

## Meeting Minutes

**TE TARI PŪREKE**  
 FIREARMS SAFETY AUTHORITY

## Firearms Community Advisory Forum

23/03/2023

<i>Date</i>	23 March 2023
<i>Venue</i>	Police National Headquarters 180 Molesworth Street, Thorndon
<i>In attendance (staff)</i>	Mike McIlraith (Chair), Ewan Kelsall, John Herbert, Catherine Petrey, Kendra Hill, Katie Gunatunga, Gautam Mangar, Laura Gjelstad, Sam Feder
<i>In attendance (external)</i>	Adam Smith, Andrew Edgcombe, Antonia Köhler, Debbie Lamb, Gwyn Thurlow, Joe Green, Kirsty Marshall, Nick Clark, Peter Thomas, Rob Contractor, Roger Duxfield, Ross Mason, Steve Goodman, Steve O'Donnell.
<i>Apologies</i>	Andrew Bakker, Gary Elmes (Debbie Lamb attended on behalf), Hamish Wilson (Rob Contractor attended on behalf) Piper Benbow, Piripi Curtis

<b>Item 1</b>	<b>Welcome, introduction of new members, apologies, processes, and meeting rules</b>
Discussion	The Chair welcomed everyone to the meeting and introduced Antonia Köhler (new youth member). The Chair noted apologies from Andrew Bakker, Hamish Wilson, Mark Walker, Piper Benbow, Piripi Curtis, Gary Elmes, and welcomed Debbie Lamb and Rob Contractor to the meeting
Actions:	
<b>Item 2</b>	<b>Confirm previous minutes and action points</b>
Discussion	The minutes from the previous meeting held in October 2022 were confirmed as a true and accurate record.
Actions:	
<b>Item 3</b>	<b>Introductions to the Partnerships team &amp; portfolios</b>
Discussion	The new team members of Te Tari Pūreke (Ewan Kelsall, John Herbert, and Kendra Hill) introduced themselves. The Chair noted Te Tari Pūreke is the regulator for firearms in Aotearoa New Zealand and was created to keep all communities safe by regulating the legitimate possession and use of firearms in New Zealand. The team currently has vacancies and not all portfolios have been allocated. The work programme includes a range of guidance documents i.e.: <ul style="list-style-type: none"> <li>• Storage and transportation (security information to be added to the current guidance).</li> <li>• Firearms of deceased licence holders.</li> <li>• Permits for pest controllers to have loaded firearms in public areas.</li> <li>• Surrendering firearms</li> </ul>

	<ul style="list-style-type: none"> <li>• Photographing firearms.</li> <li>• Importing ammunition.</li> <li>• Serial numbering of firearms.</li> <li>• Applications for, and running gun shows and auctions.</li> <li>• International visitors (including export licensing requirements, storage requirements and exemptions).</li> </ul> <p>Members noted:</p> <ul style="list-style-type: none"> <li>• That the legislation refers to “markings” as firearms do not always have a “number”.</li> <li>• All parties (including community, stakeholders, and regulators) should be asked for advice when guidance is being developed.</li> <li>• Key performance indicators should be developed to show successful outcomes have been delivered.</li> </ul> <p>Te Tari Pūreke confirmed:</p> <ul style="list-style-type: none"> <li>• That if shows and competitions have the same security in place as previous year, then security will not have to be rechecked.</li> <li>• That feedback from a wide range of individuals and groups will be sought.</li> </ul>
Actions:	
<b>Item 4</b>	<b>Surrendering guidance</b>
Discussion	<p>Ewan Kelsall summarised the guidance on surrendering of firearms. The guidance will cover:</p> <ul style="list-style-type: none"> <li>• Disposal of firearms by unlicensed holders.</li> <li>• Endorsement of firearms for licensed holders.</li> <li>• The pathway for legally held, but old and unregistered firearms.</li> <li>• Storage of keys and combination codes.</li> <li>• Guidance, policy, scenarios, requirements, and the process to determine if firearms go back to the licensed community, dealer, or destruction.</li> </ul> <p>Members suggested:</p> <ul style="list-style-type: none"> <li>• That the Arms Code and licence application should include a provision for firearm holders to indicate who to transfer their firearms should they pass away, and the transfer should be enabled in the Register.</li> <li>• There should be a provision for compensation should a licensed dealer holder have purchased a prohibited/stolen item.</li> <li>• Guidance should include transporting firearms in vehicles (including what to do in the case of a traffic accident).</li> </ul>
Actions:	
<b>Item 5</b>	<b>Marketing approach</b>
Discussion	<p>The Chair welcomed Sam Feder to the meeting who summarised the marketing approach for the Firearms Registry:</p> <ul style="list-style-type: none"> <li>• The Registry will be launched on 24 June 2023. All licence holders will be required to register their firearms (at no charge).</li> <li>• As this is a significant change for firearm licence holders a communications campaign will be launched following the gazetting of regulations, which are expected to be in May 2023, to raise awareness and the legal obligations.</li> <li>• A range of channels will be used (e.g., mainstream and community papers, large industry publications, digital, social media, radio and television and community groups).</li> </ul>

	<ul style="list-style-type: none"> <li>The privacy and security of information is critical. Systems and processes are designed and built in line with Government best practices and requirements and will be audited.</li> </ul> <p>Members suggested:</p> <ul style="list-style-type: none"> <li>That there is some resistance from firearm holders to the Registration of all firearms and the legal obligations need to be reinforced.</li> <li>That the website is updated as information comes to hand and subscribers are informed of updates through an online alert process.</li> <li>That a one-page flow chart be prepared to show firearm holders what can trigger a registration. Te Tari Pūreke noted that this was already under development.</li> <li>That the Minister of Police announce the campaign.</li> <li>That a range of channels are required as a high percentage of licence holders are not club members and many are not frequent online users.</li> </ul>
Actions:	Te Tari Pūreke to share the flow chart to show firearm holders the triggers and steps for registration.
<b>Item 6</b>	<b>General Business</b>
Discussion	<p>Members raised the following items.</p> <p><i>Key messages</i> should cover more than the Registry e.g., sale counters at gun shop, fees and transporting a firearm.</p> <p><i>Firearms Safety</i> – a benchmark should be set to show that safety outcomes have been improved.</p> <p><i>Spokesperson for Te Tari Pūreke</i> – it would be useful for the media to know who to contact at Te Tari Pūreke.</p> <p><i>Gunsmiths</i> – the number of gunsmiths is likely to decrease over time. Te Tari Pūreke noted that a portfolio has been created to shape policy as gunsmiths are critical to the industry.</p> <p><i>Online forms</i> – should be improved to reduce repetitiveness (i.e., some detail could be pre-populated). Te Tari Pūreke noted that pre-population is included in one of the planned iterative developments of the online system.</p> <p><i>Legislation and Registry</i> - Te Tari Pūreke noted that the Act requires the Commissioner to have a Registry which commence by 24 June 2023.</p> <p><i>Storage</i> – local arms officers are not always consistent in applying the rules (e.g., in some regions storage boxes must be bolted in two places). Te Tari Pūreke noted that the guidance will be updated as there is room for improvement and that training will be given to Arms staff.</p> <p><i>Club and Ranges</i> – more information is required on applying for a certificate of approval for a club or to have a range certified.</p>
Actions:	Action: Te Tari Pūreke to ask the Clubs and Ranges team for information regarding the application process.
<b>Item 7</b>	<b>ATP delivery update</b>
Discussion	<p>The Chair welcomed Gautam Mangar to the meeting who updated the members on the Firearms Registry:</p> <ul style="list-style-type: none"> <li>The Firearms Portal went live in November 2022 (together with the 0800 number) and can be used by individual licence holders and firearms dealers to complete ten of the most used paper-based forms (e.g., firearms licence renewals, endorsements) and enable online payments.</li> </ul>

	<ul style="list-style-type: none"> <li>• A New Zealand-based Service Centre will be launched on 24 June 2023. Improved features will be added over time. Users will be able to register their firearms through the Service Centre either online or by telephone.</li> <li>• A video on how to use the Registry will be available at the launch.</li> <li>• The Firearms Reference Table will be provided to assist in identifying the firearm (including make, model, calibre, mechanics, actions. It includes 96,000 items. Members noted that it may be difficult to select from such a long list and that it would be helpful to provide photos of guns to aid selection.</li> <li>• Te Tari Pūreke are asking the Firearms community (24 April 2023 – individual licence holders and 26 April 2023 firearm dealers) to user test the technology. Members of FCAF will be invited to participate in user acceptance testing at Police Headquarters.</li> <li>• Individual and dealer licence holders will be asked to complete surveys in early April.</li> <li>• Access to the Registry will be limited. A process is being developed to ensure appropriate monitoring, validation and vetting is undertaken.</li> <li>• The registration process does not highlight errors at the point of entry, but these should be picked up during the vetting and license renewal process. Mistakes can be corrected by contacting the 0800 number and online (both require verification of the individual).</li> <li>• Registration can be completed over a period of time as the Register retains the information previously entered.</li> <li>• Once a firearm is registered, any activities relating to that firearm must be recorded (e.g., buying, selling, manufacturing, importing and exporting).</li> <li>• A licence holder will not be able to take a firearm off the Registry.</li> </ul> <p>Members noted:</p> <ul style="list-style-type: none"> <li>• It takes time to navigate the portal and find the relevant forms.</li> <li>• The forms are long and can be challenging for those less familiar with online forms.</li> <li>• The security, privacy and confidentiality of the information on the Registry is of paramount importance. All licence holders will need to be informed of the security arrangements.</li> <li>• It needs to be easy for purchasers of multiple firearms to register their firearms.</li> <li>• Calibre conversion kits are a registrable part, but a barrel is not.</li> <li>• The Regulations need to clarify the registration of club rifles by individuals. Te Tari Pūreke confirmed this would be included in the Registry regulations.</li> <li>• Firearms can have the same serial number, but by a combination of factors will become a unique item in the registry.</li> </ul>
Actions:	
<b>Item 8</b>	<b>Registry Regulations</b>
Discussion	<p>The Chair welcomed Rosalind Wilton to the meeting who summarised the progress on the Registry Regulations:</p> <ul style="list-style-type: none"> <li>• The Regulations could not be discussed in detail as they have not yet been considered by Cabinet.</li> <li>• Registry Regulations will go to Cabinet in mid-May and will be published in the Gazette after that. The timeline is tight for the launch planned for 24 June 2023</li> <li>• NZ Police thanked all those who have made submissions.</li> <li>• The regulations are expected to require dealers to provide information on the arms items in their possession and transfers of arms items between them and licence holders. Dealers will need to provide their transaction information to an online system until these requirements apply.</li> <li>• A Registry and Services team has been established to provide new services relating to the Registry and to help licence holders and dealers to comply. The team will be trained in processes required to protect privacy, security of information , and identity</li> </ul>

	<p>verification as well as able to advise on how to use the systems and respond to general queries.</p> <p>Members noted:</p> <ul style="list-style-type: none"> <li>• That if the licence and registry is linked this would introduce a risk of wider access to personal details such as address and firearm information.</li> <li>• The Act has an information sharing ability, but this cannot occur without an Agency Information Sharing Agreement (AISA) developed under the provisions of the Privacy Act. This requires Cabinet agreement and the AISA established by Order-in-Council. The AISA would specify what information an agency can have access to (e.g., Customs should only have access to import data).</li> <li>• All licence holders and dealers need to trust that the Registry will protect their information.</li> </ul> <p>Te Tari Pūreke noted:</p> <ul style="list-style-type: none"> <li>• No individual licence holder or general Police employees will have direct access to all the information on the Registry and all access is monitored and validated.</li> <li>• Rules built into the system will limit number of Te Tari Pūreke staff who can change records.</li> <li>• The Registry will exceed GCSI requirements as privacy, security and safety is taken seriously within Police.</li> </ul>
Actions:	
<b>Item 9</b>	<b>Fees update</b>
Discussion	<p>The Chair welcomed Catherine Petrey and Katie Gunatunga to the meeting who summarised progress on the fees update:</p> <ul style="list-style-type: none"> <li>• Over 6000 submissions were received (via email, paper, or citizen space).</li> <li>• A summary of submissions is being prepared by Allen + Clark and will be available once the regulations are in force (subject to consent from the submitters).</li> <li>• Recommendations will be considered by the Minister before going to Cabinet. The timeline is yet to be confirmed.</li> <li>• The fees update is driven by an underinvestment in what was required to have an effective arms regulation system.</li> </ul> <p>Members suggested that:</p> <ul style="list-style-type: none"> <li>• Te Tari Pūreke meet with stakeholders to discuss the fees policy.</li> </ul>
Actions:	
	<b>Meeting concluded</b>
Discussion	<p>The Chair thanked everyone for attending and noted that going forward the meeting will be chaired by Kendra Hill, Senior Partnership Advisor</p> <p>The next meeting is online on 19 April 2023 process.</p> <p>The meeting closed at 12.30 pm.</p>
Actions:	
<b>Meeting closed at 12:30pm.</b>	

**SUMMARY OF ACTIONS – Firearms Community Advisory Forum**

Agenda/ Action item	Action	Person responsible	Due date	Status
<b>Meeting: 06/10/2022</b>				
<b>Agenda item 4</b>	Send out up to date numbers (e.g. end of September) data on licence applications in the pipeline.			
<b>Agenda item 7</b>	Police could consider looking at providers to sell to retailers directly and on demand			
<b>Agenda item 9</b>	Police to request nominations for youth representation x 2  FCAF members to work with their organisations and send in nominations			<b>Complete</b>
<b>Agenda item 9</b>	Police to set dates in advance and seek feedback. Please provide feedback if school holidays does/doesn't explicitly work for some.			<b>Complete</b>
<b>Meeting: 23/03/2023</b>				
<b>Agenda item 5</b>	Te Tari Pūreke to share the flow chart to show firearm holders the triggers and steps for registration.			