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**From:** Judi Brennan  
**Sent:** Wednesday, 13 January 2021 9:21 a.m.  
**To:** Aaron Taikato  
**Cc:** Aran Naismith; Leigh-Anne Wiig; Deidre Ewart  
**Subject:** RE: Media permit meeting with media representatives

Morena Aaron,

Just checking in with you before the meeting planned for this morning. Just to confirm Deidre Ewart will be facilitating the meeting starting off with introductions and the purpose of the meeting...before Aran leads off with the context and my confirmation of the legislative position.

We did consider opening with a karakia however feel that on this occasion it may not necessarily be appropriate so trust you are okay with that. A key aspect for you to chip in with will be about supporting our S4 obligations and how we go about this 😊 We don't yet have a clear process or recommendation in mind to share, other than the current mainstream media process in place and one of the main purposes of the meeting is to listen and seek their feedback.

Nga mihi

Judi

**From:** Leigh-Anne Wiig <lwiig@doc.govt.nz>  
**Sent:** Thursday, 7 January 2021 8:57 am  
**To:** Aaron Taikato <ataikato@doc.govt.nz>  
**Cc:** Judi Brennan <jbrennan@doc.govt.nz>; Aran Naismith <anaismith@doc.govt.nz>  
**Subject:** FW: Media permit meeting with media representatives

Kia ora Aaron,

Would you be available for a 1.5-2 hour meeting next week where we will be discussing media permit processes with external media? I think it's important we have KKA voice at the meeting and Tash agrees. Usually Aran or Judi would arrange this, but they're away this week and I'm trying to get the meeting sorted. It would be a virtual meeting via Teams or Zoom as most of us are widely distributed.

Ngā mihi,

**Leigh-Anne Wiig**  
Team Lead National Communications | Kaimanatū Tuku Whakapā  
Media and Communications Team, Wellington  
**Department of Conservation | Te Papa Atawhai**  
18 - 32 Manners Street - Te Aro - Wellington - 6011  
PH: 027 404 9814  
[lwiig@doc.govt.nz](mailto:lwiig@doc.govt.nz)  
<http://www.doc.govt.nz/>

**From:** Natasha Hayward <[nhayward@doc.govt.nz](mailto:nhayward@doc.govt.nz)>  
**Sent:** Thursday, 7 January 2021 8:42 a.m.  
**To:** Leigh-Anne Wiig <[lwiig@doc.govt.nz](mailto:lwiig@doc.govt.nz)>; Jonty Somers <[jsomers@doc.govt.nz](mailto:jsomers@doc.govt.nz)>  
**Cc:** Judi Brennan <[jbrennan@doc.govt.nz](mailto:jbrennan@doc.govt.nz)>; Aran Naismith <[anaismith@doc.govt.nz](mailto:anaismith@doc.govt.nz)>; Bronwyn Saunders <[bsaunders@doc.govt.nz](mailto:bsaunders@doc.govt.nz)>  
**Subject:** RE: Media permit meeting with media representatives

Kia ora koutou

This meeting will need a really strong facilitator.

PPL should lead the meeting and it is critical we have KKA and legal team members to clearly describe s4 and legal requirements. I understood for the task assignment, KKA were to be part of the review team. Have we not had this representation? My suggestion would be Aaron Taikato as he holds the regulatory portfolio for KKA. If he cant then he will be able to suggest someone else. As a guess I would say this meeting will need a 1.5 – 2 hours to cover intros and your agenda etc and allow for good discussion.

I think it is really important for this meeting that we demonstrate we are listening, open and being thorough in our review however we have some definite / hard constraints (s4 and legal) we must work within.

Nga mihi  
Tash

**From:** Leigh-Anne Wiig <[lwiig@doc.govt.nz](mailto:lwiig@doc.govt.nz)>  
**Sent:** Wednesday, 6 January 2021 4:26 PM  
**To:** Natasha Hayward <[nhayward@doc.govt.nz](mailto:nhayward@doc.govt.nz)>; Jonty Somers <[jsomers@doc.govt.nz](mailto:jsomers@doc.govt.nz)>  
**Cc:** Judi Brennan <[jbrennan@doc.govt.nz](mailto:jbrennan@doc.govt.nz)>; Aran Naismith <[anaismith@doc.govt.nz](mailto:anaismith@doc.govt.nz)>; Bronwyn Saunders <[bsaunders@doc.govt.nz](mailto:bsaunders@doc.govt.nz)>  
**Subject:** Media permit meeting with media representatives

Kia ora Tash and Jonty,

With Judi and Aran away I am looking for some support before I set up the meeting with media representatives.

I have now heard back from Stuff (Geoff Collett) and TVNZ (Phil O'Sullivan) and NZ Geographic (James Frankham) about meeting with us to talk about the media permit review. Geoff and Phil are free to meet next week, but James is unavailable until after 26 January. I will ask the media representatives if they think we should include others or if this is fair representation.

I think we should push ahead with the meeting and bring James up to speed later.

A couple of questions for you before I send out an appointment:

1. Can we please have someone to explain the legal position at this context meeting – does this need to be someone from Jonty's team or can Judi/Aran do it?
2. Can we also have someone from KKA or who can give the iwi/Maori perspective in relation to Section 4?
3. Who else from DOC needs to attend? We think it's important to have all the relevant people there to set the context for media. So far we have:
  - Bronwyn
  - Leigh-Anne
  - Judi

- Aran
  - Natasha?
  - Jonty/legal?
  - Someone from KKA to give the iwi/Maori perspective?
4. Who is leading this meeting? We need to have a clear agenda. I suggest that we need to include:
- Terms of the meeting, what the intention is, rules of engagement
  - Background to the review
  - The legal position/DOC's position
  - Media perspectives
  - Options for next steps/way forward
  - How to respond to media queries/coverage while review is taking place.
5. How long should I set aside?

The meeting will have to be Monday – Thursday next week as I'm away on Friday.

Ngā mihi,

**Leigh-Anne Wiig**

Team Lead National Communications | Kaimanatū Tuku Whakapā  
Media and Communications Team, Wellington

**Department of Conservation | Te Papa Atawhai**

18 - 32 Manners Street - Te Aro - Wellington - 6011

PH: 027 404 9814

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<http://www.doc.govt.nz/>

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**From:** Judi Brennan  
**Sent:** Wednesday, 13 January 2021 8:29 a.m.  
**To:** Aran Naismith  
**Subject:** Fwd: RE: Mainstream media permit review - key messages for media meeting - DOC-6542008.docx

FYI....the key messaging for you covers the context I think we need. If you do that then hand to me....

Sent from Workspace ONE Boxer

----- Forwarded message -----

**From:** Deidre Ewart <dewart@doc.govt.nz>  
**Date:** 13/01/2021 8:00 am  
**Subject:** RE: Mainstream media permit review - key messages for media meeting - DOC-6542008.docx  
**To:** Judi Brennan <jbrennan@doc.govt.nz>  
**Cc:**  
Yes, what you had suggested.

I'll do the welcome and lead the intros – are we expecting Aaron to want to do a karakia?

Then, I'll hand straight over to you

**From:** Judi Brennan <jbrennan@doc.govt.nz>  
**Sent:** Wednesday, 13 January 2021 7:59 a.m.  
**To:** Deidre Ewart <dewart@doc.govt.nz>  
**Subject:** RE: Mainstream media permit review - key messages for media meeting - DOC-6542008.docx

Just to be clear....what I had suggested already with Aran then?

**From:** Deidre Ewart <dewart@doc.govt.nz>  
**Sent:** Wednesday, 13 January 2021 7:57 am  
**To:** Judi Brennan <jbrennan@doc.govt.nz>  
**Subject:** RE: Mainstream media permit review - key messages for media meeting - DOC-6542008.docx

Lets go with that.

See you at 10.30

**From:** Judi Brennan <jbrennan@doc.govt.nz>  
**Sent:** Wednesday, 13 January 2021 6:45 a.m.  
**To:** Deidre Ewart <dewart@doc.govt.nz>  
**Subject:** RE: Mainstream media permit review - key messages for media meeting - DOC-6542008.docx

Hi Deidre

I had discussed with Aran about him outlining the background and myself the legal aspect.....I'm not fussed how it needs to be.....I thought it would be a bit much to throw this at you so its your call.

Judi

Sent from Workspace ONE Boxer

On 12/01/2021 5:14 pm, Deidre Ewart <[dewart@doc.govt.nz](mailto:dewart@doc.govt.nz)> wrote:  
Thanks Leigh-Anne,

That helps me to understand a bit more clearly.

Judi, would you like me to outline the background and legal perspective (using the key messages) , or would you like to do that?

**From:** Leigh-Anne Wiig <[lwiig@doc.govt.nz](mailto:lwiig@doc.govt.nz)>

**Sent:** Tuesday, 12 January 2021 4:10 p.m.

**To:** Deidre Ewart <[dewart@doc.govt.nz](mailto:dewart@doc.govt.nz)>; Judi Brennan <[jbrennan@doc.govt.nz](mailto:jbrennan@doc.govt.nz)>; David Newey <[dnewey@doc.govt.nz](mailto:dnewey@doc.govt.nz)>

**Subject:** RE: Mainstream media permit review - key messages for media meeting - DOC-6542008.docx

Thanks Deidre,

I'm happy to discuss on the phone if it's easier.

I would prefer PPL to outline background and legal position and Bronwyn and I can chip in from comms perspective. We need to be clear that it's a permissions process based on our legislation, rather than anything the media team has introduced. Media and comms are trying to support media best way we can to do their jobs, as well as support our own staff who have legal and treaty responsibilities.

Does that make sense?

Cheers

Leigh-Anne

**From:** Deidre Ewart <[dewart@doc.govt.nz](mailto:dewart@doc.govt.nz)>

**Sent:** Tuesday, 12 January 2021 4:01 p.m.

**To:** Judi Brennan <[jbrennan@doc.govt.nz](mailto:jbrennan@doc.govt.nz)>; David Newey <[dnewey@doc.govt.nz](mailto:dnewey@doc.govt.nz)>; Leigh-Anne Wiig <[lwiig@doc.govt.nz](mailto:lwiig@doc.govt.nz)>

**Subject:** RE: Mainstream media permit review - key messages for media meeting - DOC-6542008.docx

Thanks Judi,

I will now be chairing this meeting.

Please can you or Leigh-Anne clarify for me how you would like the meeting to run?

Obviously start with introductions and then I think that we should cut to the purpose of the meeting and ensure that is clear for everyone.

Then move into our background and context and what we have done to date – Leigh-Anne or Judi will I hand over to you for that, or would you like me to cover it off?

Then I think we hand over to them to share their issues and suggestions (noting that upfront we will acknowledge that we didn't implement it well with them)

Cheers  
Deidre

**From:** Judi Brennan <[jbrennan@doc.govt.nz](mailto:jbrennan@doc.govt.nz)>  
**Sent:** Tuesday, 12 January 2021 3:53 p.m.  
**To:** David Newey <[dnewey@doc.govt.nz](mailto:dnewey@doc.govt.nz)>; Deidre Ewart <[dewart@doc.govt.nz](mailto:dewart@doc.govt.nz)>  
**Subject:** FW: Mainstream media permit review - key messages for media meeting - DOC-6542008.docx

Hi guys, sharing key messaging with you in terms of the now confirmed meeting tomorrow. I've advised Leigh-Anne that either of you would "chair/facilitate" the meeting.

Is there anything in terms of other information that you need from me in preparation?

Cheers

Judi

**From:** Leigh-Anne Wiig <[lwiig@doc.govt.nz](mailto:lwiig@doc.govt.nz)>  
**Sent:** Tuesday, 12 January 2021 12:47 pm  
**To:** Judi Brennan <[jbrennan@doc.govt.nz](mailto:jbrennan@doc.govt.nz)>; Aran Naismith <[anaismith@doc.govt.nz](mailto:anaismith@doc.govt.nz)>; Bronwyn Saunders <[bsaunders@doc.govt.nz](mailto:bsaunders@doc.govt.nz)>  
**Subject:** Mainstream media permit review - key messages for media meeting - DOC-6542008.docx

Hi Judi, Aran and Bronwyn,

Here are some key messages I've drafted as the basis for our meeting with media tomorrow, to ensure we're all on the same page. Let me know if you have any changes and I'll forward them to Aaron Taikato and Dave Newey for their info.

Also Judi – did you confirm that Dave would facilitate the meeting?

I now also have RNZ look like they'll send someone too.

Cheers

Leigh-Anne

**Mainstream Media Permit Review**  
**12 Jan 2021**

**Key messages for meeting with media**

### **Background to the permit system**

1. In 2018 DOC reviewed guidelines to support media access in "breaking" news situations after a journalist complained they were told three different things from three different people within DOC about whether they could film a story in the Waipoua forest.
1. The 2018 review found there was no formal policy governing "breaking news" media access to PCL.

2. In some cases, DOC had sporadically authorised media access without a concession, sometimes the staff at place gave approval, while in other instances (more often) media were required to obtain a one-off filming concession, which could take up to 20 working days.
2. That wasn't practical for anyone so in order to get consistency across DOC and to make the process speedy for media, we introduced the mainstream media process in 2019.
3. The process involved the media and comms team working with media to get an application approved within 48 hours.
4. DOC introduced training across the organisation in order to embed the process.
5. Where we fell down was in consulting with the media – so some media knew about the process and others didn't. This all came to a head in October last year with some media organisations complaining to our Director General who ordered another review.

### **Purpose of this meeting**

6. We want to support the media to access conservation land for their work/filming/recording.
7. This meeting is to understand any issues the media have with the permit system and look at how we can work within the legislation to address those issues.
8. The review is to make sure we're doing everything we can to make it easy for media to access conservation land to do their jobs, recognising that we've got to work within the law.
9. This is not a story for publication. It is a behind-the-scenes discussion.

### **What the law says**

10. Under the Conservation Act anyone who wants to film for commercial reasons on public conservation land needs to have prior authorisation from DOC.
11. This is to ensure that DOC can manage the impact of the activity on wildlife and protected areas and to ensure that all people, including staff, visitors and the media are safe.
12. Pursuant to s17O(2) Conservation Act 1987, a concession is required for any activity carried out in a conservation area. An "activity" is defined in s2 Conservation Act to include a trade, business, or occupation.
13. There is nothing in the Act that would allow journalists to access public conservation land without obtaining a concession. Section 17O(2) is clear – no activity other than exempt activities shall be carried out in a conservation area unless authorised by a concession.
14. Where DOC has pitched a story to media, or invited them to come with us, a permit is not required because this is regarded as "the work of the Director-General" or DOC's own work under the law.

### **About the mainstream media process**

15. The need for a permit is not new. However, we understand that the process for this hasn't been very clear to media in the past, so we streamlined the process in 2019.
16. The streamlined process for breaking news includes an option to use a drone or a helicopter.
17. It's expected the streamlined process would take between 24-48 hours to process.



18. The media and communications team will facilitate this process for you, but there may be occasions where a streamlined permit process cannot be approved in the shortened time period. Media would then need to apply for a one-off permit which can take up to 20 working days to be approved.
19. We encourage you to think ahead and organise your permit well before you need it.
20. This streamlined process is for mainstream media for news and issues that are in the public interest.
21. There will be no fee for this streamlined process.
22. Film makers who are filming on public conservation land for commercial gain (eg documentary makers, film companies, advertisers, social media influencers) will have to apply through the usual permitting process

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## **Mainstream Media Permit – Review**

12 Jan 2021

### **Key messages for meeting with media**

#### **Background to the permit system**

- In 2018 DOC reviewed guidelines to support media access in “breaking” news situations after a journalist complained they were told three different things from three different people within DOC about whether they could film a story in the Waipoua forest.
- The 2018 review found there was no formal policy governing “breaking news” media access to PCL.
- In some cases, DOC had sporadically authorised media access without a concession, sometimes the staff at place gave approval, while in other instances (more often) media were required to obtain a one-off filming concession, which could take up to 20 working days.
- That wasn’t practical for anyone so in order to get consistency across DOC and to make the process speedy for media, we introduced the mainstream media process in 2019.
- The process involved the media and comms team working with media to get an application approved within 48 hours.
- DOC introduced training across the organisation in order to embed the process.
- Where we fell down was in consulting with the media – so some media knew about the process and others didn’t. This all came to a head in October last year with some media organisations complaining to our Director General who ordered another review.

#### **Purpose of this meeting**

- We want to support the media to access conservation land for their work/filming/recording.
- This meeting is to understand any issues the media have with the permit system and look at how we can work within the legislation to address those issues.
- The review is to make sure we’re doing everything we can to make it easy for media to access conservation land to do their jobs, recognising that we’ve got to work within the law.
- This is not a story for publication. It is a behind-the-scenes discussion.

#### **What the law says**

- Under the Conservation Act anyone who wants to film for commercial reasons on public conservation land needs to have prior authorisation from DOC.

- This is to ensure that DOC can manage the impact of the activity on wildlife and protected areas and to ensure that all people, including staff, visitors and the media are safe.
- Pursuant to s170(2) Conservation Act 1987, a concession is required for any activity carried out in a conservation area. An “activity” is defined in s2 Conservation Act to include a trade, business, or occupation.
- There is nothing in the Act that would allow journalists to access public conservation land without obtaining a concession. Section 170(2) is clear – no activity other than exempt activities shall be carried out in a conservation area unless authorised by a concession.
- Where DOC has pitched a story to media, or invited them to come with us, a permit is not required because this is regarded as ‘the work of the Director-General’ or DOC’s own work under the law.

#### **About the mainstream media process**

- The need for a permit is not new. However, we understand that the process for this hasn’t been very clear to media in the past, so we streamlined the process in 2019.
- The streamlined process for breaking news includes an option to use a drone or a helicopter.
- It’s expected the streamlined process would take between 24–48 hours to process.
- The media and communications team will facilitate this process for you, but there may be occasions where a streamlined permit process cannot be approved in the shortened time period. Media would then need to apply for a one-off permit which can take up to 20 working days to be approved.
- We encourage you to think ahead and organise your permit well before you need it.
- This streamlined process is for mainstream media for news and issues that are in the public interest.
- There will be no fee for this streamlined process.
- Film makers who are filming on public conservation land for commercial gain (eg documentary makers, film companies, advertisers, social media influencers) will have to apply through the usual permitting process

#### **Messages about Section 4**

- Section 4 of the Conservation Act requires DOC to give effect to the principles of the Treaty of Waitangi and the Supreme Court’s 2018 decision in the Ngāi Tai ki Tamaki case underlined the importance of this.
- The Court said that in some circumstances, giving effect to the Treaty principle of ‘active protection’ requires decision-makers to consider extending a degree of preference to iwi as well as looking at the potential economic benefit of doing so.

- The judgment also stated that section 4 does not create a power of veto for iwi or hapū over the granting of concessions, or any exclusive right to concessions.
- In April 2019 the then Minister of Conservation Eugenie Sage asked DOC to consider ways it can improve delivery of its section 4 responsibilities across all levels of its work.

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**From:** Leigh-Anne Wiig  
**Sent:** Wednesday, 23 December 2020 1:06 p.m.  
**To:** Geoff Collett; James Frankham; phil.o'sullivan@tvnz.co.nz; bridget.tunncliffe@rnz.co.nz  
**Cc:** Judi Brennan; Bronwyn Saunders; Aran Naismith  
**Subject:** Discussion on mainstream media permits for access to public conservation land

Kia ora koutou,

Thanks for your interest in being consulted as part of our review of mainstream media permits.

We're now in a position where we can outline where we've got so far, and we'd like to bring you together for a discussion on next steps.

Could you please indicate whether you are around between 6-14 January or after 26 January, so that I can arrange a meeting? I imagine it will require an hour or two for a discussion, and since we're spread out around Aotearoa, it will probably have to be an online meeting.

I hope you get to have a restful break over the holidays and look forward to speaking with you in the New Year.

Ngā mihi,

**Leigh-Anne Wiig**

Team Lead National Communications | Kaimanatū Tuku Whakapā  
Media and Communications Team, Wellington

**Department of Conservation | Te Papa Atawhai**  
18 - 32 Manners Street - Te Aro - Wellington - 6011  
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[lwieg@doc.govt.nz](mailto:lwieg@doc.govt.nz)

<http://www.doc.govt.nz/>

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# Mainstream Media

## Record of Process (RoP)

### How to use this document

This document comprises both the application form and instructions on how to complete a Mainstream Media request.

#### KEY:



This section is to be filled out by the Media and Communications Team



This section is to be filled out by the Applicant



This section is to be filled out by the Local Office Decision Maker

This document is for internal reference (Department of Conservation staff only), and to be used by anyone within the department needing to process a Mainstream Media request.

For further questions on using this form or any other media enquiries, call **Media and Communications Team** on (04) 4961911.



Department of  
Conservation  
*Te Papa Atawhai*

New Zealand Government

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## Overview

This process is to provide a customer focused expedited assessment for mainstream media (MM) requests for access to public conservation land to cover issues that are topical, timely and in the public interest.

DOC's Media and Communication Team (MCT) will primarily manage this process and work with permit applicants to prepare the application. MCT will also coordinate the assessment of the application with the relevant local office/decision maker and ensure the record is forwarded to the Statutory Processing Team (SPT) for entry into the Permissions Database.

This record should only be used to cover short-term mainstream media authorisations and should only be initiated by MCT.

The timeframes for this process are as follows:

- from the submission of the application to a decision maker to completed decision to applicant - 48 hours
- acknowledgement of approval by applicant - 24 hours after MCT approval notification
- completion of the process record - 24 hours after MCT notification and acknowledgement by applicant of permit
- submission of the completed process record to SPT - immediately upon completion
- SPT input to the Permission Database - 24 hours after receipt from MCT.

Notes:

- This application should meet all criteria on the Media and Communications Team (MCT) Checklist.
- The proposed activity may include use of a drone and/or aircraft.
- There currently are no fees to use this process.

## Terms and definitions

Term	Definition
Record of Process (ROP)	The process record created by the Media and Communications Team (MCT) which contains the MCT checklist, applicant information, assessment and decision by Decision Maker, notification templates and acknowledgement of receipt by the applicant. This record will be forwarded to the Statutory Process Team (SPT)
Mainstream media	Any print, radio, television or online journalist who is providing material for news and current affairs that is in the public interest. This does not include social media influencers or long form documentary makers that on sell their product (e.g. Coast, Blue Planet)
Significant news	Any issue that is topical, timely and in the public interest. It could also involve reputational issues for DOC and we would want to make sure DOC could respond in a transparent and timely fashion – given our role as public servants
Concession and Permit	An access authorisation issued by DOC under this process. These terms are used interchangeably

## Key responsibilities

This process will be led by members of the Media and Communication Team.

Others involved include:

Party	Responsibility
Local district office staff (including ranges)	Will assist in coordinating the application's assessment with the relevant decision maker and completing the assessment portion of the Record of Process
Local district managers	Will be responsible for assessing the application against the requirements of relevant criteria
Statutory Process Team (SPT)	Will be tasked with inputting the completed application process into the Permissions Database
DOC Legal and Permissions National Advisors	Will provide advice and support throughout

Any enquiry by Mainstream media to cover a significant news event under this process will be facilitated by the **Media and Communications Team (MCT)**.

MCT will:

- Facilitate early pre-application discussions with the MM applicant to scope the request, complete the MCT checklist and send the applicant the Application Information portion of the Record of Process;
- Advise the applicant that this process can only be used where the *effects are minimal* and *no iwi consultation is required*;
- Ensure that all sections of the application portion of the Record of Process are complete before submission to the relevant local office for assessment;
- Ensure that the authorisation or decline letter is sent to the MM applicant after a decision is made;
- Ensure that the local office records the appropriate Decision Maker's sign-off on the Record of Process (may be done electronically);
- Ensure that the acknowledgement of receipt (of the permit by the applicant) portion of the Record of Process is complete.

Upon completion of this record (including sign-off by the Decision Maker), this record must be sent to the Statutory Process Team at [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz) for final processing.

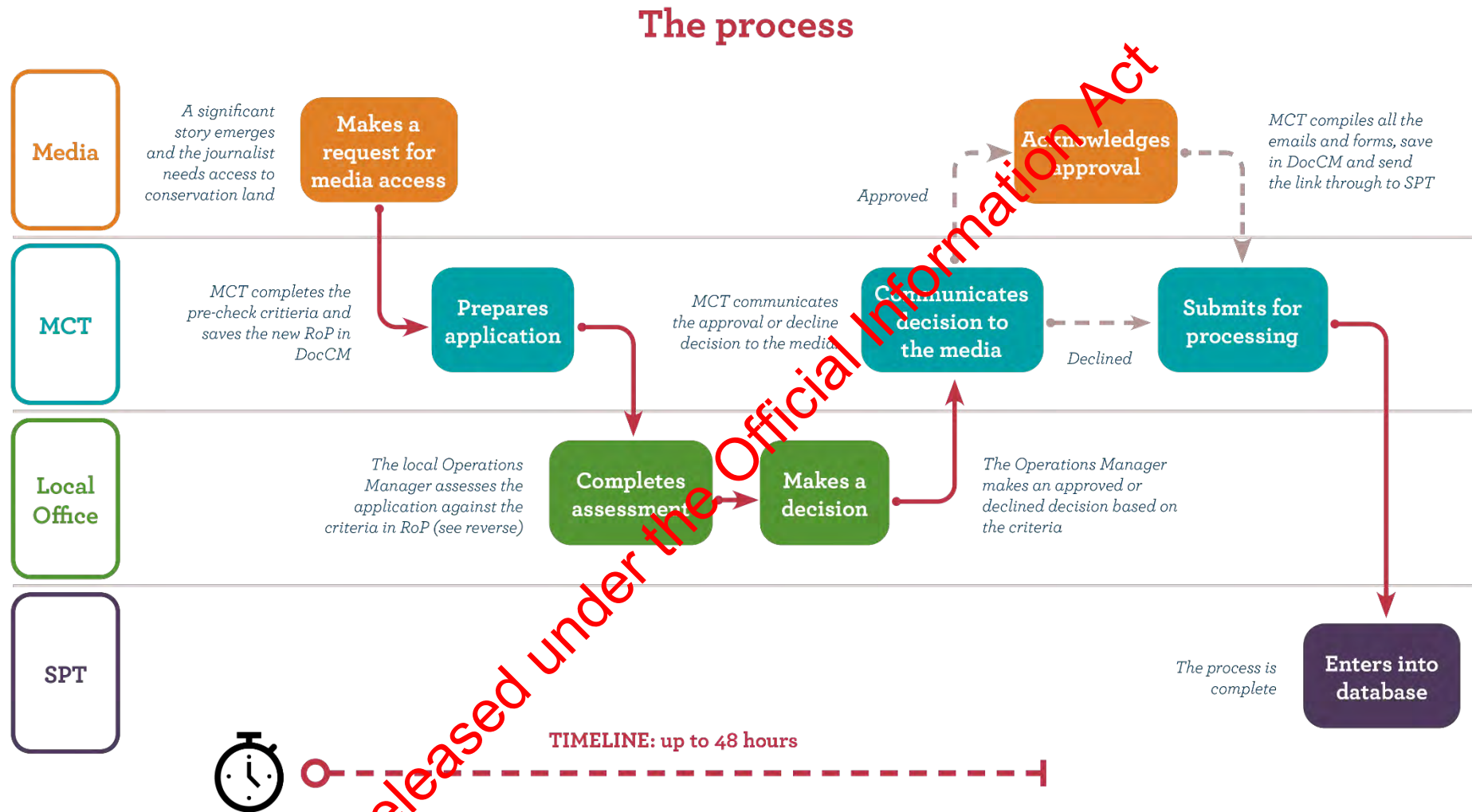
The **Local Office** handling a MM request will:

- Forward any initial MM enquiries to MCT for pre-application discussion;
- Ensure that the Application Assessment portion of the Record of Process is complete (including the Decision Maker's decision and electronic signature);
- Notify MCT when the Application Assessment portion of the Record of Process is complete and saved to docCM.

Upon receipt of the completed record, the **Statutory Processing Team** will:

- Capture the application in the Permissions Database;
- Notify MCT if they require more information to complete input.

Fig 1: The Mainstream Media Request process



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**KEY**

MCT Media and Communications Team

SPT Statutory Processing Team

## PART I: MCT Initial processing

Upon receiving a Mainstream Media (MM) request, the assigned MCT liaison should either:

1. Download this document (the Record of Process Template [DOC-5631995](#));
2. Email the **Mainstream media applicant details** word document on page 9 to the applicant as an attachment. Either:
  - a) double click the ‘Outlook template’ icon. This will open an email in Outlook with the form already attached; OR
  - b) double click the ‘Application form’ icon, save the document to your desktop, then add as an attachment to your email.
3. Replace the **Application Information** section (only) with their responses once received.
4. Save the record as a new document in docCM using the following naming convention:
  - a. Mainstream Media Application - (Applicant Name) -(month-year)  
(e.g. Mainstream Media Application - Lucy Croft - 12-2018)
5. Notify the relevant Local Office and provide them with the docCM number of the RoP.

OR

1. After downloading this document (the Record of Process Template [DOC-5631995](#)); MCT can fill in the **Application Information** section if speaking to an applicant directly
2. Once the required information is received, paste it into this RoP template and save the record as a new document in docCM using the following naming convention:
  - a. Mainstream Media Application - (Applicant Name) -(month-year)  
(e.g. Mainstream Media Application - Lucy Croft - 12-2018)
3. Notify the relevant Local Office and provide them with the docCM number of the RoP.



## Pre-check

Completed by: Media and Communications Team

During initial discussions, confirm that the activity complies with the following checklist. The activity must:

- have minor effects that can be easily managed\*
- comply with the relevant legislation, conservation management strategy, and conservation management plans\*
- is clearly defined
- not have a duration of more than 3 months
- not require construction of permanent or temporary structures (e.g. toilets, sets, storage facilities)
- not involve bringing animals onto public conservation land
- not be something that could reasonably be undertaken off public conservation land.

\*Consult the local DOC Office who will handle this assessment if you need assistance making these determinations.

**MCT member name:** [Click or tap here to enter text.](#)

**To the best of my knowledge, the activity complies with the above conditions** (please tick).

- Yes**       **No** (the applicant is not eligible for a Mainstream Media short-term concession. They will need to apply for a different concession).

**Is the applicant known to the Media Team?**

- Yes**       **No**

**If not, describe below:**

[Click or tap here to enter text.](#)

**List relevant information relating to the Applicant's ability to carry out the proposed activity:**

[Click or tap here to enter text eg. applicant is experienced in the proposed activity](#)



### A. Applicant details

Fill out the following or email the form through to the Applicant using this Outlook message template. If you are not using Outlook, attach and email through this Word document:



## Applicant details

Completed by: Applicant (or Media and Communications Team)

**Applicant name:** Enter full name of registered company or individual

**Legal status of applicant** (please tick):

Individual

Registered Company

Other - please specify: Click or tap here to enter text.

**Company registration number:** Click or tap here to enter text.

**Trading name** (if different from Applicant name): Click or tap here to enter text.

**Postal address:** Click or tap here to enter text.

**Registered Office of company** (if applicable): Click or tap here to enter text.

**Phone:** Click or tap here to enter text.


**Contact person and role:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Cell phone:** Click or tap here to enter text.

## B. Activity data table

 <b>Activity details</b> Completed by: Applicant (or Media and Communications Team)					<b>Office use only</b> Completed by: Local Office	
List the areas of your proposed activities. If you are unable to identify the areas or you do not know them, please seek the assistance of Departmental staff. If using a helicopter operator that already has a concession, note this and include the operator's name. Under 'Activity applied for', indicate Photography (P), Filming (F), Drone (D), Helicopter (H), and/or Other (O). If other (O), describe below. Do not fill in the OFFICE USE ONLY section.					To be completed by the Local Office Decision Maker only.	
Name of conservation area	Activity applied for	Description of Activity	Vehicle (include specifications)	Dates, duration and reason for activity	S17W Consistency?	Approved / Denied?
Eg. Matiu/Somes Island and Historic Reserve or Matiu Circuit Track and Quarantine Building	P, F, D	Filming re. Kauri dieback impacts. Crew of 3 taking film and stills w/ drone use	APAX A-11 Drone (1kg weight, electric powered).	3-4 February 2019	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>Other:</b> Please describe.					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

## C. Effects assessment



### Effects assessment

Completed by: Applicant (or Media and Communications Team)

Consider the potential adverse effects of the proposed activity(ies) use on public conservation land listed below and the methods proposed to avoid, remedy or mitigate them.

Tick the boxes of those adverse effects that may apply to your proposed activity(ies):

**Disruption to people using public conservation land**

Proposed methods to avoid, remedy or mitigate the effect:

- Be respectful of others' privacy
- Do not make unnecessary noise or disturbances
- Equipment and vehicles used should not impede foot, bicycle and vehicle traffic

**Disruption and harm to birds and other wildlife**

Proposed methods to avoid, remedy or mitigate the effect:

- Do not disturb or harm birds and other wildlife
- Do not follow birds and other wildlife

**Damage to vegetation on public conservation land**

Proposed methods to avoid, remedy or mitigate the effect:

- Do not enter unauthorised areas
- Use care in deploying equipment, crew and vehicles

**Fire because of activity(ies)**

Proposed methods to avoid, remedy or mitigate the effect:

- Always carry a fire extinguisher when using a drone
- Always phone 111 in the event of a fire

**Drone and/or aircraft use**

Proposed methods to avoid, remedy or mitigate the effect:

- Always follow Civil Aviation Authority Rules for drone and/or aircraft use
- Always stay in control of drones
- Never fly a drone directly over people unless they say it is okay

- Always keep drones and/or aircraft a safe distance away from people, buildings, structures and vehicles
- Immediately land drones if wildlife is disturbed

**Other: Additional effects and methods to avoid, remedy or mitigate these effects**

If you believe there are additional adverse effects of your activity(ies), explain the effect(s) and the proposed method(s) to avoid, remedy or mitigate it/them:

Click or tap here to enter text.

**Statement**

I confirm that:

1. I can carry out the proposed activity;
2. the information provided on this application form and all attached additional forms and information is to the best of my knowledge true and correct; and,
3. I agree to provide any further relevant information requested.

(check this box to agree)

Note: The Minister can vary any concession granted if the information given in this application contains inaccuracies.

**Date:** Click or tap to enter a date.

This application is made pursuant to Sections 17R and 17S of the Conservation Act 1987 [and (where applicable) Section 49 of the National Parks Act 1980/Section 59A of the Reserves Act 1977].

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## PART II: Local Office Processing

Upon receiving a MM request from the MCT, the local office will handle this application as a short-term concession application. The docCM provided by MCT should be checked out and the application assessment portion completed by the local office (including affixing an electronic signature of the Decision Maker).

### Purpose

The purpose of this report is to provide a thorough analysis of the application within the context of the legislation, the statutory planning framework and actual and potential effects, so the Decision Maker can consider the application and decide whether it should be granted or declined.

All Green sections of the Record of Process (including relevant portions of application Section B: Activity Data) should be completed by the local office.

### Timeframe

**Timeframe of assessment:** Assessment of this application should be completed within 48 hours (or sooner if possible).

Note: An authorisation under this process may be given verbally with the record completed by the local office after and returned to MCT. This should be discussed with MCT.

Local Office Staff: Once the RoP is complete, save it back to the same docCM (not a new docCM number) and notify MCT that the application is ready for final processing.

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# APPLICATION ASSESSMENT

Completed by: Local office Decision Maker

**Name of Decision Maker:** [Click or tap here to enter text.](#)

## Mainstream Media Access Permit Concession

A mainstream media permit concession can only be granted for activities that meet the following criteria. The activity must:

- Have minor effects that can be managed (an assessment of effects is unnecessary as they are well understood);
- Comply with the relevant legislation, conservation management strategy and conservation management plan.
- Have clearly defined limits (e.g. number of trips/landings etc);
- Not involve permanent structures;
- Not have a duration of more than 3 months;
- Not require iwi consultation; and
- Not involve bringing animals onto public conservation land.

### 1.0 Summary of proposal

A copy of the application and MCT checklist is attached to this record

### 2.0 Consultation with Treaty Partners

**2.1 Does this application require consultation with Treaty Partners?**

Yes\*    No

\* If consultation is required, explain the issues here, stop assessment process and recommend a decline.

### 3.0 Information available for consideration

**3.1 Are the applicant's details complete?**

Yes    No\*

**3.2 Are the location/s and activity/s applied for clearly set out by the applicant?**

Yes    No\*

**3.3 Has the applicant demonstrated the ability to carry out the activity?**

Yes    No\*

If you tick 'no', explain here and how it is proposed to deal with the lack of information.

[Click or tap here to enter text.](#)

**4.0 Analysis of the application:**

Statutory context (consistent/inconsistent):

Analyse the relevant legislation and planning outcomes sought and how the application fits with these and any specific conflicts with any provisions then signal your assessment in the boxes below.

- Legislation (purpose for which land is held) - See this document for the main (but NOT exhaustive) list of status the land may have – and it may have multiple statuses
- CMS
- NPMP/CMP

**4.1 Does the activity comply with the relevant conservation legislation?**

Yes    No\*

**4.2 Is the activity consistent with the relevant Conservation Management Strategy, Conservation Management Plan, or any relevant management documents?**

Yes    No\*

\* If you ticked 'no' for 4.1 and/or 4.2 explain the issues here, stop assessment process and recommend a decline.

**Analysis of Effects:**

Analyse the proposal in terms of values at locations; effects of proposal on values; proposed mitigation measures to manage any of these effects, and then signal your assessment in the boxes below.

- Effects on conservation resources, cultural values, existing and future users
- Cumulative effects
- Special conditions required to manage specific effects

4.3 Are the effects of the existing activity understood by the Department AND are they minor (risk + magnitude + duration) taking into account any special conditions to manage the effects?

Yes  No\*

4.4 Are the cumulative effects of the existing activity understood by the Department AND are they minor (risk + magnitude + duration) taking into account any special conditions to manage the effects?

Yes  No\*

\* If you ticked 'no' for 4.3 and/or 4.4 explain the issues here, stop assessment process and recommend a decline.

#### 5.0 Proposed operating conditions

Pull this from the conditions listed in Attachment 1 of the template letter below and add additional conditions as needed

#### 6.0 Recommendations and Decision

Attach a copy of application Section F: Activity Data here and complete the OFFICE USE ONLY columns

##### Recommendations:

Click or tap here to enter text.

##### Decision

1. Deem this application to be complete in terms of s17S of the Conservation Act 1987 (select one)

Agree  Disagree

2. Approve the granting of a Mainstream Media Access Permit Concession to Applicant name subject to the proposed concession conditions below:

Agree  Disagree

3. (If Declined) While declined under this process, an alternative application process may be available (check if applicable):

Short-term Concession  
 Full Concession



Other (specify): Click or tap here to enter text.

4. Deem this application to be complete in terms of s17S of the Conservation Act 1987: (select one)

Agree     Disagree

<b>X</b>
Name of Decision Maker
Title of Decision Maker

Date: Click or tap to enter a date.

(Decision Maker) comment on the rationale behind your decision if this is different to the recommendation:

Click or tap here to enter text.

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## PART III: MCT prepares the authorisation or decline

1. Once approval or a decline has been received from the Decision Maker (either via the completed RoP or by phone/email with the RoP to follow), the MCT liaison prepares one of the two letter templates below (to be sent via e-mail).
2. If it's an approval, the email will serve as the applicant's authorisation. You should:
  - delete the "decline" letter from the RoP
  - complete the approval email using the "approval" template in the RoP
  - cut and paste the email text you're sending to the applicant into the RoP; and
  - save the updated RoP to the same docCM number.
3. Once you receive the acknowledgement email from the applicant or speak to them by phone to confirm they've got the permit, cut and paste their email into Part IV of the RoP. Save the updated RoP to the same docCM number.
4. If it's a decline, follow the same process as above in #2, except use the "decline" template. You do not have to include the applicant's acknowledgement (#3) in the RoP.

Finally, provide the completed RoP (ensure that the local office has completed the assessment portion, including the Decision Maker's e-signature) to the Statutory Process Team at [permissions@doc.govt.nz](mailto:permissions@doc.govt.nz).

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## Approval letter

Completed by: Media and Communications Team

To be completed by MCT and emailed to Applicant in an email or attachment.

Replace the text highlighted yellow. Follow the instructions highlighted blue then delete the instruction.

(Date authorisation granted by Decision Maker)

(Name of Holder)

(Organisation of Holder)

(Address of Holder)

(Email of Holder)

Dear (Name of Holder),

### RE: MEDIA PERMIT APPLICATION ACCEPTED

The Department of Conservation (DOC) has assessed your application to undertake an activity on public conservation land under relevant sections of the Conservation Act 1987 and hereby grants you an activity permit (aka concession) under the terms and conditions outlined in Attachment 1. This letter serves as evidence of your authorisation. *For this permit to be valid, you must acknowledge receipt and acceptance of this authorisation via email.*

If you have any queries regarding this permit, please contact (name of MCT representative) in the first instance.

Yours sincerely,

(Authorising Official)

(Title)

(Office)

Acting under delegated authority.

(Attachment 1)

Concession Conditions (Media Permit)

**YOUR PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:**

1. This permit is issued to the following individual/company and is non-transferable: (Describe who is authorised to undertake access - the individual or named representatives of the company).
2. The following activities are authorised:
  - a) See Application-Section B attached (attach application Sections B and C below)\*
3. This permit is valid from (insert from date) to (insert to date).
4. The activities authorised under this permit may take place in the following locations:
  - a) See Application - Section B attached (attach Section B below)
5. Except in designated containers, no debris, rubbish or other materials are to be left at any location authorised by this permit.
6. Directions issued by DOC staff are to be strictly complied with.
7. Any person committing a breach of the conditions of this permit will immediately be required to leave the authorised area and this permit may be revoked.
8. You agree to indemnify the Crown against any claims or losses which may be made against or sustained by the Crown caused by any careless or negligent or wilful act or omission by yourself.
9. You agree to use authorised areas at your own risk and release to the full extent permitted by law DOC and its employees and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property in or about the authorised areas.
10. Without prejudice to or in any way limiting your liability under this Concession, you must take out and keep current policies for insurance and for the amounts not less than the sums stated below with a substantial and reputable insurer:

Types and amounts:

- a) General Public Liability for an amount no less than \$2,000,000.00; and
- b) Aviation Legal Liability for an amount no less than \$1,000,000.00; and
- c) Third party vehicle liability for an amount no less than \$500,000.00.

[if no aircraft or drone is involved then delete (b)]

[if no vehicle is involved then delete (c)]

11. You must exercise the rights granted by this permit in a safe and reliable manner and must comply with the Health and Safety at Work Act 2015 and its regulations and all other provisions or requirements of any competent authority relating to the exercise of this permit.
12. This Concession is to be governed by and interpreted in accordance with the laws of New Zealand.
13. This permit may be subject to monitoring as deemed necessary by the grantor.
14. Effects of this concession will be managed as follows: (Attach Section C of the application)

\*Attach Sections B and C of the Application here

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## Decline letter

Completed by: Media and Communications Team

Replace the text highlighted yellow. Follow the instructions highlighted blue then delete the instruction.

(Date authorisation denied by Decision Maker)

(Name of Applicant)

(Organisation of Applicant)

(Address of Applicant)

(Email of Applicant)

Dear (Name of Applicant),

### RE: MEDIA PERMIT APPLICATION DECLINED

The Department of Conservation (DOC) has assessed your application to undertake an activity on public conservation land under relevant sections of the Conservation Act 1987 and has determined it cannot grant your request for an activity permit (aka concession) for the following reason(s): (Add or delete as needed)

- The requested activity requires additional assessment and should be sought as a short-term concession or a full concession (Delete as needed)
- The requested activity is inconsistent with one or more sections of the Conservation Act 1987 and/or other relevant legislation/plans (Specifically list)
- (Other)

You may seek reconsideration of this decision under s17ZJ of the Conservation Act 1987.

If you have any queries regarding this permit, please contact (name of MCT representative) in the first instance.

Yours sincerely,

(Authorising Official)

(Title)

(Office)

Acting under delegated authority.

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## PART IV: Acknowledgement of Receipt



### Acknowledgement of Receipt (approval only)

Completed by: Media and Communications Team

Cut and paste the acknowledgement of receipt from the applicant here.

Alternatively, the MCT representative may complete the following, replacing the yellow highlighted text:

I affirm that on (date), I spoke to the applicant and they confirmed receipt of their permit issued under this process.

(Your Name)

(Your Role)

(Your contact information)

## PART V: SPT Process

Once received, the Statutory Process Team is responsible for inputting all relevant information from this process into the Permissions Database. Additional information required for processing should be made directly to the MCT representative who sent in the form.

No additional work is required once captured.

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**Date:** 30 October 2020  
**To:** Lou Sanson; Director General  
**Cc:** Mike Slater; Deputy Director-General Operations  
**From:** Natasha Hayward; Director, Planning, Permissions and Land

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**Subject:** **DOC's Mainstream Media Process**

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**PURPOSE:**

To outline DOC's mainstream media permissions process (Mainstream media Process), recent issues raised by the media, and why there appears to be a lack of clarity both internally and externally.

**CONTEXT:**

**DOC's 2018 review of guidelines to support media access in "breaking" news situations**

In July 2018, journalist Alison Mau approached DOC to obtain permission to film on PCL using a drone for a breaking news story on Kauri dieback in Waipoua Forest. After receiving conflicting information from three people within DOC about the need to apply for a permit and the time it would take for DOC to process the application, Mau was given permission to film by Sue Reed-Thomas, Director, Operations, Northern North-Island Region, without issuance of a "one-off" concession. This permission was restricted to filming from the track only and did not authorise use of a drone.

Alison Mau questioned DOC's response to her request for permission to film, directly with you. A review (the 2018 review) of the current guidelines to process requests by media to access PCL to cover "breaking" news was directed by Deputy Director-General Operations Mike Slater on 5 July 2018. The 2018 review sought an assessment of current processes and recommendations for permit guidelines for "breaking" news media filming access on PCL.

The 2018 review involved representatives of the Media and Communication Team (MCT), Legal and Planning, Permissions & Land (PPL) and a Task Assignment was issued on 17 July 2018 ([DOC-5527798](#)). On 18 October 2018, the team produced a recommendation report ([DOC-5597802](#)) to the Director, PPL, advising that:

- There was no current formal policy governing "breaking news" media access on PCL.

s9(2)(g)(i)

s9(2)(g)(i)

s9(2)(g)(i)

- One-off concession processing times resulted in poor experience from media customers.

Once it was determined media required a concession by law, the report contained a draft outline of a proposed new process to streamline media applications and ensure a quick turnaround. The report recommended:

- Adding a new media application process to the permissions system, focusing on customer needs whilst meeting legislative requirements.
- Creating a new entry point for these authorisations through the media and communications team.
- Processing such applications by email or telephone with signoff of paperwork post-decision.
- Further work to implement the new process.

These recommendations were adopted by David Spiers, Director, PPL, on 8 November 2018.

### **Implementation of DOC's Mainstream Media Process**

On 14 November 2018 a Task Assignment ([DOC-5623566](#)) was issued to the same assessment team, to develop and implement a new fit-for purpose mainstream media authorisation process. On 4 February 2019 the team produced an implementation report ([DOC-5634093](#)) to Marie Long, Director, PPL, recommending:

- Adoption and implementation of the new "Mainstream Media Record of Process" all-in one process record ([DOC-5631995](#)).
- Communications to staff, mainstream media and the public should be managed by MCT (who would develop and provide future draft communication in conjunction with PPL).
- Allocation of National Support and Advice resources to prepare and present suitable training to DOC staff.

These recommendations were adopted by Marie Long on 17 February 2019 and the Mainstream Media Process was rolled out in late March 2019. Leader led communications and a Mainstream Media [DOCLearn](#) training module were rolled out later in 2019.

The Mainstream Media Process is a streamlined process that reduces churn and provides a better co-ordinated, quicker (up to 48 hours) and free service to DOC's mainstream media customers to support breaking news situations. Refer to appendix 1 for a flowchart of the Mainstream media Process and FAQ.

The process defines:

- **mainstream media** as “any print, radio, television or online journalist who is providing material for news and current affairs that is in the public interest. This does not include social media influencers or long-term documentary makers that on sell their product (e.g. Coast, Blue Planet)”.
- **significant news** as “any issue that is topical, timely and in the public interest. It could also involve reputational issues for DOC, and we would want to make sure DOC could respond in a transparent and timely fashion – given our role as public servants.”

The Mainstream Media Process has been gaining more traction across Districts in recent months as operations staff begin to see the benefits of using the streamlined process.

While the Mainstream Media Process involves more work for the media team, it involves less paperwork and is less time consuming for operations staff when compared to a one-off permit. However, there is still pushback from districts who say they can't turn it around in 48 hours because of capacity issues. Another tension for some districts is the need for iwi consultation because there is a perception the Mainstream Media Process is shortening or by-passing this step.

The Department is in a difficult position because on the one hand the media are complaining we are not allowing them to access PCL in a timely manner, especially when members of the public are allowed to film and take photographs for their own private use. On the other hand, our staff are concerned we are not allowing adequate time for consultation with treaty partners over cultural values and potential impacts. Some districts refuse to engage in the Mainstream Media Process and instead insist on a one-off permit, which can have a 5 to 20+ day turnaround. This is not acceptable to media who are trying to do a story in a timely manner.

#### **Recent issues raised by media**

DOC has recently received several complaints from the media including New Zealand Geographic magazine, the Media Freedom Committee (MFC); an organisation representing TVNZ, RNZ, MediaWorks, NZME, Stuff, Newsroom and the Spinoff, as well as from several journalists from those media agencies represented by MFC.

The themes for these complaints are:

- The media's perceived rights to access public conservation land to film news stories; including using drones without prior authorisation from DOC (journalistic freedom).
- Requirements for iwi consultation for certain activities, in certain locations.
- Perceived inconsistencies in DOC's approach to commercial and recreational media and filming activities – they have asked why they need a permit when the public can go and take photos at the same spot without authorisation.

- A sense that DOC is trying to “manage” stories.

DOC has also received several enquiries from the abovementioned media who have queried:

- Why they require authorisation to undertake journalism on PCL.
- Whether social media “influencers” and political parties also require authorisation; and
- Whether the Mainstream Media Process was signed off or sighted by yourself, the Minister of Conservation, Cabinet or the Prime Minister’s office.

One journalist also provided examples of social media “influencers” potentially filming and using drones on PCL without authorisation and asked what DOC is doing to ensure compliance. **Note:** our compliance team is investigating these allegations. The rules around drone use are more straight forward than media permits. We currently require anyone who wants to use a drone to obtain permission, regardless of whether it’s for recreational or commercial use.

On 15 October 2020, in response to enquiries from New Zealand Geographic who were wanting to access PCL damaged by the recent fires at Lake Ohau, DOC media staff spoke with James Frankham, Publisher of New Zealand Geographic, and advised that New Zealand Geographic and their contributors (journalists, photographers etc) will need to apply for a media permit for all future stories undertaken on PCL. This discussion was followed up with an email. This likely led to James Frankham sending you a detailed letter on 16 October 2020 ([DOC-6474150](#)).

MFC also sent you a detailed letter on 19 October 2020 ([DOC-6474155](#)).

The Minister of Conservation has taken an interest in these issues.

## **NEXT STEPS:**

### **DOC will undertake a review**

In the next two weeks DOC will be undertaking a fresh review of the mainstream media permission process. The purpose of the review will be to look at the issues surrounding media access to public conservation land (including the use of drones and “one man one camera” situations) with fresh eyes to ensure that we understand both the role and range of media functions and determine options for addressing the issues and questions raised by media. We will consider the issues and questions raised by media and ensure we are supporting them appropriately within our legislative requirements.

Key staff within DOC (Kahui Kaupapa Atawhai, permissions, legal, media, partnerships, operations and compliance) will be involved in the review, and there will be engagement with key stakeholders (media and treaty partners). The review will be led by Judi Brennan, Permissions Manager, PPL.

Judi Brennan has also contacted James Frankham, of New Zealand geographic, to ensure consistent and appropriate support. In the interim the existing mainstream media and one-off permission processes apply to other media.

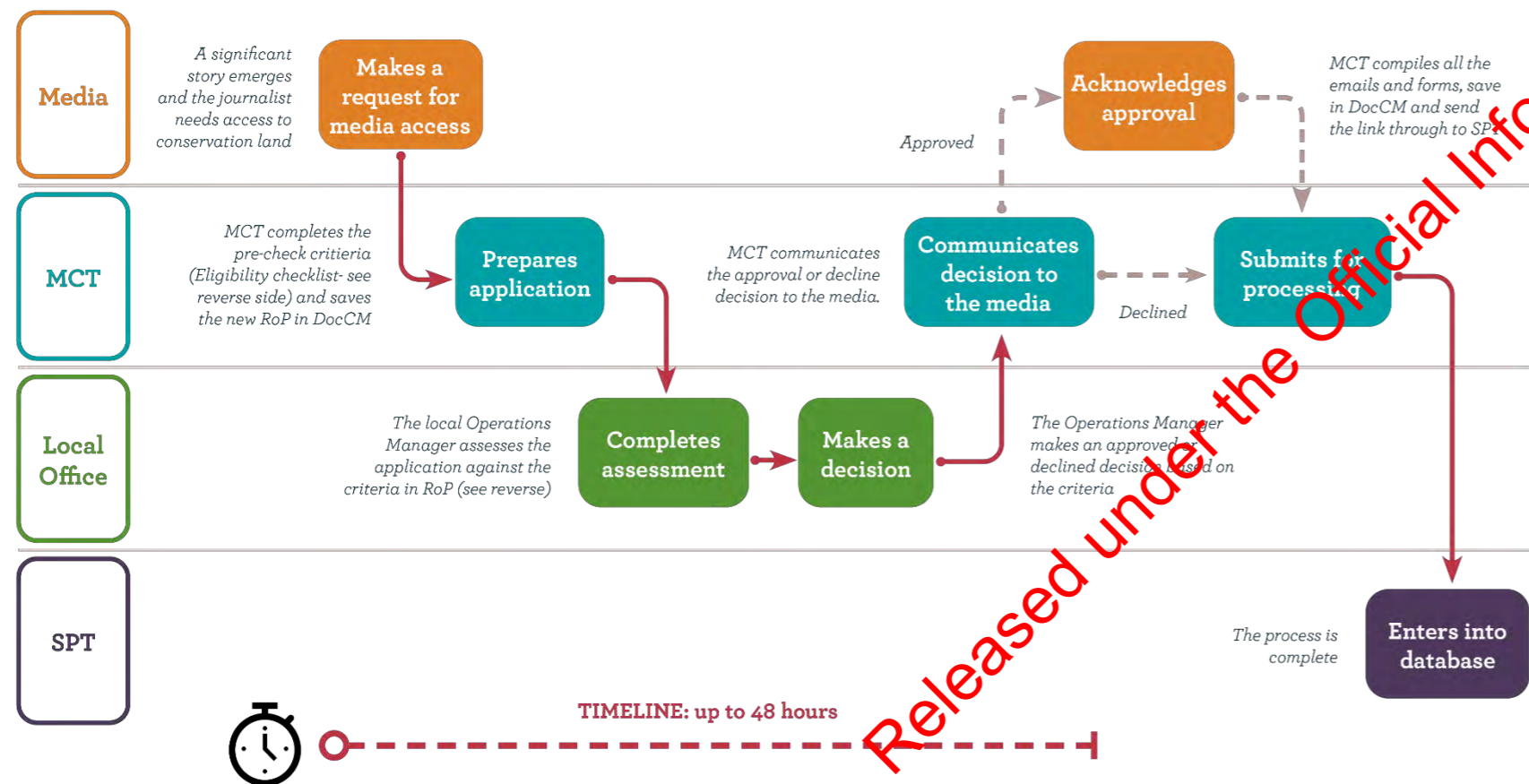
Please advise me if you have any Critical Issues you wish the review to address.

**END**

## Mainstream Media Requests

When a journalist or other mainstream media source has significant news and needs access to public conservation land for this purpose we use the Mainstream Media Requests process. It allows for a short-term permit concession under the Conservation Act. Our role is to make a clear, informed, and timely decision to approve or decline this request, based on given criteria.

### The process



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**KEY**

MCT Media and Communications Team

SPT Statutory Processing Team

## FAQs

**Who is the single point of accountability (SPA) for this process?**

Media Communications Team

**What is the Record of Process (RoP)?**

The RoP contains details about the process. It also contains the form that needs to be filled out and updated in DocCM

**How are our Treaty Partners involved?**

This process is only used when consultation with our Treaty Partners is not required

**Does this mean that we cannot contact our Treaty Partners at all?**

No. We're welcome to contact iwi to confirm whether official consultation is required

**Who in the Local Office makes the decision?**

The Operations Manager or delegated local decision maker

**What is meant by 'Mainstream Media'?**

Any print, radio, TV or journalist who is providing material for news that is in the public interest

**What is meant by 'significant news'?**

Any issue that is topical, timely and in the public interest

**Does this replace the need for any entry permit?**

No. Entry permits are still required if applicable.

**How does communication take place within various teams?**

Either by conversation (phone, person etc) or email

**What happens if the request is declined?**

Advise the Media Representative of any other permit types they may be eligible for

**To:** Judi Brennan - Permissions Manager

**From:** Natasha Hayward - Director, Planning, Permissions and Land

**Date:** 2/11/2020

## TASK ASSIGNMENT: *Review of Mainstream Media Process*

### Context


In 2018, the Department reviewed the process for authorising mainstream media activities on PCL. The review sought an assessment of current processes and recommendations for permit guidelines for “breaking” news media filming access on PCL and eventually found:

- There was no current formal policy governing “breaking” news media access to PCL



- One-off concession processing times resulted in poor experience from media customers and in turn creates churn within DOC.





On 17 February 2019 Marie Long, Director – Planning, Permissions and Land, approved the adoption and implementation of the new “Mainstream Media Record of Process” all-in-one process record (the RoP). The Mainstream Media Process was rolled out in late March 2019 with leader-led communications and a DOC Learn training module later in 2019.

The Mainstream Media Process is a streamlined process that reduces churn and provides a better co-ordinated, quicker (up to 48 hours) and free service to DOC’s mainstream media customers to support breaking news situations.

The RoP defines:

- **mainstream media** as “any print, radio, television or online journalist who is providing material for news and current affairs that is in the public interest. This does not include social media influencers or long-term documentary makers that sell their product (e.g. Coast, Blue Planet)”.
- **significant news** as “any issue that is topical, timely and in the public interest. It could also involve reputational issues for DOC, and we would want to make sure DOC could respond in a transparent and timely fashion – given our role as public servants”.

The Mainstream Media Process has been gaining more traction across Districts in recent months as operations staff begin to see the benefits of using the streamlined process. While the Mainstream Media Process involves more work for the media team, it involves less paperwork and is less time consuming for operations staff when compared to a one-off permit. However, there is still pushback from districts who say they can’t turn it around in 48 hours because of their current workload (i.e. they don’t prioritise this work). Another tension for some districts is the need for iwi consultation because there is a perception that the Mainstream Media Process is shortening or by-passing this step.

DOC has recently received several complaints from the media including New Zealand Geographic magazine, the Media Freedom Committee (MFC); an organisation representing TVNZ, RNZ, MediaWorks, NZME, Stuff, Newsroom and the Spinoff, as well as from several journalists from those media agencies represented by MFC.

The themes for these complaints are:

- The media’s perceived rights to access public conservation land to film news stories; including using drones without prior authorisation from DOC (journalistic freedom).
- Requirements for iwi consultation for certain activities, in certain locations.
- Perceived inconsistencies in DOC’s approach to commercial and recreational media and filming activities – they have asked why they need a permit when the public can go and take photos at the same spot without authorisation.
- A sense that DOC is trying to “manage” stories.



	DOC has also received several enquiries from the abovementioned media who have queried why they require authorisation to undertake journalism on PCL and whether social media “influencers” and political parties also require authorisation.
<b>Purpose</b>	Undertake a fresh review of the Mainstream Media Process to ensure that we are supporting the media within our legislative requirements.
<b>Quantity</b>	A report outlining options and recommendations
<b>Quality</b>	
<b>Resources</b>	Staff: <ul style="list-style-type: none"><li>• National Permissions Advisor - Aran Naismith</li><li>• Solicitor -Olivia Eaton and Jonty Somers</li><li>• Media Advisors - Leigh-Anne Wiig</li><li>• Kahui Kaupapa Atawhai - Aaron Taikato</li><li>• District Operations -John McCarrol</li></ul>

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	<ul style="list-style-type: none"><li>• Partnerships/Engagement – Anita Anderson</li></ul> <p>Documents/Links:</p> <ul style="list-style-type: none"><li>• Briefing to DG – DOC’s Mainstream Media Process: <a href="#">DOC-6474919</a></li><li>• Mainstream Media Quick Reference Guide: <a href="#">DOC-6127629</a> (flowchart and FAQ)</li><li>• Mainstream Media Record of Process: <a href="#">DOC-5631995</a> (an all-in-one process record and step-by-step guide)</li><li>• Mainstream Media <a href="#">DOCLearn</a> training module</li><li>• A DOCLearn <a href="#">eLearning course</a> (designed to familiarise staff with all the steps in the current process)</li><li>• <a href="https://docwiki/index.php?title=Mainstream_Media_Authorisations">https://docwiki/index.php?title=Mainstream Media Authorisations</a></li></ul> <p>Letters from media:</p> <ul style="list-style-type: none"><li>• Letter from James Frankham, New Zealand Geographic Magazine – 16 October 2020: <a href="#">DOC-6474150</a></li><li>• Letter from Geoff Collett, Media Freedom Committee – 19 October 2020: <a href="#">DOC-6474155</a></li></ul>
<b>Timing</b>	Review report: due within 40 working days of a Context Meeting occurring.

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