

## Meeting Minutes

**TE TARI PŪREKE**  
 FIREARMS SAFETY AUTHORITY

**Firearms Community Advisory Forum**  
**7 March 2024**

<b>Date</b>	7 March 2024 (9.30 am to 12.45 pm)
<b>Venue</b>	Deerstalkers House, 3 Collina Terrace, Thorndon, WGTN
<b>In attendance</b>	<p><b>Te Tari Pūreke</b>          Angela Brazier, Charlotte Etheridge, Douglas Brett, Emilia Steer, Ewan Kelsall, John Herbert, Kendra Hill (Forum Chair), Matt Lambert, Mike Tarttelin</p> <p>Presenters: Lachlan Marshall, Janina Hanify, Kate Borrell, Rachel Bolt</p> <p><b>New Zealand Police</b>          Catherine Petrey, Katie Gunatunga</p> <p><b>Others</b>          Associate Minister of Justice Hon Nicole McKee (10.30 am to 11.30 am), Denise Hutana (Minutes), Scott Ryland (Ministry of Justice).</p> <p><b>FCAF Members</b>          Adam Smith, Andrew Bakker, Andrew Edgecombe, Antonia Kohler, Gary Elmes, Gwyn Thurlow, Jade McCormick, Jared Wright, Joe Green, Liam Garlick, Lindsay Keats, Mark Walker, Peter Furley, Peter Noble, Piper Benbow, Roger Duxfield, Ross Mason, Sharron Davie-Martin, Steve Goodman, Piripi Curtis</p>
<b>Apologies</b>	Mike McIlraith, Arthur Cozens, Dave Benfel, Chris Clearwater, Kirsty Marshall

<b>Item 1</b>	<b>Welcome, apologies, introduction of new members, processes and meeting rules</b>
Discussion	The Chair welcomed everyone to the meeting.
<b>Item 2</b>	<b>Confirm previous minutes and action points (Kendra Hill)</b>
Discussion	<p>It was noted that the minutes from the meeting held on 19 October 2023 had been confirmed by email as a true and accurate record and are published on the website. <a href="#">Minutes from Firearms Community Advisory Forums</a></p> <p>The Forum discussed the Actions from previous meetings (see Table below).</p>
<b>Item 3</b>	<b>Updates</b>

Discussion

**Museum Guidelines for Storage and Transport**

Te Tari Pūreke noted:

- That they are working with various museums (22 registered their interest at the time of this meeting) across NZ to help co-create guidance for the display and storage of firearms.
- The guide will include an overview of the best practises for the safe possession, management, and appropriate methods for the storage and display of firearms and arms items.
- Feedback from the museum sector indicates there are a number of challenges in navigating and understanding the Arms Act.
- There is a need to balance regulatory compliance with the practical application of safe storage and display.

The Forum noted:

- Many museums (particularly small regional museums) are not aware of the regulations specific to museums.
- Some museums have appointed a person with appropriate endorsements to take charge of their collections. However, the responsibilities and consequences for the licence holder who holds the endorsed items against their firearms licence in the Registry is unclear.

**Visitor firearms licence application information**

Te Tari Pūreke noted:

- In 2023 Te Tari Pūreke launched a guide on how to complete the online visitor licence application for visitors going on guided hunts.
- The guide was developed with feedback from the Professional Hunting Guides Association. [Online visitor licence application guide](#)
- A companion guide for those applying to travel to New Zealand for target shooting competitions is also being developed.

The forum noted:

- International competitive shooters have the following challenges when entering New Zealand:
  - They are required to provide flight details on their application form. However, often flights are not booked until their entry is accepted.
  - Some visitors enter New Zealand a number of times in one year. However, they can only apply for a licence for their next visit after the current visit has ended and their licence expired
  - The four-month advance lead time to get a licence is considered excessive.

**Pistol Target Shooting Obligations Manual**

Te Tari Pūreke noted:

- Regulations 28GL and 28GK require, in part, aspiring pistol target shooters to complete an examination designed to demonstrate their knowledge of safe possession and use of a pistol and obligations.

- The exam (to be conducted by the club trainer) now includes additional questions to cover possession, use and obligations. Questions were developed with Pistol New Zealand (who are currently reviewing the training material).
- A free-to-use training package is being developed that covers obligations for pistol target shooting endorsement holders.

### **Clarifying guidance on registration and possession at more than one location**

Te Tari Pūreke noted:

- The Registry guidance has been reviewed and will shortly include information on:
  - Any person who is responsible for the firearms of an organisation is 'in possession' and must register those items.
  - Advise Te Tari Pūreke of all secure storage locations where a person's firearms (and those they are responsible for) are usually stored where the locations is not their home premises.

The Forum noted:

- Visitors coming in for competitions often use the clubs secure storage location.
- Information provided by Te Tari Pūreke needs to be specific regarding multiple storage locations and inspection as it may be difficult to locate firearms in other locations.
- Te Tari Pūreke should provide guidance relating to multiple storage locations.

### **Micro Credentials for firearms licence applicants**

Te Tari Pūreke noted:

- That they are working with the NZ Qualifications Authority to look at micro-credential listing, approval and accreditation for Firearms Licence Testing and the Whakatūpato Programme.
- This development will take approximately one year and will involve discussions with a range of stakeholders.
- Forum members can be added to the mailing list for information, or request to be more engaged.

### **Secure storage and transport and firearms safety**

Te Tari Pūreke noted:

- The guide is currently being reviewed by the Legal and Policy teams, and the Forum will be asked for feedback at a later date.
- The guide has been updated to clarify:
  - Fixing the safe to one surface.
  - Thickness of the metal in a standard A category safe.
  - Guidance around storing keys and codes.
- The Recreational Firearms Users Working Group has provided feedback on Rule 3 particularly on how it is described in the firearms safety code. Three scenarios are being developed to ensure that the guidance covers the state of

	<p>readiness for all common firearms use. The Forum will be asked for comment in the future.</p> <ul style="list-style-type: none"> <li>• The website videos are currently being recut to better clarify rule 4 of the &amp; safety rules.</li> <li>• The advertising (via online and publications) for the roar and duck shooting safety campaign has been circulated to the Forum.</li> </ul> <p>The Forum noted:</p> <ul style="list-style-type: none"> <li>• Retail staff need to have the phone number and email of those to contact when they have questions.</li> <li>• Arms Vettors doing inspections are not always sure of what is required and need more guidance.</li> </ul>
<p>Actions</p>	<p>Te Tari Pūreke to consider the following challenges that international competitive shooters and hunters are encountering:</p> <ul style="list-style-type: none"> <li>• The requirement for prior flight details to be provided on the application form, before knowing their entry has been accepted.</li> <li>• A visitor firearms licence application can only be submitted after the previous visitor licence has expired.</li> <li>• The recommended four-month advance lead time for visitor firearms licence application.</li> </ul>
<p><b>Item 4</b></p>	<p><b>Arms Transformation Programme</b></p>
<p>Discussion</p>	<p>The Chair welcomed Hon Nicole McKee (Associate Minister of Justice - Firearms) and her team to the meeting at 10.30 am.</p> <p><b>Dealers Survey</b></p> <p>Te Tari Pūreke summarised the results from the Dealers Survey.</p> <ul style="list-style-type: none"> <li>• The purpose of the Dealers Survey was to inform service design to make it easier to meet the registry and record keeping obligations.</li> <li>• In October 2023, 420 holders of a dealer’s licence were surveyed, with a 31% response rate.</li> <li>• Key insights from the survey include:             <ul style="list-style-type: none"> <li>○ Dealers have different systems, tools for managing their stock.</li> <li>○ Time is money.</li> <li>○ Dealers understand their record keeping obligations but wanted more time to digest the information and training before the changes to record keeping regulations came into effect.</li> <li>○ Dealers want to reduce any duplication.</li> <li>○ Security and privacy are non-negotiable.</li> <li>○ Dealers are concerned about any impacts on their organisation particularly during the recovery after Covid.</li> </ul> </li> <li>• From October to December 2023 licensed dealers were also visited to better understand how the different types of commercial businesses who possess firearms operate.</li> </ul>

	<p>Te Tari Pūreke thanked the Dealers and their staff for participating in the survey and summarised the opportunities that will be explored:</p> <ul style="list-style-type: none"> <li>• Regularly getting feedback from dealers.</li> <li>• Providing different types of support and resources (e.g., videos, emails, guides and training) to make it easy to meet dealer's obligations.</li> <li>• Making historical details available to dealers and staff.</li> <li>• Improving digital tools (e.g., adding information, search, filter and navigation functions and reduce duplicate entries of information).</li> <li>• Structure information requirements so they are similar for tools and templates.</li> <li>• Explore ways to make better use of the technology that businesses use.</li> </ul> <p>The Forum noted that the Dealers are the conduit, and therefore need to be familiar with all the information as they could share information with firearms licence holders.</p> <p>Hon Nicole McKee noted that Dealers are an important part of the system and congratulated Te Tari Pūreke and Dealers on their work.</p>
Actions	There were no actions from this discussion.
<b>Item 5</b>	<b>Clubs and Ranges</b>
Discussion	<p>Te Tari Pūreke noted:</p> <ul style="list-style-type: none"> <li>• There are approximately 1200 active shooting ranges which include the existing 396 certified pistol ranges. Currently, 505 ranges have been approved and all other applications are being processed. Shooting Range Operators that applied before 25 June 2023 can continue to operate until their application is processed.</li> <li>• In January the Ministry of Justice was assigned policy responsibility for the Arms Act and is currently reviewing parts of the Act and Regulations that relate to clubs and ranges.</li> <li>• It is a condition of every B Endorsement that the endorsement holder complete 12 shoots in the yearly period 1 July - 30 June. Pistol clubs have until 28 July to report to the regulator on the 12 shoots on behalf of their members. For the 2022/23 period, 10% of pistol endorsement holders have failed to comply.</li> <li>• Eight ballistic improvement notices have been to pistol range operators since our last meeting.</li> </ul> <p>The Forum noted:</p> <ul style="list-style-type: none"> <li>• The role of the “shooting range inspectors’ is to provide a report to accompany the range operator’s original certification application or an application for a subsequent significant modification to a range. Only Te Tari Pūreke Club and Ranges Advisors have the technical knowledge and delegated authority to conduct a regulatory inspection.</li> <li>• Club annual reporting requirements are due five months after the end of the club’s financial year.</li> </ul>
Actions	Te Tari Pūreke to consider the possibility of developing a form for shooting clubs to do their annual reporting.

<b>Item 6</b>	<b>Break</b>
<b>Item 7</b>	<b>Operational Policy</b>
Discussion	<p>Te Tari Pūreke updated the forum on the Targeted Renewal Approach Framework and noted the framework will:</p> <ul style="list-style-type: none"> <li>• Identify and review relevant events, occurrences, changes of circumstances and patterns of behaviour.</li> <li>• Include targeted questions that cover changes in circumstances for applicants and referees.</li> <li>• Some of the vetting interviews will be conducted over the phone or by way of video technology.</li> <li>• The framework is currently being applied across the following areas:             <ul style="list-style-type: none"> <li>○ Re-application(renewal) of firearms licence applications.</li> <li>○ Dealer licence re-application.</li> <li>○ Re-application (renewal) of firearms licence applications with an endorsement.</li> </ul> </li> </ul> <p>The Forum noted:</p> <ul style="list-style-type: none"> <li>• Section 24A of the Arms Act 1983a member of the Police may find a person is not a fit and proper person</li> <li>• The applicant must provide information to satisfy the Regulator that they are fit and proper.</li> <li>• There is an opportunity to work with isolated communities to make it easier to complete the interviews where both the applicant and the referees live in these communities. A trial was completed in 2022 where the licensing process was run in conjunction with the Whakatupato course.</li> <li>• There is an opportunity to apply a cultural lens and to ensure that there is no unconscious bias in the decisions. The Māori Responsiveness Team is responsible for ensuring that the criteria against which decisions are made are applied consistently and within the spirit of Te Tiriti o Waitangi.</li> <li>• The training and application processes can be difficult for those who are not computer literate or do not have a good grasp of English.</li> </ul>
Actions	<p>Te Tari Pūreke to send Forum members the following information:</p> <ul style="list-style-type: none"> <li>• Provide FCAF wording of Sections 24, 24A.</li> <li>• The Intervention principles for applying “fit and proper” considerations.</li> </ul> <p>Te Tari Pūreke to add to the agenda for the next Forum meeting a discussion on the work programme of the Māori Responsiveness Team.</p> <p>Te Tari Pūreke to gather feedback (online) from Forum members on the cultural lens.</p>
<b>Item 8</b>	<b>Policy Update</b>

Discussion	<p>The Ministry of Justice noted:</p> <ul style="list-style-type: none"> <li>The responsibility for the Arms Act has recently transferred to the Ministry of Justice. Justice officials have commenced work on the Government’s 100-day plan this includes:           <ul style="list-style-type: none"> <li>Supported the introduction of the Firearms Prohibition Orders Legislation Amendment Bill on 5 March 2024. This is currently with the Justice Committee who is expected to report back by the end of July.</li> <li>commenced work to repeal and replace Part 6 of the Arms Act 1983 relating to clubs and ranges.</li> <li>The review of the firearms registry will begin by June 2024.</li> <li>In the future officials will be preparing advice on the future to transfer Te Tari Pureke to another government department and to rewrite the Arms Act to provide greater protection of public safety and simplify regulations in accordance with the coalition agreement.</li> </ul> </li> </ul> <p>The Forum noted that consultations should be avoided over the roar and duck shooting.</p>								
Actions	There were no actions from this discussion.								
<b>Item 9</b>	<b>General Business</b>								
Discussion	<p>Te Tari Pūreke noted:</p> <p><u>Update on Firearm Registry numbers</u></p> <ul style="list-style-type: none"> <li>The monthly statistics on the Firearm Registry is published in the <a href="#">Firearms Pānui</a></li> </ul> <table border="1" data-bbox="552 1151 1161 1312" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;"><b>Registry Update at 28 February 2024</b></th> </tr> </thead> <tbody> <tr> <td>Total firearms registered</td> <td style="text-align: right;">137,051</td> </tr> <tr> <td>Total arms items registered</td> <td style="text-align: right;">6,145</td> </tr> <tr> <td>Total Licence Holders registered</td> <td style="text-align: right;">28,650</td> </tr> </tbody> </table> <p><u>Update on implementation of online transfers in the Register</u></p> <ul style="list-style-type: none"> <li>Currently updates to the Register are required to be completed by phone during business hours.</li> <li>Te Tari Pūreke has an online transfer in the Register in its work programme but the timeline has not yet been confirmed.</li> </ul> <p><u>Deceased Estates</u></p> <ul style="list-style-type: none"> <li>Te Tari Pūreke has begun to develop advice on handling of firearms held in deceased estates noting there is a range of information already available.</li> <li>The target audience will be those preparing wills, executors, and trustees of an estate.</li> <li>There are legal requirements when settling an estate and the licence holder needs to ensure that appropriate arrangements are made in the event of their death.</li> <li>Section 43 prescribes the obligations of trustees, executors and administrators.</li> <li>The firearms licence application process for renewals includes a question about what plans the licence holder has for their firearms after they die.</li> </ul>	<b>Registry Update at 28 February 2024</b>		Total firearms registered	137,051	Total arms items registered	6,145	Total Licence Holders registered	28,650
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	<p><u>Visitors licence</u></p> <ul style="list-style-type: none"> <li>• Delays in approving a visitor licence is often due to the need to verify international information. This could be due to difficulties in locating information and/or different international processes.</li> <li>• The Forum suggested:           <ul style="list-style-type: none"> <li>○ One option would be to have a list of preferred countries i.e. the amount of information required depends on the country where the visitor lives.</li> <li>○ In New Zealand an unlicensed shooter (including overseas visitors) can shoot under the immediate supervision of a New Zealand firearms licence holder.</li> </ul> </li> </ul> <p><u>Transformation</u></p> <ul style="list-style-type: none"> <li>• Te Tari Pūreke staff have blocked cell phone numbers. Although privacy needs to be protected this can create distrust.</li> <li>• If call receivers are concerned about the call, they can request an email or alternatively ring 0800 844 431.</li> <li>• Feedback indicates that not all firearm owners are aware they need to register all their firearms following an activating event not just a newly purchased firearm or ones that they are regularly using.</li> </ul> <p><u>Transporting firearms with Air New Zealand</u></p> <ul style="list-style-type: none"> <li>• Some licence holders are finding it difficult to fly domestically when their licence is current but their licence card shows an expired date.</li> <li>• Air New Zealand staff are able to check if firearms licences are current via the online licence checker, but many may not be aware of this.</li> <li>• If international flights contain firearms, then police will be present on landing.</li> </ul> <p><u>Arms Officers</u></p> <ul style="list-style-type: none"> <li>• Arms officers now report to Te Tari Pūreke and receive a fortnightly internal update email.</li> </ul>
Action	<p>Te Tari Pūreke to follow up on the information for executors and trustees of licensed firearm holders wills to identify other avenues for communication (eg template for licence firearm holders to complete).</p> <p>Te Tari Pūreke to follow up with Air New Zealand to ensure the staff have the information required when firearms are transported by Air New Zealand.</p> <p>Te Tari Pūreke to consider messages about awareness of scam calls.</p> <p>Te Tari Pūreke to follow up on advice on how to photocopy the firearms licence without blanking out the photo.</p>
<b>Item 10</b>	<b>Meeting Closure</b>
<b>Discussion</b>	The Chair thanked for everyone attending and noted:



- There will be three in person meetings and online evening meetings during 2024.
- The draft minutes of this meeting will be circulated and once agreed will be loaded to website.

The meeting closed at 12.50.

Actions Te Tari Pūreke				
Agenda/ Action item	Action	Person responsible	Due date	Status
<b>Meeting: 07 03 2024</b>				
<b>3.Updates</b>	<p>Te Tari Pūreke to consider the following challenges that international competitive shooters and hunters have:</p> <ul style="list-style-type: none"> <li>Requirement to prior flight details on the application form, before knowing their entry has been accepted.</li> <li>Application for entry can only be made after the previous visitor licence has expired and they required a four-month advance lead time to get a licence.</li> </ul>	Douglas		
<b>3.Updates</b>	Te Tari Pūreke to share the advertising (via online and publications) for the duck shooting campaign.	Kendra		
<b>5. Clubs and Ranges</b>	Te Tari Pūreke to consider the possibility of developing a form for shooting clubs to do their annual reporting.	Mike T		
<b>7. Operational Policy</b>	<p>Te Tari Pūreke to send Forum members the following information:</p> <ul style="list-style-type: none"> <li><a href="#">Section 24A</a> that describes circumstances where a person would not be fit and proper.</li> </ul>	Lachlan		

	<ul style="list-style-type: none"> <li>The intervention principles for “fit and purpose”.</li> </ul>			
<b>7. Operational Policy</b>	Te Tari Pūreke to add to the agenda for the next Forum meeting a discussion on the work programme to develop a cultural lens.	Kendra		
<b>7. Operational Policy</b>	Te Tari Pūreke to gather feedback (online) from Forum members on the cultural lens for the Targeted Approach Framework.	Matt		
<b>9. General Business</b>	Te Tari Pūreke to follow up on the information for executors and trustees of licensed firearm holders wills to identify other avenues for communication (e.g. template for licence firearm holders to complete).	Douglas		
<b>9. General Business</b>	Te Tari Pūreke to follow up with Air New Zealand to ensure the staff have the information required when firearms are transported by Air New Zealand.	Kendra		
<b>9. General Business</b>	Te Tari Pūreke to discuss with the compliance team the “blocking” of numbers for those not issued with police phones.	Kendra		
<b>9. General Business</b>	Te Tari Pūreke to follow up on advice on how to photocopy the firearms licence without blanking out the photo.	Kendra		

Meeting: 15 10 23				
<b>8 - Disposal of illegally held or unwanted firearms (Kendra Hill)</b>	Send members a link to the information on transferring firearms to a licensed firearms dealer.	Kendra		7/3/24 Closed – Kendra will resend the link to all members
<b>9 – Registry update</b>	Discuss with forum members the issue relating to some people getting emails that do not have aggravated circumstance.	Kendra		7/3/24 Closed
<b>10 – Policy on blank firing buns</b>	Send slides on Blank Firing Guns to forum members.	Kendra		7/3/24 Closed
<b>11 – General Business</b>	Email forum members inviting them to participate in website testing.	Kendra		7/3/24 Closed
	Check the email to visitors coming into, and leaving New Zealand to ensure that their obligations are clearly stated, when taking a firearm in and out of the country.	Kendra		7/3/24 Closed
	Consider whether anonymised incident reports could be published.	Kendra		7/3/24 In progress
	Send out proposed meeting dates for 2024.	Kendra		7/3/24 Closed
	Send copies of today's presentations to members.	Kendra		7/3/24 Closed
Meeting: 29 06 23				
	Update and rebrand the flowchart "Who is a Dealer?" that is available on the Police website.	John		7/3/24 Closed – website has been updated. 15/10/23 In progress.

	Begin the process of finding a small firearms dealer representative to join the Forum.	John		7/3/24 Closed. Process has begun. No timeline on it.
<b>Meeting: 23 03 2022</b>				
<b>Meeting 06 12 2022</b>				
Agenda Item 7	Consider looking at providers to sell to retailers directly and on demand.	Police		7/3/24 Closed
Agenda Item 9	Set dates in advance and seek feedback. Please provide feedback if school holidays does/doesn't explicitly work.	Police		7/3/24 Closed