

9 April 2025

IR-01-25-6426

s.9(2)(a) OIA

Tēnā koe s.9(2)(a) OIA

Thank you for your Official Information Act 1982 (OIA) request dated 21 February 2025 where you asked for information related to “staffing at the Firearms Safety Authority,” and Arms Permits data.

I have answered each question below.

Could the FSA please give a breakdown of its various departments within the entity that contain their employees. Could FSA please provide, since the entity was formed, quarterly staffing levels and costs for each department, for each of these departments to present day.

I refer you to Figure 1 below that shows the number of Full Time Equivalent (FTE) staff broken down by directorate, activities and functions within each directorate and financial quarters from December 2022 to February 2025. Note that December 2022 was the first full month after the commencement of the Firearms Safety Authority in November 2022. Please also refer to **Appendix 1** attached which provides multiple graph views for both Figure 1 and 2.

Figure 1: Number of FTE Staff broken down by Directorate, Activities and Functions, and Quarters from December 2022 to February 2025

Te Tari Pūreke FTE

Directorate	Activities & Functions	Dec 22 FTE	Mar 23 FTE	Jun 23 FTE	Sep 23 FTE	Dec 23 FTE	Mar 24 FTE	Jun 24 FTE	Sep 24 FTE	Dec 24 FTE	Current FTE - Feb 25
Executive Director	Governance & Leadership	5.00	5.00	5.00	5.00	5.00	5.00	6.00	6.00	5.00	5.00
Business Services	HR, Finance, Risk, Recruitment & Strategy	18.70	22.30	19.70	19.80	24.80	26.80	27.80	24.00	24.00	17.00
Change	Transformation & Change	1.00	5.00	-	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Partnerships	Partnership, Comms & Engagement	2.00	2.00	3.00	6.00	8.00	10.00	10.00	11.00	12.00	18.00
Operations	Clubs & Ranges				7.00	7.00	7.00	7.00	7.00	7.00	6.00
	Compliance				32.60	33.67	40.67	37.67	37.67	35.75	35.93
	District Licence Processing	214.76	223.85	267.93	237.78	238.37	232.88	221.48	222.18	213.49	205.66
	NST & permits	74.52	80.60	96.67	32.00	32.88	31.28	30.28	30.51	33.31	33.00
	Registry Services			23.30	75.00	69.00	64.99	75.52	85.21	81.00	75.00
	Regulatory Service Improvement				30.83	31.60	30.60	32.40	33.20	31.20	31.20
	Resolutions				32.48	30.48	29.60	30.20	30.60	31.60	30.60
	Historic Files Support Team	69.58	47.87								
	Operations - Leadership	28.82	36.98	42.60	7.00	5.00	5.00	5.00	5.00	5.00	5.00
	Total Operations FTE		387.69	389.30	430.50	454.69	447.99	442.02	439.54	451.37	438.34
Te Tari Pūreke Total FTE		414.39	423.60	458.20	486.39	486.69	484.72	484.24	493.27	480.24	463.29

In relation to expenditure for each directorate, and functions within each directorate, I refer you to Figure 2 below that shows expenditure broken down by directorate, activities and functions, financial quarters and total operational expenditure from December 2022 to February 2025. Note that new functions were introduced into Te Tari Pūreke onwards from its beginning (for example, note “Clubs and Ranges – quarterly Actual Costs September 2023).

Figure 2: Te Tari Pūreke Expenditure broken down by Directorate, Activities and Functions, Quarterly Actual Costs and Total Operational Spend from December 2022 to February 2025.

Te Tari Pūreke Expenditure

Directorate	Activities & Functions	Dec 22 Actual Cost	Quarterly Actual Costs Mar 23	Quarterly Actual Costs Jun 23	Quarterly Actual Costs Sep 23	Quarterly Actual Costs Dec 23	Quarterly Actual Costs Mar 24	Quarterly Actual Costs Jun 24	Quarterly Actual Costs Sep 24	Quarterly Actual Costs Dec 24	2 Months Actual Cost - Feb 25	
Executive Director	Governance & Leadership	144,609	1,992,020	-786,527	1,083,057	1,340,929	1,097,056	4,587,132	1,438,748	1,437,640	793,604	
Business Services	HR, Finance, Risk, Recruitment & Strategy	593,427	1,156,598	2,139,330	1,869,344	1,617,522	1,441,654	2,581,728	1,338,935	1,336,377	525,684	
Change	Transformation & Change	831,522	2,017,894	3,351,881	1,759,384	1,108,497	1,078,812	17,682,409	2,187,693	2,364,365	933,792	
Partnerships	Partnership, Comms & Engagement	189,101	369,069	748,455	464,857	575,176	467,189	600,934	539,655	666,005	481,708	
Operations	Clubs & Ranges				187,131	206,235	168,759	208,643	208,230	204,509	102,641	
	Compliance				724,428	723,490	800,345	656,425	802,445	831,893	464,380	
	District Licence Processing	1,567,861	4,296,084	5,516,354	5,114,376	5,701,992	4,756,620	5,233,752	5,206,189	5,776,536	3,078,587	
	NST & permits	531,355	1,541,963	1,726,793	797,880	790,115	716,108	723,199	693,235	803,953	430,123	
	Registry Services			326,317	1,546,189	1,544,179	1,339,323	1,708,662	1,709,542	1,692,538	1,063,833	
	Regulatory Service Improvement				821,218	972,386	927,994	1,149,352	1,146,903	1,006,799	522,654	
	Resolutions				678,114	847,085	642,476	790,974	783,000	854,566	462,552	
	Historic Files Support Team	530,583	1,355,355	584,356								
	Operations - Leadership	217,089	1,566,062	2,442,982	756,856	833,593	811,297	1,677,115	996,970	990,550	693,207	
	Total Operations FTE	2,846,888	8,759,464	10,596,802	10,626,192	11,619,075	10,162,922	12,148,122	11,546,514	12,161,346	6,817,977	
Te Tari Pureke Total Operational Expenditure		4,605,547	14,295,045	16,049,940	15,802,833	16,261,199	14,247,632	37,600,325	17,051,545	17,965,732	9,552,766	

*Note Te Tari Pureke has introduced new functions since it was introduced in Dec 22

One off capital to opex swap was done to align with the change in the financial rules for Software as a Service.

Could the FSA provide a outline of the function of each position within each department, as well the salary of each role after the employee is competent with the role

I refer you to the attached spread sheet titled “Staffing Position Information,” that shows Te Tari Pūreke staffing positions broken down by directorate, directorate description, activities & functions of each directorate, positions within each directorate, position summary and remuneration band as at February 2025.

Please also refer to **Appendix 2** attached titled “Remuneration Band details”. Figure 1 shows remuneration scales broken down by bands B to J and steps 0 to 20 from 3 April 2024 to 30 June 2025. Figure 2 shows employee manager and senior manager roles total remuneration scale broken down by grade, minimum, midpoint and maximum of each grade from 1 July 2024 to date.

Note that the information in Appendix 2 is taken from the respective current collective employment agreements.



Could the Firearms Safety Authority please detail projected department staffing growth for the next 3-5 years.

Te Tari Pūreke does not anticipate any change in staffing growth outside of usual staffing shifts, therefore this part of your request is refused under section 18(g) of the OIA that the information is not held by Police, and I have no grounds for believing that the information is held by another department or agency, nor is connected more closely with the functions of another department or agency.

Could the FSA please detail how the outcome of cost recovery discussions for the firearms system will impact their ability to grow their departments? Does the FSA intend to use cost recovery for sustainment only, rather than to enable expansion?

The funding for the Firearms Safety Authority is appropriated by the Government as part of its annual budgetary cycle. To that extent, the cost recovered is a decision made by the Government. Any funds received through cost recovery go directly back to the Government's consolidated fund and not for growth or expansions to the regulator.

Can the FSA detail how many Arms permits/applications have been processed for each quarter for each permit type.

A total of 18,924 Import Permits, and 34,286 Permits to Possess have been processed between 1 July 2019 and 31 January 2025. This includes permits¹ processed for individuals, dealers, and visitors for both firearms and firearm parts.

The national Permits Team was established in 2017 to centralise the management of various permit workstreams which included the import permit application process. Prior to this, import permits were managed within each individual District Arms Office and there were no set data entry guidelines. Due to this, data prior to the 2019/20 financial year is not considered to be accurate and would require manual analysis of each related file, therefore is refused under section 18(f) the OIA as the information requested cannot be made available without substantial collation and research. Please note that the information requested prior to 2019/20, if available, would be likely to have inconsistent data entry processes and errors including missing fields.

I refer you to Table 1 below that shows the number of permits processed broken down by financial quarter, permit type and total from the 2019/20 to 2024/25 financial years, nationally, as of 21 February 2025.

¹ This does not include import permits that are not entered into the National Intelligence Application (NIA) database such as Consents to Import pursuant to Customs Import Prohibition (Offensive Weapons) Order 2021 and Import Permits for individuals who do not require a firearms licence.

Table 1: Number of Permits Processed broken down by Financial Quarter², Permit type and total from 2019/20 to 2024/25 financial years, as of 21 February 2025

<i>Financial Year</i>	<i>Financial QTR</i>	<i>Import Permit</i>	<i>Permit to Possess</i>	<i>Total</i>
2019/20	1	1,497	1,500	2,997
	2	1,437	3,704	5,141
	3	1,736	1,916	3,652
	4	1,030	1,527	2,557
2020/21	1	831	2,331	3,162
	2	634	2,016	2,650
	3	646	1,357	2,003
	4	610	1,606	2,216
2021/22	1	587	1,171	1,758
	2	674	1,139	1,813
	3	457	1,153	1,610
	4	739	1,226	1,965
2022/23	1	826	1,549	2,375
	2	809	1,285	2,094
	3	902	1,175	2,077
	4	914	1,758	2,672
2023/24	1	678	1,271	1,949
	2	702	1,425	2,127
	3	761	1,053	1,814
	4	881	1,263	2,144
2024/25	1	725	1,321	2,046
	2	644	1,208	1,852
	3	204	332	536
Total		18,924	34,286	53,210

Source: NIA, retrieved 21 February 2025

A Permit to Possess is required to obtain possession of a pistol, pistol carbine conversion kit, restricted weapon, prohibited firearm or prohibited magazine. To be eligible to apply for a permit to possess, a licence holder must have first been issued with a relevant endorsement under section 30A³ and 30B⁴ of the Arms Act 1983.

A Permit to Import is required to buy or receive a specific arms item from overseas within a 12-month period. To be eligible to apply for a permit to import non-prohibited arms items, an individual must hold an active New Zealand firearms licence. To be eligible to apply for a permit to import prohibited or restricted arms items, an individual must hold both an active New Zealand firearms licence and a relevant endorsement issued under section 30A and 30B of the Arms Act 1983.

² The financial year and quarter is based on the date the permit has been approved and issued or the date the permit has been refused or cancelled. 'Approved' is defined as a permit application that has been submitted and approved however this is not indicative of the outcome of the permit i.e. the item may not have been imported, the permit may have been subsequently revoked or surrendered etc. 'Refused' is defined as a permit application that has been submitted but refused. 'Cancelled' is defined as when the permit application has been entered in error by the administrator, or the licence holder has withdrawn the application.

³https://www.legislation.govt.nz/act/public/1983/0044/latest/DLM72940.html?search=sw_096be8ed81ec89e9_benefit_25_se&p=1

⁴https://www.legislation.govt.nz/act/public/1983/0044/latest/DLM72942.html?search=sw_096be8ed81ec89e9_benefit_25_se&p=1



Data contained in this response is drawn from a dynamic operational database and is subject to change as new information is recorded or updated.

You have the right to ask the Ombudsman to review this decision if you are not satisfied with the response to your request. Information about how to make a complaint is available at: www.ombudsman.parliament.nz.

For your information, Police has developed a process for proactive release of information, so the anonymised response to your request may be publicly released on the New Zealand Police website.

Nāku noa, nā

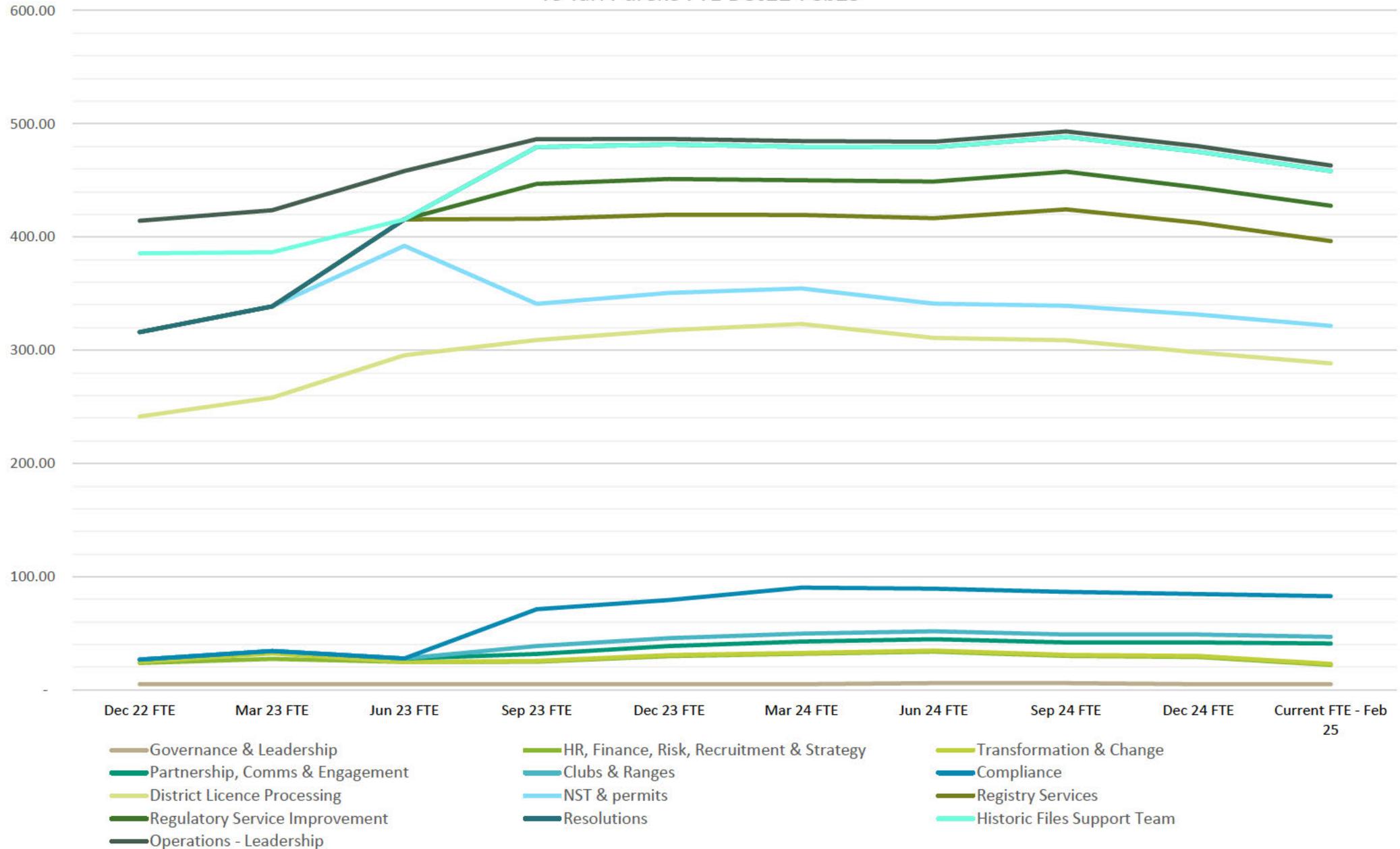


Matthew Boddy
Acting Director Operations
Firearms Safety Authority

Te Tari Pūreke FTE

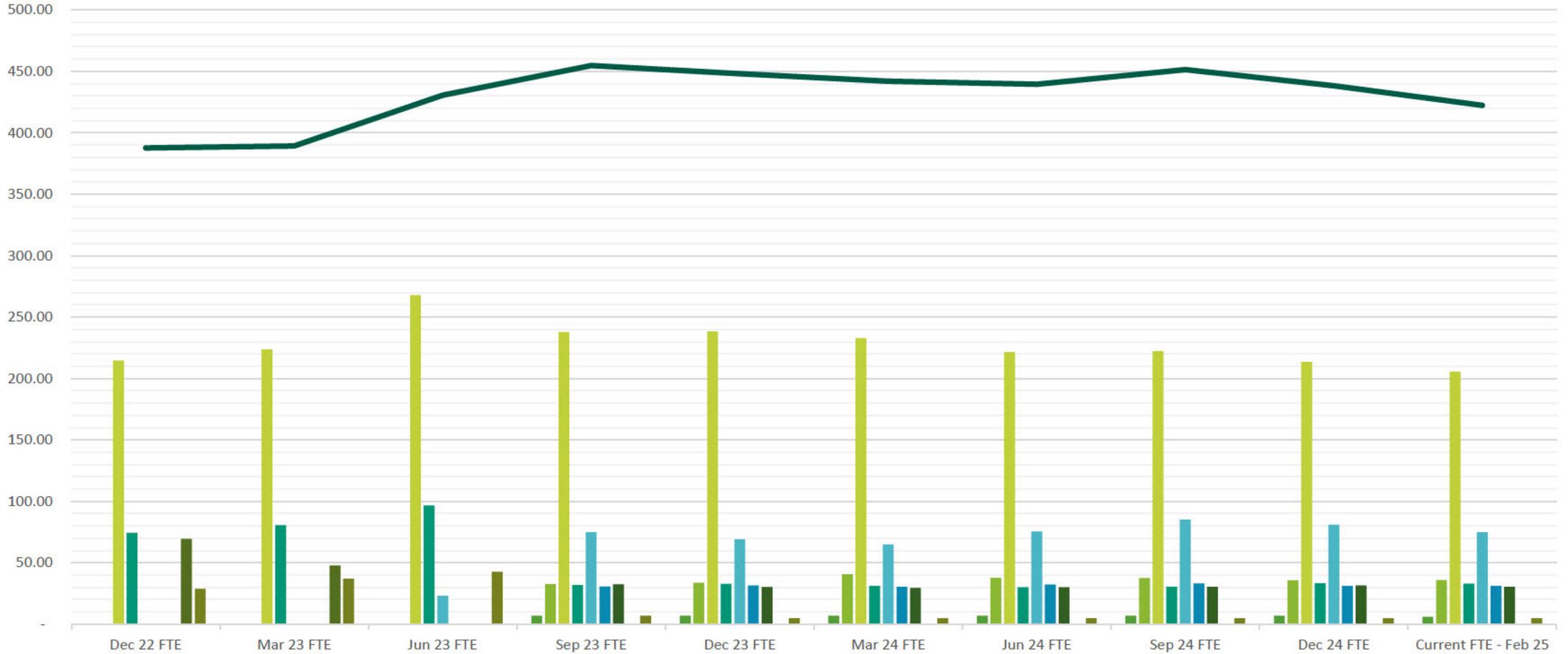
Directorate	Activities & Functions	Dec 22 FTE	Mar 23 FTE	Jun 23 FTE	Sep 23 FTE	Dec 23 FTE	Mar 24 FTE	Jun 24 FTE	Sep 24 FTE	Dec 24 FTE	Current FTE - Feb 25
Executive Director	Governance & Leadership	5.00	5.00	5.00	5.00	5.00	5.00	6.00	6.00	5.00	5.00
Business Services	HR, Finance, Risk, Recruitment & Strategy	18.70	22.30	19.70	19.80	24.80	26.80	27.80	24.00	24.00	17.00
Change	Transformation & Change	1.00	5.00	-	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Partnerships	Partnership, Comms & Engagement	2.00	2.00	3.00	6.00	8.00	10.00	10.00	11.00	12.00	18.00
Operations	Clubs & Ranges				7.00	7.00	7.00	7.00	7.00	7.00	6.00
	Compliance				32.60	33.67	40.67	37.67	37.67	35.75	35.93
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Te Tari Pūreke FTE Dec22-Feb25



Total Operations FTE Dec22-Feb25

- Clubs & Ranges
- Compliance
- District Licence Processing
- NST & permits
- Registry Services
- Regulatory Service Improvement
- Resolutions
- Historic Files Support Team
- Operations - Leadership
- Total Operations FTE



Te Tari Pūreke Total FTE



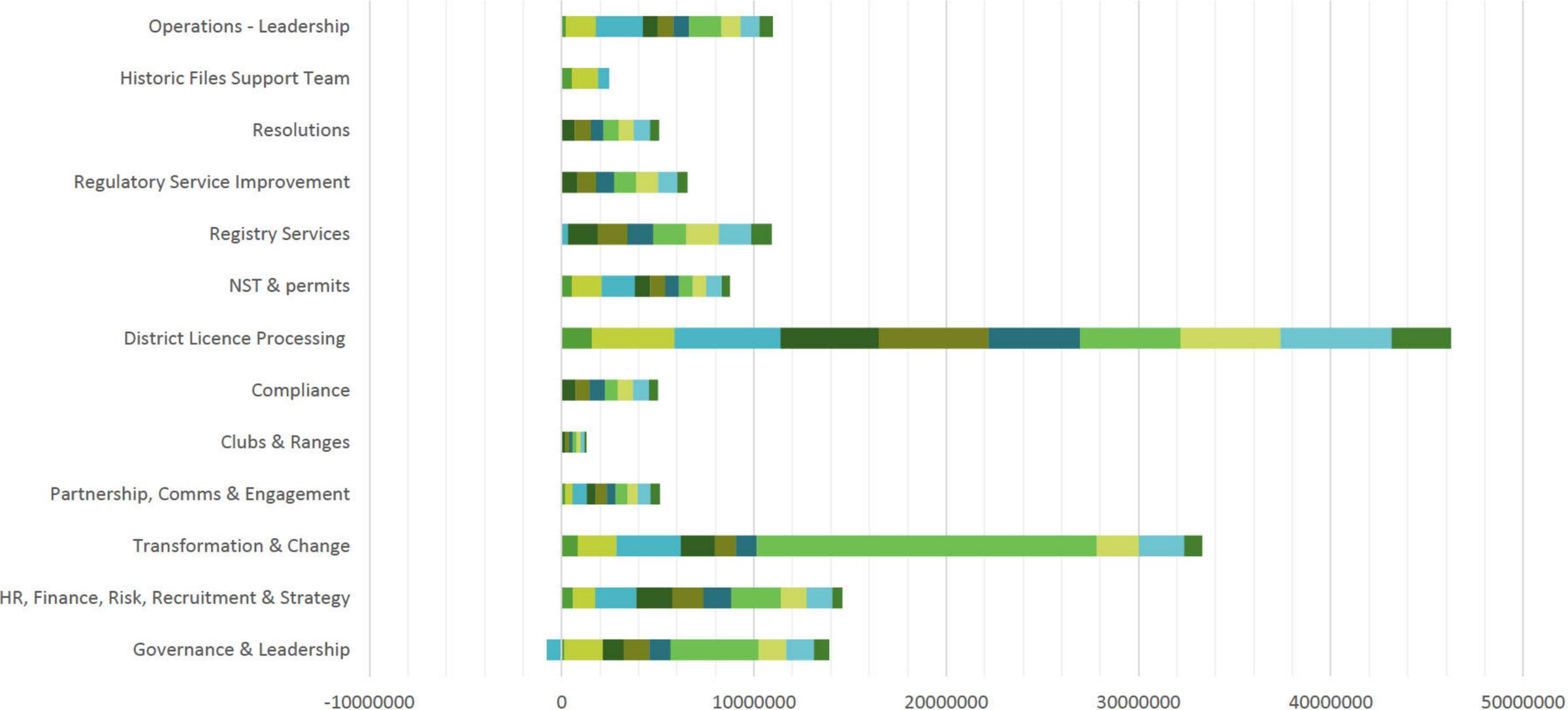
Te Tari Pūreke Expenditure

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Te Tari Pureke Total Operational Expenditure		4,605,547	14,295,045	16,049,940	15,802,833	16,261,199	14,247,632	37,600,325	17,051,545	17,965,732	9,552,766

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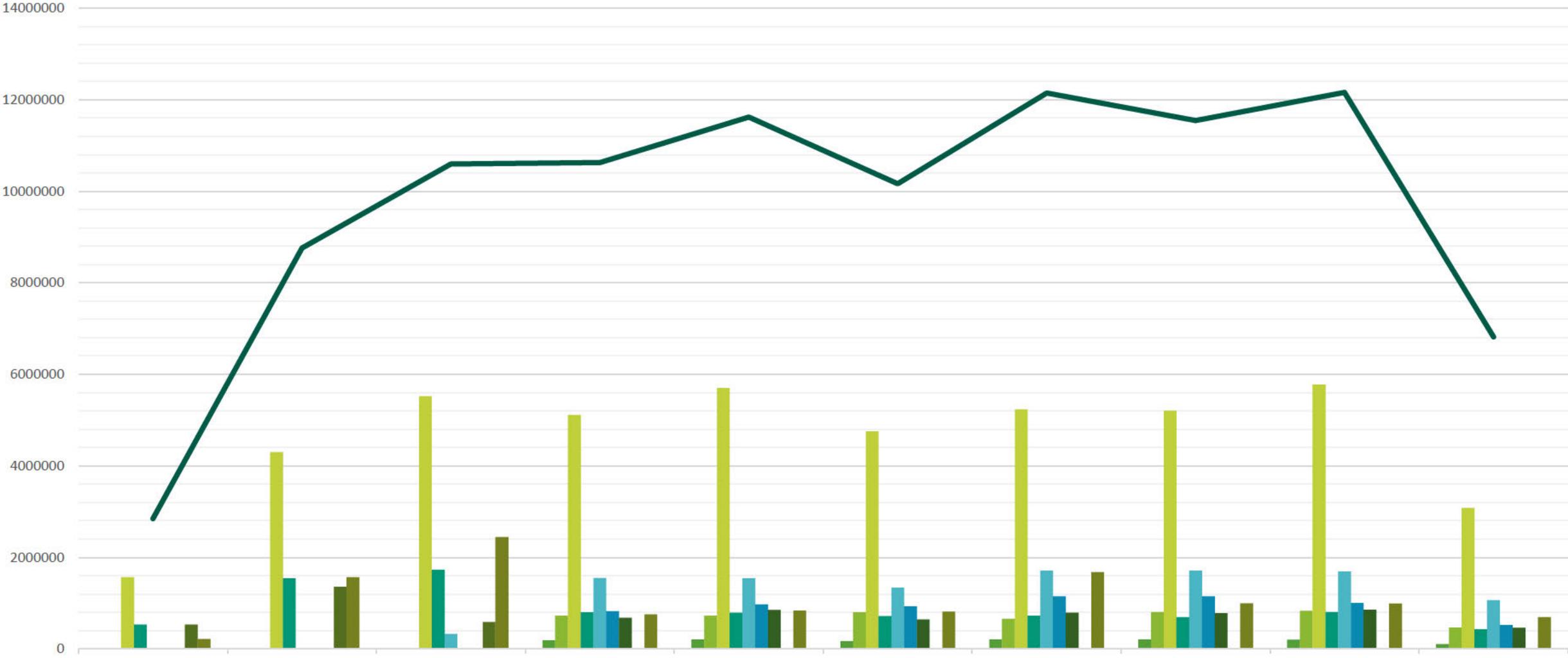
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Quarterly Expenditure Dec22-Feb25



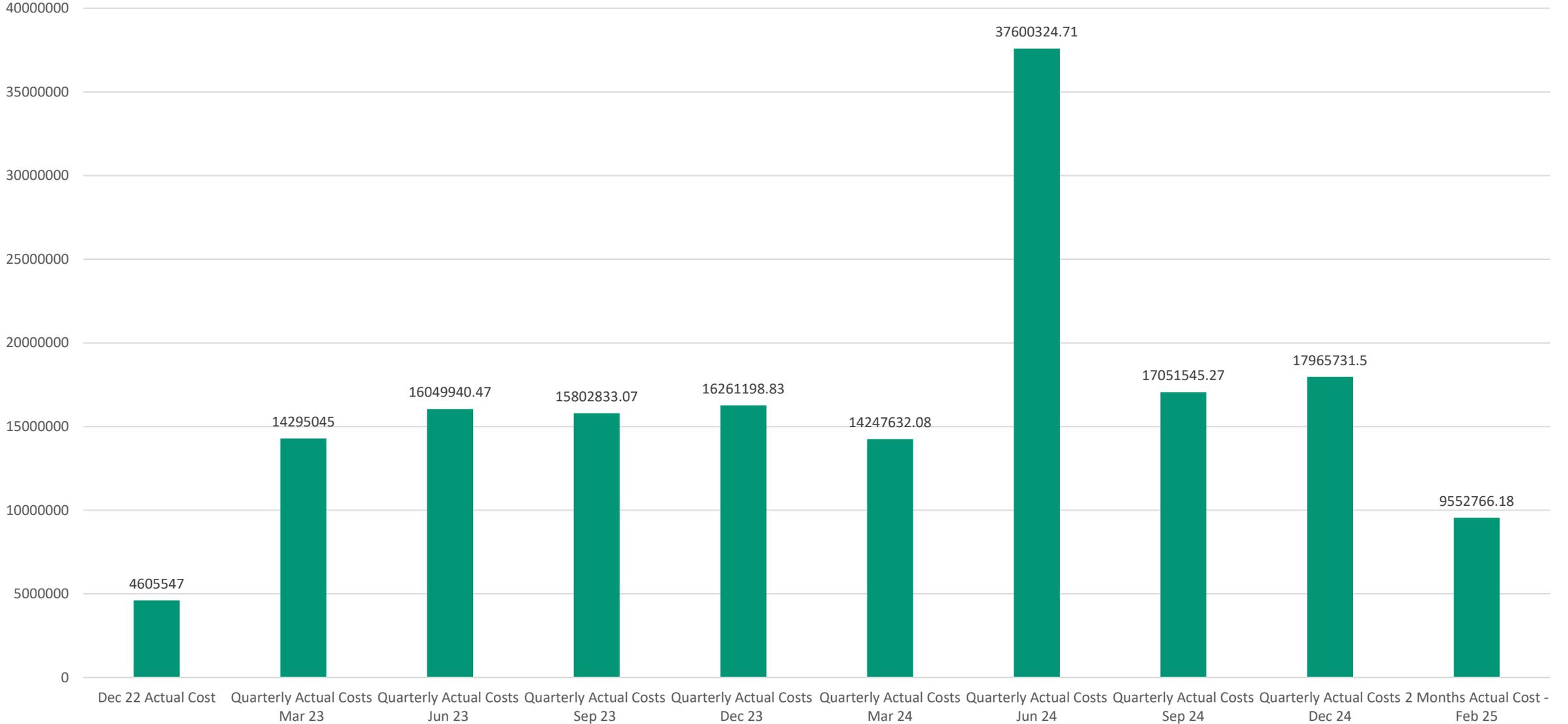
- Dec 22 Actual Cost
- Quarterly Actual Costs Mar 23
- Quarterly Actual Costs Jun 23
- Quarterly Actual Costs Sep 23
- Quarterly Actual Costs Dec 23
- Quarterly Actual Costs Mar 24
- Quarterly Actual Costs Jun 24
- Quarterly Actual Costs Sep 24
- Quarterly Actual Costs Dec 24
- 2 Months Actual Cost - Feb 25

Total Operations Expenditure



- Clubs & Ranges
- Compliance
- District Licence Processing
- NST & permits
- Registry Services
- Regulatory Service Improvement
- Resolutions
- Historic Files Support Team
- Operations - Leadership
- Total Operations Expenditure

Te Tari Pureke Total Operational Expenditure



Appendix 2: Remuneration band details

Figure 1: Remuneration Scales, Bands B to J, step 0 to 20, 3 April 2024 to 30 June 2025

Remuneration Scales: 3 April 2024 – 30 June 2025

Step	B	C	D	E	F	G	H	I	J
0		\$63,526	\$69,337	\$74,748	\$80,295	\$87,306	\$95,057	\$102,808	\$110,425
1	\$58,973	\$64,453	\$70,367	\$75,875	\$81,522	\$88,655	\$96,916	\$104,837	\$112,620
2	\$59,806	\$65,385	\$71,398	\$77,004	\$82,748	\$90,005	\$98,771	\$106,864	\$114,818
3	\$60,639	\$66,312	\$72,430	\$78,129	\$83,973	\$91,353	\$100,626	\$108,894	\$117,014
4	\$61,474	\$67,243	\$73,464	\$79,257	\$85,198	\$92,702	\$102,485	\$110,921	\$119,211
5	\$62,307	\$68,172	\$74,495	\$80,385	\$86,424	\$94,051	\$104,342	\$112,950	\$121,406
6	\$63,142	\$69,100	\$75,526	\$81,513	\$87,651	\$95,400	\$106,202	\$114,979	\$123,604
7	\$63,976	\$70,030	\$76,558	\$82,640	\$88,876	\$96,748	\$108,058	\$117,004	\$125,800
8	\$64,814	\$70,961	\$77,588	\$83,768	\$90,102	\$98,099	\$109,914	\$119,034	\$127,997
9	\$65,647	\$71,889	\$78,622	\$84,894	\$91,324	\$99,445	\$111,773	\$121,063	\$130,192
10	\$66,481	\$72,819	\$79,656	\$86,022	\$92,553	\$100,796	\$113,629	\$123,092	\$132,389
11	\$67,315	\$73,745	\$80,685	\$87,150	\$93,778	\$102,146	\$115,485	\$125,120	\$134,586
12	\$68,149	\$74,678	\$81,716	\$88,277	\$95,003	\$103,492	\$117,344	\$127,147	\$136,780
13	\$68,982	\$75,607	\$82,750	\$89,404	\$96,227	\$104,841	\$119,201	\$129,176	\$138,976
14	\$69,816	\$76,535	\$83,779	\$90,533	\$97,452	\$106,191	\$121,056	\$131,205	\$141,173
15	\$70,652	\$77,465	\$84,810	\$91,660	\$98,678	\$107,538	\$122,914	\$133,230	\$143,368
16	\$71,483	\$78,392	\$85,846	\$92,788	\$99,903	\$108,887	\$124,771	\$135,259	\$145,566
17	\$72,318	\$79,323	\$86,876	\$93,915	\$101,129	\$110,239			
18	\$73,155	\$80,253	\$87,908	\$95,039	\$102,353	\$111,588			
19	\$73,988	\$81,179	\$88,939	\$96,169	\$103,580	\$112,937			
20	\$74,823	\$82,110	\$89,969	\$97,295	\$104,805	\$114,284			

Figure 2: Employee manager, senior manager remuneration scales grades 20 to 26 from 1 July 2024 and to date

Employee Manager Roles - Total Remuneration Scale from 1 July 2024

Grade	Minimum	Midpoint	Maximum
20	128,411	142,679	164,080
21	140,024	155,582	178,920
22	153,652	170,724	196,333
23	168,527	187,252	215,340
24	184,267	204,741	235,452

Note 1: Does not include Police 'premium'.

Senior Managers - Total Remuneration Scale from 1 July 2024

Grade	Minimum	Midpoint	Maximum
25	203,400	226,000	259,900
26	225,000	250,000	287,500