bond if damage has been done to the cabin.

26) The Concessionaire may alter the cabin fees and/or key bond with the written approval of the Lessor.

The fees were reviewed in June 2015. Copy of Variation below:

1. **Variation**

As from 8 June 2015, the Concession is varied as follows:

(i) Schedule 3, condition 24 will be removed and replaced with:

'Cabin fees:

a) Contributory Members NIL

b) LKA Members \$43 per night for a single person
 \$86 per night for two persons
 \$105 per night maximum

c) Public \$48 per night for a single person
 \$96 per night for two persons
 \$120 per night maximum

\$100 bond. Refunded on return of keys and confirmation by the next cabin user that the cabin has been left in a satisfactory condition.'

DOC-2512270

Concession Number: CA-251-ACC

(ii) To Schedule 3, add new condition number 48:

'The concessionaire may alter the cabin fees and / or key bond with the prior written approval of the Lessor. The process is that the concessionaire may apply to have Cabin fees reviewed every three years on the dates set in Schedule 1(10) for the Concession Fee Review. The Lessor will consider, as part of their assessment, the criteria of Schedules 2 (3) and 3 (32 & 44) when considering the reason for any fee increase.'