

# FAL application process – Internal, simple



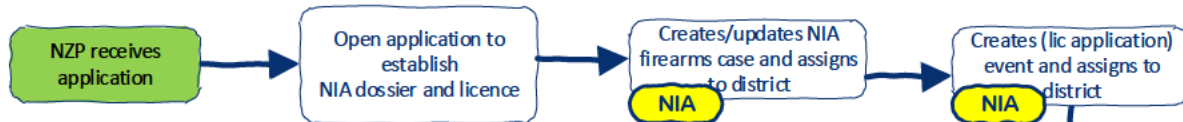
Create interview form



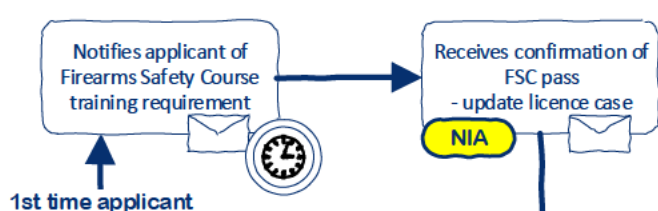
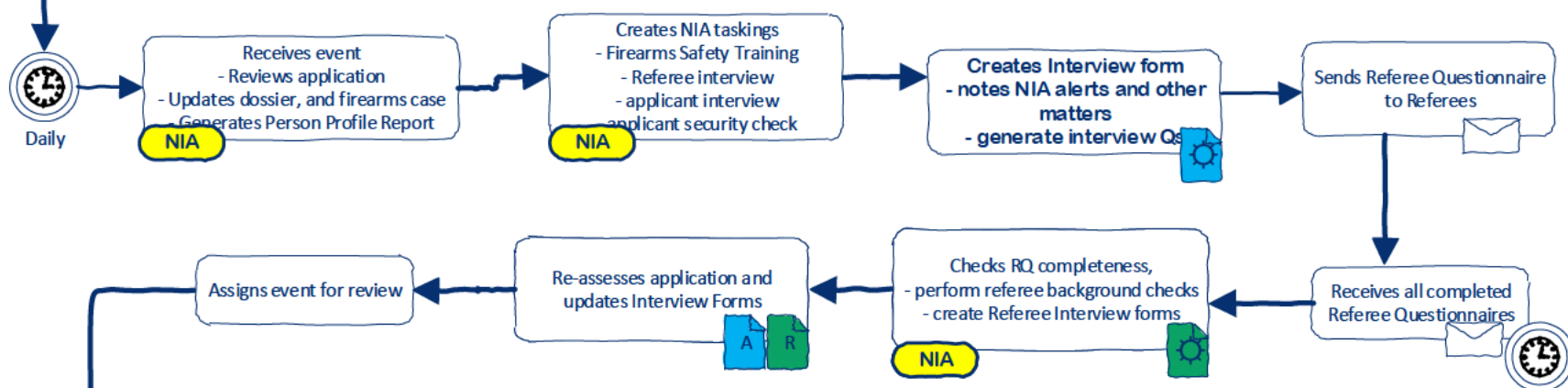
Edit interview form

Phase

Firearms Safety Administrator

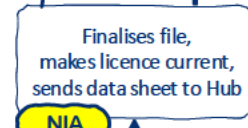
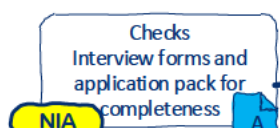


District Arms Administrator

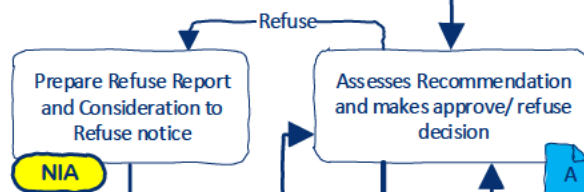
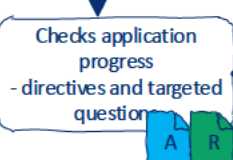


1st time applicant

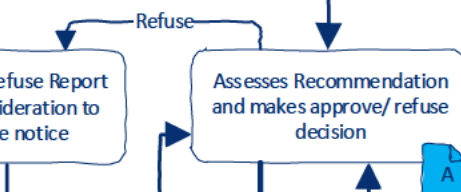
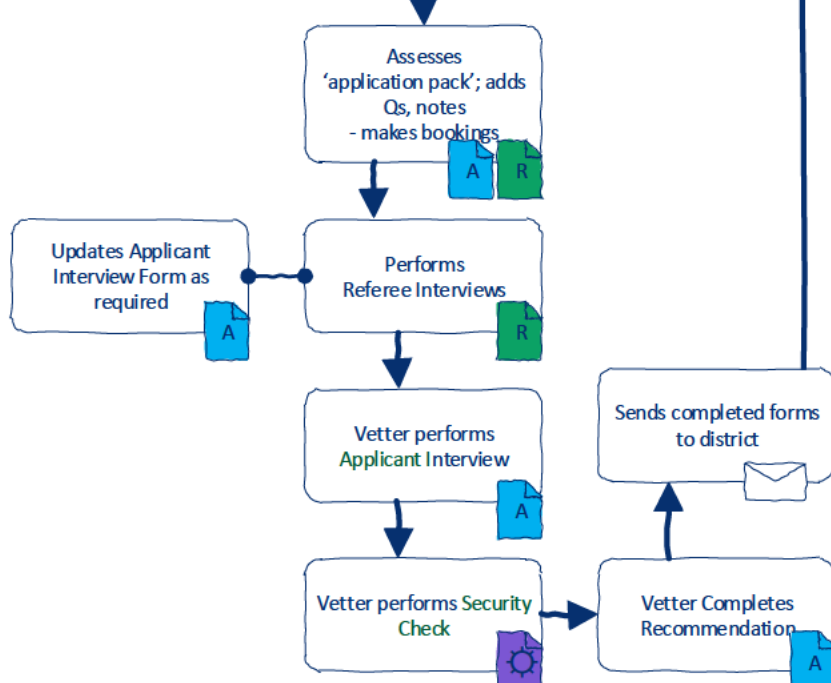
Re-apply



District Arms Officer



Arms Vetter



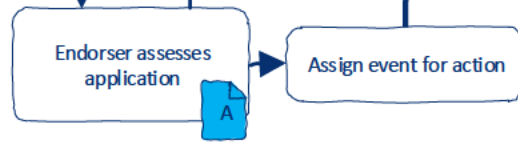
Agrees (Approved)

Approves (make approved)

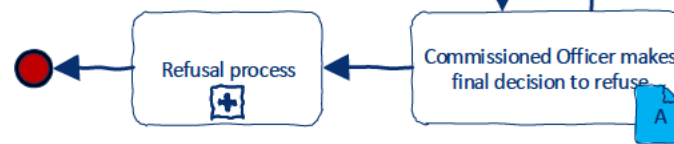
Disagrees (make refused)

Disagrees (make approved)

Endorser (Snr Sgt+)



Commissioned Officer





in the way these applications are processed. The lessons will run you through the different activities and the new forms for:

- a firearms licence
- a dealer licence
- an endorsement

Let's get started!

☰ Session objectives	✓
☰ Why the change?	✓
☰ What's different, what's new?	✓
☰ Who does what and when	✓
☰ New legislation	✓
☰ Current legislative requirements for applications	✓
☰ Summary	✓

## Session objectives

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Processes and forms have been reviewed to streamline applications for:

- a firearms licence
- a dealer licence
- an endorsement

There are new:

- **Process** steps supported by new forms that clearly outline the new way of working
- **Forms** to complete, both by the applicant and Police staff
- **Guidelines** to support the new process

In order to meet the obligations of the Arms Act 1983, Arms Regulations 1992, licensing requirements, security guidelines, and current practice, this training module will ensure that all roles are equipped with the skills, knowledge and tools to perform the tasks involved in these applications.

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On completion of this session you will be able to explain:

- The main changes to the way an application is processed
- The linkage between the information captured and the questions an Arms Vetter will ask during the interview
- The new:
  - **Application form**
  - **Applicant Interview forms**
  - **Referee Questionnaire forms**
  - **Referee Interview forms**
  - **Security Inspection and Firearms Audit form**
- Completion and sign off of all forms and supporting documentation
- How the forms align with the Arms Act 1983 and the Arms Regulations 1992
- The new legislation regarding a **"Fit and Proper"** person and **Health Practitioners**

## Why the change?

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Drivers for these changes are legislative amendments and Police's desire to deliver effective regulatory services to meet the purpose of the Arms Act

The outcome will be enhanced trust and confidence with the New Zealand public. This will contribute to the Police vision of being the safest country.

## Introducing new technology

Applicants will be using online forms to input a greater range of information at the point of application. Collecting more detailed information from the applicant earlier in the process will enable Police staff to:

- identify earlier potential lines of inquiry relevant to the applicant's suitability to possess firearms
- prepare for the applicant and referee interviews
- conduct interviews differently



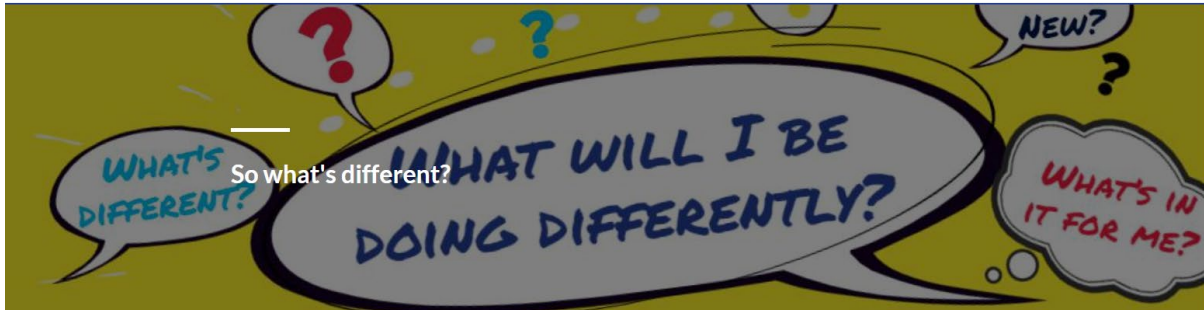
The new forms

The new forms have been designed to equip all staff involved in the new process with the skills, knowledge, and the guidelines to deliver consistent, informed and quality application outcomes.

- The new '**Application Form**' captures a significant amount of information from the applicant. Front loading the applicant's information will allow the Arms Administrator and Arms Officer to complete background checks with increased confidence
- The new '**Applicant and Referee Interview Forms**' will allow questions on information provided in the application form or from background checks to be tailored
- Together these new forms will enable Arms Vettors to better prepare for interviews by tailoring, or prioritising, the content of the interview on any areas that may require clarification or validation while interviewing the applicant / referees
- During the interview the Arms Vetter can explore targeted issues and elicit more meaningful and in-depth information from the applicant and their referees



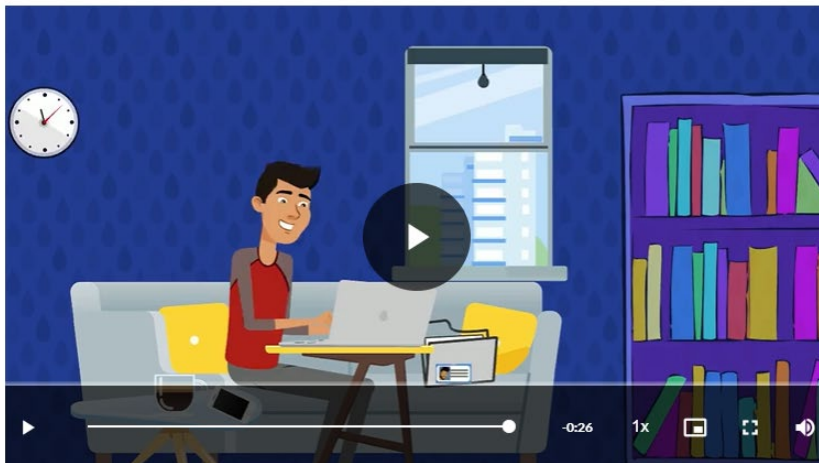
## What's different, what's new?



1

1

### The way information is gathered about the applicant

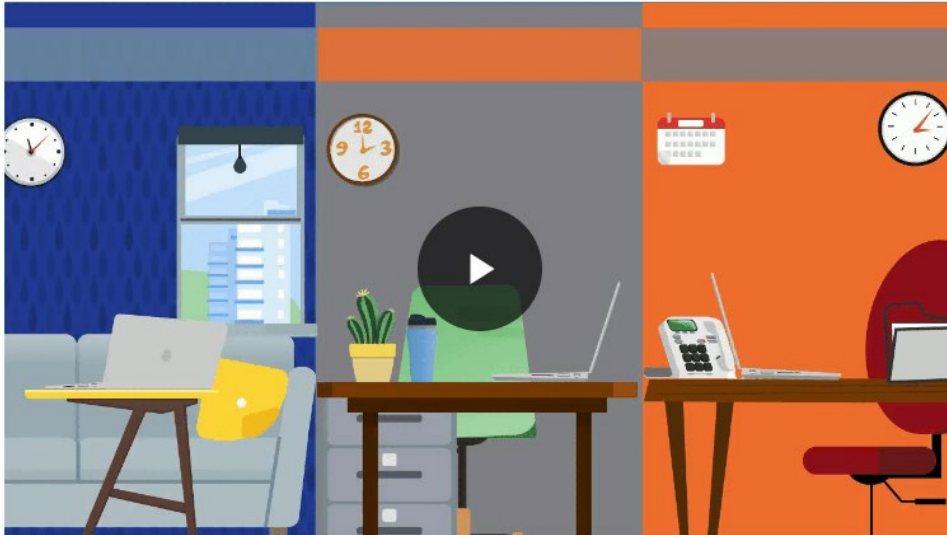


The applicant is now required to provide a significant amount of information in the new application including personal and background details.

Receiving this information upfront allows Police to take a planned approach to the interview process.

1 2 3 4 5 6

## Applications will be submitted electronically

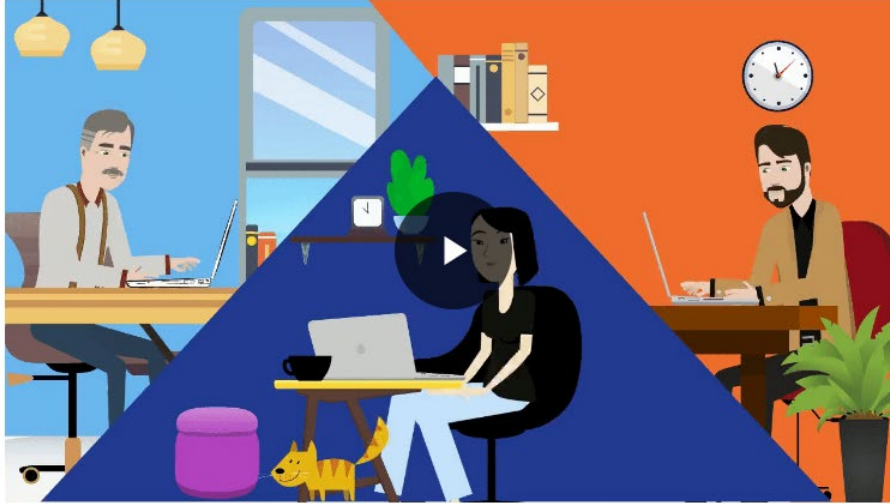


Applications for firearms licences, dealer licences and endorsements will be uploaded via the new Portal and forwarded by the National Support Team to Districts for processing.

The electronic receipt of applications will:

- streamline the process ensuring consistency and visibility of all applications
- offer an improved service for the applicant

## The way information is gathered about referees



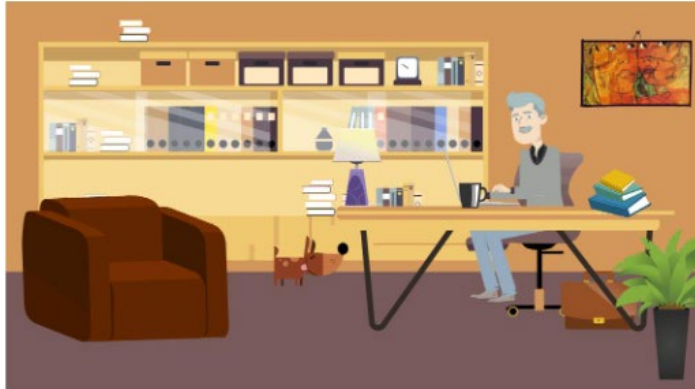
The new referee questionnaire will be sent directly to all referees. On return, the referee responses can be analysed / validated and will contribute to the forming of interview questions for both the applicant and referees.

## A planned and targeted approach to interviewing



Arms Administrators and Arms Officers will analyse information gathered and develop questions for interviewing in order to validate or investigate areas that require further detail. This will ensure that licences and/or endorsements are only issued to applicants that are fit and proper.

## The way Vettors prepare for interviews



The Arms Vetter pack will now include:

- the application form
- an applicant interview form
- referee questionnaire forms
- referee interview forms
- a security inspection and firearms audit form

The Arms Vettors now have the responsibility to prepare for the interview by familiarising themselves with all the information and understand the areas requiring further questioning. This could include Vettors adding further questions to ensure they gather full detail.



## The targeted approach to questioning during the interview



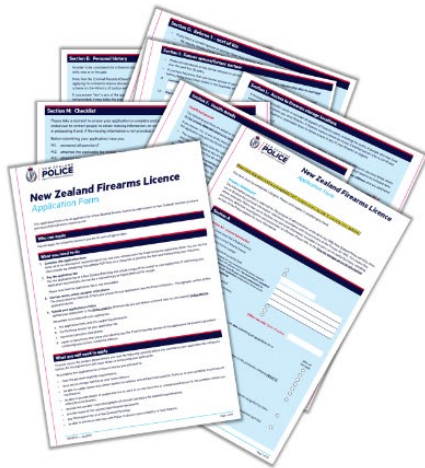
The new interview forms have been designed to focus the interview of the applicant and referees on targeted areas such as, areas for concern, or possible issues identified.

Arms Vettors will be equipped with skills covered in the 'Planning and Conducting an interview' training module. Use the PEACE model to plan your interview.

So what's new?

# WHAT'S NEW

1



A sample look at the new firearms licence 'Application' form coming soon

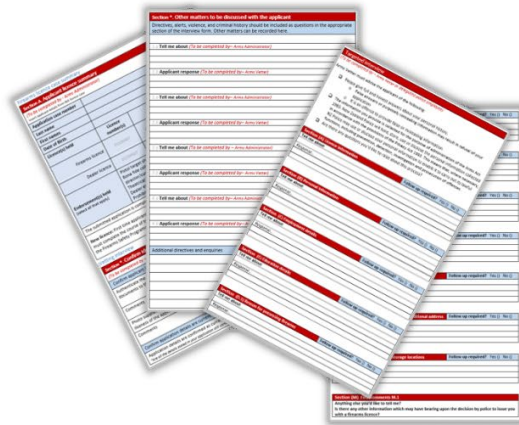
## The new 'Application forms'

The new process captures a significant amount of information from the applicant by introducing the new 'Application forms'. Front loading the applicant's information will allow the Arms Administrator and Arms Officer to complete background checks with increased confidence

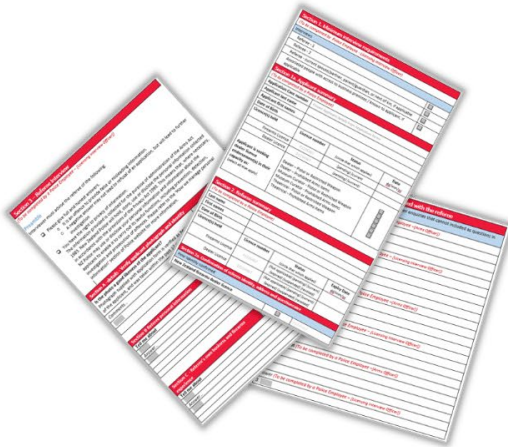
2

## The new 'Applicant Interview Forms'

The new process 'Applicant Interview Forms' designed to allow questions on information provided in the application form or from background checks to be tailored



A sample look at the new 'Applicant Interview' form coming soon



A sample look at the new 'Referee interview' form coming soon

- The new 'Referee questionnaire' forms
- The new 'Referee interview' forms
- The new 'Security inspection and firearms audit' form
- The new 'Endorser' form
- These forms will guide Arms Administrators, Arms officers, Arms Vettors and Arms Supervisors through the process to sign off
- Guidance documentation will provide an intuitive experience when first following the new process and forms

## New legislation

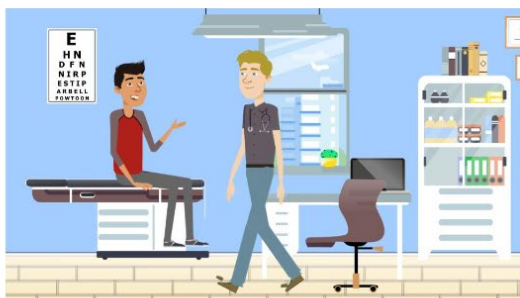
### 'Fit and proper person to possess a firearm or airgun'

From 24 December 2020, amendments to the Arms Act will provide greater clarification around some of the matters that may be relevant to whether someone is (or is not) a fit and proper person to possess firearms or airguns.

Click the blue button below to read more...



Fit and proper person



Health Practitioner





### Health Practitioner

From 24 December 2020, firearms licence applicants will need to provide details of their health practitioner so that Police can inform that health practitioner if the licence is issued.

**Note:** More detailed training will be developed in time for this change.





Test your understanding about the new forms by matching the descriptions with the relevant form.

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 The referee interview form	The applicant now provides a lot of information by completing this form
 The security inspection & firearms audit form	This form will guide Arms Vettors through the referee interview process
 The application form	This form will direct Arms Vettors as they carry out a security inspection
 The referee questionnaire form	This form gathers information about referees to develop the referee interview form

SUBMIT

Test your understanding about the new forms by matching the descriptions with the relevant form.

	 The application form	The applicant now provides a lot of information by completing this form
	 The referee interview form	This form will guide Arms Vettors through the referee interview process
	 The security inspection & firearms audit form	This form will direct Arms Vettors as they carry out a security inspection
	 The referee questionnaire form	This form gathers information about referees to develop the referee interview form



Next we will take a look at who does what and when. The sequence of tasks and flows when processing these applications

Click 'Continue' below





# Who does what and when

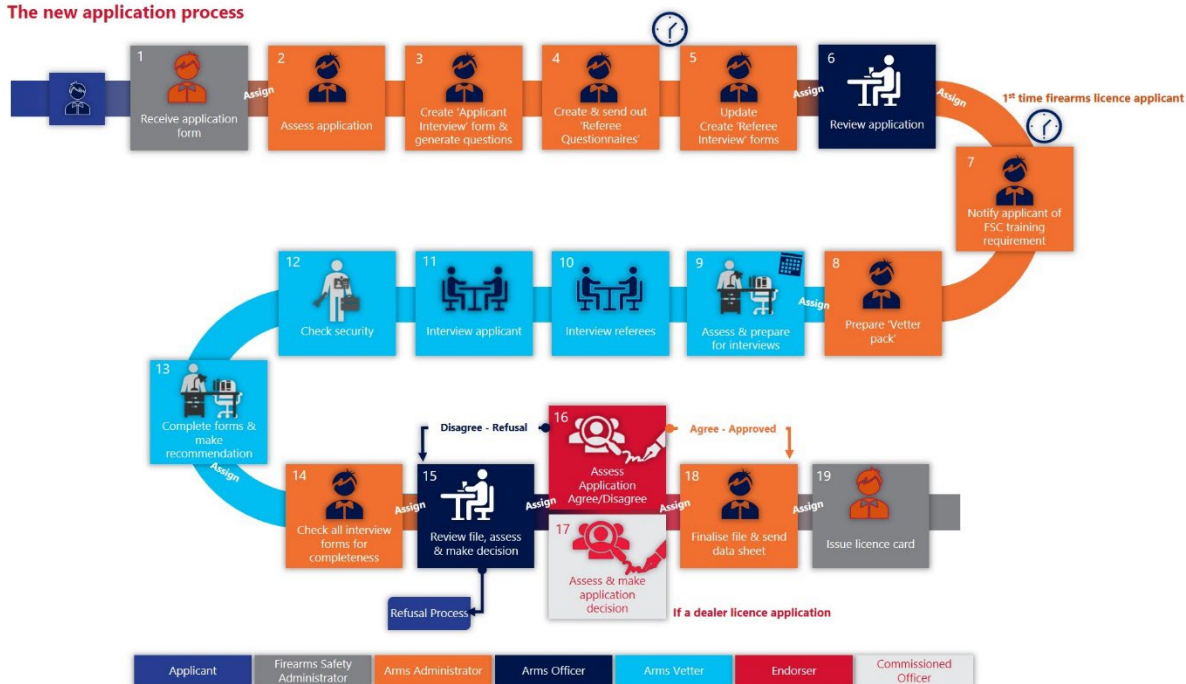
The process for applications outlines the activities, the sign off requirements, and identifies the major shifts in the process

First, let's meet everyone involved!



Let's take a look at the end to end process steps that describe each activity required to process an application for a firearms licence, a dealer licence and an endorsement. The process map below takes you through a 'happy path' with an 'Approved' application as an outcome.

## The new application process



Lesson 5 of 7

## New legislation

### Fit & proper person

The term 'fit and proper person' is frequently used in legislation and is a common term that describes an assessment of an individual's competence and suitability for a specific privilege

## The Arms Legislation Act 2020 - Fit and proper person to possess a firearm or airgun

From 24 December 2020, new section 24A of the Arms Act will provide more clarity around the types of matters that are relevant to whether a person is (or is not) fit and proper to possess firearms or airguns.

The new section 24A – Fit and proper person to possess a firearm or airgun will state that Police may find a person is not a fit and proper person to be in possession of a firearm or an airgun:

- If they have been charged with, or has been convicted of an offence under any of the following Acts:
  - Crimes Act 1961 - Section 231A - [Entry onto agricultural land with intent to commit imprisonable offence](#)
  - Game Animal Council Act 2013 - [The Game Animal Council Act 2013](#)
  - Wildlife Act 1953 - [The Wildlife Act 1953](#)
  - Wild Animal Control Act 1977 - [The Wild Animal Control Act 1977](#)
  - Harassment Act 1997 - [The Harassment Act 1997](#)
  - Prohibition of Gang Insignia in Government Premises Act 2013 - Section 4 - [Prohibition of Gang Insignia in Government Premises Act 2013](#)
- If a protection order has been issued under the Family Violence Act 2018 - Section 79 - [Requirements for making of protection order](#)
- If they have been charged or convicted of any offence punishable by imprisonment, whether in New Zealand or overseas

[Crimes Act 1961 No 43 \(as at 13 April 2023\), Public Act 231A Entry onto agricultural land with intent to commit imprisonable offence – New Zealand Legislation](#)

[Game Animal Council Act 2013 No 98 \(as at 28 October 2021\), Public Act – New Zealand Legislation](#)

[Wildlife Act 1953 No 31 \(as at 06 May 2022\), Public Act – New Zealand Legislation](#)

[Wild Animal Control Act 1977 No 111 \(as at 28 October 2021\), Public Act Contents – New Zealand Legislation](#)

[Harassment Act 1997 No 92 \(as at 28 October 2021\), Public Act Contents – New Zealand Legislation](#)

[Prohibition of Gang Insignia in Government Premises Act 2013 No 56 \(as at 01 July 2022\), Public Act Contents – New Zealand Legislation](#)

[Family Violence Act 2018 No 46 \(as at 06 October 2023\), Public Act 79 Requirements for making of protection order – New Zealand Legislation](#)

## The 'fit and proper person check'

Although new section 24A doesn't take effect until 24 December 2020, the sorts of factors listed in it can still be treated as relevant considerations with regard to the approval process for everyone who wishes to hold a firearms licence, a dealer licence or an endorsement issued by New Zealand Police.

**'Is the person of good character who has been deemed responsible in the safe use firearms, this is central to arms control in New Zealand?'**

When analysing information provided by an applicant, consider if the applicant, referees and any other people named in the application are 'fit and proper'. To determine this you may ask yourself:

- have any searches uncovered any alerts that highlights the person as not fit and proper?
- have any of the following behaviors been uncovered. Has the applicant:
  - shown no regard for the Arms Act or Arms Regulations
  - been involved in substance abuse
  - been or is involved in family harm or threats of violence
  - committed a serious offence against the Arms Act
  - committed any serious offence against any other Act
  - committed a series of minor offences against the Arms Act
  - committed crimes involving violence or drugs
  - affiliations with a gang involved in committing violent offences or in conflict with another gang
  - exhibited signs of mental ill health
  - attempted to commit suicide or other self-injurious behaviour
  - not complied with security conditions for firearms
  - for some other reason been considered not fit and proper

## 'Fit and proper person to hold a dealer's licence'

The Arms Legislation Act will amend the Arms Act 1983 by introducing a new section that will define the criteria for a person to be deemed **'fit and proper person to hold a dealer's licence'**.

Dealer licence applicants will still need to:

1. hold a firearms licence (so they will be fit and proper to possess firearms and airguns), and
2. show that they are a fit and proper person 'to carry on the business of a dealer in, or manufacturer for sale of firearms'

**Note:** From 24 June 2021, further amendments to the Arms Legislation Act will apply to and impact on dealer licence applications, including the type of dealer licence that is being applied for. More information will be provided closer to that time.

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# Health Practitioner



## Health Practitioner

From 24 December 2020, new provisions to the Arms Legislation Act will require:

- an applicants to provide details of their Health Practitioner when applying for a firearms licence
- Police to notify the Health Practitioner when a firearms licence has been issued
- licence holders to provide the details of any changes to their Health Practitioner to Police
- Health Practitioners to report concerns regarding the medical fitness of a firearms licence holder to Police

### For the purposes of the Act a Health Practitioner is defined as:

- a Health Practitioner registered with the Medical Council of New Zealand
- a Nurse Practitioner registered with the Nursing Council of New Zealand
- a Psychologist registered with the New Zealand Psychologists Board
- or a duly authorised officer under the Mental Health (Compulsory Assessment and Treatment) Act 1992

### Why are we collecting Health Practitioner information?

From 24 December 2020 Police must notify a firearms licence holder's Health Practitioner when a licence is granted. Health Practitioners will have protections in law to report on health conditions that might deem a licence holder a risk to the safety of themselves or others.



# Current legislative requirements for applications



When processing applications for a firearms licence, a dealer licence, or an endorsement you need to determine whether:

- the applicant (this includes looking at the referees and other people named in the application) is a 'fit and proper' person to hold:
  - a firearms licence
  - a dealer licence
  - an endorsement
- the applicant has the secure storage arrangement set-up as per the Arms Act and Arms Regulations
- all process steps followed to process these applications are compliant with legislation

Below are links to the **New Zealand Arms Act** and **Arms Regulations** that directly relate to these applications.

## Arms Act 1983

To read **Section 23-Application for firearms licence**, click the blue button

GO TO ARMS ACT

## Arms Act 1983

To read **Section 34-Notification of change of address**, click the blue button

GO TO ARMS ACT

## Arms Act 1983

To read **Section 34A-Power to require or take photographs of applicants**, click the blue button

GO TO ARMS ACT

## Arms Act 1983

To read **Section 24-Issue of firearms licence**, click the blue button

GO TO ARMS ACT

## Arms Act 1983

To read **Section 25-Duration of firearms licence**, click the blue button

GO TO ARMS ACT

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 23 Application for firearms licence – New Zealand Legislation](#)

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 34 Notification of change of address – New Zealand Legislation](#)

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 34A Power to require or take photographs of applicants – New Zealand Legislation](#)

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 24 Issue of firearms licence – New Zealand Legislation](#)

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 25 Duration of firearms licence – New Zealand Legislation](#)

#### Arms Act 1983

To read **Section 26-Production of firearms licence**, click the blue button

GO TO ARMS ACT

#### Arms Act 1983

To read **Section 66-Occupier of premises or driver of vehicle deemed to be in possession of firearm, airgun, pistol, imitation firearm, restricted weapon, prohibited magazine, or explosive found therein**, click the blue button

GO TO ARMS ACT

#### Arms Regulations 1992

To read **Clause 19-Conditions relating to security precautions**, click the blue button

GO TO ARMS REG 19

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 26 Production of firearms licence – New Zealand Legislation](#)

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 66 Occupier of premises or driver of vehicle deemed to be in possession of firearm, airgun, pistol, imitation firearm, restricted weapon, prohibited magazine, or explosive found therein – New Zealand Legislation](#)

[Arms Regulations 1992 \(SR 1992/346\) \(as at 28 July 2023\) 19 Conditions relating to security precautions – New Zealand Legislation](#)

## Summary

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Here are a few key takeaways from this training

### WHAT'S NEW

### OUTCOMES ACHIEVED

The new way of processing applications:

- **Process** that will also support the forms. This process clearly outlines activities, checkpoints and sign offs for all the application types
- **Forms** to complete, be reviewed and gain sign off
- **Guidelines** to support the forms and process

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Thank you for completing this 'Firearm licence, dealer licence & endorsement application process' training package!

#### WHAT'S NEW

#### OUTCOMES ACHIEVED

The new process will:

- build enhanced trust and confidence with the New Zealand public and will contribute to the Police vision of being the safest country
- standardise and streamline the way Police process applications for:
  - a firearms licence
  - a dealer licence
  - an endorsement

New legislation will:

- ensure firearms licence holders remain medically fit to hold a firearms licence
- formalise the criteria for a 'Fit and proper person to possess a firearm or airgun'

# FREE RECALL ACCOUNT (QUICK GUIDE)

1

Engage and Explain

2

Initiate Free Recall (TEDS)

3

Note interviewee topics

4

Sketch

5

Summarise

6

Explore interviewee topics  
(TEDS/5WH)

7

Explore RIIT's (Remaining  
Investigatively Important Topics)

8

Summarise

9

Closure

W

What

W

When

W

Where

W

Who

W

Why

H

How

A

Amount of time seen

D

Distance

V

Visibility

O

Obstruction

K

Known/seen before

A

Any special reason to remember

T

Time lapse

E

Error

T

Tell

E

Explain

D

Describe

S

Show/sketch



# Firearms Licence Security Inspection and Firearms Audit

Name of person conducting inspection \_\_\_\_\_ QID: \_\_\_\_\_ Date of this inspection \_\_\_\_\_

## Section A: Applicant or licence holder Information (details from NIA, and NIA firearms printout attached)

Surname			First and middle name(s)			
Phone	Area code/prefix	Number	Email			
Firearms licence number			Expiry date	DD	MM	YYYY
Firearms licence status			Endorsements held			
			Date of last security inspection	DD	MM	YYYY

Licence sighted ☐ Yes ☐ No ☐ Not applicable

Visit purpose ☐ Licence application ☐ Endorsement application ☐ Regular audit ☐ Change of address ☐ Other **Describe** \_\_\_\_\_

Security location (street or location)

Address Line 1			Address Line 2		
Suburb			Town/City		Post code

Is this an audit on for a mobile home, campervan or caravan unit (or boat) where the vehicle is being used as a temporary or permanent home?  
☐ Yes ☐ No

## Section B: Firearms security details

Security precautions must comply with conditions described in Arms Regulations 1992 (e.g. regulation 19 and / or regulation 28 and 19A); and the Arms Act 1983 (e.g. s31A, s32 and / or s33A as relevant) and any additional conditions imposed pursuant to regulation 28D.

### Section B-1 – Firearms security provisions (refer Secure Storage Guidance)

Security Measures (select all that apply) ☐ Steel and concrete strong room(s) ☐ Cabinet(s) ☐ Box(es) ☐ Rack(s)/Display(s) ☐ Safe(s)

Are keys, combinations, and PINs secured so that children and unauthorised persons cannot access firearms and / or ammunition? ☐ Yes ☐ No

Vital parts management for all restricted weapons and prohibited firearms is compliant ☐ Yes ☐ No ☐ Not applicable

Comments \_\_\_\_\_

Details of storage location \_\_\_\_\_

### Section B-2 – New Zealand Firearms Licence secure storage (refer Secure Storage Guidance)

Lockable cabinet, container or receptacle of wooden construction ☐ 16 mm construction ply **OR** ☐ Materials of similar security rating

Steel Lockable cabinet, container or receptacle ☐ at least 3mm steel **OR** ☐ less than 3mm with bracing to provide equivalent strength

Firearms secured in racks ☐ Steel **OR** ☐ Other **Describe** \_\_\_\_\_

Securing a single firearm ☐ Shielded cable at least 6mm Stainless steel **AND** ☐ Cable retained by at least two 6mm x 75mm eyebolts or screws ☐ Other **Describe** \_\_\_\_\_

Continued overleaf ...

Continued from front page ...

Display Cabinet

☐ Shielded cable at least 6mm Stainless steel **AND** ☐ Cable retained by at least two 6mm x 75mm eyebolts or screws

☐ Other **Describe**

For all security measures selected above note if

Security measures construction is compliant

☐ Yes ☐ No

Locking system is compliant

☐ Yes ☐ No

Attachment to building framing is compliant

☐ Yes ☐ No

Hidden or partially hidden from view of a casual observer

☐ Yes ☐ No

**Note:** compliant includes the requirement that children and unauthorised persons cannot access the licence holders firearms.

Comments

### Section B-3 – Endorsed firearms standard secure storage measures (refer Secure Storage Guidance)

Steel cabinets, containers or receptacles including safes

☐ At least 6mm mild steel **OR** ☐ Materials certified as being of same security rating or greater

Safe, Cabinet, Box construction is compliant

☐ Yes ☐ No

Locking system is compliant

☐ Yes ☐ No

Attachment to building framing is compliant

☐ Yes ☐ No

Hidden or partially hidden from view of a casual observer

☐ Yes ☐ No ☐ Not applicable

Stout Room - Materials

Room lined with steel mesh, or 16 mm construction ply or product to same or better security rating

☐ Yes ☐ No

Door(s) – 6mm mild steel or materials of equivalent standard

☐ Yes ☐ No

Locking mechanism with the strength and security performance of a five lever mortice lock

☐ Yes ☐ No

Window / skylight – substantial grills equivalent to 19 mm mild steel rod

☐ Yes ☐ No ☐ Not applicable

Stout Room - Room Construction

All doors, windows, skylights and their hinges, locks and fastenings are compliant and in good condition

☐ Yes ☐ No

Room is in a structurally sound condition and compliant

☐ Yes ☐ No

Comments

Strong Room – Materials

Constructed entirely of at least 100mm thick, steel reinforced concrete with minimum strength of 20 MPa **and/or**
☐ Yes ☐ No

Concrete masonry block at least 140mm thick, solid cored and reinforced with 10mm steel rods at maximum 400mm centres

☐ Yes ☐ No

Door(s) – not less than 6mm mild steel; and comparable security performance to the walls

☐ Yes ☐ No

Window/skylight – grills equivalent to 19 mm mild steel rod

☐ Yes ☐ No ☐ Not applicable

Strong Room – Room construction

Room is in a structurally sound condition and compliant

☐ Yes ☐ No

Doors, locks, hinges and fastenings are compliant and in good condition

☐ Yes ☐ No

All windows, skylights and their locks and fastenings are compliant and in good condition

☐ Yes ☐ No ☐ Not applicable

Comments

Continued overleaf ...

Continued from previous page ...

Security monitoring of Strong and Stout rooms or area where firearms are secured	All doors, windows and skylights in the room structure can be secured against unlawful entry	<input type="radio"/> Yes	<input type="radio"/> No
	Alarm audible and in working order	<input type="radio"/> Yes	<input type="radio"/> No
	Alarm monitored	<input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Not applicable
	CCTV or similar device installed and in working order	<input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Not applicable
	CCTV monitored	<input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Not applicable

**Section C: Ammunition storage (refer Secure storage guidance)**Is ammunition stored in its own storage container that is in secure storage or in a stout locked cupboard? ☐ Yes ☐ No

Describe where ammunition is stored.

Which of the following is used?

- ☐ A locking mechanism that has a key or combination number that is different from the firearms container
- ☐ A padlock that has a key or combination number that is different from the firearms container
- ☐ A lock box in a gun safe cabinet that has a different key from the key for the gun safe cabinet (the keys must be stored separately)
- ☐ A locked room or storage area on the licence holders premises (for bulky ammunition)

**Section D: General secure storage comments**Security is ☐ Compliant ☐ Not compliant

Describe how the firearms secure storage measures are / are not compliant with the Arms Act 1983, Arms Regulations 1992 and Guidance. (Including how vital part(s) and ammunition are stored; children and unauthorised persons prevented from accessing firearms and ammunition)

Describe the action(s) recommended to remedy any deficiencies in the firearms secure storage measures.

Secure storage is sufficient for (quantity)  firearms held on an endorsement **AND / OR**  hunting and target shooting rifles and shotgunsIs security adequate for the licence holder's current number of firearms? ☐ Yes ☐ NoHave there been any changes to the persons with unrestricted access to the property since last inspection? ☐ Yes ☐ No

If Yes, list the new people who have been given unrestricted access to the licence holder's property (and note any who no longer have access)

## Section E: General property security

Does the licence holder usually reside at this property?

☐ Yes

☐ No

If 'No' please describe how this property is used, how often it is occupied; presence of firearms and any additional security measures taken. Note whether security on their usual premises has also been inspected and approved.

General property condition of the standard dwelling/building/structure.

☐ Satisfactory

☐ Needs Improvement

Condition of all fittings, fastenings, doors, windows, and skylights (*and their coverings*) that secure external accesses

☐ Satisfactory

☐ Needs Improvement

Intruder alarms installed and in working order

☐ Yes

☐ No

Intruder alarm is monitored

☐ Yes

☐ No

☐ Not applicable

CCTV or similar installed and in working order

☐ Yes

☐ No

☐ Not applicable

CCTV is monitored

☐ Yes

☐ No

☐ Not applicable

Any additional precautions taken in and around the premises to reduce the risk of theft?

☐ Yes

☐ No

☐ Not applicable

Describe these security measures and any additional security precautions

Comments

Describe any action(s) recommended for improvement to the premises general security

Comments

## Section F: Vehicles during transport (refer to Storage Guide)

How does the licence holder/applicant intend to store arms items and ammunition when traveling to and from shooting range, etc?

Comments

## Section G: Firearms audit

Nature of firearms audit  
(Check those that apply)

☐

Non-prohibited items

☐

Pistols

☐

Restricted weapons

☐

Prohibited firearms and magazines

Are all pistols held on a pistol target shooting endorsement accounted for?

☐ Yes

☐ No

☐ Not applicable

Comments/remediation required

Are all pistols held on an endorsement issued under Arms Act 1983 s30 accounted for?

☐ Yes

☐ No

☐ Not applicable

Comments/remediation required

Are all restricted weapons held on an endorsement issued under Arms Act 1983 s30 accounted for?

☐ Yes

☐ No

☐ Not applicable

Comments/remediation required

Continued from front page ...

Are all prohibited firearms and prohibited magazines held on an endorsement issued under Arms Act 1983 s30B accounted for?

☐ Yes ☐ No ☐ Not applicable

Comments/remediation required

Are all items under S24B of the Arms Act accounted for?

☐ Yes ☐ No ☐ Not applicable

Comments/remediation required

Describe improvements required to address any firearms or arms items record issue  
(Describe maintenance required to NIA firearms records)

## Section H: Licence holder / applicant confirmation

Complete this section in the presence of the licence holder / applicant

### Licence holder or applicant confirmation:

- ☐ The licence holder or applicant was present for the security inspection  
☐ The licence holder was present for the audit of firearms held on endorsement(s) (if applicable).

Security inspection deficiencies were identified to the licence holder or applicant

☐ Yes ☐ No *If there are no deficiencies, date this section and proceed to Section H.*

The nature of the deficiencies and the actions required to rectify them so that the security measures meet the standards required pursuant to the Arms Act 1983 and the Arms Regulations 1992 were explained to the licence holder / applicant.

☐ Yes ☐ No

- ☐ The licence holder / applicant accepted the identified deficiencies and will take the following action:

Describe

OR

- ☐ The licence holder / applicant disagreed with the deficiencies identified. Their reason(s) is / are:

Reason(s):

Date

## Section I: Police use

## Police member of staff please read and complete the following:

- ☐ I confirm that I have visited the location of the firearms secure storage, inspected it, audited all endorsed firearms and arms items held by the licence holder and
- ☐ I have made other enquiries as I have considered to be necessary.
- ☐ The firearm licence holder's security is sufficient for the licence and endorsement(s) held **OR** ☐ Is not sufficient for the licence and endorsement(s) held;
- ☐ All firearms and arms items held against an endorsement are accounted for **OR** ☐ are not accounted for.
- ☐ The firearms licence holder does hold the required endorsement(s) for all firearms **OR** ☐ The firearms licence holder does not hold the required endorsement(s).
- ☐ All firearms and arm items were accounted for, **OR** ☐ were not accounted for.
- Is action recommended due to failure to comply with licence or endorsement conditions? ☐ Yes ☐ No

**Type of action recommended and reason(s).**  
Identify relevant section(s) of the Arms Act 1983  
or Arms Regulations 1992 or Secure storage for  
firearms guidance document for each deficiency.

Full Name  Designation  QID

Date

## Arms Officer or Supervisor please read and complete the following

- ☐ I certify that I have reviewed the form completed by the vetter / member of Police,
- I am satisfied that the security inspection and audit have been completed following the defined process and to the required level of quality. ☐ Yes ☐ No
- I approve recommendation made regarding secure storage ☐ Yes ☐ No
- ☐ If applicable, I have reviewed the Improvement Notice recommendation made by the vetter / member of Police and ☐ have decided to issue **OR** ☐ have decided NOT to issue an Improvement notice to the licence holder.

Full name  Designation  QID

Date

## Section J: Police use – Job Sheet

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Police employee's  
name

### Designation

QID

Date

DD	MM	YYYY
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Planning and Conducting an Interview

100% COMPLETE

Introduction

Why is Investigative Interviewing Important?

10 Principles of Investigative Interviewing

New Zealand Police Values

PEACE Framework

The Free Recall Model

Questioning

Summary

Lesson 1 of 8

## Introduction

In this module, we will learn about some basic interviewing techniques for interviewing applicants and their referees. This training is based on the Investigative Interviewing programme for Police.

### Objectives:

On completion of this module you will be able to :

- Explain the principles for conducting applicant and referee interviews (includes FAL, dealer and endorsements)
- Explain the 10 ethical principles of investigative interviewing
- Explain effective communication to use during an interview
- Apply the PEACE framework to interviews

Lesson 1 - Introduction

EXIT COURSE

Lesson 2 of 8

## Why is Investigative Interviewing Important?

Investigative interviewing is “the questioning of individuals to obtain complete, accurate and reliable information”.



In the context of interviewing applicants and their referees, this will allow you to:

- Clarify and validate any information you already know about the interviewee
- Ask meaningful questions, initiate additional questions based on the responses, and take matters to their natural conclusion
- Get a sense of who the person is in real life, as opposed to who they are on paper.

Conducting an effective interview is fundamental for Police to determine whether an applicant is a fit and proper person. This will help us to determine if the applicant can be issued with a firearms licence, an endorsement or in some cases, a dealer's licence.

Your role as the interviewer is critical in ensuring that the most vital and detailed information is recorded so that an informed decision can be made.

By conducting thorough interviews, we get closer to our vision of being the "safest country". Effective interviewing will ensure:

- Less duplication
- Improved relationships with applicants, referees and the community
- Quality files



The New Zealand Police practice ethical interviewing. This means that interviews must be fair, and never oppressive or physically or psychologically abusive.

Each and every interview must be a professional relationship with interviewees. A personal and professional style is more effective than a formal one.

#### Lesson 3 - 10 Principles of Investigative Interviewing

Lesson 3 of 8

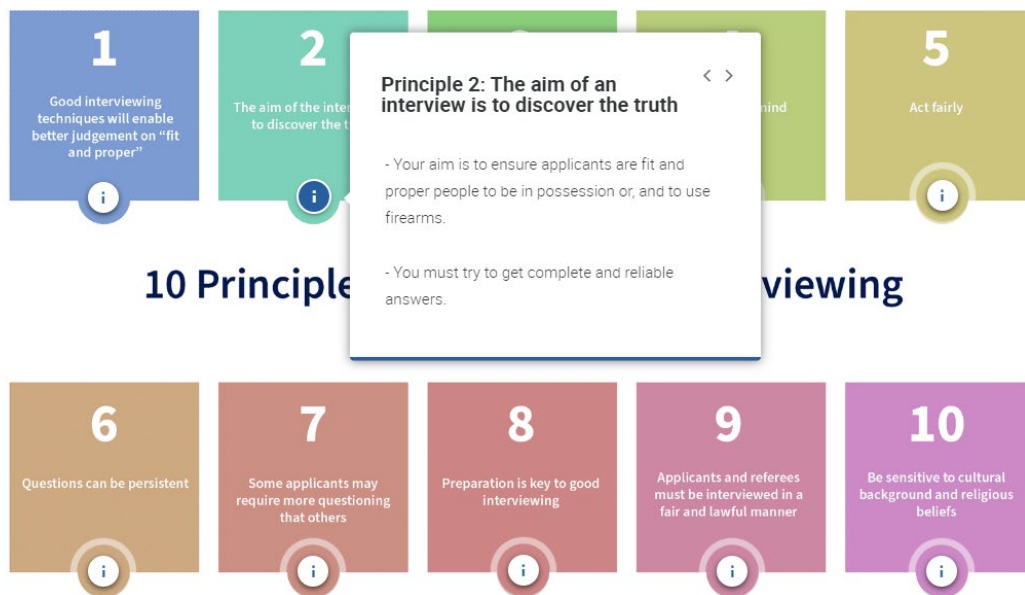
## 10 Principles of Investigative Interviewing



## 10 Principles of Investigative Interviewing

Click on each principle to learn more.





# 10 Principles of Investigative Interviewing

**Principle 3: Information must be complete, accurate and reliable**

- All information obtained during an interview should be complete. Omissions can compromise licensing decisions.
- The information must be a precise reflection of what was said.
- The information obtained during an interview must be reliable. It will be used to decide whether a person is fit and proper to be in possession of firearms.
- Using the PEACE interviewing framework, will help you gather complete, accurate and reliable information.

**10 Principles of Investigative Interviewing**

Principle to learn more.

- Good interviewing techniques will enable better judgement on "fit and proper"
- The aim is to discover the truth
- Information must be complete, accurate and reliable
- Keep an open mind
- Act fairly
- Questions can be persistent
- Some applicants may require more questioning than others
- Preparation is key to good interviewing
- Applicants and referees must be interviewed in a fair and lawful manner
- Be sensitive to cultural background and religious beliefs

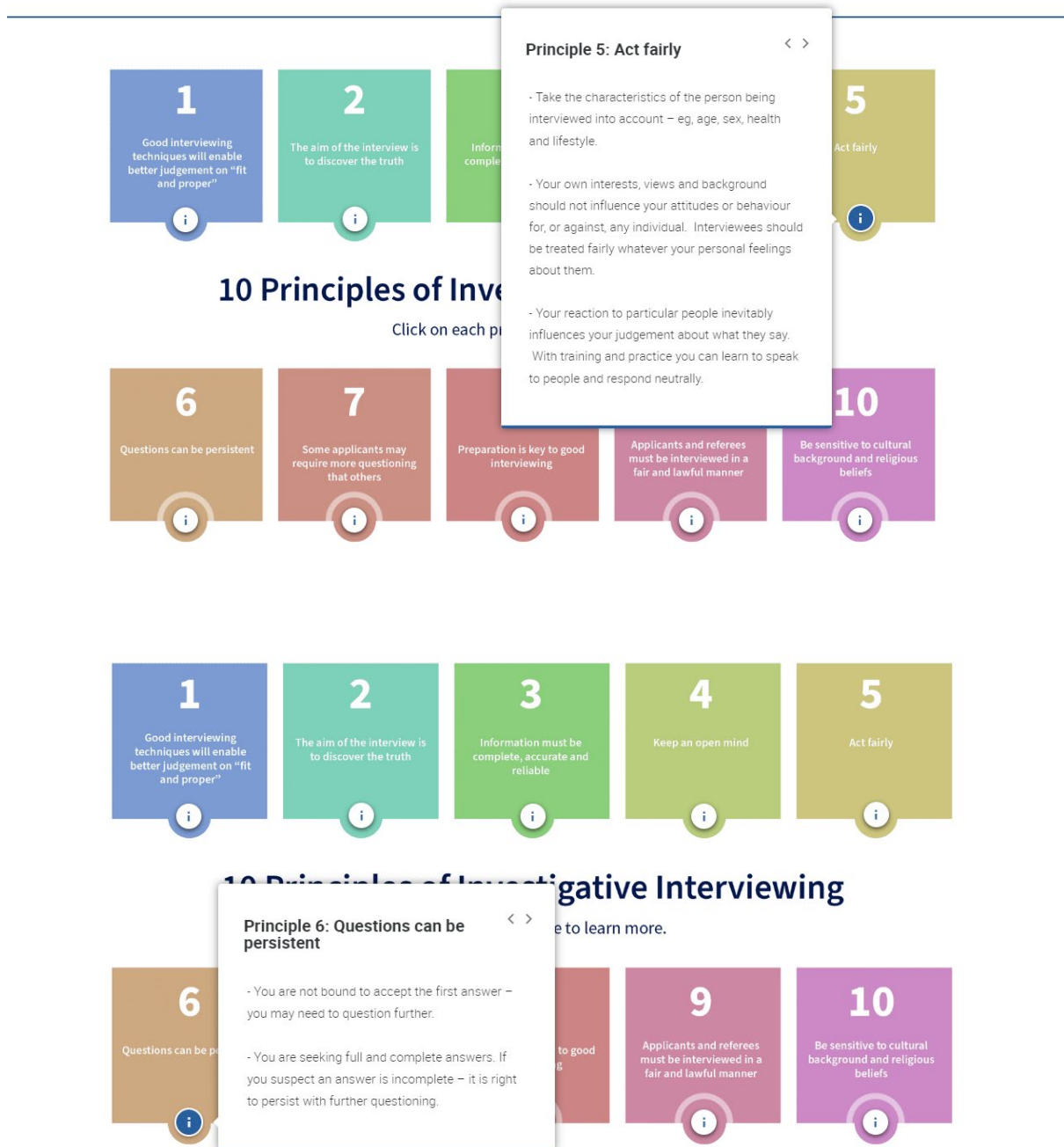
# 10 Principles of Investigative Interviewing

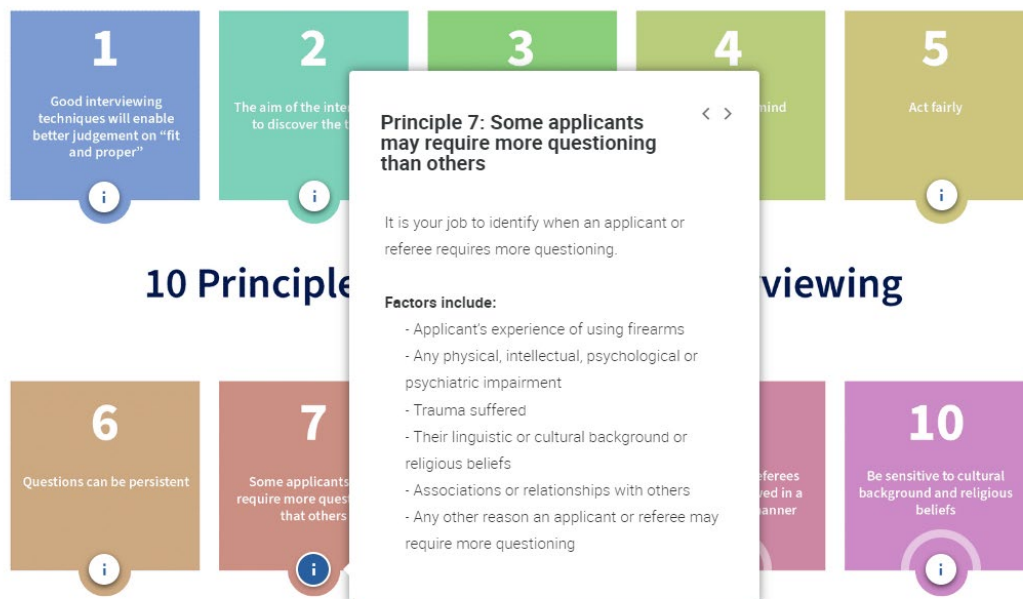
**Principle 4: Keep an open mind**

- Assume nothing and prejudge nothing.
- Balance the information received in an interview with potential loyalty conflicts (referees) and what you already know.
- Use your intelligence, planning and common sense. Consider what the interviewee says and if required question further to get a complete picture.

**10 Principles of Investigative Interviewing**

- Good interviewing techniques will enable better judgement on "fit and proper"
- The aim is to discover the truth
- Information must be complete, accurate and reliable
- Keep an open mind
- Act fairly
- Questions can be persistent
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- Be sensitive to cultural background and religious beliefs





**1**  
Good interviewing techniques will enable better judgement on "fit and proper"

**2**  
The aim of the interview is to discover the truth

**3**  
Information must be complete, accurate and reliable

**4**  
Keep an open mind

**5**  
Act fairly

**6**  
Questions can be persistent

**7**  
Some require more questioning than others

**8**  
Preparation is important

**9**  
Applicants and referees must be interviewed in a fair and lawful manner

**10**  
Be sensitive to cultural background and religious beliefs

**10 Principles of Interviewing**

**Principle 9: Care must be taken to identify suspects that require special consideration**

- Applicants and referees must be interviewed in a fair and lawful manner.
- Referees and/or applicants may feel daunted at being interviewed by a Police representative.
- Vulnerable individuals require special consideration, consider their age, physical, mental or psychological condition, any disability.

**1**  
Good interviewing techniques will enable better judgement on "fit and proper"

**2**  
The aim of the interview is to discover the truth

**3**  
Information must be complete, accurate and reliable

**4**  
Keep an open mind

**5**  
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**10 Principles of Interviewing**

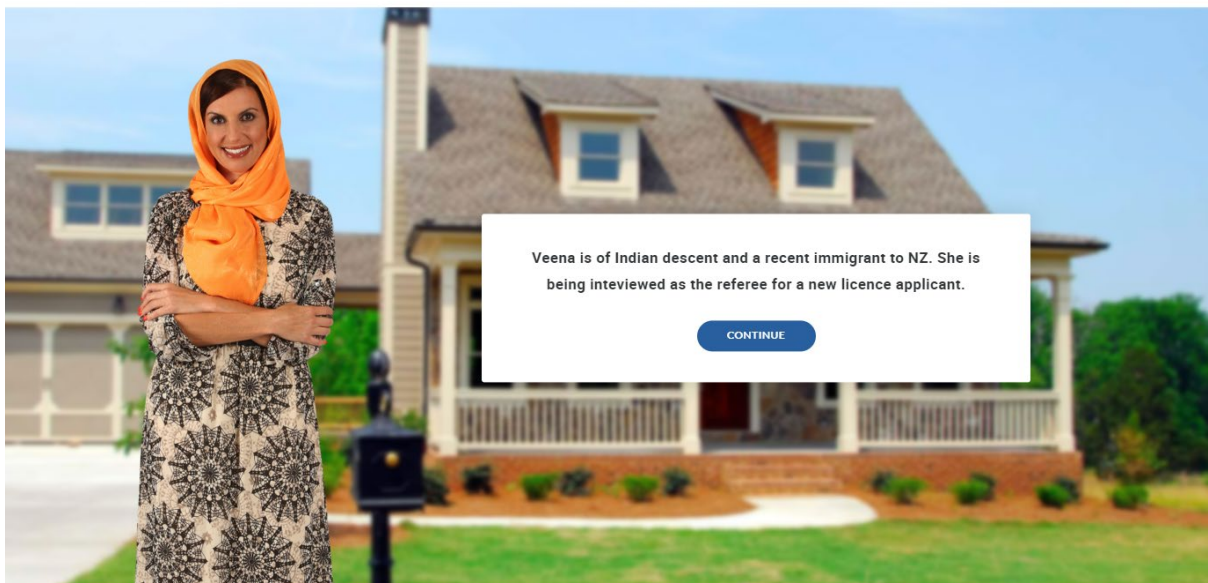
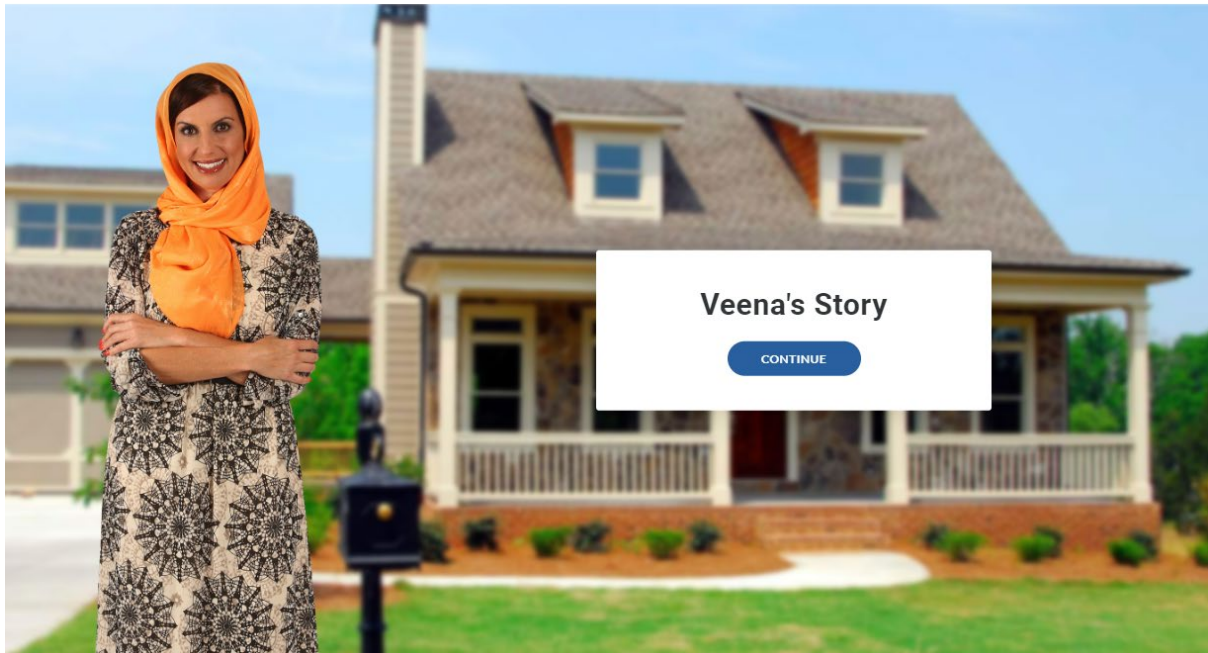
Click on each principle to view details

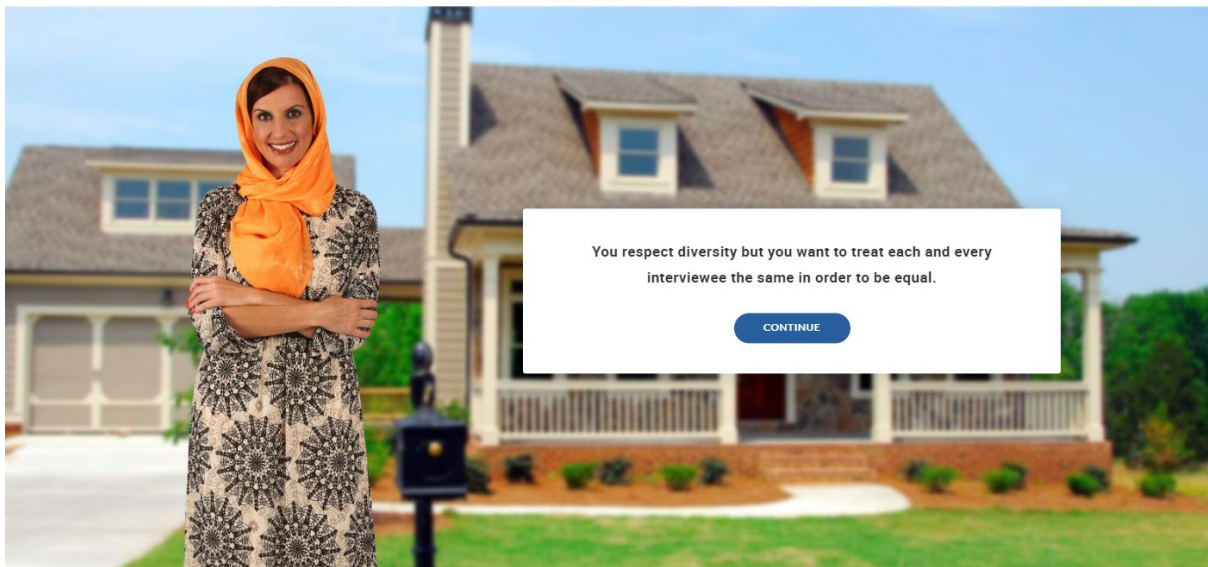
**Principle 10: Be sensitive**

- You should have a basic awareness and understanding of cultural and religious differences.
- Be aware that people from other cultures may construct their answers differently from those with a New Zealand background.
- Recognition of, and sensitivity to, cultural or religious beliefs will assure of a better opportunity to obtain complete, accurate and reliable information.

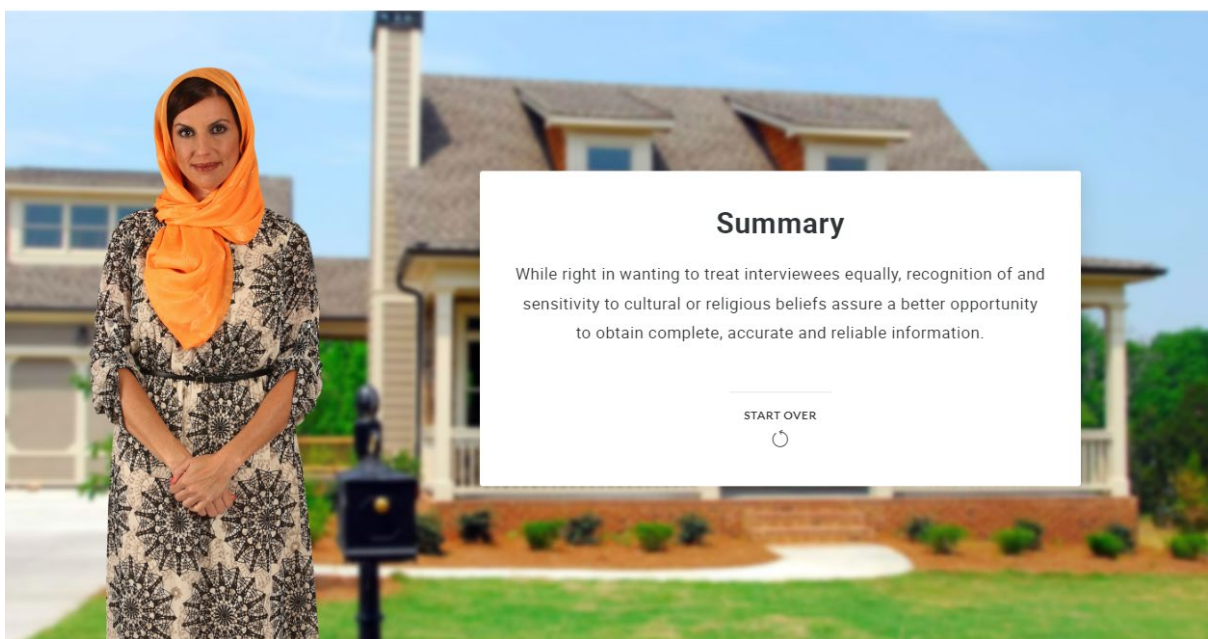


Next, please complete the following 5 exercises to check your understanding of the 10 principles.





Next, please complete the following 5 exercises to check your understanding of the 10 principles.

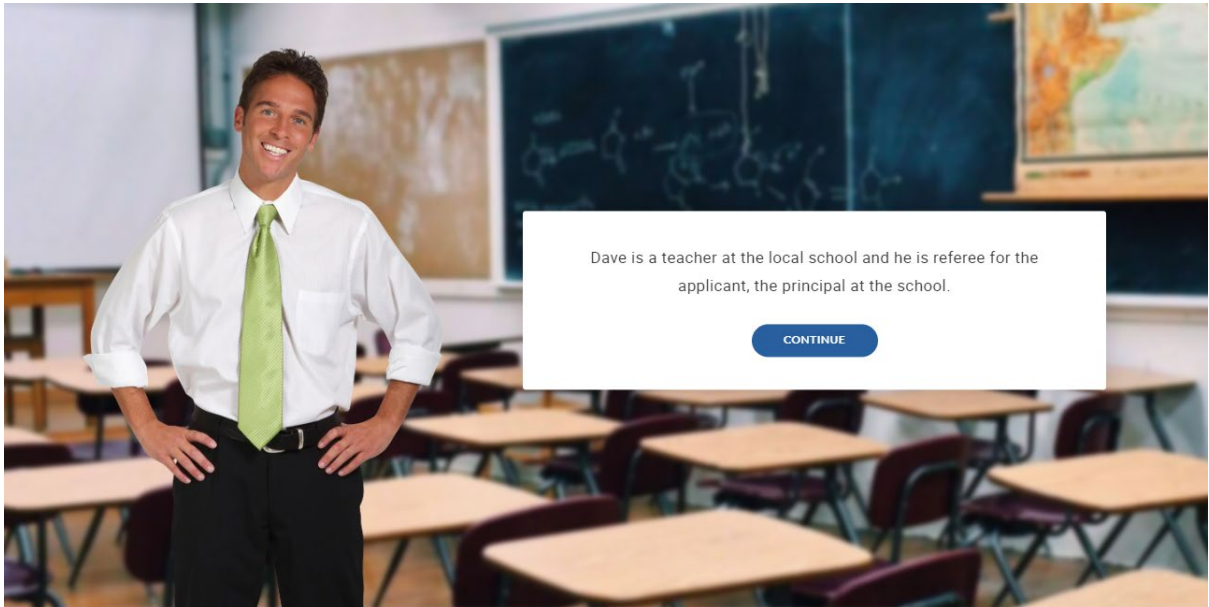






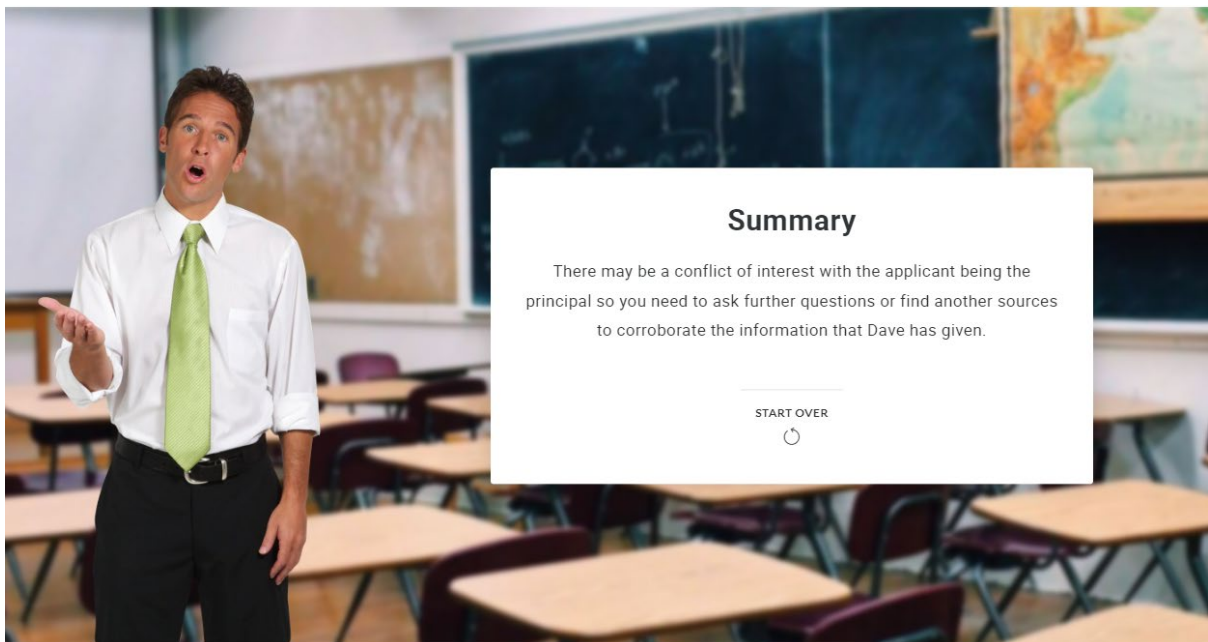
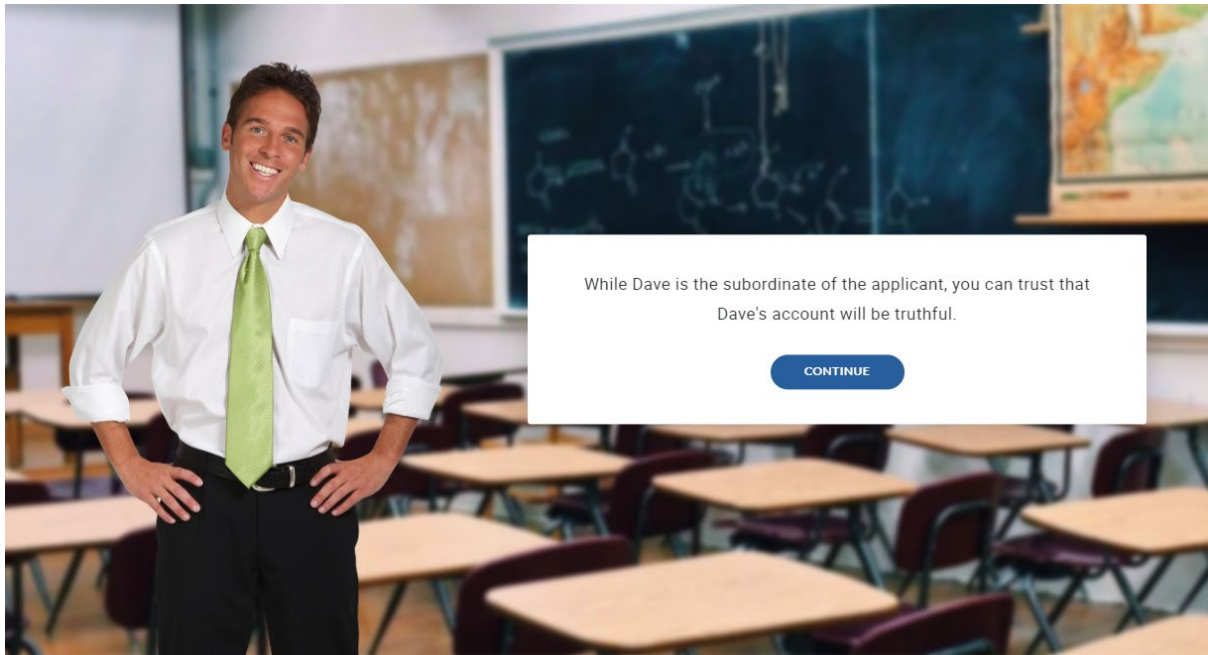
## Dave's Story

CONTINUE

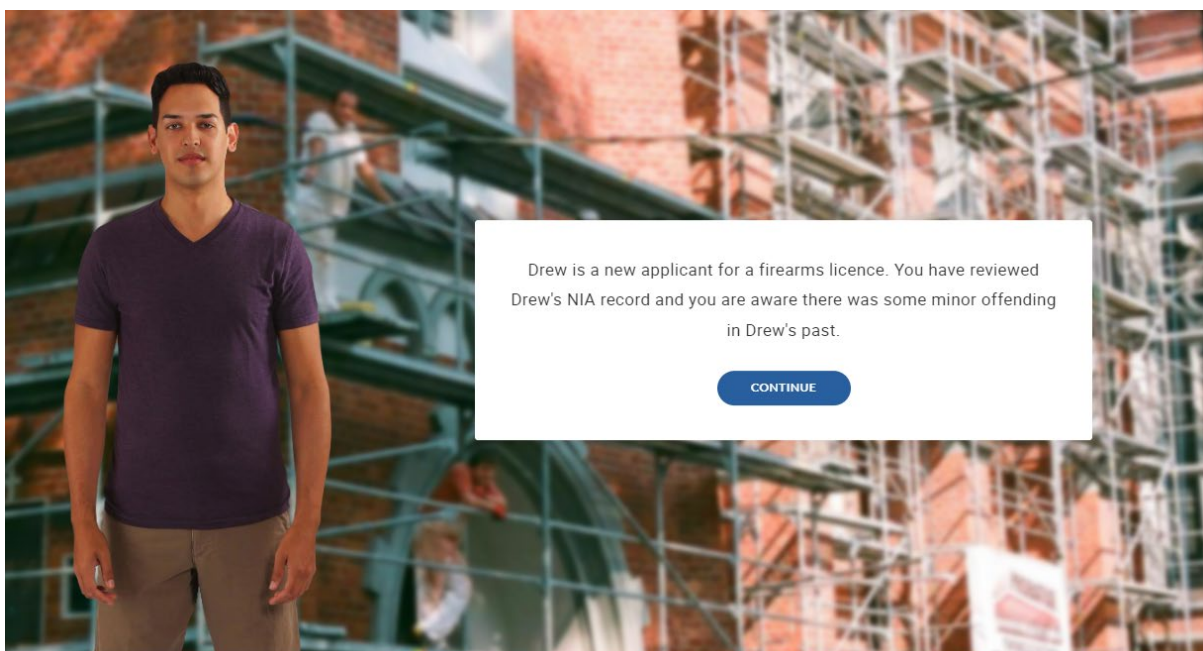


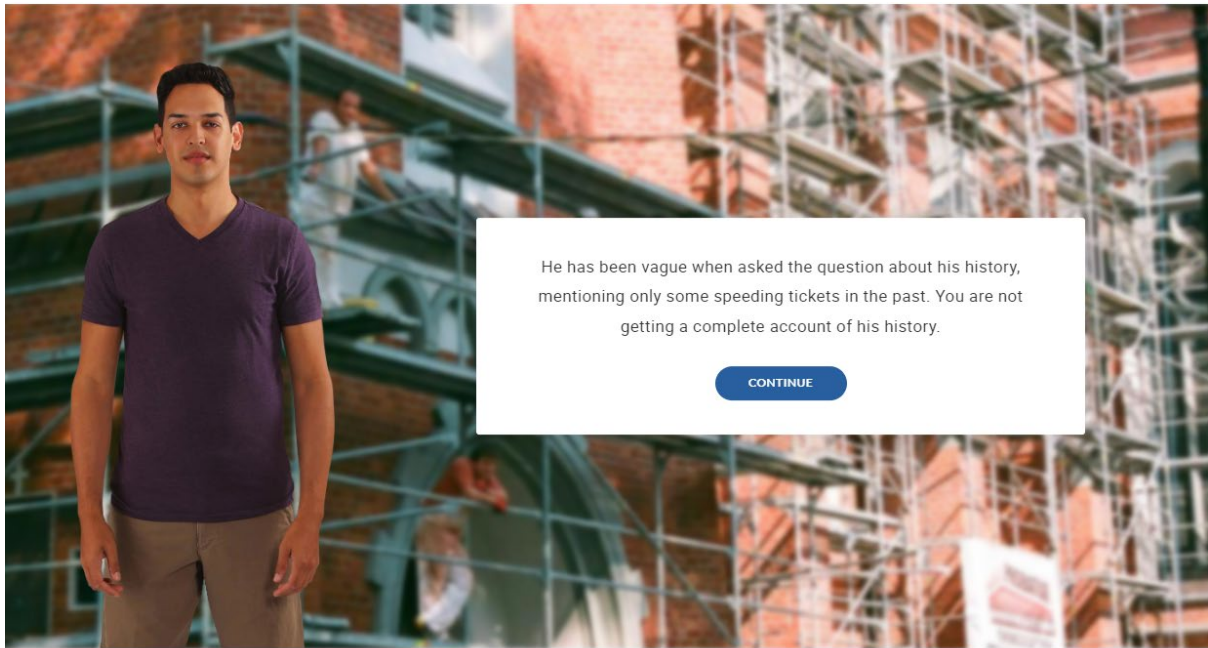
Dave is a teacher at the local school and he is referee for the applicant, the principal at the school.

CONTINUE



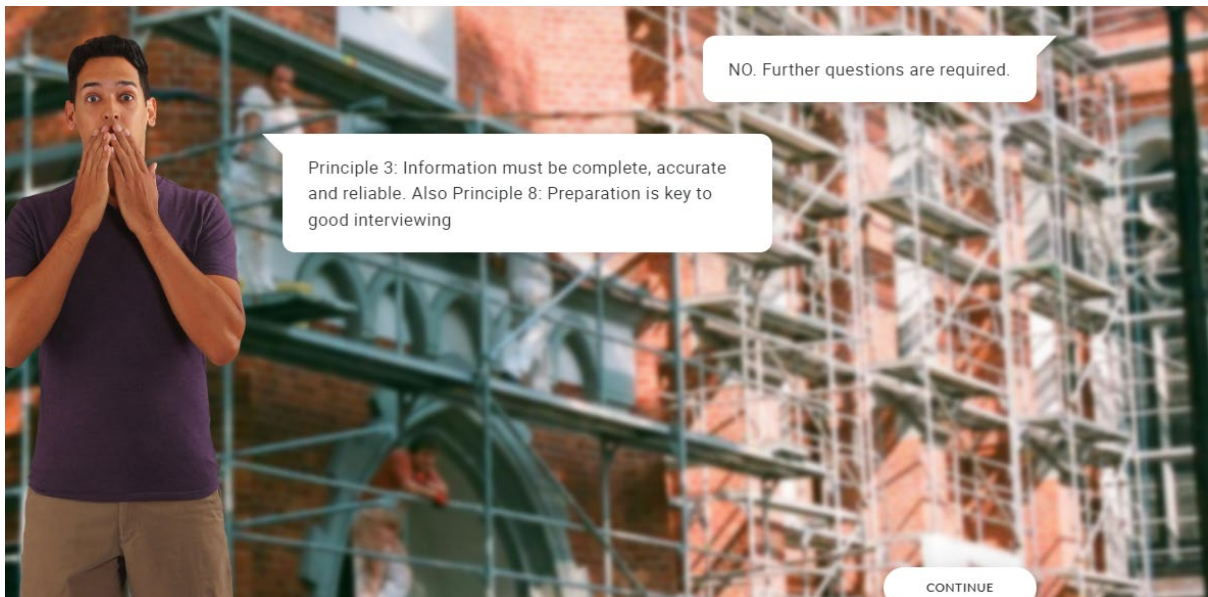






He has been vague when asked the question about his history, mentioning only some speeding tickets in the past. You are not getting a complete account of his history.

CONTINUE

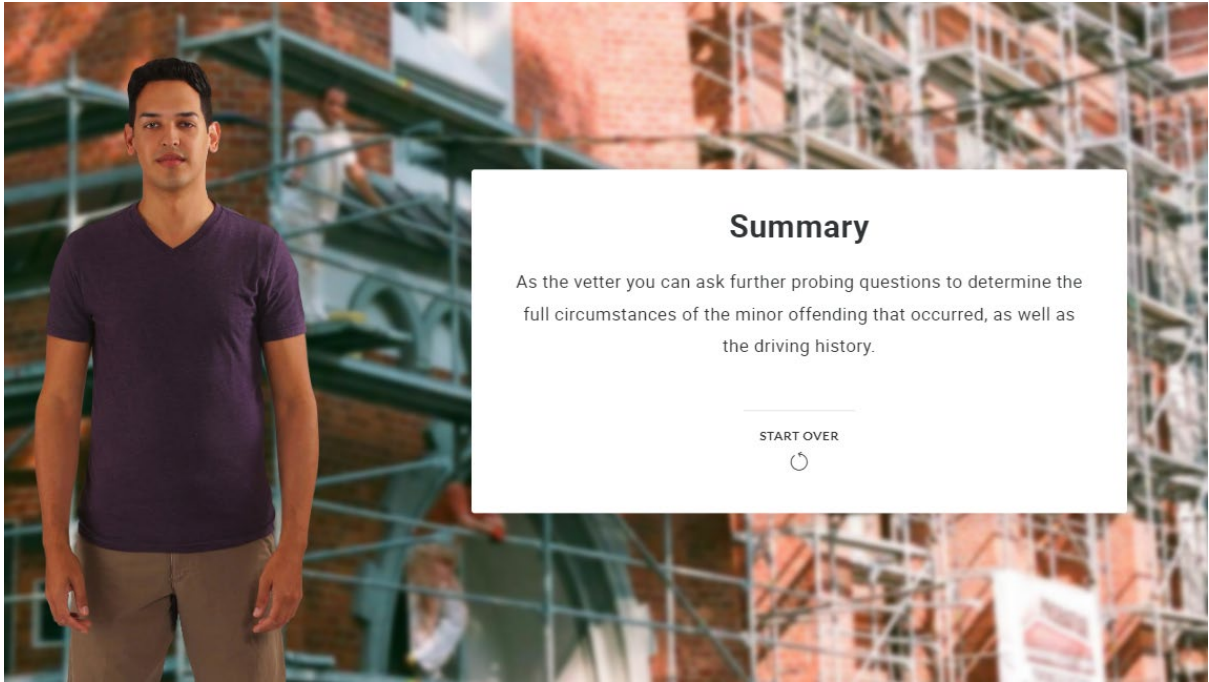


NO. Further questions are required.

Principle 3: Information must be complete, accurate and reliable. Also Principle 8: Preparation is key to good interviewing

CONTINUE

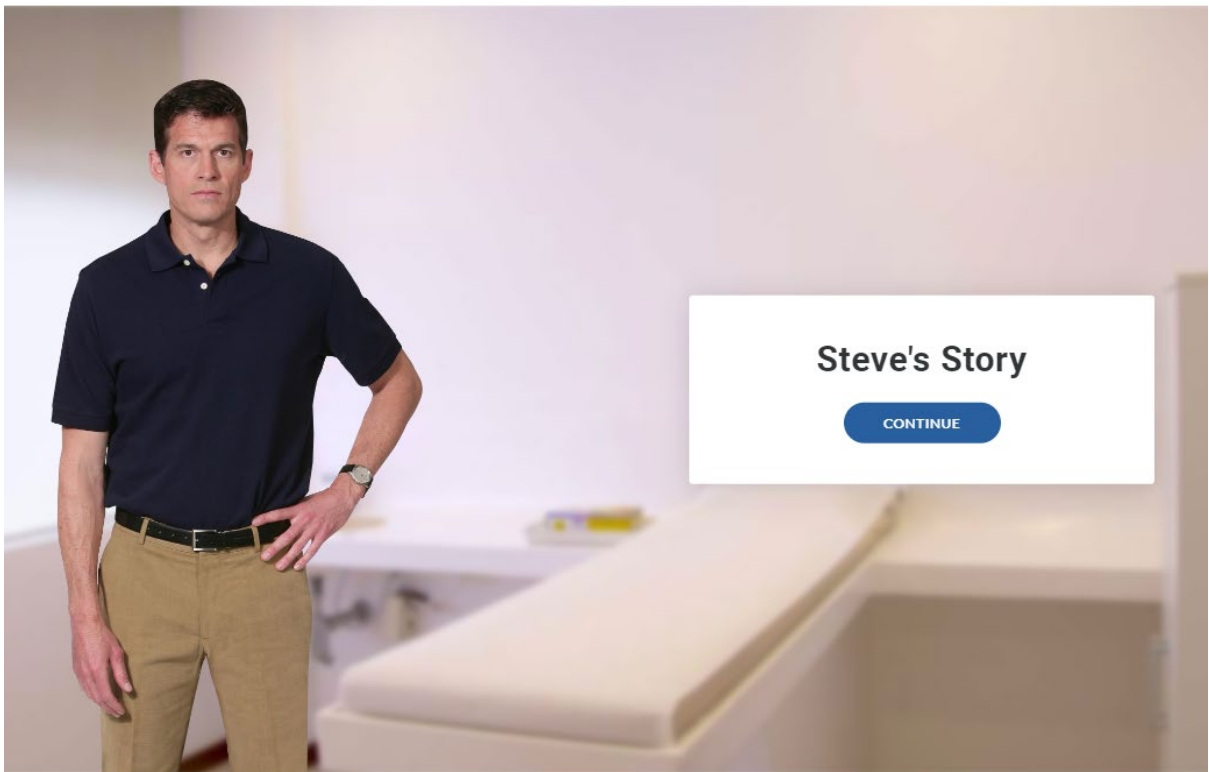




## Summary

As the vetter you can ask further probing questions to determine the full circumstances of the minor offending that occurred, as well as the driving history.

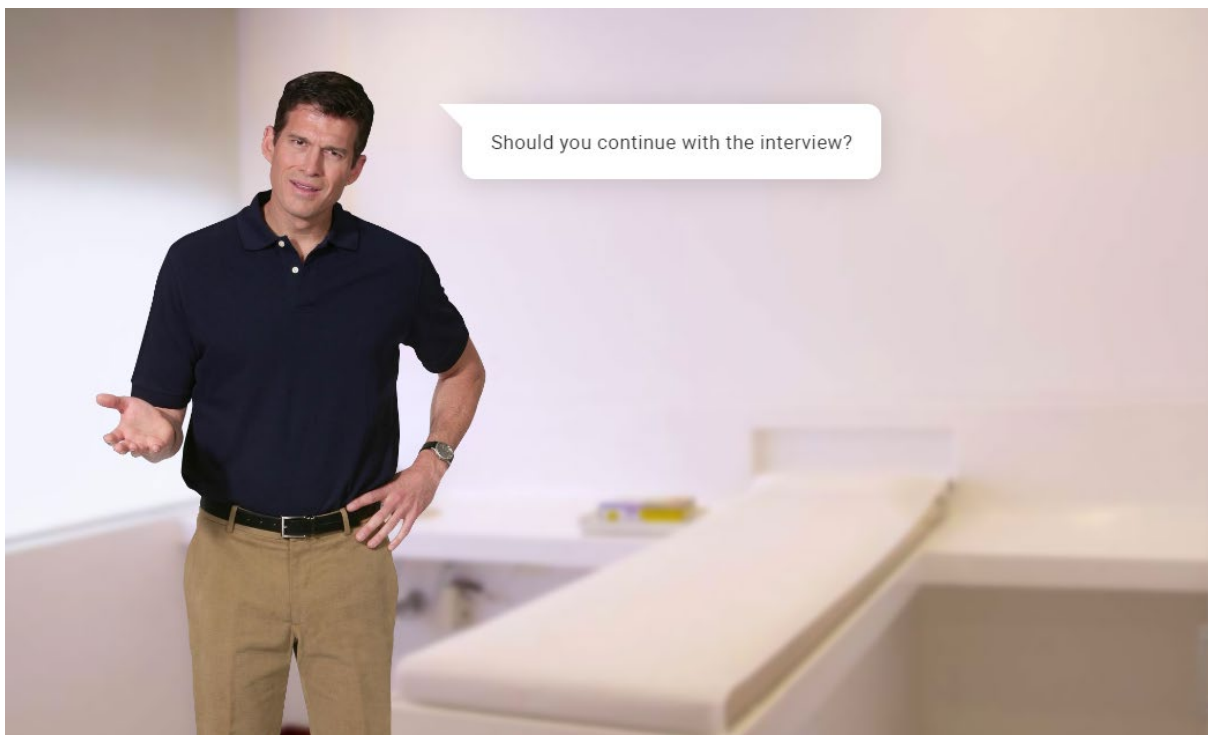
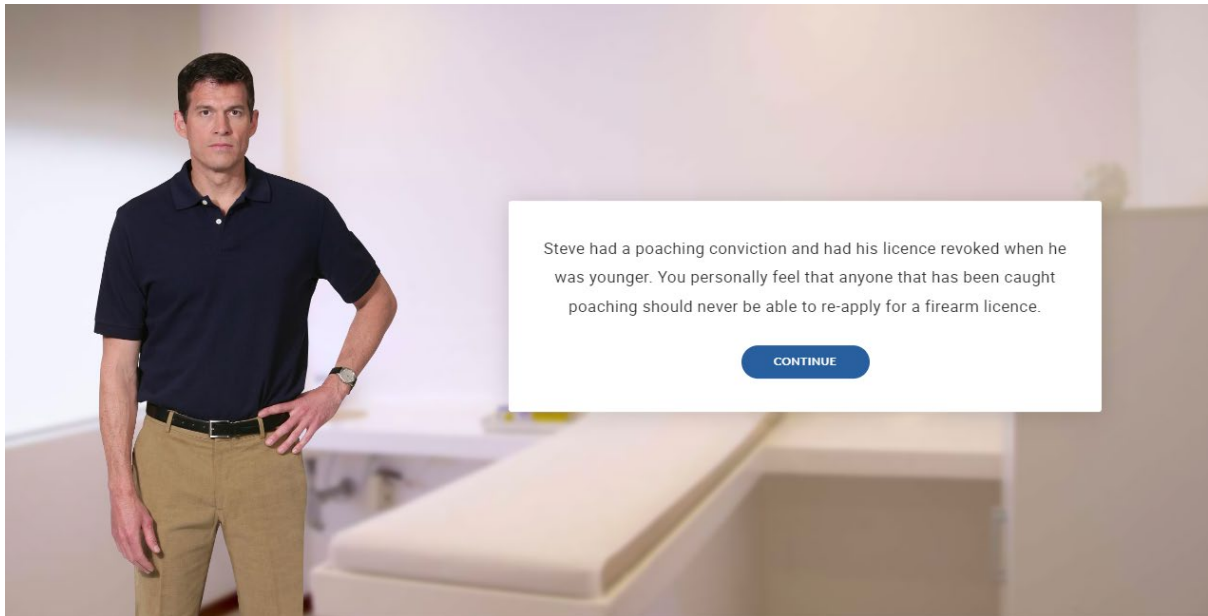
START OVER

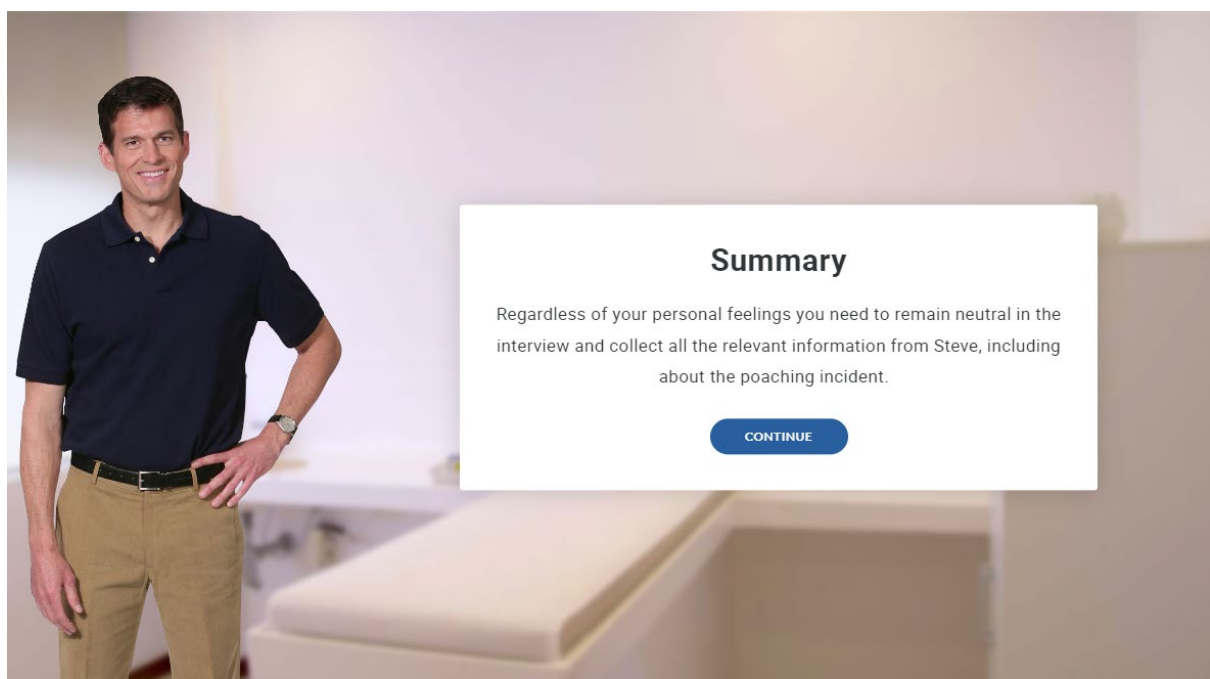
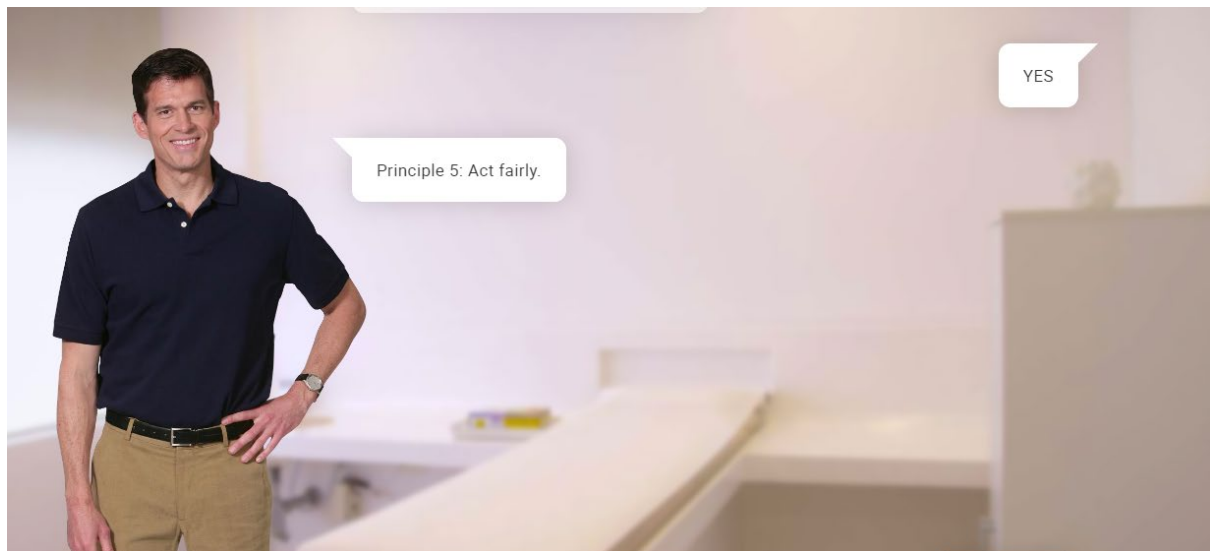


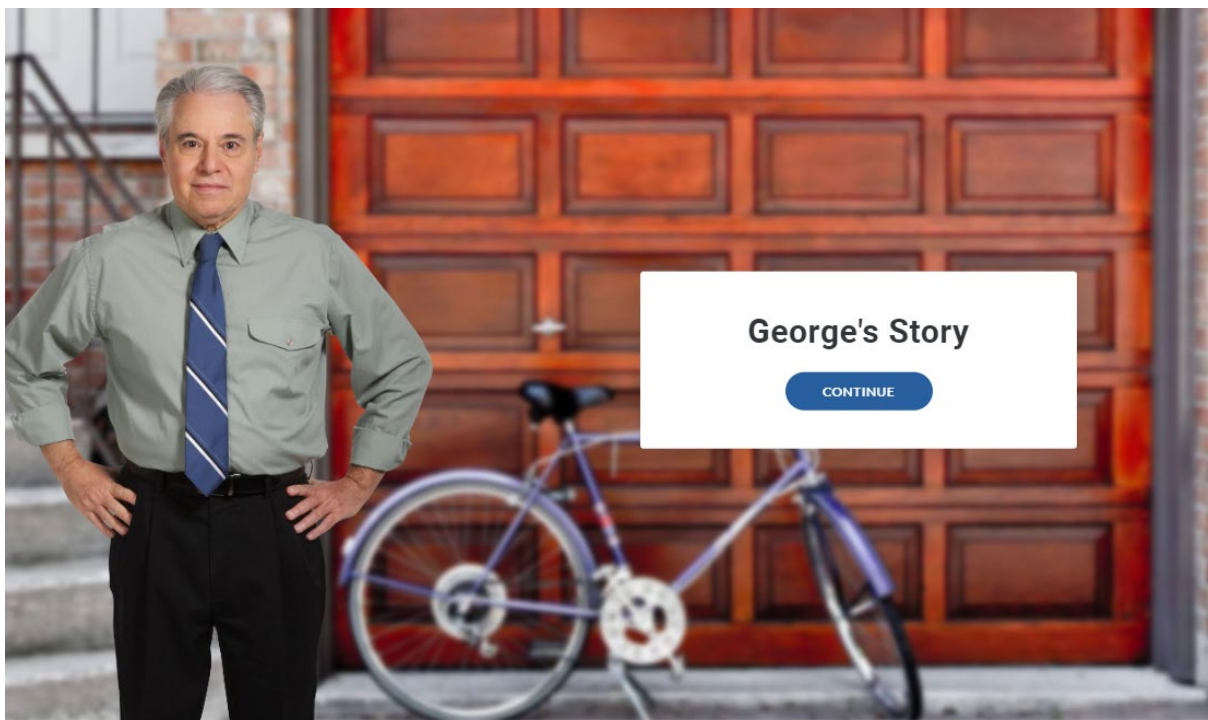
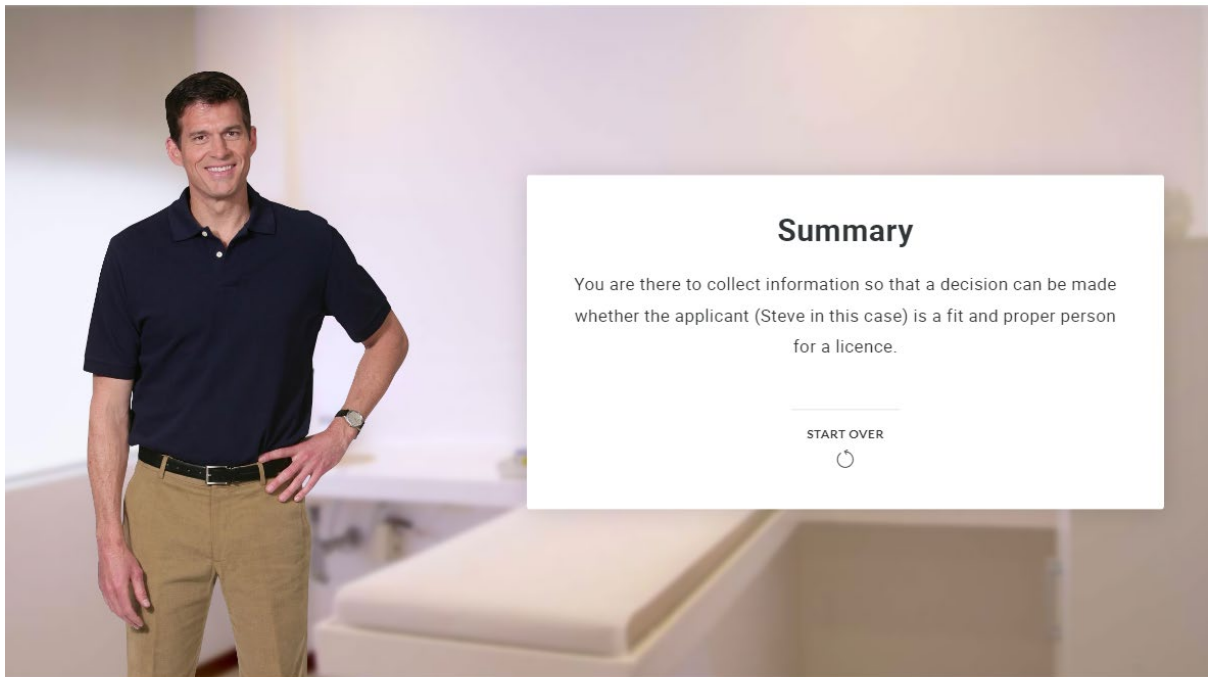
## Steve's Story

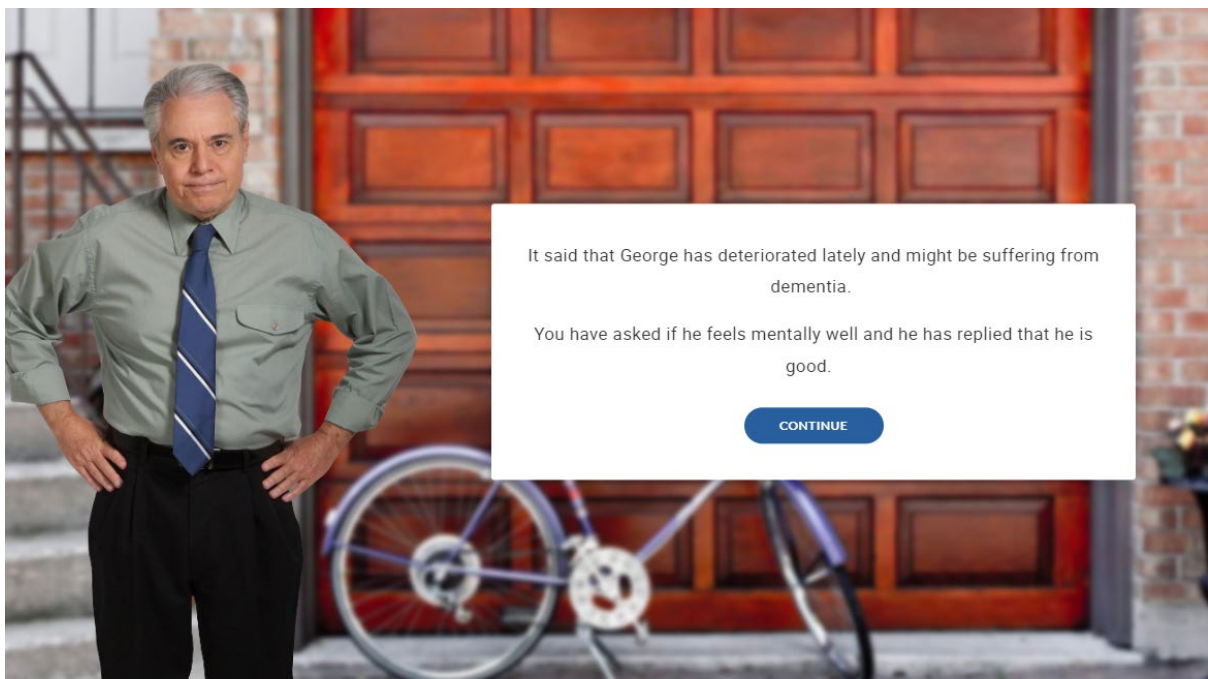
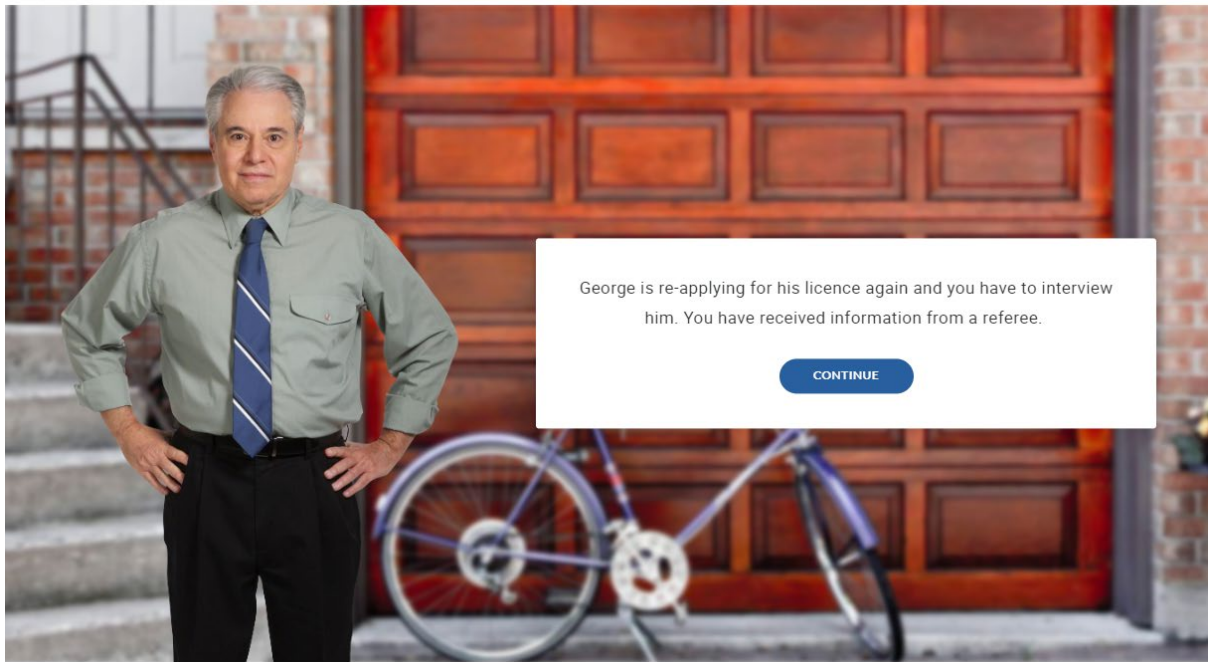
CONTINUE



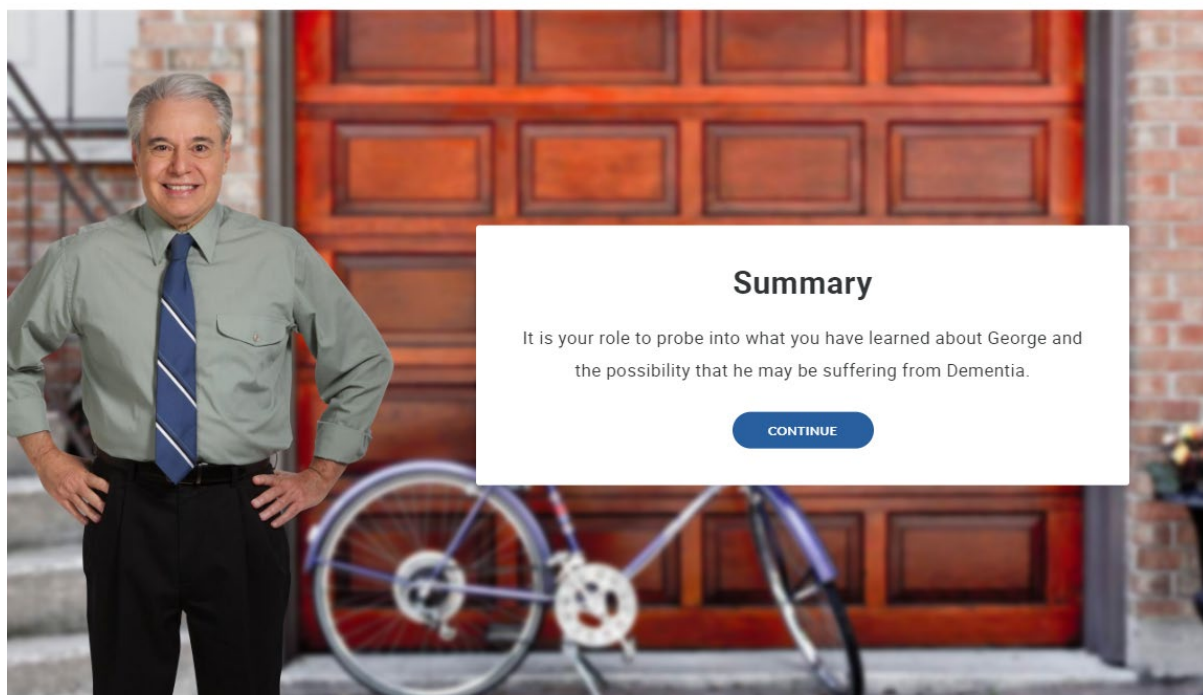
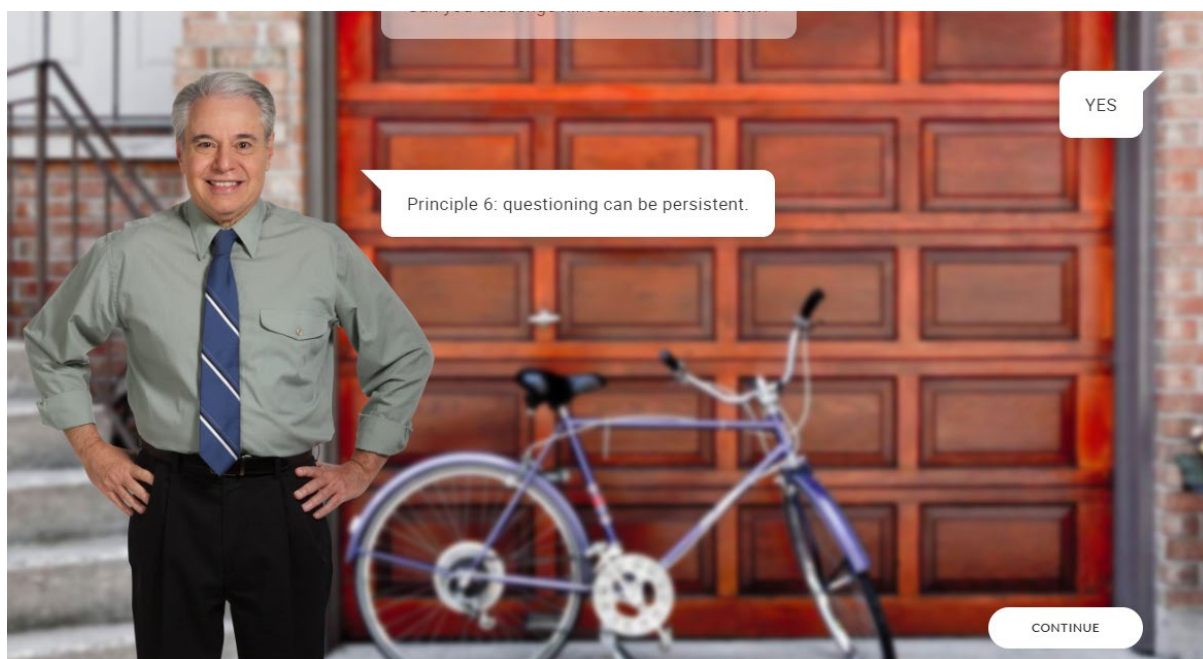


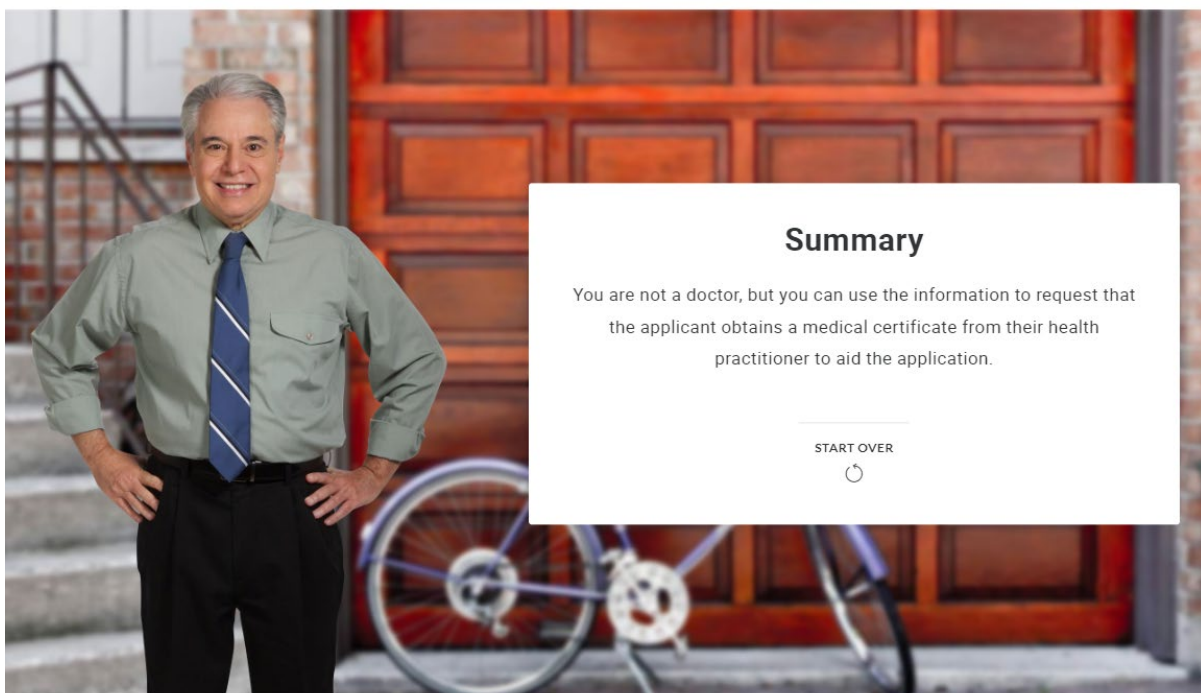












Lesson 4 of 8

## New Zealand Police Values







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### NZ Police core values

While working with applicants and referees, an arms Vetter needs to live Our Values. This helps the NZ Police to earn the trust and confidence of everyone in New Zealand. Complete the exercise below to refresh yourself on the core values.

Match the statements with the right Values.

 Walk in their shoes	Professionalism
 Treat others as they would want to be treated	Respect
 Actions say it all	Integrity
 Look the part, be the part	Commitment to Māori and the Treaty
 Many views, one purpose	Empathy
 Stand together	Valuing Diversity







SUBMIT



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Match the statements with the right Values.

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- ☒  Look the part, be the part Professionalism
- ☒  Treat others as they would want to be treated Respect
- ☒  Actions say it all Integrity
- ☒  Stand together Commitment to Māori and the Treaty
- ☒  Walk in their shoes Empathy
- ☒  Many views, one purpose Valuing Diversity

Lesson 5 of 8

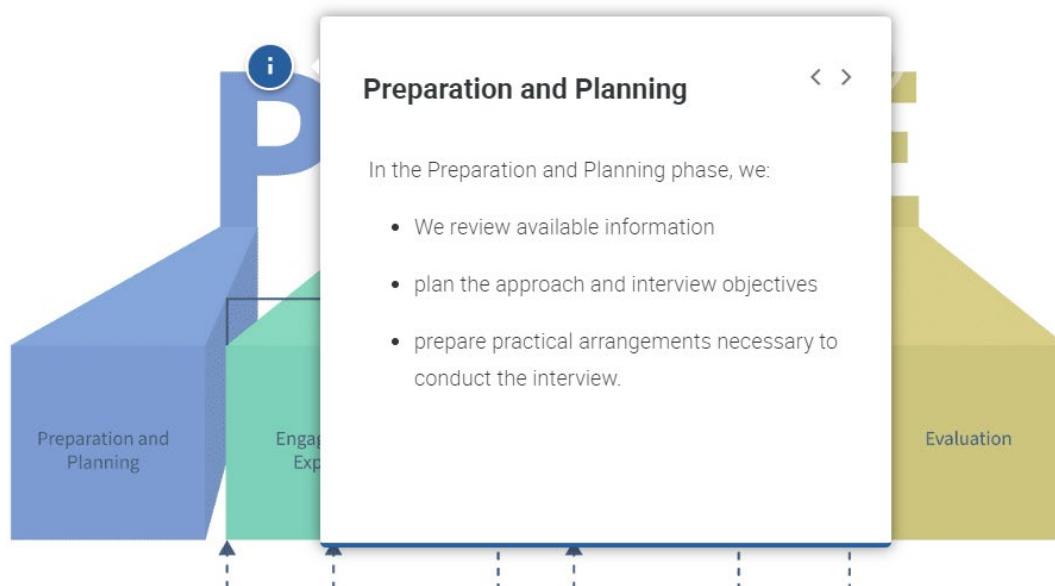
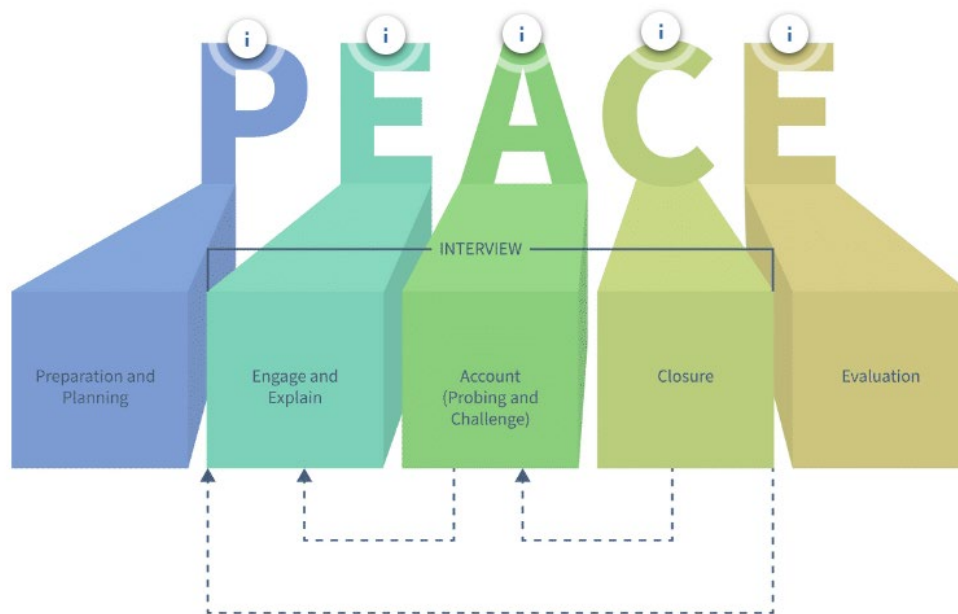
## PEACE Framework

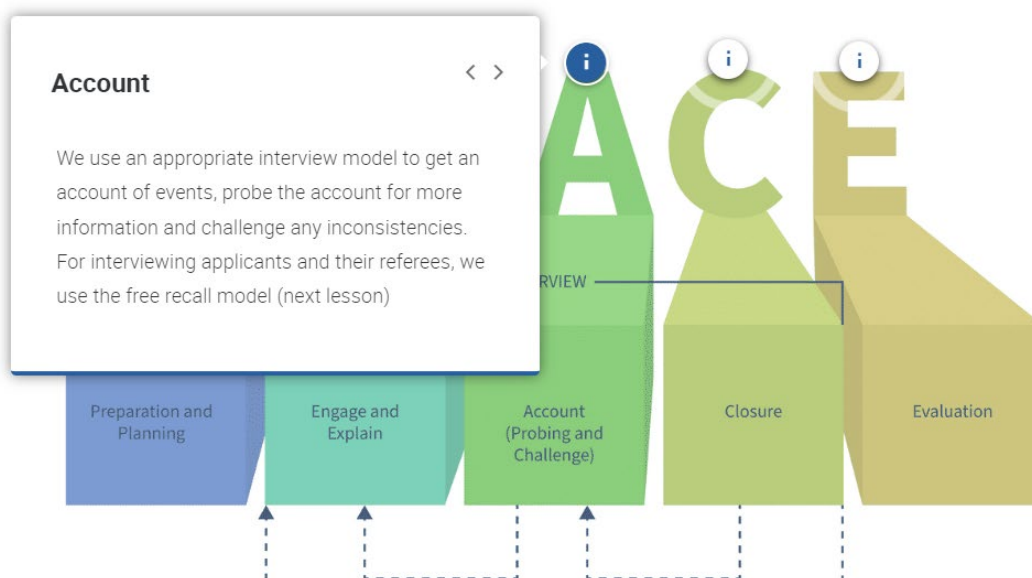
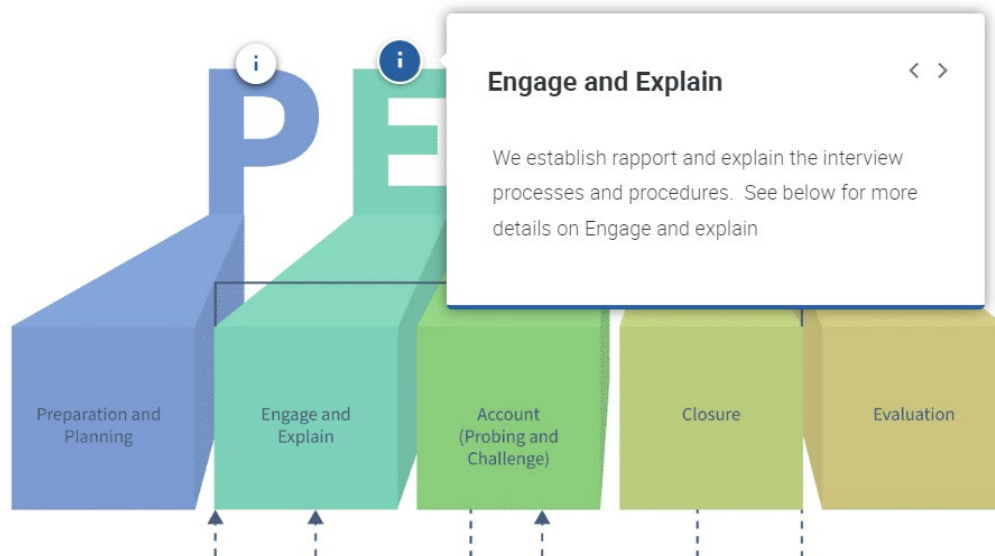
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The PEACE framework is an interviewing framework that provides a structure to planning and conducting effective investigative interviews. It has been adopted by the New Zealand Police as good practice.

Click on each letter to learn what happens in each phase.







## Preparation and Planning;

In this phase, you need to:

- Consider the interviewee profile: Age, gender, cultural background. Remember the 10 principles.
- The practical arrangements for the interview. If you are going to the interviewee's home, make sure you have everything you need, including downloading relevant forms
- Prepare your open-ended questions before you start (TEDS is in the next lesson). Discuss with your supervisor, any areas that need further probing based on the information you have so far, and how you will frame the questions.

## Engage and Explain

It is important to establish rapport with the interviewee. To do this you need to:

- Introduce yourself
- Ask if they have any questions before the interview begins
- Check that there is enough time, the person being interviewed doesn't have other appointments, etc.
- Explain the reason for the interview: *The purpose of the interview is to gather further information about the applicant and the reasons they require a licence as stated in their application. The information will help Police assess whether the applicant is fit and proper to possess firearms or airguns and determine if the licence the applicant applied for should be issued.*
- Explain that if the interviewee doesn't understand a question or doesn't know the answer, that it is OK and ask them to say so.

Below is a helpful document that is used by Investigative Interviewers completing witness, victim, subject interviews. It is based around a constabulary officer conducting the interview at a station, but the principles are the same.

Lesson 6 of 8

## The Free Recall Model

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The Free Recall Model is used in the "Account" phase of the PEACE model. It is one of the interview models that can be used within the PEACE framework. Another model, Conversation management, is used primarily in a suspect-type interview operationally. Free Recall however, encourages cooperative interviewees to give their own account of what happened in their own time and without interruptions.

Let's learn a bit more about the Free Recall model.

Click on each word to learn more.

<b>What?</b>	—
The free recall model is a basic interview model which can be used for interviewing cooperative interviewees in most situations.	
<b>Why?</b>	+
<b>How?</b>	+
<b>Who?</b>	+
<b>Where?</b>	+

<b>Why?</b>	—
The goal of free recall is to get the interviewee to provide information rather than the interviewer extracting the information. The interviewee should be doing most of the talking. This minimises the effect the interviewer has on an interviewee's account.	
<b>How?</b>	+
<b>Who?</b>	+
<b>Where?</b>	+
<b>Summary</b>	+

<b>How?</b>	—
<p>Free recall allows interviewees to give their account of what happened, in their own words, and at their own pace, with no interruptions. The interviewer elicits this response using open-ended questions to initiate an uninterrupted account. The interviewee can draw a sketch or plan of the area where the incident took place, and subsequent probing questions ensure that the interviewee has given as complete an account as possible.</p>	
<b>Who?</b>	+
<b>Where?</b>	+
<b>Summary</b>	+

<b>Who?</b>	—
<p>This model should be used for interviewees.</p> <p>All interviewers should be able to use the Free Recall model in an interview situation, using the PEACE framework.</p>	
<b>Where?</b>	+
<b>Summary</b>	+



## Where? —

These interviews are often formal interviews/statements, but should be conducted in an informal manner. They can be conducted in a person's home, in a public space, in a soft interview room or at a desk at the station. The location of the interview will depend on the investigation requirements and the interviewee.

## Summary +

## Summary —

Free recall is about letting the interviewee give their own account. Use the TEDS (tell, explain, describe, show) questions to initiate the free recall.

- As they are talking note topics to explore.
- Summarise what you have heard
- Use TEDS, 5WH to explore the topics
- Explore "remaining investigatively important topics"
- Summarise again

What is TEDS?

**T**ell, **E**xplain, **D**escribe, **S**how/sketch

**W**hat, **W**hen, **W**here, **W**ho, **W**hy, **H**ow

Closed questions you can ask to get specific detail:

**D**istance

**O**bstruction

**K**now/seen before

**A**ny special reason to remember

**T**ime lapse

**E**rror

## Use active listening skills

Maintain eye contact, use encouragers to show you are listening (nodding, agreeing, saying yes).

Allow the interviewee time to understand the question, then to think and formulate their response.

Lesson 7 of 8

# Questioning

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When you carry out an interview, there are a several different question types you can use. The three most useful will be open-ended questions, probing questions and appropriately closed questions.

Useful phrases	+
Open	+
Probing	+
Closed	+

## Useful phrases

- Concentrate...
- Focus...
- Think back...
- The next thing...
- Step me through...
- Moving on...

## Open

### TEDS

- Tell...
- Explain...
- Describe...
- Show...

## Probing

### 5WH

- What...
- Why...
- Who...
- When...
- Where...
- How...

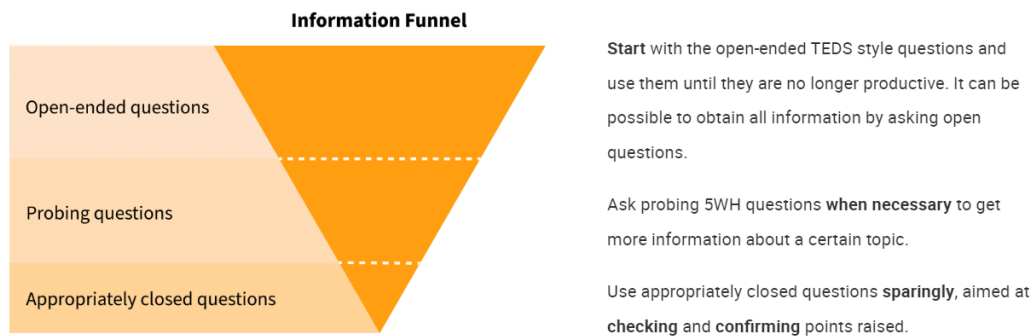
Which... (sometimes)

## Closed

For example:

- Can...
- Is...
- Are...
- Could...
- Does...
- Did...
- If...
- Do...
- Would...
- Should...
- Will...
- Which...

As an interviewer you need to understand that there are different kind of questions that can be asked.



Lesson 8 of 8

## Summary

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## Well done!

You have:

- 1 Had an introduction to Investigative Interviewing
- 2 Learnt about the 10 principles of Investigative Interviewing
- 3 Explored NZ Police Values
- 4 Learnt about the PEACE framework
- 5 Discovered the Free Recall model
- 6 Looked at different types of questions and when to use them.

**You have now completed this training**

## Firearms audit and security inspection Notes for members of Police and vettors

### Before conducting a security inspection and firearms audit job

1. You must
  - a. Have completed the course of training to conduct security inspections of licence holder premises and audits of endorsed firearms; and
  - b. Understand the security requirements of the Arms Act 1983 and Arms Regulations 1992, and as described in Police guidance notes.
  - c. Understand the Police Instructions with respect to handling licence holders' firearms.

### When to use this form

2. This form is to only be used in the following circumstances:
  - a. Regular inspection and audit of pistol target shooting endorsement holders.
  - b. Regular inspection and audit of firearms collector and prohibited firearm endorsement holders.
  - c. Standard firearms licence holder change of address.
  - d. Standard firearm licence and endorsement re-application security check.
3. You must:
  - a. Complete ALL sections of the audit and security check for endorsement holders.
  - b. Complete only sections A, B-1, B-3, and C for standard licence holder changes of address.
  - c. Ensure that a comprehensive answer is provided for each question.

### Before conducting the inspection

4. Arrange and confirm an appointment with the licence holder. Remind / direct the FLH to the web site and '*secure storage guidance for firearms*' guidance document.
5. Obtain the NIA firearms extract for the licence holder immediately prior to going to the appointment (where a firearms audit is required).

### Conducting the inspection

6. Confirm the identity of the licence holder, by requesting to sight their firearms licence card.
7. Check that the security measures installed by the licence holder are compliant and adequate.
8. Check all firearms held on a licence endorsement(s) by the licence holder against the NIA firearms extract.
9. **Do not**, under any circumstances, handle an owner's firearms.
10. Include discrepancies & any remediation required by licence holder (obtaining permits to possess, destruction of firearms) in the relevant Comments section of the report.

### Licence holder compliance

11. It is a condition of the licence and endorsement issued to the licence holder to comply with the Arms Act and Arms regulations requirements for firearms security and to have valid permits for all pistols, restricted weapons, prohibited arms items and pistol carbine conversion kits. Relevant clauses of the Arms Act are s31A, 32, 33A, 66A and 66; and relevant regulations in the Arms Regulations are 19 and 28. As a Vetter or auditor you must be conversant with the provisions of all of these sections and regulations.
12. Refer to the '*Secure storage guidance for firearms*' document for assistance in determining if, and how security arrangements are compliant or not compliant.

### Declarations

13. The licence holder must sign and date the licence holder declaration.
14. The member of Police or Vetter must complete the declaration regarding the performance of the inspection, firearms audit, and recommendation regarding security and audit outcomes.

### After the security check and audit

15. Return the completed form and NIA firearms list to the Arms officer or Supervisor.
16. Arms officer or Supervisor to complete declaration confirming approval of the recommendation made.
17. If further action is required, the Arms Officer or Supervisor is to initiate the appropriate activity.
18. Once completed, this form is to be retained for the life of the licence holder (scanned into NIA), or 10 years after the last action on the file.

### Improvement Notices (applicable from 25 December 2020 only)

19. Improvement notices can only be issued by a trained and approved person, on the recommendation of the member of Police or Vetter who conducted the security check and firearms audit.

## Firearms audit and security inspection

### Notes for members of Police and veters

#### Extracts Arms Act 1983

##### 31A Conditions of endorsements

(1) Every endorsement is granted subject to the conditions that any person who is in possession of a pistol, restricted weapon (other than an air pistol), prohibited firearm, or prohibited magazine by virtue of that endorsement must:

(a) produce that pistol, restricted weapon, prohibited firearm, or prohibited magazine to any member of the Police on demand; and

(b) permit the member of the Police to inspect the pistol, restricted weapon, prohibited firearm, or prohibited magazine and the place where it is kept, and, for that purpose, to enter at all reasonable times upon the premises where the place is situated.

(2) It is the duty of every member of the Police exercising any power conferred by subsection (1) —

(a) to identify themselves to the person in possession of the pistol, restricted weapon, prohibited firearm, or prohibited magazine; and

(b) to tell the person in possession of the pistol, restricted weapon, prohibited firearm, or prohibited magazine that the power is being exercised under subsection (1); and

(c) if they are not in uniform, to produce on initial entry, and, if requested, at any subsequent time, evidence that they are a member of the Police.

##### 32 Further conditions of endorsements in respect of pistols and restricted weapons

(1) It is a condition of every endorsement made under section 30 that the holder of the firearms licence—

(a) observes, in respect of every pistol or restricted weapon or part of a restricted weapon in his possession, such security precautions as are required by regulations made under this Act; and

(b) ensures that every restricted weapon in his possession is both rendered inoperable by the removal of a vital part and maintained, by reason of the removal of a vital part, in an inoperable condition.

(2) Any member of the Police may, on the direction of the Commissioner, impose, as conditions of an endorsement made by that member of the Police under section 30, such conditions with regard to the use or custody of the pistol or restricted weapon (being conditions additional to those specified in subsection (1)) as that member of the Police thinks fit.

##### 33A Further conditions of endorsement in respect of prohibited firearm or prohibited magazine

(1) An endorsement on a firearms licence in respect of a prohibited firearm or prohibited magazine made under section 30B is subject to the following conditions:



## Firearms audit and security inspection Notes for members of Police and vetters

- (a) the holder of the firearms licence may only possess and use the prohibited firearm or prohibited magazine in their capacity as an exempt person; and
- (b) the holder of the firearms licence must observe in respect of every prohibited firearm or prohibited magazine in their possession all security precautions required by regulations made under this Act; and
- (c) the holder of the firearms licence who is an exempt person under section 4A(1)(b), (c), (d), or (e) must:
  - (i) not use live ammunition in the prohibited firearm in their possession; and
  - (ii) ensure that the prohibited firearm is—
    - (A) rendered inoperable by removal of a vital part; and
    - (B) maintained, by reason of the removal of the vital part, in an inoperable condition; and
  - (iii) ensure that the removed vital part is kept at a separate address from the prohibited firearm; and
- (d) any other conditions regarding the use and custody of the prohibited item in their possession that the Commissioner thinks necessary.

(2) In subsection (1)(c)(iii), separate address means an address approved by a member of the Police.

### 34 Notification of change of address

- (1) A holder of a firearms licence who changes their address must, within 30 days after doing so, give written notice of the change to a member of the Police.
- (2) Every holder of a firearms licence, being a licence that bears an endorsement permitting the holder to have possession of a pistol, prohibited firearm, prohibited magazine, or restricted weapon, who intends to change his address, must notify a member of the Police of the arrangements made for the safe custody of the pistol, prohibited firearm, prohibited magazine, or restricted weapon during its shift to the new address.
- (3) A person commits an offence and is liable on conviction to a fine not exceeding \$2,000 if the person, without reasonable excuse, contravenes subsection (1) or (2).

### 66 Occupier of premises or driver of vehicle deemed to be in possession of firearm, airgun, pistol, imitation firearm, restricted weapon, prohibited magazine, or explosive found therein

For the purposes of this Act every person in occupation of any land or building or the driver of any vehicle on which any firearm, airgun, pistol, imitation firearm, restricted weapon, prohibited magazine, or explosive is found shall, though not to the exclusion of the liability of any other person, be deemed to be in possession of that firearm, airgun, pistol, imitation firearm, restricted weapon,

## Firearms audit and security inspection Notes for members of Police and veters

prohibited magazine, or explosive, unless he proves that it was not his property and that it was in the possession of some other person

### 66A Loss, theft, or destruction of firearm, etc

(1) This section applies if—

- (a) a firearm, prohibited magazine, prohibited part, or restricted weapon is lost, stolen, or destroyed; or
- (b) a non-prohibited part or non-prohibited magazine that is required to be recorded in the registry is lost, stolen, or destroyed.

(2) The owner of the firearm, magazine, part, or restricted weapon must—

- (a) immediately notify a member of the Police of the loss, theft, or destruction; and
- (b) give all information in their possession relating to the loss, theft, or destruction to the member of the Police.

(3) A notification under subsection (2) must be given in the form or manner, or both the form and manner, approved by the Commissioner.

(4) Every person commits an offence and is liable on conviction to a fine not exceeding \$10,000 if the person, without reasonable excuse, contravenes subsection (2).

### Extracts Arms Regulations 1992 (SR 1992 / 346)

#### 19 Conditions relating to security precautions

(1) Every firearms licence shall be subject to the following conditions:

- (a) the holder shall not put a firearm in such a place that a young child has ready access to it;
- (b) the holder, where he or she has both a firearm and ammunition for it in his or her possession, either:
  - (i) shall take reasonable steps to ensure that the ammunition is not stored in such a way that a person who obtains access to the firearm also obtains access to the ammunition; or
  - (ii) shall ensure that, where the ammunition is stored with the firearm, the firearm is not capable of being discharged;
- (c) the holder shall take reasonable steps to ensure that any firearm in the holder's possession is secured against theft;
- (d) the holder shall, where he or she has possession of a firearm that is:
  - (i) a flare pistol, or
  - (ii) a humane killer; or

## Firearms audit and security inspection Notes for members of Police and vetters

(iii) a stock marking pistol: keep it in a locked container, except where it is under the holder's immediate and personal supervision.

(2) On and after 1 July 1993 the reasonable steps required by subclause (1)(c) shall include:

(a) keeping on the holder's premises:

(i) a lockable cabinet, container, or receptacle of stout construction in which firearms may be stored; or

(ii) a lockable steel and concrete strong room in which firearms may be stored; or

(iii) a display cabinet or rack in which firearms may be immobilised and locked so that none of them may be fired; and

(b) keeping locked or immobilised and locked in the cabinet, container, receptacle, strong room, display cabinet, or rack required by paragraph (a) every firearm which is on the holder's premises and which is not under immediate and personal supervision of the holder or some other holder of a firearms licence; and

(c) ensuring that no firearm in the holder's possession is left in a vehicle that is unattended.

### 28 Security precautions in relation to pistols, prohibited firearms, prohibited magazines, and restricted weapons

(1) Every person who is lawfully entitled to possession of a pistol, prohibited firearm, prohibited magazine, or restricted weapon other than an air pistol by virtue of a permit under [section 18](#) of the Act or a firearms licence endorsed under [section 30](#) or [section 30B](#) of the Act shall ensure that, except when the pistol, prohibited firearm, prohibited magazine, or restricted weapon is in his or her immediate physical possession or is being used, in accordance with [section 31](#) of the Act, for the purpose of making a broadcast or producing or staging a play or filming a cinematic production or television film or is in the custody of a licensed dealer or a member of the Police, it is—

(a) kept in a steel and concrete strongroom of sound construction and of a type approved for the time being in writing either generally or in the particular case by a member of the Police; or

(b) kept in a room of stout and secure construction capable of being adequately secured against unlawful entry, being in every case a room which is approved for the purpose by a member of the Police and which meets the following requirements:

(i) the room shall be in structurally sound condition:

(ii) the doors that give access to the room, and their locks, bolts, hinges, and other fastenings shall be in good condition:

(iii) the windows, skylights, or other things intended to cover openings to the room, and their locks, bolts, hinges, and other fastenings shall be in good condition:

(iv) the doors referred to in subparagraph (ii) and the windows, skylights, and other things referred to in subparagraph (iii) shall be capable of being secured against unlawful entry; or

## Firearms audit and security inspection Notes for members of Police and vetters

- (c) locked in a steel safe or steel box or steel cabinet (being in every case a safe, box, or cabinet of sound construction and of a type approved in writing either generally or in the particular case by a member of the Police) bolted or otherwise securely fixed (in a manner approved in writing either generally or in the particular case by a member of the Police) to the building within which the pistol, prohibited firearm, prohibited magazine, or restricted weapon is kept.
- (2) Where a pistol, prohibited firearm, prohibited magazine, or restricted weapon is kept in a steel box, steel cabinet, or steel safe in accordance with subclause (1) (c), ammunition for that firearm shall not be kept in that steel box, steel cabinet, or steel safe.
- (3) Where the governing body of a bona fide museum keeps a pistol, prohibited firearm, prohibited magazine, or restricted weapon in a room in accordance with subclause (1) (b), that governing body shall ensure, if the room is one to which members of the public have access, that the pistol, prohibited firearm, prohibited magazine, or restricted weapon is adequately secured, in a manner approved in each case by a member of the Police, to prevent unlawful removal.
- (4) The Commissioner may, by writing, exempt any person from compliance with any of the provisions of subclauses (1) to (3) where the Commissioner is satisfied that the precautions being taken by that person are sufficient to prevent unlawful removal of the pistol, prohibited firearm, prohibited magazine, or restricted weapon; and any such exemption may in like manner be revoked.
- (5) Every permit under [section 18](#) of the Act and every firearms licence that is endorsed under [section 30](#) or [section 30B](#) of the Act shall be deemed to be issued subject to the condition that every person who is lawfully entitled to possession of a pistol, prohibited firearm, prohibited magazine, or restricted weapon by virtue of that permit or firearms licence (as so endorsed) will observe the provisions of this regulation to the extent that they are applicable to that person.



# Security Inspections and Firearms Audits Module

EXIT COURSE

## Security Inspection and Firearms Audit

RESUME COURSE

DETAILS ▾

Welcome to this training package for Security Inspection and Firearm Audits.  
This training will help you to understand the new process when checking security and/or auditing firearms.

Let's get started!

≡	Session objectives	✓
≡	The Security Inspection and Firearms Audit process	✓
≡	The Security Inspection and Firearms Audit and the new form	✓
≡	Checking the security of a firearms licence holder who has changed address	✓
≡	Checking the security of an endorsement holder	✓
≡	Legislative requirements for security inspections and firearms audits	✓
≡	Summary	✓