

Task Assignment

Date: 17 July 2018
To: Luisa Kliman, National Support and Advice Manager (Acting)
From: Andrew Baucke; Director, Planning, Permissions & Land (Acting)
Subject: Operational Policy recommendations relating to 'breaking news' media access

Context

At the beginning of July 2018, media correspondent Alison Mau approached DOC to obtain permission to film on PCL utilising a drone for a breaking news story on Kauri dieback in Waipoua Forest. After receiving conflicting information from 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 without issuance of a "one-off" permit. This permission was restricted to filming from the track only and did not authorise use of a drone.

Mau questioned DOC's response to her request for permission to film with DOC Director General, Lou Sanson. A review of the current guidelines to process this type of request (i.e. media access in a "breaking" news situation) was directed by Mike Slater on 5 July 2018. This task assignment seeks:

- 1) an assessment of current processes; and
- 2) to recommend draft permit guidelines for "breaking" news media filming access on PCL.

Purpose

- To recommend clear authorisation guidelines that will remove uncertainty regarding news agency filming requirements.

Quantity

- A report to the Director recommending how to handle news agencies' media access requests, with options and recommendations for further work.

Quality

- Reflections should seek to summarise DOC's response to Mau and how our current internal and external guidance potentially impacted that response.
- An audit of our current process and guidelines for this type of authorisation including website
- Propose options that will streamline the filming permit requirements, balancing DOC's legal requirements with the news agencies' short time pressures
- Consideration of whether a formal application process is appropriate in these instances or if a direct authorisation model would be more appropriate.

- Consideration of how this type of authorisation request will fit within our current Permissions scheme (i.e. The Statutory Process team, Understand team, etc.).
- How can use of drones or other technology be incorporated into the proposed operational policies.
- Develop definitions where appropriate – what is ‘breaking news’ compared to ‘current affairs’, ‘editorial’, or ‘documentary’ filming; often all are conducted by the same news agency.
- Recommend next steps to implement operational policy if approved, including potential timeframes and resources required to achieve next steps.

Resources

- Christopher Berry
- Stacey Wrenn
- Adrian Gilby
- Leigh-Anne Wiig (TBC)
- Legal advice if appropriate

Timing

- A final report to be completed by 22 August 2018

Released under the Official Information Act



Date: 17 October 2018
To: Marie Long; Director, Planning, Permissions & Land
From: Luisa Kliman; Manager, National Support and Advice (acting)

Subject: Operational Policy recommendations relating to 'breaking news' media access

PURPOSE:

To provide the Director with recommendations for processing news agencies' media access requests onto public conservation land (PCL).

CONTEXT:

Alison Mau's request to film in Waipoua Forest

At the beginning of July 2018, media correspondent Alison Mau approached DOC to obtain permission to film on PCL utilising a drone for a breaking news story on Kauri dieback in Waipoua Forest. After receiving conflicting information from 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, without issuance of a "one-off" permit. This permission was restricted to filming from the track only and did not authorise use of a drone.

Mau questioned DOC's response to her request for permission to film with DOC Director General, Lou Sanson. A review of the current guidelines to process this type of request (i.e. media access in a "breaking" news situation) was directed by Deputy Director General Mike Slater on 5 July 2018. This task assignment seeks:

- an assessment of current processes; and
- to recommend draft permit guidelines for "breaking" news media filming access on PCL.

In response to DDG Slater's direction, a Task Assignment was drafted to undertake the required work. See [DOC-5527798](#).

ANALYSIS:

No formal status quo media policy could be located

My assessment team and I were unable to identify any current formal policy governing "breaking news" media access to PCL. Previously, ad hoc exceptions to a formal authorisation appear to have been provided to media for various reasons (including collaborations with DOC, emergencies, etc.). This lack of clear policy directly contributed to the mixed messaging provided to Mau by DOC. Additionally, we identified several critical issues surrounding media access:

- How to determine what qualifies as "media" (i.e. those who work within traditional news mediums such as television and radio versus internet "bloggers" and freelancers).

- How to understand what constitutes a “breaking story”.
- How to understand if the current one-off concession process is feasible for media users given the modern 24/7 news cycle.
- How to understand what flexibility may be available to process media requests within the scope of the Conservation Act

Conservation Act requires Media to obtain authorisation

Section 170 of the Conservation Act 1987 requires:

(2) Except as provided in subsection (3) or subsection (4), no activity shall be carried out in a conservation area unless authorised by a concession.

(3) A concession is not required in respect of—

(a) any mining activity authorised under the [Crown Minerals Act 1991](#) (including the transitional provisions of that Act); or

(b) any activity that is otherwise authorised by or under this Act or any Act specified in [Schedule 1](#); or

(c) any action or event necessary for the purposes of saving or protecting life or health, or preventing serious damage to property or avoiding an actual or likely adverse effect on the environment; or

(d) any activity that is carried out by the Minister or Director-General in the exercise of his or her functions, duties, or powers under this Act or any other Act.

s9(2)(g)(i)

Current ‘one-off’ permit processing time result in poor experiences from media customers

Once a conclusion was reached that an exception-based assessment of media access under section 170 should be rejected, our work focused on designing a fit-for-purpose, legally robust and flexible scheme capable of handling media needs.

Section 17S of the Conservation Act notes application requirements for a concession, while section 17U outlines the matters that must be considered by the Minister when assessing a concession application. These criteria include:

- (a) the nature of the activity and the type of structure or facility (if any) proposed to be constructed;
- (b) the effects of the activity, structure, or facility;
- (c) any measures that can reasonably and practicably be undertaken to avoid, remedy, or mitigate any adverse effects of the activity;
- (d) any information received by the Minister under [sections 17S, 17SD, and 17SE](#);
- (e) any relevant environmental impact assessment, including any audit or review;
- (f) any relevant oral or written submissions received as a result of any relevant public notice issued under [section 49](#);
- (g) any relevant information which may be withheld from any person in accordance with the [Official Information Act 1982](#) or the [Privacy Act 1993](#).

See Conservation Act 1987, Section 17U(1).

Applications for one-off concessions currently must be captured and processed by the Statutory Processing Team in Hamilton *before* they can be assessed by a decision maker. This constraint is imposed only by DOC's current processing system and not as part of a legislative mandate.

RECOMMENDATION:

Add a new Media Assessment process to the Permissions System focusing on customer needs while remaining legally robust

The team considered two critical themes at this juncture of our work:

- Providing a fit-for-purpose, legal assessment under 17U
- Lowering processing times to meet specific media customer needs

The recommended approach contains two unique processing aspects.

Aspect 1: New entry point for these authorisations through the Media and Communication Team (MCT)

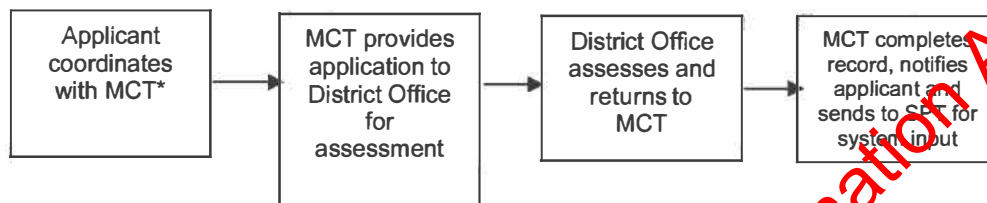
Our recommended approach calls for an expedited application process initially undertaken by the MCT working with the applicant (See Attachment 1). MCT holds substantial relationships with many media outlets and understands the nuances of media needs within this space. Once the initial assessment (including preparing an application record covering required information under section 17S) is complete, the application is provided to the relevant District office for a merit-based assessment by the operations manager. Local office staff will provide the assessment outcome with any conditions to MCT who will, in turn, notify the applicant of the decision.

If a decision maker determines that the application requires iwi consultation, additional environmental assessments, etc., this shortened process ends. MCT will discuss options with the media applicant (which may include lodging a more complete 'one-off' application through the existing Permissions system).

Aspect 2: Applications can be processed by email or telephone with signoff of paperwork post-decision.

As the focus of this process is to provide improved customer experience, it is proposed that this work could be completed via email and/or telephone to reduce delays in assessment. However, any decision record still requires a signature and follow-up work to add the process to the Permissions Database. To close a process, the completed record would be sent on to the Statutory Processing Team for input into the Permissions Database.

The process may be summarised as follows:



*In the event a media request is submitted initially through a local office, such requests will be shunted directly to MCT for processing.

Recommended constraints on the proposed process include:

The following limitations are recommended for this process:

- This process will only be available to “media” as determined by MCT
- Permits issued under this process, must comport with all current one-off permit guidance.

NEXT STEPS:

If this process is approved, further work will include:

- Designing a fit-for purpose process document which includes all aspects of this work including capture of application details, a record for use by MCT, assessment check-list for use by the local office and final decision of Operations Manager. This document should also note suggested authorisation conditions such as a Ranger accompanying the requester on PCL where necessary
- Guidance for intake, assessment and recording of applications
- Internal and external comms to ensure applications enter through MCT
- Design work with the Statutory Processing Team to ensure that this unique process works within our existing processing constructs.

CONCLUSION:

While media requests do not comprise a substantial number of authorisation requests, they do pose reputational risks (as evidenced by Mau’s request). The evidence collected by my team indicates that the current one-off process fails to provide a consistent and timely experience for media. This failure, in turn, creates churn within DOC. Conversely, providing a clear entry point for these authorisations through MCT will deliver better risk management (through uniform messaging and

dedicated relationship management). By creating a well-defined, expedited customer experience (while ensuring both proper documentation and assessment), we'll meet organisational, external and legislative expectations.

DECISION:

Please consider the following:

Decision Point:	Endorsement/Decline	Notes:
Overall work:		
Do you agree that DOC should adopt the processing scheme proposed by the team to handle media authorisation requests (i.e. MCT entry-District Office processed-MCT completed-SPT input)? Recommended	Yes No	
If so:		
Do you agree that future work should be undertaken to develop and implement this process? Recommended	Yes No	

Additional comments/Other work:

Signed / Date

8/11/18

Marie Long; Director, Planning, Permissions & Land

P.R. 

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Task Assignment

Date: 14 November 2018
To: Christopher Berry; Team Leader, Planning, Permissions & Land
From: David Spiers; Director, Planning, Permissions & Land (Acting)
Subject: Implementation of mainstream media authorisation policy

Context

At the beginning of July 2018, media correspondent Alison Mau approached DOC to obtain permission to film on PCL utilising a drone for a breaking news story on Kauri dieback in Waipoua Forest. After receiving conflicting information from 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 without issuance of a “one-off” permit. Mau questioned DOC’s response to her request for permission to film with DOC Director General, Lou Sanson. A review of the current guidelines to process this type of request (i.e. media access in a “breaking” news situation) was directed by Mike Slater on 5 July 2018.

The resulting Task Assignment ([DOC-5527798](#)) produced a report ([DOC-5597802](#)) recommending development of a new legally-sound fit-for-purpose application process to allow mainstream media access to PCL. As proposed, this process would be principally controlled by the Media and Communication Team (MCT), working closely with relevant local offices. I adopted these recommendations on 08 November 2018.

Purpose

- To develop and implement a new fit-for-purpose mainstream media authorisation process.

Outputs

- The process needs to:
 - o implement the Director’s policy decisions outlined in the aforementioned recommendation report
 - o fit within the current Permissions System
 - o be legally robust
 - o include all necessary internal and external communications
 - o include all necessary forms, guidelines, etc.
 - o develop definitions and statutory triggers where necessary.
- Work should also include:
 - o identification of staff who require supplemental training to ensure successful process integration (SPT)
 - o analysis of how the use of drones or other technology can be incorporated into the new process.

Resources

- Adrian Gilby
- Leigh-Anne Wiig
- Legal advisor
- Ronnie Anderson

Timing

- Process package (including timeframes for implementation) to Director for approval within 21 days of issuance of Task Assignment.

Released under the Official Information Act



Date: 4 February 2019
To: Marie Long; Director, Planning, Permissions & Land
From: Christopher Berry; Team Leader, Planning, Permissions & Land

Subject: **Implementation of new mainstream media access request process**

PURPOSE:

To seek final approval of the mechanisms to implement the new permissions process for handling mainstream media access requests onto public conservation land (PCL).

CONTEXT:

Alison Mau's request to film in Waipoua Forest

At the beginning of July 2018, media correspondent Alison Mau approached DOC to obtain permission to film on PCL utilising a drone for a breaking news story on Kauri dieback in Waipoua Forest. After receiving conflicting information from 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, without issuance of a "one-off" permit. This permission was restricted to filming from the track only and did not authorise use of a drone.

Mau questioned DOC's response to her request for permission to film with DOC Director General, Lou Sanson. A review of the current guidelines to process this type of request (i.e. media access in a "breaking" news situation) was directed by Deputy Director General Mike Slater on 5 July 2018. This task assignment sought:

- an assessment of current processes; and
- to recommend draft permit guidelines for "breaking" news media filming access on PCL.

Development work on the new process

In response to Deputy Director Slater's direction, a Task Assignment (TA) was issued. See [DOC-5527799](#). The assigned team included representatives from the Media and Communication Team (MCT), DOC Legal and PP&L.

On 18 October 2018, the team produced a report recommending a streamlined application process principally managed by MCT in conjunction with local offices to provide authorisations. See [DOC-5597802](#). These recommendations were adopted by David Speirs; Director, Planning, Permissions & Land (acting) on 08 November 2018. A TA to implement these recommendations was assigned to the same work-team on 14 December 2018. See [DOC-5592843](#). This report and the proposed process implementation record (See Attachment 1) are the outputs of that assignment.

Analysis Recap - No formal status quo media policy could be located

My assessment team and I were unable to identify any current formal policy governing "breaking news" media access to PCL. Previously, ad hoc exceptions to a formal authorisation appear to have been provided to media for various reasons (including collaborations with DOC, emergencies, etc.). This new process will

provide clarity and operate within the framework of the ongoing short-term authorisation revamp.

Analysis recap - Conservation Act generally requires Media to obtain authorisation to access PCL

Section 17O of the Conservation Act 1987 requires:

(2) *Except as provided in subsection (3) or subsection (4), no activity shall be carried out in a conservation area unless authorised by a concession.*

(3) *A concession is not required in respect of—*

(a) *any mining activity authorised under the [Crown Minerals Act 1991](#) (including the transitional provisions of that Act); or*

(b) *any activity that is otherwise authorised by or under this Act or any Act specified in [Schedule 1](#); or*

(c) *any action or event necessary for the purposes of saving or protecting life or health, or preventing serious damage to property or avoiding an actual or likely adverse effect on the environment; or*

(d) *any activity that is carried out by the Minister or Director-General in the exercise of his or her functions, duties, or powers under this Act or any other Act.*

s9(2)(g)(i)

The new authorisation process presumes that, in most instances, media access will require an authorisation that comports with requirements set forth under the Conservation Act. Section 17S of the Conservation Act notes application requirements for a concession, while section 17U outlines the matters that must be considered by the Minister when assessing a concession application. These criteria include:

(a) the nature of the activity and the type of structure or facility (if any) proposed to be constructed:

(b) the effects of the activity, structure, or facility:

(c) any measures that can reasonably and practicably be undertaken to avoid, remedy, or mitigate any adverse effects of the activity:

(d) any information received by the Minister under [sections 17S, 17SD, and 17U](#):

(e) any relevant environmental impact assessment, including any audit or review:

(f) any relevant oral or written submissions received as a result of any relevant public notice issued under [section 49](#):

(g) any relevant information which may be withheld from any person in accordance with the [Official Information Act 1982](#) or the [Privacy Act 1993](#).

See Conservation Act 1987, Section 17U(1).

SUMMARY OF IMPLEMENTATION:

The new application process will be managed by the Media and Communication Team and focuses on “front-end” liaison with the media client via an expedited approval process (while remaining legally robust)

The approved implementation approach contains two unique aspects.

Aspect 1: New entry point for these applications through the Media and Communication Team (MCT)

This approach calls for an expedited application process initially undertaken by the MCT working with the applicant (See Attachment 2). MCT are accountable for relationships with media outlets and understand the nuances of media needs within this space. Once the initial assessment (including preparing an application record covering required information under section 17S) is complete, the application is provided to the relevant District Office for a merit-based assessment and decision by the operations manager. Local office staff will provide the assessment outcome (with any approval conditions) to MCT who will, in turn, notify the applicant of the decision.

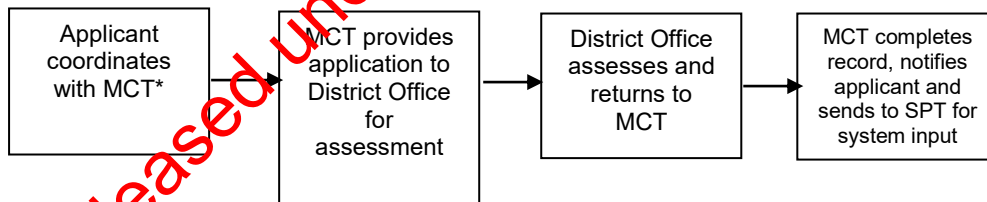
If a decision maker determines that the application requires iwi consultation, additional environmental assessments, etc., this shortened process ends (with a decline of the application). MCT will discuss other options with the media applicant (which may include lodging a more complete 'one-off' application through the existing Permissions system).

Aspect 2: Applications can be processed by email or telephone with signoff of paperwork completed post-decision.

To provide an improved customer experience, it is proposed that this work be completed via email and/or telephone to reduce delays in assessment. However, any decision record still requires a decision maker's signature and follow-up work to add the application process to the Permissions Database. To close the process, a completed application record would be sent on to the Statutory Processing Team for input into the Permissions Database.

The timeframe for this process from receipt of application to notification of decision to the applicant is anticipated to be 48 hours.

The process may be summarised as follows:



*In the event a media request is submitted initially through a local office, such requests will be shunted directly to MCT for processing.

Recommended constraints on the proposed process include:

The following limitations are recommended:

- This process will only be available to “media” as determined by MCT
- Permits issued under this process, must comport with all current one-off permit guidance.

IMPLEMENTATION HIGHLIGHTS: (For your review and approval)

One document to manage the entire process

The core component of this new process is a document entitled **Mainstream Media Record of Process (RoP)**. (See Attachment 1). This document is an all-in one record that contains:

- basic guidance for MCT on when the process should be used and how to complete the record (including a threshold checklist)
- the application template to be completed by potential mainstream media applicants
- a truncated, legally robust decision support document to be completed by the local office
- approval and decline letter templates (for use in email form)
- instructions for sending the RoP onto the Statutory Process Team (SPT) by MCT for final processing
- Instructions to SPT to complete the process loop.

SPT processes the application after approval

Due to the time constraints of mainstream media access requests, SPT will receive the application for input into the Permissions system *after* an approval or decline has been issued to the applicant. This inversion of the capture function is a key aspect to the expedited process. The RoP notes that if there is missing information needed to complete the Capture function, the record may be returned to MCT to provide the additional information.

Given these applications will only constitute simple short-term (formerly one-off) applications, there is no Understand or Assign function necessary.

Legal Approval

The RoP was developed in consultation with, and has been approved by, DOC Legal.

Costs

At this time, there are no costs associated with this truncated process due to the minimal processing time anticipated. This may be subject to further review.

Communications

Communications to staff, mainstream media and the public will be managed by MCT who will develop and provide future draft communications in conjunction with PPL (subject to your review and approval).

Training

It is recommended that you authorise the allocation of NSA resources to prepare and present suitable process training to SPT, MCT and District Office staff (to ensure familiarity with this new process).

CONCLUSION:

While media applications are not a substantial number of authorisation requests, they do pose reputational risks (as evidenced by Mau's request) and, if poorly managed, can quickly tie up significant senior leadership time to resolve. The new process seeks to balance the requirements of a legally robust application assessment against legitimate time-constraints involved with media access. Providing a clear entry point

for these authorisations through MCT will deliver better risk management (through uniform messaging and dedicated relationship management). By creating a faster, well-defined customer experience (while ensuring both proper documentation and assessment), we'll meet organisational, external and legislative expectations.

DECISION:

Please consider the following:

Decision Point:	Endorsement/Decline	Notes:
Overall work:		
Do you agree that the new Mainstream Media Record of Process (RoP) should be adopted to implement the previously approved MM authorisation process (i.e. MCT entry-District Office processed-MCT completed-SPT input)? Recommended	<input checked="" type="radio"/> Yes <input type="radio"/> No	
If so:		
Do you agree that communications to staff, mainstream media and the public should be managed by MCT (who will develop and provide future draft communication in conjunction with PPL, subject to your review and approval)? Recommended	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Do you agree to the allocation of NSA resources to prepare and present suitable training to SPT, MCT and District Office staff (to ensure familiarity with this new process)? Recommended	<input checked="" type="radio"/> Yes <input type="radio"/> No	

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Additional comments/Other work:

Good work.

Signed / Date

17/2/19

m d long

Marie Long; Director, Planning, Permissions & Land

Attachment 1

Mainstream Media Report of Process (RoP) Template



Department of Conservation
Te Papa Atawhai

Mainstream Media Record of Process (RoP) Guidance

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*

“Record of Process” (RoP) is defined as:

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” is defined 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 form documentary makers that on sell their product (e.g. Coast, Blue Planet).

“Concession” and **“Permit”**

An access authorisation issued by DOC under his process. These terms are used interchangeably.

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.

KEY RESPONSIBILITIES

This process will be led by members of the Media and Communication Team. Others involved include:

- Local district office staff (including rangers) who 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 who will be responsible for assessing the application against the requirements of relevant criteria
- Statutory Process Team (SPT) who will be tasked with inputting the completed application process into the Permissions Database
- DOC Legal and Permissions National Advisors to provide advice and support throughout.

Any enquiry by Mainstream media to cover a 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 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.

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Mainstream Media Record of Process (RoP)

PART I: MCT Initial processing

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

1. download the Record of Process Template;
2. email the **Mainstream media applicant details** word document as an attachment (below); and
3. cut and paste their responses into the **Application Information** section.

OR

4. MCT can fill this information out themselves if speaking to an applicant directly.
5. 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)
6. Notify the relevant Local Office and provide them with the docCM number of the RoP.

Mainstream Media Permit Checklist (to be completed by MCT during initial discussions):

For a Mainstream Media applicant to use this process, 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.**

Note – if these criteria are not all met then the applicant is not eligible for a Mainstream media short-term concession. They will need to apply for a different concession.

Background of Applicant (To be completed by MCT)

Is the Applicant known to the Media Team? (indicate one)	Y / N
If not, describe below:	
List relevant information relating to the Applicant's ability to carry out the proposed Activity:	

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Application Information (To be filled in by Applicant/MCT)



A. Applicant Details

Applicant Name (full name of registered company or individual)			
Legal Status of applicant (tick)	<input type="checkbox"/> Individual <input type="checkbox"/>	<input type="checkbox"/> Registered Company <input type="checkbox"/>	
Other (please specify full details)			
Please supply the company registration number:			
Trading Name (if different from Applicant name)			
Postal Address			
Registered Office of Company (if applicable)			
Phone			
Contact Person and role			
Phone			
Email		Cell Phone	

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B. Activity Data

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" sections.

					OFFICE USE ONLY	OFFICE USE ONLY
Name of Conservation Area(s) to be visited (including DOC Facilities)	Activity applied for	Description of Activity	Vehicles-include specifications	Dates of Activity, Duration of Activity and reason for Activity	S17W Consistency? (to be completed by the Decision Maker)	Approved / Denied (To be completed by Decision Maker)
<i>EG: Matiu/Somes Island and Historic Reserve or Matiu Circuit Track and Quarantine Building</i>	<i>P, F, D</i>	<i>Filming re. Kauri dieback impacts. Crew of 3 taking film and stills w/ drone use</i>	<i>APEX A-11 Drone (1 KG weight, electric powered).</i>	<i>3-4 February 2019</i>		

Other:

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C. Effects assessment

Consider the potential adverse effects of the proposed activity(ies) use on public conservation land in the table 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).

Potential adverse effects	Proposed methods to avoid, remedy or mitigate the effect
<input type="checkbox"/> <i>Disruption to people using public conservation land</i>	<i>Be respectful of others' privacy</i> <i>Do not make unnecessary noise or disturbances</i> <i>Equipment and vehicles used should not impede foot, bicycle and vehicle traffic</i>
<input type="checkbox"/> <i>Disruption and harm to birds and other wildlife</i>	<i>Do not disturb or harm birds and other wildlife</i> <i>Do not follow birds and other wildlife</i>
<input type="checkbox"/> <i>Damage to vegetation on public conservation land</i>	<i>Do not enter unauthorised areas</i> <i>Use care in deploying equipment, crew and vehicles</i>
<input type="checkbox"/> <i>Fire because of activity(ies)</i>	<i>Always carry a fire extinguisher when using a drone</i> <i>Always phone 111 in the event of a fire</i>
<input type="checkbox"/> <i>Drone and/or aircraft use</i>	<i>Always follow Civil Aviation Authority Rules for drone and/or aircraft use</i> <i>Always stay in control of drones</i> <i>Never fly a drone directly over people unless they say it is okay</i> <i>Always keep drones and/or aircraft a safe distance away from people, buildings, structures and vehicles</i> <i>Immediately land drones if wildlife is disturbed</i> <i>Never fly drones and/or aircraft in high fire risk areas</i> <i>The pilot of the aircraft specified in the application must comply with applicable Civil Aviation law/regulations and hold applicable aviation document(s) and privileges to conduct the concession activity under the Civil Aviation Rules..</i> <i>In carrying out the concession activity the concessionaire must only use the drone and/or aircraft specified in the application</i>
<input type="checkbox"/> <i>Other</i>	<i>(Use box below to provide a description)</i>

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:

[Redacted]

[Redacted]

[Redacted]

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: [Redacted]

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].

Released under the Official Information Act

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).

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 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.

Application Assessment (To be done by Local Office)

Name of Decision Maker: **[Minister's Delegate]**

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

	Yes	No
2.1 Does this application require consultation with Treaty Partners?	<input type="checkbox"/>	<input type="checkbox"/>

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

3.0 Information available for consideration

	Yes	No
3.1 Are the applicant's details complete?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Are the location/s and activity/s applied for clearly set out by the applicant?	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Has the applicant demonstrated the ability to carry out the activity?	<input type="checkbox"/>	<input type="checkbox"/>

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

4.0 Analysis of 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

	Yes	No
4.1 Does the activity comply with the relevant conservation legislation?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Is the activity consistent with the relevant Conservation Management Strategy, Conservation Management Plan, or any relevant management documents?	<input type="checkbox"/>	<input type="checkbox"/>

If you ticked NO for 4.2 and/or 4.3 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

	Yes	No
4.4 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?	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Are the <u>cumulative</u> 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?	<input type="checkbox"/>	<input type="checkbox"/>

If you ticked NO to 4.4 or 4.5, 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 B: Activity Data here and complete the OFFICE USE ONLY columns)

Recommendations

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:

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

Agree / Disagree

Signed by [Name of Decision Maker], [Title of Decision Maker]
Authorised under relevant delegations

Date

Decision Maker comments

Decision Maker to comment on the rationale behind their decision if this is different to the recommendation.

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.
5. 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.

Letter Templates (To be completed by MCT and emailed to Applicant-can be an email or attachment)

Approval Letter

(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 _____ to _____.

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

(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.

PART IV: Acknowledgement of Receipt (Approval only)

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

Alternatively, the MCT representative may complete the following:

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

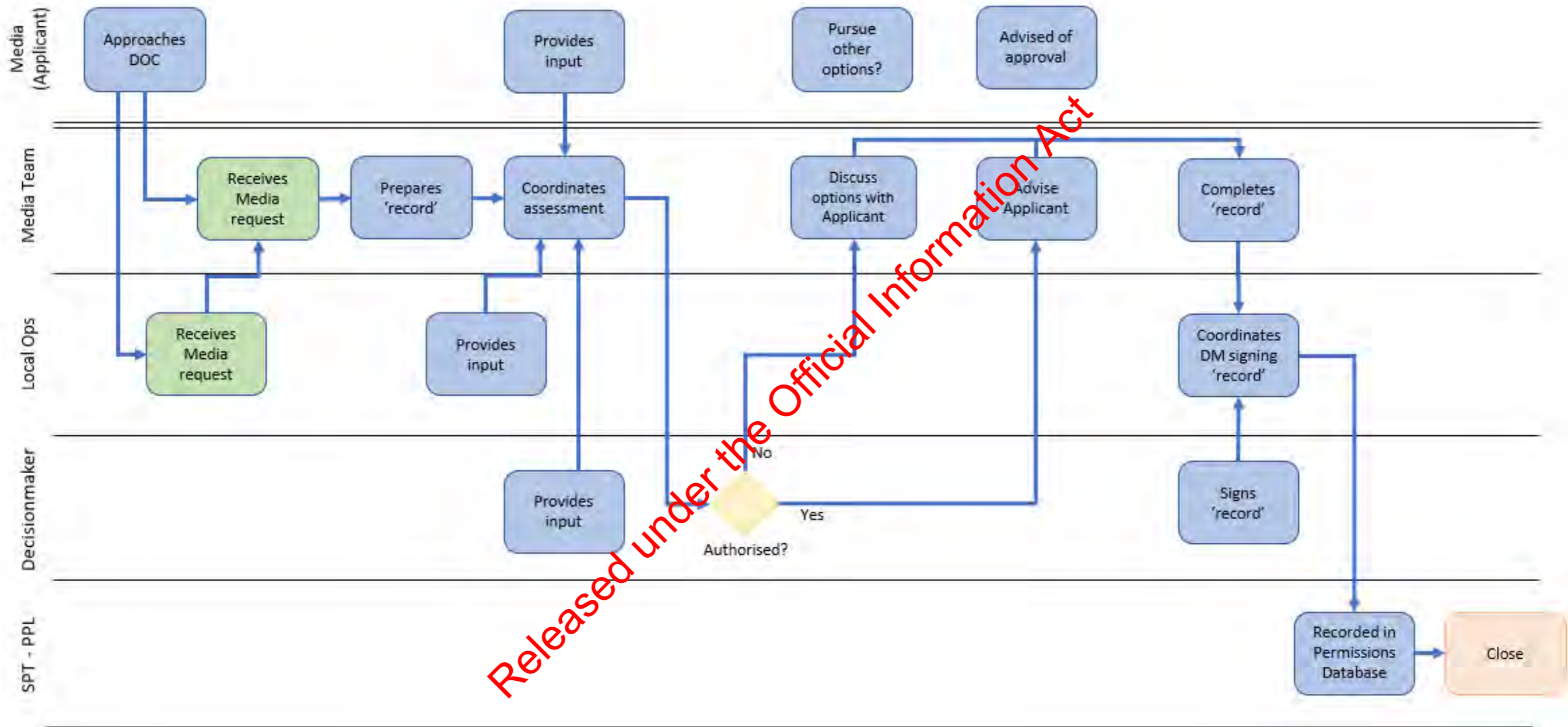
Once received, the Statutory Process Team is responsible for inputting all relevant information from this process into the Permissions Database. Additional information required for processing should be made directly to the MCT representative who sent in the form.

No additional work is required once captured.

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**Attachment 2
Proposed Media Application Process**

(as approved by D Spiers 2018)



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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

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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 for final processing.

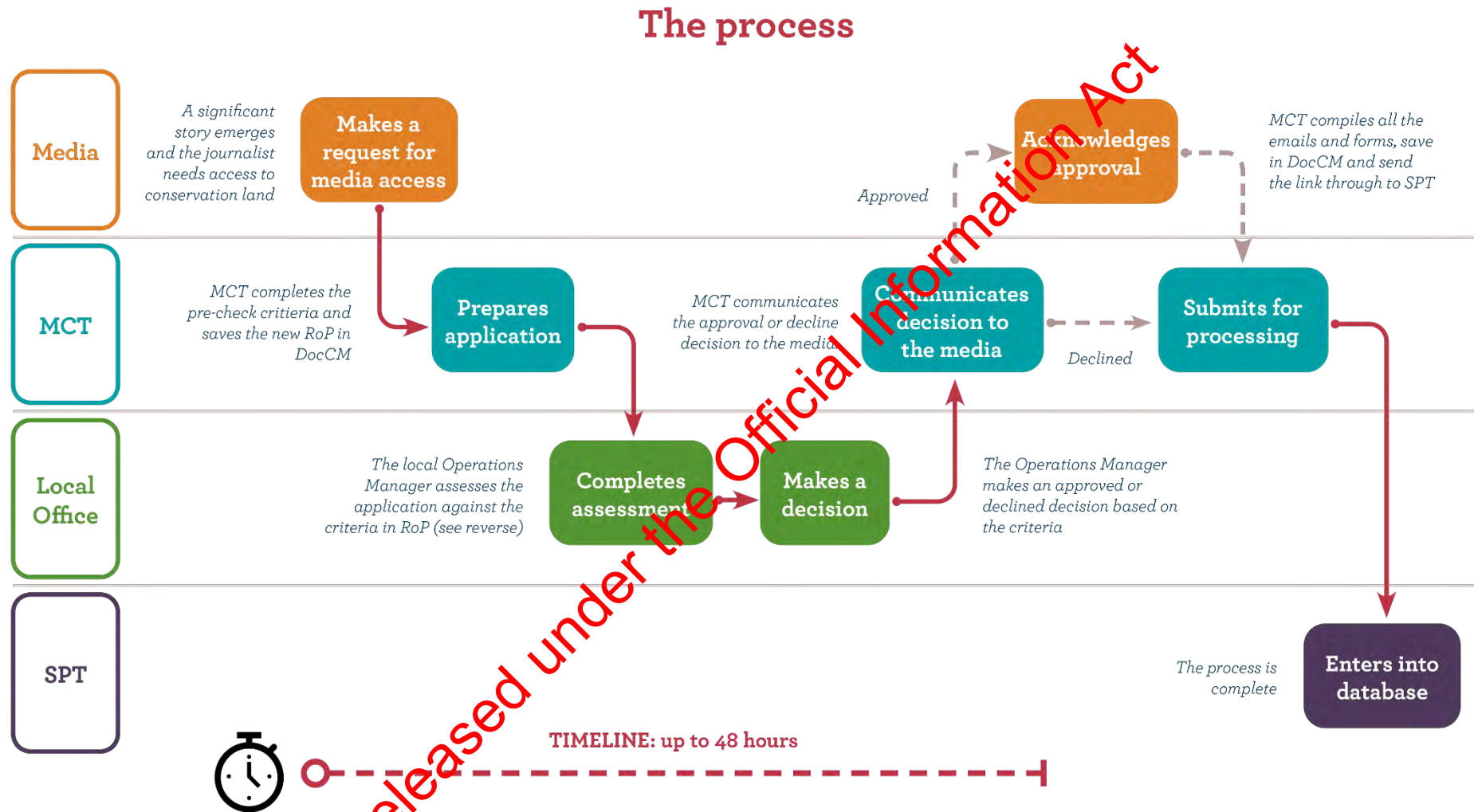
The **Local Office** handling a MM request will:

- 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):	
<input type="checkbox"/> Individual	
<input type="checkbox"/> Registered Company	
<input type="checkbox"/> 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.

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B. Activity data table

 Activity details Completed by: Applicant (or Media and Communications Team)					Office use only 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
Other: 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].

Released under the Official Information Act

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.

Released under the Official Information Act



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 E: 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

X
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.

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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.

Released under the Official Information Act

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

Subject: DOC’s Mainstream Media Process

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.

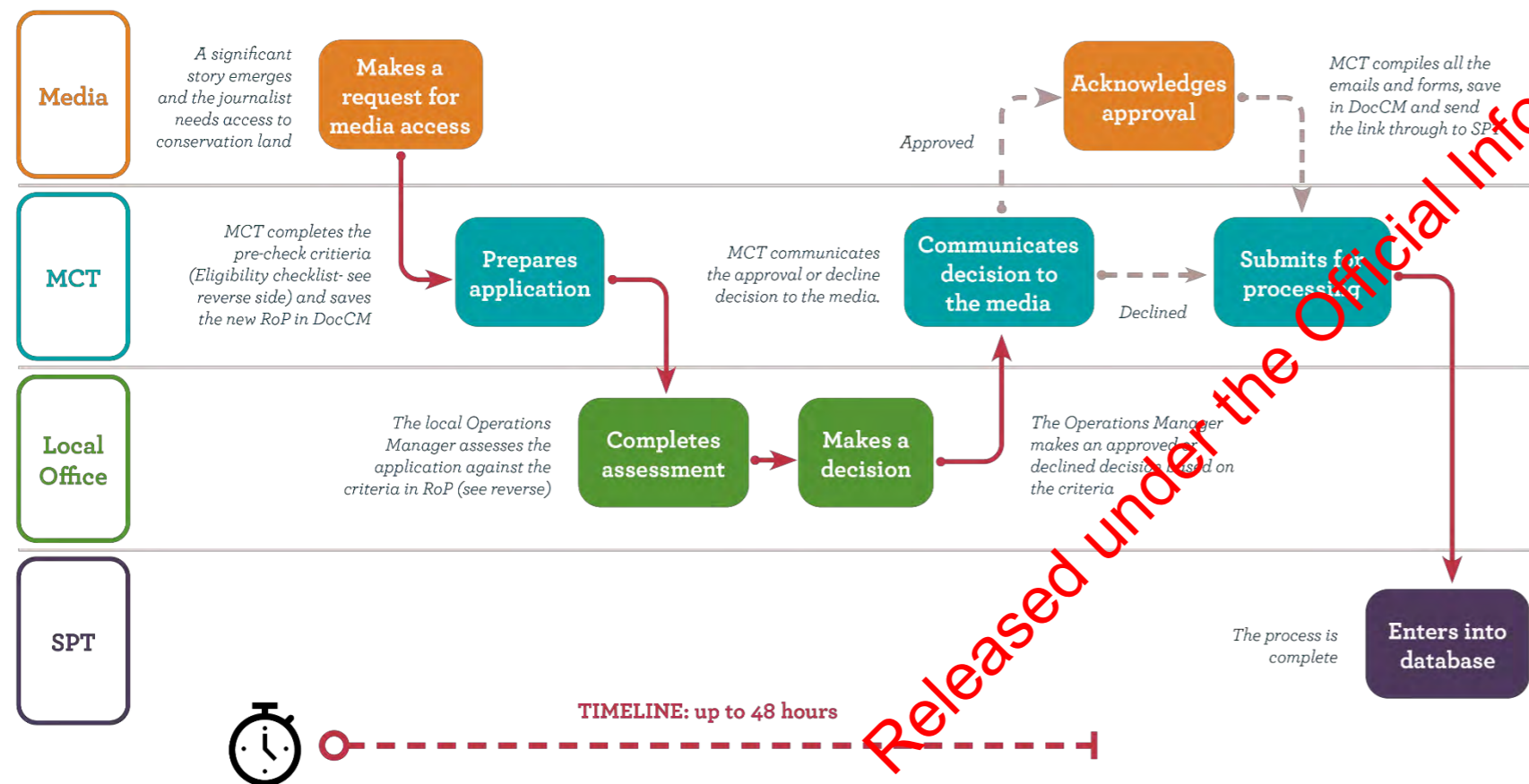
Please advise me if you have any Critical Issues you wish the review to address.

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



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

Released under the Official Information Act

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.

- s9(2)(g)(i)

- s9(2)(g)(i)

- s9(2)(g)(i)

- s9(2)(g)(i)

- s9(2)(g)(i)

- s9(2)(g)(i)



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 DOCLearn 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 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 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.
Purpose	Undertake a fresh review of the Mainstream Media Process to ensure that we are supporting the media within our legislative requirements.
Quantity	A report outlining options and recommendations
Quality	Redacted under section under section 9(2)(g)(i),
Resources	<p>Staff:</p> <ul style="list-style-type: none"> • National Permissions Advisor – Aran Naismith • Solicitor -Olivia Eaton and Jonty Somers • Media Advisors – Leigh-Anne Wiig • Kahui Kaupapa Atawhai – Aaron Tarkenton • District Operations -John McCarroll • Partnerships/Engagement – Anita Anderson <p>Documents/Links:</p> <ul style="list-style-type: none"> • Briefing to DG – DOC’s Mainstream Media Process: DOC-6474919 • Mainstream Media Quick Reference Guide: DOC-6127629 (flowchart and FAQ) • Mainstream Media Record of Process: DOC-5631995 (an all-in-one process record and step-by-step guide) • Mainstream Media DOCLearn training module • A DOCLearn eLearning course (designed to familiarise staff with all the steps in the current process) • https://docwiki/index.php?title=Mainstream_Media_Authorisations <p>Letters from media:</p> <ul style="list-style-type: none"> • Letter from James Frankham, New Zealand Geographic Magazine – 16 October 2020: DOC-6474150 • Letter from Geoff Collett, Media Freedom Committee – 19 October 2020: DOC-6474155
Timing	Review report: due within 40 working days of a Context Meeting occurring.

Released under the Official Information Act

Released under the Official Information Act



Lou Sanson
Department of Conservation

October 16, 2020

MEDIA ACCESS PERMITS

Tēnā koe Lou,

I apologise for the timing of this letter, arriving in the final throes of an election, but I write on a matter of some consequence for media, conservation and our understanding of wild places as Kiwis.

As you are aware, *New Zealand Geographic* has been reporting on New Zealand's environment and society for more than three decades. We have a unique focus on science and conservation, and our journalists and photojournalists spend much of their time in the field working on DOC-managed estate.

Until recently, we have enjoyed the same ready access and trust that DOC offers the public, which has been of considerable benefit to the public understanding of our wider territory, our sense of connection with it, and public appreciation of DOC's role in managing this vast and complex public asset. A very quick tally of the value of our coverage of DOC operations against our regular custom-publishing rate card comes to \$132,000 for the past year alone, so the benefit cuts both ways... but not that it matters, because this letter largely concerns the public's right to know about the state and management of some of their most treasured sites.

While battling a slew of permissions issues for filming and science activities on DOC estate, we were alarmed this week to learn of a new process—the Media Access Permit—which requires all journalists and photojournalists to apply well in advance to access conservation land, stating the locations they intend to visit and their purpose there.

We have spoken with senior colleagues at Stuff, Newsroom, Wilderness and RNZ who are equally alarmed at the process and its consequences. I understand it will be raised at the Media Freedom Committee in the near future.

As it appears that DOC did not consult with journalists or media on the effect that this process would have on their operations—and indeed coverage of DOC estate—I would like to make a few



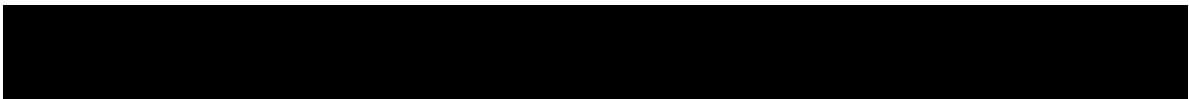
immediate observations. Most notably, that the process is flawed, inconsistent with how journalism happens—here or anywhere in the world—and potentially a constitutional concern.

- Journalism is necessarily a process of discovery. Interviews and field observations build a base of evidence and information that allows the journalist or photojournalist to pursue leads wherever they take them. This is implicit to the discipline. Having to define in advance what we expect to find, who we expect to talk to and where we expect to go is completely inconsistent with best practice, like asking a scientist to simply write up their hypothesis without testing and proving it. A 48-hour process and the approval of three or more parties does not allow this to happen. It stalls journalism.
- I am unaware of a single incident in the past three decades of a *New Zealand Geographic* reporter or photographer acting inappropriately or in a way that was harmful to the ecology, wildlife, other individuals or themselves while on assignment on conservation land. Which begs the question, what is the risk DOC is trying to mitigate?
- We understand that the process requires a journalist, photojournalist or editor to fill out a form for each location or shoot and send it to the media team, who will process it and send it to a ranger at an area office who will process it, make a recommendation and send that to the area office director for sign-off, who then sends it back to the media team who will process the permit and forward it to the media outlet. Barring any questions or clarification. This is advertised to take 24-48 hours. Based on past performance I expect this is achievable only in very favourable circumstances. Rangers are busy, in the field, or any one of the five connections required to get the result back to the journalist could be late. As an exemplar, we applied for a filming permit for Dusky Sound back in August that was meant to be part of a 'streamlined' 20-day process for film and television production two months. Our NZonAir-funded production was booked in for late September, including a \$13,000 boat charter and the participation of two scientific field teams. The permit never arrived, and we had to go ahead with production, filming entirely from the sea and unable to step on to conservation estate because the paperwork did not come through. It was hugely stressful for the team and a tragic waste of an opportunity to share the remarkable Fiordland conservation estate with Kiwis at large, many of whom will never get to visit. We are still waiting for the permit today.
- The Permissions Team have advised that they have a substantial "backlog" affecting their ability to process permit documentation. This has affected our work with filming permits, but perhaps more importantly it has affected every scientist we work with in ways that severely compromise the science taking place in New Zealand (and the ability of DOC to benefit from that knowledge). Permissions appears to be under-resourced, poorly engaged with partners and unable to administer the processes they have created in the timelines they promise. This is not a direct criticism, but an observation of an area that desperately needs resourcing and attention, and further evidence that the Media Access Permit process will likely be similarly challenged.
- We have been advised that if the photographer wants to use a drone the process could take longer, for undefined reasons. Today almost every photographer takes a lightweight drone just like they pack an extra lens. They are skilled operators and pose little risk of danger or disturbance of wildlife or others. The photojournalist constantly monitors their



subject and manages their relationship with it whether physically approaching for a photograph, walking off trail or flying a drone—it's their job. In three decades *New Zealand Geographic* has never received a complaint from DOC about the approach of our contributors in the field, with drones or not, despite covering hundreds of subjects, many of them vulnerable to disturbance.

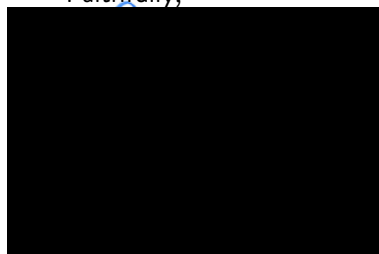
- We have been advised that this process could trigger iwi consultation in some instances, a process that requires a 20-day consideration period for iwi and rules out, for instance, photographs that include a mountain top in some regions—a photograph that members of the public readily capture and publish without context or acknowledgment of iwi on social media platforms. Every time *New Zealand Geographic* has engaged in this process for film and television production it has taken considerably longer than 20 days, a result that would ultimately rule out any future coverage of sites relevant to Māori. This would be a shocking outcome for attempts to make media more inclusive, diverse and relevant in coverage, it would be a catastrophe for wide public understanding of the importance and involvement of iwi in managing conservation lands and it would be a shame for Māori to lose coverage and the opportunity to see and reflect on those places they treasure most.
- While in the field, reporters and photographers are considered PCBUs for the purposes of health and safety. They have guidance, expectations and operating principles from *New Zealand Geographic* as the commissioner of the work, but are responsible for themselves, their own safety and safe operations that do not endanger others.
- As creative professionals, our photographers and writers retain copyright of their work after it appears in *New Zealand Geographic*, and supplement their income (to varying degrees) through the sale of these publication rights, in much the same way as a member of the public might sell a print of an image they shot while on holiday. Has DOC considered how this regulation would affect the publication rights of those photojournalists who hold copyright to their works?
- For all practical purposes, it is the media that decides what is topical and what is in the public interest... but a reading of the terms of access published on DOC's website seems to infer that the public interest is decided as part of the permitting process, by DOC. This is clearly outrageous.
- While the media team has offered assurances that this process is not intended to monitor or control media coverage on conservation land, it could be used to do so. This is not unfounded—DOC has on a small number of occasions attempted to scuttle or manipulate *New Zealand Geographic's* coverage of sensitive conservation stories.
- Building a permissions process around journalism—a feature and process fundamental to a functioning democracy and holding public institutions to account—must have some constitutional considerations. Has DOC sought any guidance on the legality of regulating journalism and media access in this way? If so, I would like to see advice relating to the Media Access Permit and the process to administer it. I would rather this happened on a good faith basis, but if this is not possible, it can be considered a request under the Official Information Act.



It occurs to me that the foundation of this problem is that DOC has defined editorial production of public-interest journalism as “commercial activity” which must be regulated under the Conservation Act. In any media outlet there is a principled arms-length relationship between editorial concerns and the commercial activity of media brands—advertising, retail sales, subscriptions. While customers purchase our products in one form or another, it has little bearing on how we operate in the field, which is at the discretion of journalists, photojournalists and editors, not publishers or salespeople. Media is unique among commercial organisations in this regard, and should be excluded from DOC’s definition of commercial activity for this reason. As case-in-point, the observations made above are concerned with the public’s right to know and the process of news-gathering, and none relating to the commercial impact of DOC’s decision to require permits for journalism.

I trust you take this feedback in the spirit in which it is intended, and I would welcome a constructive discussion on the matter.

Faithfully,



PUBLISHER

CC. David Hall (publisher, Wilderness), Geoff Collett (editor-in-chief verticals, Stuff), Media Freedom Committee, David Williams (Newsroom), Minister Eugenie Sage (who responded personally to a Twitter post on the matter).

Redactions under section 9(2)(a)



Released under the Official Information Act

28 October 2020

Geoff Collett
Media Freedom Committee (Stuff representative)

[REDACTED] Redaction under section 9(2)(a)

Tēnā koe Geoff

Mainstream Media Permits

Thank you for your letter dated 19 October 2020, addressed to Lou Sanson, raising concerns about DOC's mainstream media permit process, and your recent email correspondence on the matter.

Lou has forwarded this to me to respond to as DOC's single point of accountability for permission processes. I acknowledge the issues you have raised about the lack of consultation before implementation of the mainstream media permit process, your wider concerns about the mainstream media permit process, and your observation of social media "influencers" potentially operating without authorisation from DOC.

Your letter and James Frankham's (New Zealand Geographic) letter of 16 October 2020 illustrate the complexity of the issues at hand. I have tasked Judi Brennan, Permissions Manager, to run an internal review of the mainstream media permit process to ensure that we are supporting the media appropriately within the legislation.

I will ensure this review considers the issues, observations and broader questions you have raised. The review will be led by the permissions team and include input from DOC's legal, media and communications, partnerships, operations and Kahui Kaupapa Atawhai (treaty partner engagement) teams.

While the review is underway, media still require permits for filming (and photography) on public conservation land. Note that in the vast number of cases the news media ask DOC to source photos for them or we supply images with media releases. If media are accompanying DOC staff, they don't need a permit. However, when reporters are going into the field without DOC staff, they need a permit.

The mainstream media permit process was designed with input from legal staff, taking into consideration the requirements for concessions for commercial activity under the Conservation Act 1987. The legal view within DOC at the time was that Section 170 of the Conservation Act created a strong presumption in favour of concessions being required.

Regarding the issues you raised around iwi consultation in your recent email correspondence, you will be aware that under Section 4 of the Conservation Act, DOC shall give effect to the principles of the Treaty of Waitangi. The relevant principles of the Treaty of Waitangi that apply generally to the Departments' work are:

Partnership: mutual good faith and reasonableness: The Crown and Maori must act towards each other reasonably and in good faith. Consultation on concession applications often ensures the principle of partnership is met.

Informed decision-making: Both the Crown and Maori need to be well informed of the other's interest and views. Consultation on concession applications can help achieve informed decision-making.

Active protection: The Crown must actively protect Maori interests retained under the Treaty as part of the promises made in the Treaty for the right to govern. Consultation on concession applications can help ensure Maori interests are understood and able to be actively protected.

Redress and reconciliation: The Crown have processes to address differences of view and should provide remedies for past breaches.

The importance of section 4 of the Conservation Act has recently been reinforced by the courts therefore we must take this seriously.

Consultation with iwi must be genuine and informed. The nature of your stories is not at the centre of consultation, but it has been sought as additional context for iwi which can assist with the overall understanding of your applications and potential cultural impacts.

Thank you for your feedback. Judi Brennan will be in touch with you to update you once our review has commenced.

Nāku noa, nā



Natasha Hayward
Director - Planning, Permissions & Land

Representing mainstream media in New Zealand

October 19, 2020

Lou Sanson
Director General
Department of Conservation
(By email)

Tēnā koe Lou

Media Access Permits

The Media Freedom Committee wishes to express its concern about DOC's "news media access permit". Committee members are concerned that this permit process is an unnecessary impediment to legitimate news-gathering activities on the conservation estate and have had a number of examples drawn to our attention where the requirement to seek DOC permissions has frustrated and prevented journalists going about their work.

James Frankham of NZ Geographic has been in contact with you about this issue separately, and we share the concern he raised. The lack of consultation ahead of the permit programme being introduced, the time-consuming processes it requires, the lack of transparency and consistency it is applied with, the obstacles it may place in the path of journalists attempting to do their work, and the absence of any obvious justification for it are all matters of concern.

Some journalists who have encountered the process complain that they suspect it has been used to prevent coverage of areas or issues which do not suit DOC staff. Whether that is a fair assessment, the requirement during the permitting process for journalists to provide an outline of their story to DOC staff could be seen as interference in the long-established rights of the media to gather news in an independent manner free from the undue scrutiny or interference of officialdom.

Of significant concern is that the permit process only applies to instances where DOC staff consider that the story in question is "topical, timely and in the public interest". If they deem otherwise, the journalist then appears to be obliged to go through the process of applying for a filming concession, which is an extraordinary and totally unreasonable imposition to put in the way of straightforward journalistic photography or videography on public land.

Further, it appears that while some journalists are attempting to oblige by and comply with the permitting systems - concerned about the harsh penalties that are threatened for non-compliance - others are apparently able to ignore the process completely and suffer no sanction. Social media

"influencers" are among those who we believe are operating without regard to the permits and posting video and images from areas which journalists have been ordered to seek permits to report on.

We can provide specific examples if that assists in your consideration of this matter.

Our view is that the need for this permitting system is unproven and unnecessary. Given the vast area that falls under the DOC estate, it could effectively be used to lock the media out of reporting on a substantial portion of New Zealand's land area. Of course we recognise that this is not the intention, but the problems that we outline above make clear to us that the department needs to urgently review the justification for permitting controls on the news media. We believe no such justification exists, but if DOC sees the need to pursue this, we urge you to consult with media operators to address the factors at play. If there are concerns about, for example, the impact of journalists visiting sensitive areas, we are certain that other, less drastic measures could be taken to address them.

The Media Freedom Committee would be happy to assist in brokering such discussions between DOC and the news media industry. We represent TVNZ, RNZ, MediaWorks, NZME, Stuff, Newsroom and the Spinoff.

Please note that I am writing as a member of the committee given discussions I've had about this issue in my professional capacity as a senior editor at Stuff. I would be happy to continue as a contact point for DOC on this, but please loop the committee chair, Miriyana Alexander, into any ongoing correspondence.

Ngā mihi



Geoff Collett
Media Freedom Committee member (Stuff representative)

Redaction under section 9(2)(a)

Released under the Official Information Act

Representing mainstream media in New Zealand

October 28, 2020

Natasha Hayward
Director – Planning, Permissions & Land
Department of Conservation

Tēnā koe Natasha

Media Access Policy

Thank you for the update on DOC's review of its media access policy.

While we are heartened that this is being reviewed, we remain concerned that there is no indication of any intention to consult with media organisations around the review; and no timeframe provided.

With complete respect for the experience and professionalism of the DOC staff who will contribute, we believe that any review cannot be fair and comprehensive if it fails to engage with the people it most impacts; particularly given the potentially significant ramifications it has for our work (and is already having for some individual journalists, based on reports to date).

Further, we believe that the assumption at the core of your new approach - that news reporting is by definition a "commercial activity" and hence requires a concession in the circumstances you set out - is questionable and confusing. For example, not all news media organisations operate to a commercial model (RNZ, for instance, or staff employed under the Local Democracy Reporters framework), and it is not clear if you are making exceptions for them. Much New Zealand journalism may be funded by commercial business models, but there is a strong expectation in our industry that the practice of journalism itself remains independent of and even ring-fenced from the commercial activities of the owner-businesses.

In short, we don't accept that it is a clear-cut situation and we don't believe that DOC has taken a well-informed approach to understanding how we operate.

It is also telling that DOC partly justifies its access policy with an argument that it will provide images with press releases, or DOC staff will accompany journalists while reporting.

Again with all due respect, such scenarios are only going to apply in cases where DOC is a willing party to news reporting; it is hard to avoid the conclusion that the policy allows the department to intervene in and even frustrate reporting requiring access to the Conservation Estate where it is unhappy about the nature of the story being pursued.

There are other points I could make at this stage, but I would prefer to reiterate the Media Freedom Committee's request that - given that DOC is apparently not of a view to rescind the policy - it consults meaningfully with the media industry and applies a transparent approach to its review.

I remain happy to act as a contact point for you on behalf of the committee and its chair, Miriyana Alexander.

Yours sincerely

Redaction under section 9(2)(a)

Geoff Collett
Stuff representative

Released under the Official Information Act

29 October 2020

James Frankham
Publisher
New Zealand Geographic

Redaction under section 9(2)(a)

Tēnā koe James,

Mainstream Media Permits

Thank you for your letter dated 16 October 2020, addressed to Lou Sanson, Director General, raising concerns about DOC's mainstream media permit process. Lou has forwarded your letter to me to respond to, as I am accountable for DOC's permission processes.

I would like to acknowledge the mahi of the media in general with regard to the editorial function where conservation is supported for the wider public good, helping New Zealanders to know about public conservation and nature and take this opportunity to specifically extend my gratitude to New Zealand Geographic for the quality coverage of DOC operations and conservation issues, as well as providing free access for DOC staff to your publications.

The issues you have highlighted around the implementation of the mainstream media permit process along with the questions you have raised about the risks DOC is trying to mitigate, and whether we have considered how this regulation would affect the publication rights of photojournalists who hold copyright to their work, are all important to fully understand and address.

The observations outlined in your letter illustrate the complexities of the issues at hand in a fast paced and often reactive environment that still requires the Department to operate within legislative requirements and treat everyone fairly. It is certainly not DOC's intention to restrict or constrain media reporting on important environmental and conservation issues.

For clarification, the mainstream media permit process was introduced in March 2019 primarily to support "breaking news" situations and was designed with input from legal staff, taking into consideration the requirements for concessions for commercial activity under the Conservation Act 1987. No independent legal advice or guidance was sought on copyright or the legality of regulating journalism or media access to public conservation land as the legal view within DOC at the time was that section 170 of the Conservation Act 1987 created a strong presumption in favour of concessions being required. Since implementation in March, ten media permits have been authorised utilising the streamlined media permit process, all of which were applied for and authorised within the 48 hour timeframe.

Acknowledging the issues highlighted by yourself and other media stakeholders, we are committed to moving swiftly to find a practical solution that supports media to operate on conservation land. I have asked Judi Brennan, Permissions Manager, to run a review of the mainstream media permit process to ensure that we understand both the role and the range

of media functions and therefore can appropriately support their mahi within our legislative requirements.

I will ensure the review considers the issues, observations and broader questions you have raised. The review will include input from DOC's legal, media and communications, partnerships, operations, compliance and Kahui Kaupapa Atawhai (treaty partner engagement) teams and key media stakeholders.

In response to the specific issue raised about drone use, DOC requires all drone users, both recreational and commercial to obtain authorisation before flying a drone. This ensures we protect local wildlife, respect Māori cultural values by involving hapū and iwi, let others enjoy the outdoors too, consider people's privacy and prevent accidents and interference by following Civil Aviation Authority rules. We are unable to make an exception for the media in regard to drone use. However, the review will look for ways to improve how we may be able to authorise drone use for media activities.

Regarding the issues you raised around iwi consultation, you will be aware that under Section 4 of the Conservation Act, DOC shall give effect to the principles of the Treaty of Waitangi. The importance of section 4 of the Conservation Act has recently been reinforced by the courts and we take this seriously. We will consider improvements to how we engage with our iwi partners as part of the review however I would highlight that effective engagement for our treaty partners is paramount to our Kaupapa, and actively being worked on at every level across the department.

You also discussed frustrations you're having with a filming permit for commercial documentary making. This particular request follows a different process to that of the mainstream media permit process including requiring input from the relevant district and iwi consultation to occur if the triggers have been met. In this case, the filming of *tawaki* in the Fiordland location met the iwi consultation triggers. I understand however, that some efficiency gains have been made for these types of applications by providing filming companies with a key point of contact for initial advice to streamline the application through to decision making, recognising the important role media play.

Thank you for your feedback. Just Brennan will be in touch with you to discuss your concerns and how best to engage with key stakeholders for input into the review.

Nāku noa, nā



Natasha Hayward
Director - Planning, Permissions & Land

CC David Hall (Publisher, Wilderness)
Geoff Collett (Editor-In-Chief Verticals, Stuff)
Media Freedom Committee
David Williams (Newsroom)

Department of Conservation Te Papa Atawhai
Whare Kaupapa Atawhai, PO Box 10420, Wellington 6143

From: Lou Sanson
Sent: Tuesday, 20 October 2020 10:18 a.m.
To: Natasha Hayward
Subject: RE: Media Access Permits - Media Freedom Committee letter

Thanks so much

Lou Sanson
Director-General | Tumuaki Ahurei
Department of Conservation | Te Papa Atawhai

On 20/10/2020 9:57 am, Natasha Hayward <nhayward@doc.govt.nz> wrote:

Morena Lou

PPL will be leading a team process with input from other business unit to test our current approaches and support the sector better. This will occur asap.

Also, a briefing on current state is coming to you and Mike shortly. We will provide a follow up briefing on any new approaches once the team process has occurred and any further exploratory work has been undertaken.

We are treating this 'media permit' matter with urgency given all the concern and interest at present.

Nga mihi

Natasha

From: Lou Sanson <lsanson@doc.govt.nz>

Sent: Tuesday, 20 October 2020 9:33 am

To: Vicki Connor <vconnor@doc.govt.nz>

Cc: Natasha Hayward <nhayward@doc.govt.nz>; Michael Slater <m Slater@doc.govt.nz>; Bronwyn Saunders <bsaunders@doc.govt.nz>

Subject: RE: Media Access Permits - Media Freedom Committee letter

When I first started we brought in a media permissions policy to capture major International media like BBC , CNN and Discovery Channel who were seeking free access to NZ Subantarctics , Rakiura and National Parks. (Partnerships had negotiated a major doco series with BBC which in my view enabled UK to film without using NZ resources)

It was never intention to capture NZ Geographic (our shop window) or media profiling our work.

Can we sort this asap.

Also we need a faster approval process on media drone use which I agree all media are now using .

Lou

Lou Sanson

Director-General | Tumuaki Ahurei

Department of Conservation | Te Papa Atawhai

On 20/10/2020 8:35 am, Vicki Connor <vconnor@doc.govt.nz> wrote:

Thanks Lou,

This is an issue that has been building.

I will check in with Mike on how we handle our response here.

Thanks

Vicki

From: Lou Sanson <lsanson@doc.govt.nz>

Sent: Monday, 19 October 2020 8:23 pm

To: Geoff Collett

Cc: Miriyana.Alexander; Michael Slater <m Slater@doc.govt.nz>; Vicki Connor <vconnor@doc.govt.nz>; Natasha Hayward <nhayward@doc.govt.nz>

Subject: Media Access Permits - Media Freedom Committee letter

Hi Geoff

Thanks for sending this. We highly value our relationship with media and finding out what has happened here. Neither Mike Slater or I knew of this so we will get to bottom of issue and right back to you.

Cheers

Lou

Lou Sanson

Director-General | Tumuaki Ahurei

Department of Conservation | Te Papa Atawhai

On 19/10/2020 3:28 pm, Geoff Collett [REDACTED] wrote:

Kia ora Lou - please see the attached letter from the Media Freedom Committee regarding concerns about Media Access Permits.

ngā mihi

Geoff Collett

Editor-in-Chief, Verticals

Business, Sport, Life & Style, Travel, Home, Motoring - Magazines

[REDACTED]
158 Gloucester Street, Christchurch, 8011, New Zealand

Private Bag 4722, Christchurch



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From: Vicki Connor
Sent: Tuesday, 20 October 2020 1:01 p.m.
To: Lou Sanson
Cc: Natasha Hayward
Subject: RE: Media Access Permits - Media Freedom Committee letter

Thanks Lou,

Yes, I am working alongside Natasha on this. Note the urgency.

From: Lou Sanson <lsanson@doc.govt.nz>
Sent: Tuesday, 20 October 2020 9:33 am
To: Vicki Connor <vconnor@doc.govt.nz>
Cc: Natasha Hayward <nhayward@doc.govt.nz>; Michael Slater <m Slater@doc.govt.nz>; Bronwyn Saunders <bsaunders@doc.govt.nz>
Subject: RE: Media Access Permits - Media Freedom Committee letter

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Department of Conservation | Te Papa Atawhai

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Vicki

From: Lou Sanson <lsanson@doc.govt.nz>
Sent: Monday, 19 October 2020 10:00 am
To: Geoff Collett
Cc: Miriyana.Alexander; Michael Slater <m Slater@doc.govt.nz>; Vicki Connor <vconnor@doc.govt.nz>; Natasha Hayward <nhayward@doc.govt.nz>
Subject: Media Access Permits - Media Freedom Committee letter

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Cheers

Lou

Lou Sanson

Director-General | Tumuaki Ahurei

Department of Conservation | Te Papa Atawhai

On 19/10/2020 3:28 pm, Geoff Collett [REDACTED] wrote:

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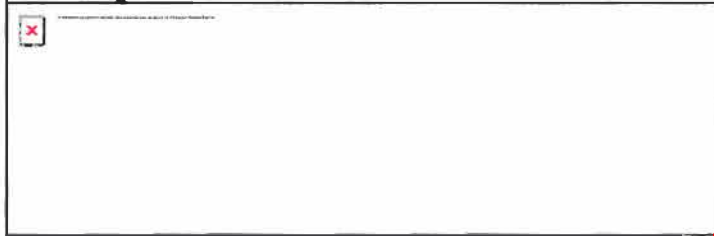
ngā mihi

Geoff Collett

Editor-in-Chief, Verticals

Business - Sport - Life & Style - Travel - Homed - Motoring - Magazines

[REDACTED]
158 Gloucester Street, Christchurch, 8011, New Zealand
Private Bag 4722, Christchurch



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From: Lou Sanson
Sent: Tuesday, 27 October 2020 8:42 a.m.
To: Natasha Hayward
Subject: RE: FW: Urgent: News Media permit

Thanks Natasha

Lou Sanson
Director-General | Tumuaki Ahurei
Department of Conservation | Te Papa Atawhai

On 27/10/2020 8:12 am, Natasha Hayward <nhayward@doc.govt.nz> wrote:

Kia ora Mike and Lou

A response is being prepared for Geoff. I will touch base with him directly to give him this assurance. Additionally this week there will be a team process meeting involving key department staff (CEU, PPL, KKA, Partnerships) to review current state and see what opportunities there are to improve our communication about media permits generally but also explore whether there is scope to introduce any new processes to support this sector.

A briefing is also coming to both of you.

Nga mihi

Tash

From: Lou Sanson <lsanson@doc.govt.nz>

Sent: Sunday, 25 October 2020 1:30 PM

To: Geoff Collett [REDACTED]

Cc: Natasha Hayward <nhayward@doc.govt.nz>; Vicki Connor <vconnor@doc.govt.nz>; Michael Slater <mslater@doc.govt.nz>; Bronwyn Saunders <bbsaunders@doc.govt.nz>

Subject: Fwd: FW: Urgent: News Media permit

Hi Geoff

We are working quickly on this. Mike Slater has tasked Natasha Hayward to get back to you this week. We agree entirely media is a critical part of NZs work and will find out what has led to these policy changes. Bear with us.

Lou

Lou Sanson

Director-General | Tumuaki Ahurei
Department of Conservation | Te Papa Atawhai

On 23/10/2020 10:29 am, Geoff Collett [REDACTED] wrote:

Hi Lou - further to the letter from the Media Freedom Committee a week ago, this is a current example of the issues that one of our journalists (a travel writer) is encountering. This highlights some of the concerns that I set out in that letter. For your information.

Thanks, Geoff

Geoff Collett

Editor-in-Chief, Verticals

Business - Sport - Life & Style - Travel - Home - Motoring - Magazines

[REDACTED]
100 Gloucester Street, Christchurch, 8011, New Zealand
Private Bag 4722, Christchurch



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

From: **Brook Sabin** [redacted]

Date: Fri, 23 Oct 2020 at 10:12

Subject: Re: FW: Urgent: News Media permit

To: Geoff Collett [redacted]rup [redacted]

Unbelievable.

DOC are now saying iwi are not sure about our stories, and want to know more before they will grant the permit. Looks like we won't get it in time for the story, which means we will have no story.

Brook Sabin

Travel journalist



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

From: **Trish Grant** <tgrant@doc.govt.nz>

Date: Fri, 23 Oct 2020 at 10:07

Subject: RE: FW: Urgent: News Media permit

To: Brook Sabin [redacted]

Cc: Media <Media@doc.govt.nz>, Leigh-Anne Wiig <lwiig@doc.govt.nz>, Andrew Lamason <alamason@doc.govt.nz>

Hi Brook

Three of the Golden Bay sites in your media permit application are wahi tapu – Te Waikoropupu Springs, Wainui Fall and Cape Farewell. Andrew Lamason, our Golden Bay community ranger, discussed your application request with manawhenua iwi and they have some reservations and would like to know more about the stories you propose to do. Andrew suggests you call him about what they would like to know so you could then provide that info in an email to go with your application and for us to share with iwi. Andrew is in workshops today but could speak to you up till 10.30am. His number is [redacted] otherwise try him again shortly after 12.30pm.

I'm not sure when you were planning to go to these Golden Bay sites but I suspect it would be Wed-Thurs next week now before we could complete your application so I'm not sure if that timeframe works to you.

Cheers

Trish Grant

Communications Advisor

Department of Conservation | Te Papa Atawhai

DDI: +64 3 546 314 [redacted]

Monro State Building

186 Bridge St Nelson 7010 | Private Bag 5 Nelson 7042

Kia piki te oranga o te ao tūroa, i roto i te ngātahitanga, ki Aotearoa.

To work with others to increase the value of conservation for New Zealanders.

www.doc.govt.nz

From: Brook Sabin [redacted]

Sent: Monday, 19 October 2020 4:30 p.m.

To: Trish Grant <tgrant@doc.govt.nz>

Cc: Media <Media@doc.govt.nz>; Leigh-Anne Wiig <lwiig@doc.govt.nz>; Andrew Lamason <alamason@doc.govt.nz>

Subject: Re: FW: Urgent: News Media permit

Hi Trish,

Released under the Official Information Act

Application attached. I've included drone use, but if this holds anything up, please disregard. It's filming from an iPhone and GoPro we're most interested in.

Cheers,

Brook Sabin

Travel journalist

On Mon, 19 Oct 2020 at 14:31, Trish Grant <tgrant@doc.govt.nz> wrote:

Hi Brook

We will need to consult with manawhenua iwi about your media permit application but we think we should be able to do this within a week if you get your application to us today or tomorrow. Please send your completed application to Andrew Lamason, copied into this email, and me. Andrew is in our Takaka office and will process your application.

Regards

Trish Grant

Communications Advisor

Department of Conservation | Te Papa Atawhai

DDI: +64 3 546 3146

Monro State Building

186 Bridge St Nelson 7010 | Private Bag 5 Nelson 7042

Kia piki te oranga o te ao tūroa, i roto i te ngātahitanga, ki Aotearoa.

To work with others to increase the value of conservation for New Zealanders.

www.doc.govt.nz

From: Brook Sabin

Sent: Monday, 19 October 2020 12:19 PM

To: Media <Media@doc.govt.nz>

Subject: Urgent: News Media permit

Hi,

I'm looking at a potential trip to Nelson/Tasman next week for a travel feature to encourage tourism to the region, but I'm wondering if it's even worth considering DOC and if this will need extra consultation (as a lot of my permits have recently).

Can I check if the following locations could potentially be processed in a week for a news media permit (for iPhone video/photos)

[Te Waikoropupū Springs](#),

[The Grove Scenic Reserve](#)

- [Cape Farewell](#)

- [Wainui Falls](#)

I'm also looking at a story on influencers who are not following the permit rules, [this video with a disclaimer explaining it has paid content in it](#), extensively features Te Waikoropupu Springs. I've established the drone shots were supplied, however the ground video was shot, it appears, without a permit. Could I get an official response to this.

Also, I was unable to get a permit for a number of locations in the Catlins, as it involved a 20 day iwi consultation.

Influencer [BareKiwi has since put out this video](#), extensively shot on the locations I was not allowed - even with a drone shot at Purukaunu Falls - a location I was told would take 20 days to get permission to use my iPhone. I have previously raised this Catlins issue with DOC, and nothing happened. Could I please also get a response to this for a story.

Kind regards,

Brook Sabin

Travel journalist



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From: Natasha Hayward
Sent: Friday, 30 October 2020 12:34 p.m.
To: James Frankham
Cc: [REDACTED] Miriyana.Alexander; Lou Sanson; Michael Slater
Subject: RE: Letter from Natasha Hayward to James Frankham - New Zealand Geographic - re mainstream media permit issues

Kia ora James

Thank you for your email.

You have identified a further grey area which will be considered as part of the review.

Nga mihi
Natasha

From: James Frankham [REDACTED]
Sent: Friday, 30 October 2020 12:07 pm
To: Natasha Hayward <nhayward@doc.govt.nz>
Cc: [REDACTED] Miriyana.Alexander [REDACTED]
Lou Sanson <lsanson@doc.govt.nz>; Michael Slater <mslater@doc.govt.nz>
Subject: Re: Letter from Natasha Hayward to James Frankham - New Zealand Geographic - re mainstream media permit issues

Tēnā koe Natasha

Thank you for your letter yesterday. Can I please get the important clarification on this response...

DOC's Media Team advised that the Media Access permit applies to journalists and photojournalists alike. You have previously told us that journalists are exempt, but then wanted to take further advice. A reading of the Conservation Act does not discriminate between journalists and photojournalists, or any type of visual media for that matter.

Can you please clarify; are journalists required to apply for Media Access Permits under DOC's reading of the Act, as photojournalists are? If not, how is DOC making a legal discrimination between these two activities?

We will also be looking into whether there is any latitude in the law around the definition of a commercial activity, the broader definition of an 'activity' under the Act, and the non-commercial nature of news-gathering.

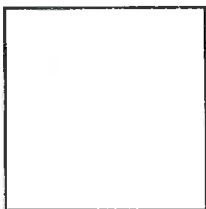
I look forward to hearing back from you, regards,

James

JAMES FRANKHAM

[REDACTED]

Released under the Official Information Act



On 29/10/2020, at 2:17 PM, Debby Drummond <ddrummond@doc.govt.nz> wrote:

Good afternoon James

Thank you for your letter dated 16 October 2020, addressed to our Director General, Lou Sanson regarding the concerns about DOC's mainstream media permit process.

Natasha Hayward - Director Planning, Permissions and Land has replied on behalf of the Director General.

Kind regards
Debby

Personal Assistant
Planning Permissions and Land

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<Letter from Natasha Hayward to James Frankham - New Zealand Geographic - re mainstream media permit issues - DOC-6472926.pdf>

Redactions under section 9(2)(a)