

30 August 2024

IR-01-23-28168

James

fyi-request-27992-eb9ff143@requests.fyi.org.nz

Tēnā koe James

Thank you for your Official Information Act 1982 (OIA) request dated 9 August 2024 where you asked for information regarding the name “Te Tari Pūreke,” and the translation of the Firearms Safety Code into te reo Māori.

I have answered each question below.

*Please provide details of all costs if any, including Koha that was involved in the gifting of the te reo Māori name – Te Tari Pūreke by Waikato-Tainui.
Please provide all correspondence relating to the gifting of the name.*

I refer you to the attached briefing to a previous Minister of Police titled “Update on the establishment of the Branded Business Unit” dated 16 February 2022. Please note the relevant text under the subheading “Naming.”

In relation to the costs involved in the gifting of the name, on 30 November 2022, two taonga were gifted, one to Te Tari Pūreke Executive Director Angela Brazier in her capacity as fulfilling the role of the Regulator, and the other taonga to Rahui Papa (Principal Negotiator: Tainui Waikato) who gifted the name to the Regulator.

Please see the document bundle attached titled “Naming decision emails and taonga”.

Within that bundle, I refer you to the email dated 31 March 2022 addressed to the Police Commissioner that presents “Te Tari Pūreke” as the name for the Police business branded unit and provides the meaning of that name, as provided below.

“Tari is an office, group etc.
Pū is a weapon and is common for firearm.
Reke is the butt of a weapon but also has a connotation of inquiry or investigation.
A Pūreke is also a rain cape and is used proverbially as a cloak of protection.
So, Te Tari Pūreke not only says the Office of Enquires into firearms, but also The Group that protects (from attack or adversity).”

As provided in the attached invoice, the two Taonga cost \$1,000 to craft, with one Taonga gifted to Rahui Papa in recognition of his efforts in assisting Te Tari Pūreke, including assistance with the gifting of the name. The second taonga is residing permanently with Te Tari Pūreke.

Total cost of translating the New Zealand's Firearms Safety Code into reo Māori, all correspondence relating to the tender and selection of Dr Haki Tuapiki to undertake the work.

From the date the translated code was first available to August 2024, how many times has the Te Reo version of the code been downloaded?

I refer you to the documents titled "Firearms Safety Code translation emails" and "Translation process, quotes obtained, and recommendations" and "Initial translation enquiry 2022". These documents show the costs associated with translating the 106-page (31,650 words) *Firearms Safety Code*, including the use of a second person to quality check for the assurance process on top of initial translation, which was \$44,216.70.

In response to your question relating to the number of times the te reo version of the firearms code has been downloaded, please see the document "Costs, number of downloads te reo safety code". The table shows the number of downloads each month from October 2023 to 19 August 2024.

The below link was the official notice published on 6 November 2023, that the te reo version of the code was now publicly available on the website:

<https://www.firearmssafetyauthority.govt.nz/news-and-publications/news-and-announcements/firearms-safety-code-now-reo-maori>

Some information has been withheld under sections 9(2)(a) and 9(2)(b)(ii) of the OIA, to protect the privacy of natural persons, and to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Police considers the interests requiring protection by withholding the information are not outweighed by any public interest in release of the information.

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

Update on the establishment of the Branded Business Unit



BRIEFING FOR THE MINISTER OF POLICE			
Priority	<input type="checkbox"/> Urgent	<input type="checkbox"/> Time-Sensitive	<input checked="" type="checkbox"/> Routine
Title	Update on the establishment of the Branded Business Unit		
Date	16 February 2022	Ref	BR/22/11

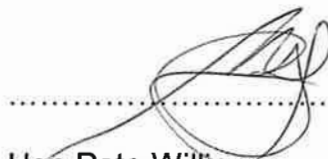
Recommendations

Police recommends that the Minister of Police:

- a) **note** the proposed governance arrangements.
- b) **agree** the proposed branding approach (Yes/No)
- c) **advise** officials of your preferred approach to the naming of the unit. (Yes/No)
- d) **agree** to a conservative launch for the branded business unit. (Yes/No)

Minister's comments and signature

I agree with the proposed
Branding strategy as
para 8.


..... 20/2/2022

Hon Poto Williams
Minister of Police

BRIEFING FOR THE MINISTER OF POLICE

Update on the establishment of the Branded Business Unit

Purpose

1. This paper provides you with an update on the establishment of the Branded Business Unit.

This paper seeks your views on our proposed approach to the brand, name and launch of the Branded Business Unit.

Background

2. On 27 October 2021, Cabinet SWC considered a paper relating to Effective Administration of the Arms Regulatory System: an improved operating model [CAB-21-MIN-0447]. The paper sought Cabinet's decision on a preferred regulatory structure in order to finalise a Detailed Business Case and to provide certainty on how the firearms unit should be established.
3. Cabinet agreed to the recommended option of establishing a Branded Business Unit within Police and you have committed to the new unit being operational by December 2022.
4. This paper provides you with an update on the following areas:
 - System and programme level governance.
 - Approach to name, brand and launch of the Branded Business Unit.

Governance

5. External consultants, Tregaskis Brown Ltd (TBL) were engaged to provide expert and independent advice relating to governance of the overall Firearms System to the Commissioner of Police. The recommendations in their report have been accepted by the Commissioner of Police, and we are looking to establish the following governance structures.
 - a. **Firearms System Governance** – this is a permanent governance function that will provide ongoing oversight of the firearms system and provide valuable assurance to the Minister of Police and the New Zealand public. This governance group will include external representation and provide independent oversight with an initial focus on establishing an effective regulator. We intend to have this group established by June/July 2022.
 - b. **Governance and Oversight of the Regulator** – the primary oversight and decision-making structure for the regulator is provided by existing line management structures within Police. This provides appropriate executive oversight and decision-making, from the Commissioner of Police through to the Executive Director and management team across the Branded Business Unit.

BRIEFING FOR THE MINISTER OF POLICE

- c. **Programme Change Governance** – this is a temporary function to achieve the outcomes from the legislative changes the government is seeking.
6. In all cases we will look to have appropriate membership on these governance groups to ensure oversight of the regulator is in place as intended. Engagement with the Ministers Arms Advisory Group and other forums will be undertaken as appropriate on the establishment of the governance bodies.

Branded Business Unit

7. You asked us to report back to you on the brand and an appropriate name for the Branded Business Unit. We seek your direction on how we approach the naming and branding of the unit as we evolve our thinking on how to uniquely identify the Branded Business Unit.

Brand

8. We have undertaken analysis on various options and are proposing to base the Branded Business Unit on the Ministry for Primary Industries' Biosecurity Unit, which provides an outward facing independent brand, name, and website. Staff working for the new unit would however retain @police.govt.nz email addresses and therefore still be seen as Police staff. The practicalities of this still need to be worked through, however this model reflects the intentions of the Branded Business Unit.
9. We also considered branding such as Immigration New Zealand, however felt that was more aligned to a separate entity, which wasn't the intent of a Branded Business Unit, and therefore this is not an approach we thought appropriate in this context.
10. Please advise if you would like more detail on the proposed branding approach or if you have an alternative view.

Naming

11. We considered two options for the naming of the unit:
 - a. Selecting a name through consultation with key stakeholders, for example "Firearms Regulatory Authority" and translating this into Te Reo and developing an appropriate brand, or
 - b. Seeking to have an appropriate Te Reo name 'gifted' to us.
12. You requested feedback on options for a name by March 2022, however engagement with our internal Māori advisory team, has indicated it is more appropriate for us to consider the 'gifting' route. This would require additional consultation and engagement with external stakeholders, and we would need to provide further advice in April/May 2022.
13. Once the name, brand and logo has been confirmed, we will engage with you on your preference for how you would like to launch the Branded Business Unit.

BRIEFING FOR THE MINISTER OF POLICE

Launch

14. We have considered two options for launching the Branded Business Unit from a public perspective. These include a conservative or 'soft' launch, or a public 'big-bang' launch. The latter would impact on timelines, cost, and risk negative public perception of Police and the new unit.
15. We suggest a conservative launch of the Branded Business Unit as this enables us to utilise the new name and brand from approximately July/August 2022. In practice that means the new name, logo and brand could potentially be utilised for new online forms and online payment functions, new staff would identify with the new brand and our external compliance function which we are looking to establish early would be 'seen' to be undertaken by the new Firearms Unit. For example, appropriately branded uniforms for staff. The specifics of the 'soft' launch is yet to be determined, and we will provide you with more detail on this.
16. Please advise if you have a preferred approach to launching the Branded Business Unit.

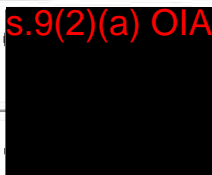
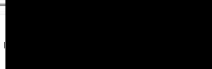
Next Steps

17. If required, Police can provide further information on the areas outlined in this paper, and welcome your guidance and views on the name, brand and launch in particular.
18. Following the Cabinet decision on the Detailed Business Case in March 2022, we will provide you with a further update on the establishment of the regulator.

AB

.....
Angela Brazier

Transition Executive Director, Firearms

First contact	Angela Brazier, Transition Executive Director, Firearms	s.9(2)(a) OIA 
Second contact	Martin Smit, Business Services, Firearms	

Naming decision emails and taonga

One thing I am aware of is that we did procure a gift for Rahui Papa and this was presented at the 30 Nov 2022 launch event. I will track down those costs (a few hundred ...TBC) now.

Regards

From: AYRE, Carolyn <xxxxxxx.xxx@xxxxxx.xxx.xx>
Sent: Friday, 1 April 2022 9:33 am
To: HOLLAND, Garry <xxxxx.xxxxxxxxx@xxxxxx.xxx.xx>; MANU, Julie (Julz) <xxxxx.xxx@xxxxxx.xxx.xx>
Subject: DECISION - FW: Naming of the new Firearms Branded Business Unit

Guys

This may seem obvious but can you please capture the decision below

Caro

From: BRAZIER, Angela <xxxxxx.xxxxxxx@xxxxxx.xxx.xx>
Sent: Thursday, 31 March 2022 5:26 PM
To: COSTER, Andrew <xxxxxx.xxxxxx@xxxxxx.xxx.xx>
Cc: MCSKIMMING, Jevon <xxxxx.xxxxxxxxxxx@xxxxxx.xxx.xx>; WOOD, Linda <xxxxx.xxx@xxxxxx.xxx.xx>; AYRE, Carolyn <xxxxxxx.xxx@xxxxxx.xxx.xx>; DOCHERTY, Michael (Mike) <xxxxxxx.xxxxxxx@xxxxxx.xxx.xx>; HANLON, Phil <xxxx.xxxxxx@xxxxxx.xxx.xx>; MCILRAITH, Michael (Mike) <xxxxxxx.xxxxxxxxx@xxxxxx.xxx.xx>; SMIT, Martin <xxxxxx.xxx@xxxxxx.xxx.xx>; WILSON, Richard (RJ) <xxxxxxx.xxxxxx@xxxxxx.xxx.xx>
Subject: RE: Naming of the new Firearms Branded Business Unit

Thanks Commissioner, that's a helpful steer.

Rgds

A

From: COSTER, Andrew <xxxxxx.xxxxxx@xxxxxx.xxx.xx>
Sent: Thursday, 31 March 2022 3:58 pm
To: BRAZIER, Angela <xxxxxx.xxxxxxx@xxxxxx.xxx.xx>
Cc: MCSKIMMING, Jevon <xxxxx.xxxxxxxxxxx@xxxxxx.xxx.xx>; WOOD, Linda <xxxxx.xxx@xxxxxx.xxx.xx>
Subject: RE: Naming of the new Firearms Branded Business Unit

Thanks very much, Ang. Given that this unit will not be familiar to most people when they here it publicly (unlike Waka Kotahi or Oranga Tamariki), I think having an English name as well would be appropriate.

Kind regards

Andy

Andrew Coster (he/him)
Commissioner

E xxxxxx.xxxxxx@xxxxxx.xxxx.xx



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From: BRAZIER, Angela <xxxxxx.xxxxxx@xxxxxx.xxxx.xx>

Sent: Thursday, 31 March 2022 9:32 am

To: COSTER, Andrew <xxxxxx.xxxxxx@xxxxxx.xxxx.xx>

Cc: MCSKIMMING, Jevon <xxxxxx.xxxxxxx@xxxxxx.xxxx.xx>; WOOD, Linda <xxxxxx.xxxx@xxxxxx.xxxx.xx>

Subject: Naming of the new Firearms Branded Business Unit

Ata marie Commissioner,

An important element in establishing our identity as the new Firearms Branded Business Unit is the name of the unit. To that end we have engaged with the Iwi & Community Group who have kindly co-ordinated the gifting of a Māori name which is:

Te Tari Pūreke

Tari is an office, group etc.

Pū is a weapon, and is common for firearm.

Reke is the butt of a weapon but also has a connotation of inquiry or investigation.

A Pūreke is also a rain cape, and is used proverbially as a cloak of protection.

So Te Tari Pūreke not only says the Office of Enquires into firearms, but also The Group that Protects (from attack or adversity).

The purpose of this email is to firstly advise you of our gifted Māori name and secondly to confirm whether your preference is for the new unit to also have an English name (noting it would not be a direct translation of the Māori name). We have a short list of English names which if you think it appropriate for us to have both a Māori and English name then we will consult on the English name but before we do that we wanted to confirm your preference for

having both names or just one. I am also happy to share the short list if that is of interest.

For your consideration and direction and happy to meet and discuss as always.

Nga mihi,

A

Angela Brazier
Executive Director Firearms

M **s.9(2)(a) OIA**

E xxxxxx.xxxxxxx@xxxxxx.xxxx.xx



From: DE WATTIGNAR, Christopher (Chris) <xxxxxxxxxxxx.xxxxxxxxxxx@xxxxxx.xxxx.xx>
Sent: Wednesday, 30 March 2022 1:40 pm
To: BRAZIER, Angela <xxxxxx.xxxxxxx@xxxxxx.xxxx.xx>
Cc: HAUMAHA, Wallace <xxxxxx.xxxxxxx@xxxxxx.xxxx.xx>; PORTER, Jenny <xxxxxx.xxxxxxx@xxxxxx.xxxx.xx>; BLACK, William (Wil) <xxxxxx.xxxxxxx@xxxxxx.xxxx.xx>; WHIU, Roderick (Riki) <xxxxxx.xxxxxxx@xxxxxx.xxxx.xx>
Subject: FW: Transforming Arms Safety and Control

Hi Ange

CFF member and rep for the king's office Rahui Papa has shared his thoughts as below with Wil and Riki.

The name can be understood in two ways which is really neat.

What do you think? Rolls off the tongue really nicely too.

CD

From: BLACK, William (Wil) <xxxxxx.xxxxxxx@xxxxxx.xxxx.xx>
Sent: Wednesday, 30 March 2022 12:05 PM
To: DE WATTIGNAR, Christopher (Chris) <xxxxxxxxxxxx.xxxxxxxxxxx@xxxxxx.xxxx.xx>
Cc: WHIU, Roderick (Riki) <xxxxxx.xxxxxxx@xxxxxx.xxxx.xx>
Subject: RE: Transforming Arms Safety and Control

Kia ora Chris,

Last week Riki and I spoke with Rahui Papa (Principal Negotiator: Tainui Waikato) in Kirikiriroa around the naming of the new firearms unit.

I'm pleased to inform you that Rahui has come back with the below recommendation:

My thoughts are **Te Tari Pūreke**

Tari is an office, group etc.

Pū is a weapon, and is common for firearm.

Reke is the butt of a weapon but also has a connotation of inquiry or investigation.

A Pūreke is also a rain cape, and is used proverbially as a cloak of protection.

So Te Tari Pūreke not only says the Office of Enquires into firearms, but also The Group that Protects (from attack or adversity).

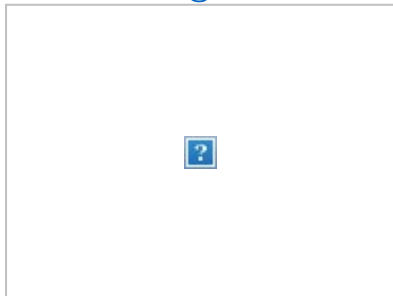
For your information and socialising!!

Ngā mihi uruhau,

Wil Black (Ngāti Porou)
National Engagement Manager: Maori

M **s.9(2)(a) OIA**

E xxxxxxx.xxxxxx@xxxxxx.xxxx.xx



From: BRAZIER, Angela <xxxxxxx.xxxxxx@xxxxxx.xxxx.xx>

Sent: Friday, 11 March 2022 8:08 AM

To: BLACK, William (Wil) <xxxxxxx.xxxxxx@xxxxxx.xxxx.xx>

Cc: DE WATTIGNAR, Christopher (Chris) <xxxxxxxxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx>; WOOD, Linda <xxxxxx.xxxx@xxxxxx.xxxx.xx>; HANLON, Phil <xxxx.xxxxxx@xxxxxx.xxxx.xx>; MCILRAITH, Michael (Mike) <xxxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx>; SMIT, Martin <xxxxxxx.xxxx@xxxxxx.xxxx.xx>; WILSON, Richard (RJ) <xxxxxxx.xxxxxx@xxxxxx.xxxx.xx>

Subject: RE: Transforming Arms Safety and Control

Thanks for the update Wil.

Rgds

A

Angela Brazier
Executive Director Firearms

M **s.9(2)(a) OIA**

E xxxxxxx.xxxxxx@xxxxxx.xxxx.xx



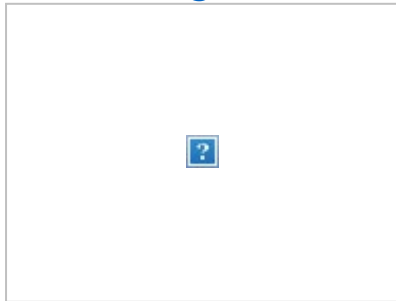
From: BLACK, William (Wil) <xxxxxxx.xxxxx@xxxxxx.xxxx.xx>
Sent: Thursday, 10 March 2022 3:51 pm
To: BRAZIER, Angela <xxxxxx.xxxxxxx@xxxxxx.xxxx.xx>
Cc: DE WATTIGNAR, Christopher (Chris) <xxxxxxxxxx.xxxxxxxxxxx@xxxxxx.xxxx.xx>
Subject: FW: Transforming Arms Safety and Control

Kia ora Angela,

Aroha mai, as below, we hope to have a name recommended for the new business unit next week.

Aku kaa mihi,

Wil Black (Ngāti Porou)
National Engagement Manager: Maori
M **s.9(2)(a) OIA**
E xxxxxxx.xxxxx@xxxxxx.xxxx.xx



From: BLACK, William (Wil) <xxxxxxx.xxxxx@xxxxxx.xxxx.xx>
Sent: Thursday, 10 March 2022 2:11 PM
To: DE WATTIGNAR, Christopher (Chris) <xxxxxxxxxx.xxxxxxxxxxx@xxxxxx.xxxx.xx>
Subject: RE: Transforming Arms Safety and Control

Kia ora Chris,

The paper that Angela's team sent through has gone out to Wayne Panapa to korero with Rahui Papa around the gifting of a culturally appropriate name for the new business unit in te reo Māori.

I'm hopeful that we will have a reply next week.

Ngaa mihi,

Wil

From: DE WATTIGNAR, Christopher (Chris) <xxxxxxxxxx.xxxxxxxxxxx@xxxxxx.xxxx.xx>
Sent: Thursday, 10 March 2022 11:40 AM

To: BLACK, William (Wil) <xxxxxxx.xxxxx@xxxxxx.xxx.xx>

Subject: FW: Transforming Arms Safety and Control

Wil

Can you update Ange and I?

CD

From: BRAZIER, Angela <xxxxxxx.xxxxxxx@xxxxxx.xxx.xx>

Sent: Tuesday, 8 March 2022 4:59 PM

To: DE WATTIGNAR, Christopher (Chris) <xxxxxxxxxxxx.xxxxxxxxxxx@xxxxxx.xxx.xx>

Subject: RE: Transforming Arms Safety and Control

Hi Chris,

Just wondering what the next steps might be?

Thanks

A

From: DE WATTIGNAR, Christopher (Chris) <xxxxxxxxxxxx.xxxxxxxxxxx@xxxxxx.xxx.xx>

Sent: Friday, 4 March 2022 6:49 pm

To: BRAZIER, Angela <xxxxxxx.xxxxxxx@xxxxxx.xxx.xx>; SPICE, Leanne <xxxxxxx.xxxxx@xxxxxx.xxx.xx>; BLACK, William (Wil) <xxxxxxx.xxxxx@xxxxxx.xxx.xx>

Cc: HAUMAHA, Wallace <xxxxxxx.xxxxxxx@xxxxxx.xxx.xx>; BLACK, William (Wil) <xxxxxxx.xxxxx@xxxxxx.xxx.xx>; COOPER-WOODHOUSE, Jayne <Jayne.Cooper-xxxxxxx@xxxxxx.xxx.xx>; AYRE, Carolyn <xxxxxxx.xxxx@xxxxxx.xxx.xx>; MANU, Julie (Julz) <xxxxxx.xxxx@xxxxxx.xxx.xx>; WOOD, Linda <xxxxxx.xxxx@xxxxxx.xxx.xx>

Subject: Re: Transforming Arms Safety and Control

Hi Ange,

We discussed this week in the team and will take a slightly different tact. Shouldn't elongate the process but we are onto it.

Regards,

Chris de Wattignar
Assistant Commissioner: Iwi & Community
Police National Headquarters

On 4/03/2022, at 5:19 PM, BRAZIER, Angela <xxxxxxx.xxxxxxx@xxxxxx.xxx.xx> wrote:

Kia ora Wally,

As you're aware, Firearms Licencing is transitioning into an independent branded business unit within Police, and this unit will be operational by December 2022.

We've met with Wil Black, Māori Engagement Manager and Christopher De Wattignar and we've been talking about the possibility of being gifted a te reo Māori name for the unit. The Minister of Police is supportive of this approach.

We have been advised that we should kōrero with the Commissioner's Māori Focus forum to seek support and guidance on the gifting of a name.

A brief background document is attached to this email. Can you please advise how you'd like to progress?

Ngā mihi

A

Angela Brazier
Executive Director Firearms

M **s.9(2)(a) OIA**
E xxxxxx.xxxxxxx@xxxxxx.xxxx.xx

Firearms Safety Code translation emails

From: [Haki Tuaupiki](#)
To: [JONGENEEL, Amanda](#)
Subject: [EXTERNAL] Re: Your work with NZ Police
Date: Friday, 27 January 2023 2:24:58 PM
Attachments: [image001.png](#)
[Kiato Consultancy Ltd Bank account.JPG](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kia ora Amanda, thank you.

Firstly thank you, very appreciative to have the opportunity to work with you.

1. I am happy with the total translation price of **\$44,216.70, no GST.**
2. I am also happy with the QA price of 54c per word.
3. 2k for final review is good.
4. I will indeed check all the amendments before emailing you the final master version.
5. Deadlines to be discussed.
6. I will complete a couple pages and return to you as soon as I can. BUT, can you email me the document in word?

Please find the requested info in yellow below:

- Company name or trading name: **Kiato Consultancy Ltd**
- Street address including post code: **15 Southworth Place, Grandview Heights, Hamilton 3200**
- Mobile number: **s.9(2)(a) OIA**
- Email address for orders: **s.9(2)(a) OIA**
- GST number if applicable: **s.9(2)(a) OIA**
- Bank account holder's name: **s.9(2)(a) OIA**
- Bank account number: **s.9(2)(a) OIA**
- **Screen shot of bank details attached**

Catch up next week to discuss timelines etc.

Thanks Amanda

Ngā mihi
Haki

On Fri, Jan 27, 2023 at 12:52 PM JONGENEEL, Amanda
<xxxxxxx.xxxxxxxx@xxxxxx.xxxx> wrote:

Kia ora Haki,

Great to talk to you earlier. I can confirm we'd like to work with you for the following job, as discussed and quoted by you on 17/01/23. I managed to get an extra 54c per word to allow for a second person to QA your work. Couldn't quite stretch to 60c sorry but

hopefully you're able to find someone for this rate?

Full translation into Microsoft Word \$25,204.00

Second person review and track edits. Haki, I assume you'll review those possible edits and tidy the document up before sending it over to me? \$17, 012.70

QA check post-graphic design. Add suggested markups to PDF and return to NZ Police. \$2,000.00

\$44,216.70, no GST.

In order to progress, I need to set you up as a vendor and get a purchase order raised for you. Details I need from you:

- Company name or trading name.
- Street address including post code.
- Postal address if different from above.
- Land line number.
- Mobile number.
- Email address for orders.
- Email address for remittances if different.
- GST number if applicable.
- Bank account holder's name.
- Bank account number.
- Screen shot of bank details from internet banking app. Or if this is not available, a zero valued invoice in PDF, showing remittance details.

I've attached the full and final English version of the 2022 Firearms Safety Code. Also attached in a separate document are common words and phrases that have already been translated and are available to view on our website, here:

<https://www.firearmssafetyauthority.govt.nz/firearms-safety>

When you've done the first few pages, can you please send it back to me to check it quickly, just to ensure it's going into a format that our designer can easily follow to recreate the artwork?

Also, once you've reviewed this email and have pulled the necessary information together for your vendor set up, let's catch up on the phone to talk about rough timelines.

Regards

Amanda Jongeneel

Change Manager

Criminal Process Improvement Programme & Firearms

Police National Headquarters Wellington | Hamilton

M **s.9(2)(a) OIA**

E  [xxxx](#)



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Faculty of Māori and Indigenous Studies | Te Pua Wānanga ki te Ao
The University of Waikato | **s.9(2)(a) OIA**
Email: **s.9(2)(a) OIA** | Webpage www.waikato.ac.nz
WAIATA WAIRUA WAIORA WAIKATO

From: s.9(2)(a) OIA
To: [JONGENEEL, Amanda](#)
Subject: [EXTERNAL] Translation job
Date: Tuesday, 17 January 2023 11:14:39 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Tena koe Amanda,

Just emailing to confirm I will be available to complete the translation job. My rates are as follows:

- \$150 x one hour (approximately half an A4 size page) OR
- \$0.65 x one word

You can choose which method you would like to calculate costs, whether it be per word or per the hour. Please note that costs will equate to the same amount, I only offer both as other clients prefer different methods.

Please so not hesitate to contact me if you have any other questions.

Hei ngaku mihi manahau,

s.9(2)(a) OIA

NZ Maori Arts & Crafts Institute Taonga contract



NEW ZEALAND
MĀORI ARTS & CRAFTS INSTITUTE
— NGĀ KETE TUKU IHO —

Hemo Road, Rotorua, New Zealand
PO Box 334, Rotorua 3040
P +64-7-348 9047
F +64-7-348 9045
www.nzmaci.com

08 November 2022

Police National Headquarters
Attn: Inspector Whiti Timutimu
180 Molesworth Street
Wellington 6011

Tēnā koe Inspector Whiti,

Thank you for your acceptance to carve two pounamu pendants by our carvers who are qualified in the art form of bone, stone and greenstone carving. We are very privileged to offer our services.

The New Zealand Māori Arts and Crafts Institute

The New Zealand Māori Arts & Crafts Institute (NZMACI) was formally established in 1963. Supported by the Crown, we are legislated under the New Zealand Māori Arts and Crafts Institute Act (1963) with a mandate to protect, promote and perpetuate Māori cultural heritage.

NZMACI operates Te Wānanga Whakairo Rākau o Aotearoa (the National Wood Carving School), Te Rito (the National Weaving School) and Te Takapū o Rotowhio (the National Bone, Stone and Greenstone Carving School).

Design Brief

Our understanding of the brief is as follows:

- To carve two pounamu pendants similar to the images in each of Appendix A (Concept One) and Appendix B (Concept Two).

Scope of Services

The following lists the commission that has been requested which will include a Certificate of Authenticity.

Item	Material	Approx. Dimensions
1. Concept One - Pendant x 1	Pounamu	55mm x 55mm
2. Concept Two - Pendant x 1	Pounamu	52mm x 60mm

Summary of Costs

Fees for the item have been established based on an estimated number of hours, material and consumable costs.

Summary of Costs (including GST)	Cost
1. Concept One - Pendant x 1	NZ\$ 500.00
2. Concept Two - Pendant x 1	NZ\$ 500.00
Freight & Packaging	TBA
TOTAL	NZ\$1,000.00

Payment Schedule

Item	Value (including GST)	Invoice Issue Date
Deposit (30%)	\$ 300.00	On Acceptance of Contract
Prior to Departure	\$ 700.00	On Completion

Project Date

Timeframe: Two Weeks

Start time: 10 November 2022

Finish Time: 25 November 2022

s.9(2)(a) OIA

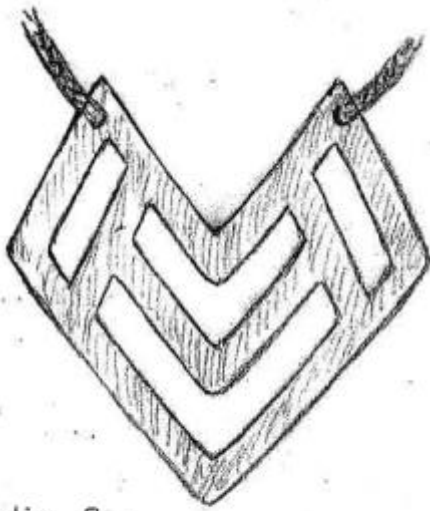
NZMACI General Manager

Date

Inspector Whiti Timutimu

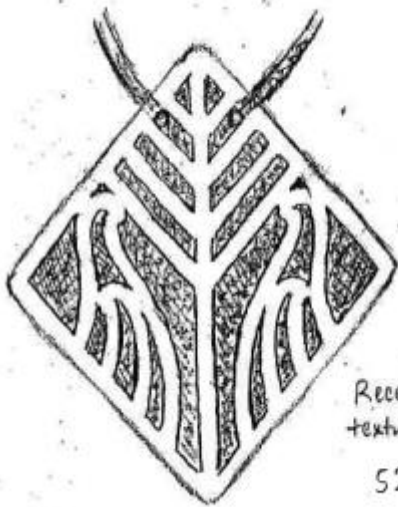
Date

Appendix A.



Option B
Positive negative.

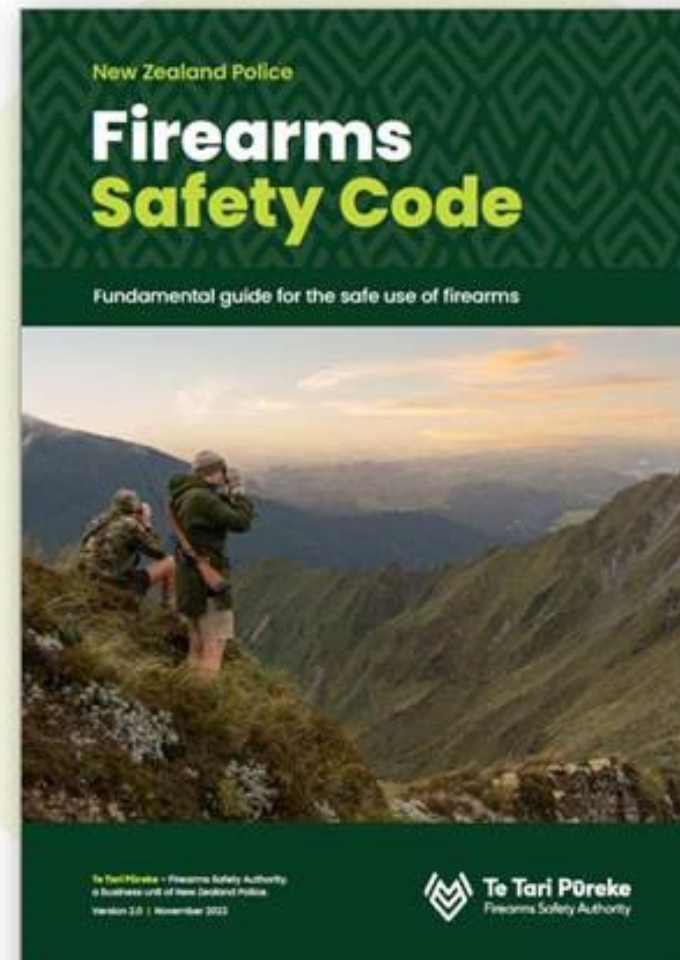
Appendix B.



Recessed with
textured background.
52 x 60 mm

The Firearms Safety Code

- » Published on 30 November 2022 when Te Tari Pūreke launched.
- » Currently only available as a PDF download or purchased from our e-commerce store.
- » www.firearmssafetyauthority.govt.nz/firearms-safety
- » Averaging 5,000 downloads every month.



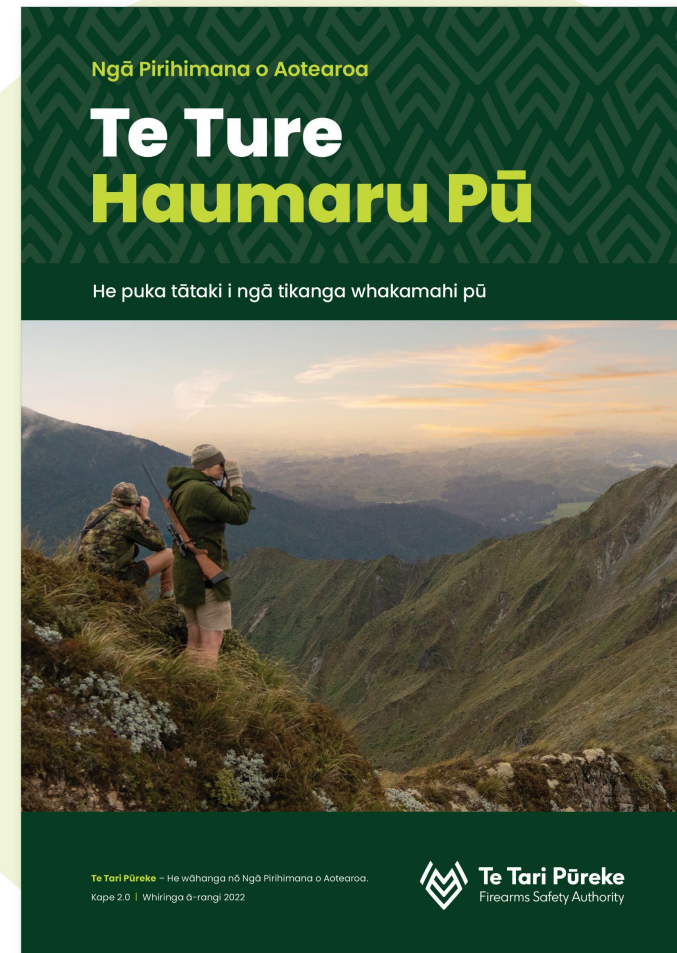
Firearms Safety Code national distribution

- » On 5 October 2023 the Firearms Safety Code (English and Te Reo) will be launched in book stores and specialist stores like Hunting & Fishing and Gun City.
- » Libraries will be encouraged to stock copies.
- » Online retailers such as Fishpond and Mighty Ape will also be approached to stock the products.



Firearms Safety Code in Te Reo

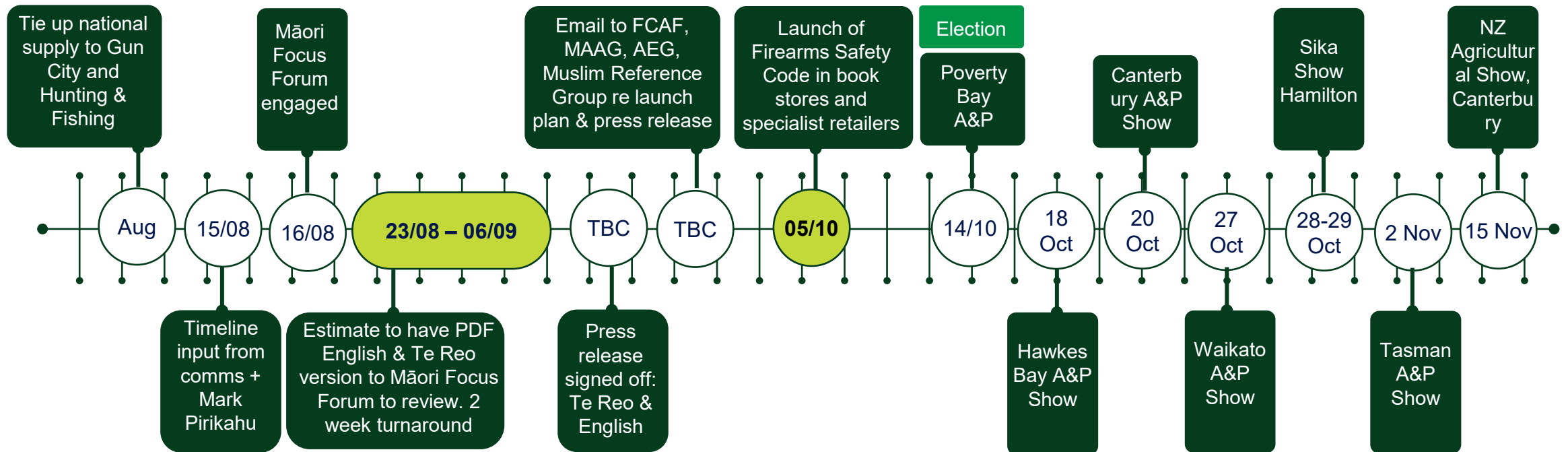
- » Free PDF download copies of the Te Reo Firearms Safety Code will be available on our website.
- » Copies will be available to purchase from our e-commerce site at the same price as the English version.
- » National distribution to specialist stores and retailers will coincide with the English release: both will go together.
- » Social media, English and Te Reo media will be managed in house by the Te Tari Pūreke communications team.
- » Specialist book publicity agency has been appointed by White Cloud Books to manage PR to retailers and wholesalers.



English and Te Reo Firearms Safety Code launch timeline

The Edmonds Cookbook of the firearms community

Check this with Goodman Fielder media team by calling Martin Cole on 0061403332977



From: [MCILRAITH, Michael \(Mike\)](#)
To: [JONGENEEL, Amanda](#)
Subject: Feedback: Te Reo version of Firearms Safe Code
Date: Tuesday, 15 August 2023 5:25:54 PM
Attachments: [image001.png](#)
[2023_08_14 English and Te Reo Firearms Safety Code launch timeline for Maori Focus Forum.pptx](#)

Hey Amanda

Thanks and looks good. I see that there are a few A&P type events after the launch. Are they there as opportunities for Te Tari Pūreke staff to be present, or just flagging?

Kind regards,
Mike

Mike McIlraith
Kaihautū Kōtūi | Director Partnerships
Te Tari Pūreke | Firearms Safety Authority
E xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx

□



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From: JONGENEEL, Amanda <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>
Sent: Tuesday, 15 August 2023 5:15 pm
To: MCILRAITH, Michael (Mike) <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>
Subject: FW: Te Reo version of Firearms Safe Code

Hi Mike

Timeline for the English and Te Reo launch attached (draft). Pete and Melissa haven't added their bits to this yet.

Questions for you:

- Any stakeholders we need to loop in with for this?
- Any people who should receive copies? Now is a good time to start building a list.

Regards

Amanda Jongeneel
Poutaki Whakatika | Change Manager
Te Tari Pūreke | Firearms Safety Authority
M [s.9\(2\)\(a\) OIA](tel:09-525-5255)
E xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx

□



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From: JONGENEEL, Amanda

Sent: Tuesday, 15 August 2023 4:06 PM

To: PIRIKAHU, Mark <xxxx.xxxxxxxx@xxxxxx.xxxx.xx >

Cc: MEMBERY, Michael <xxxxxxx.xxxxxxx@xxxxxx.xxxx.xx >

Subject: Te Reo version of Firearms Safe Code

Hi Mark

Thank you so much for your time just now, I really appreciate your input.

Translator:

Haki Tuapiki, Ngāti Tūwharetoa, Waikato **s.9(2)(a) OIA**

Contact made from this website:

<https://en.tetaurawhiri.govt.nz/translators>

Our objective:

- To launch the Te Reo Firearms Safety Code (109 pages) in the right way, to the right groups, at the right time.
- To ensure the Te Reo Firearms Safety Code is bang on in terms of translation.
- To do the right thing by the Māori Focus Forum.

The timeline I'm working to is outlined in the attached PowerPoint, as well as a few points around where we are now and what we are hoping to achieve.

I have spoken to the designer working on this publication and to the translator, to ensure we can get the side-by-side English and Te Reo versions over to you as soon as possible for review. I am aiming for next Wednesday. If I reach that target, would two weeks be long enough to review the file?

I'd be really grateful for all feedback both on the process outlined in the timeline and to the document itself, once I get these over to you.

Regards

Amanda Jongeneel

Poutaki Whakatika | Change Manager

Te Tari Pūreke | Firearms Safety Authority

M **s.9(2)(a) OIA**

E xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx

[]



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From: [JONGENEEL, Amanda](#)
To: [Te Piki Kotuku Bennett](#)
Subject: Firearms Safety Code translation
Date: Tuesday, 29 November 2022 12:55:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Kia ora,

Just following up to see how that quote is going for the Te Reo version of the Firearms Safety Code? Am keen to get this booked in with you before someone else gets their code books in first.

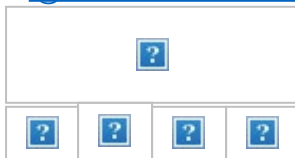
Regards,

Amanda Jongeneel
Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E 



From: [JONGENEEL, Amanda](#)
To: s.9(2)(a) OIA
Subject: FW: Te Reo Māori translation enquiry
Date: Thursday, 10 November 2022 12:16:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[CO2759_Police Firearms Safety Code_A4_039_single pp.pdf](#)

Kia ora s.9(2)(a) OIA

You might remember me from a small translation job you did for me, s.9(2)(a) OIA
s.9(2)(a) OIA video intro?

I'm working on a new project and a document which I'm hoping to get translated. It's 109 pages long.

I have two hopes:

1. Could you look at the document attached and send me a quote for translation?
2. Could you please translate the single line of text as outlined below? I wondered if you might find it in your heart to translate that one line for me as a one-off favour, and factor the time and cost involved into the overall quote for the full document translation? The reason being, the website launching the English version goes live in a short while and I just need the holding statement translated while I lobby to get the full document translated. Getting the purchase order for a single line of text is going to take a week or longer and we'll miss the deadline for the English version launch.

Document for review and quote is attached.

Hope to hear from you soon!

Regards,

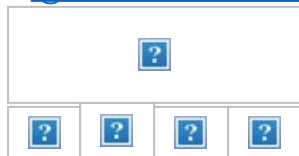
Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E 



From: TIMUTIMU, Juanita (Whiti) <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Sent: Thursday, 10 November 2022 10:42 AM

To: JONGENEEL, Amanda <xxxxxx.xxxxxxxxx@xxxxxx.xxxx.xx>

Subject: RE: Te Reo Māori translation enquiry

Tena koe Amanda,

Thanks for reaching out, I love that we're wanting to have a te reo Maori version.

Just for consistency we've been using:

s.9(2)(a) OIA s.9(2)(a) OIA

I hope that is helpful.

Nga mihi

Whiti

From: JONGENEEL, Amanda <xxxxxx.xxxxxxxxx@xxxxxx.xxxx.xx >

Sent: Thursday, 10 November 2022 10:28 AM

To: TIMUTIMU, Juanita (Whiti) <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx >

Subject: Te Reo Māori translation enquiry

Hi Whiti

s.9(2)(a) OIA gave me your name as someone who may be able to assist? I'm supporting Mike McIlraith in branding and launching the new Firearms Safety Code at the end of this month. We have an English version and I'd like to speak to Mike about getting budget for a version to be created in Te Reo Māori. In the absence of this, I'd like to indication on the website when it goes live in a few weeks, that a Te Reo Māori version is pending.

This is the link I was thinking of adding:

[The Firearms Safety Code in Te Reo Māori is being developed and will be published here in early 2023.](#)

- What are your thoughts on the English version of the statement, is it OK?
- Could you translate it or do you know someone who can?

Hope you can help!

Cheers!

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

s.9(2)(a) OIA

E xxx



New Zealand Police

Firearms Safety Code



Fundamental guide for the safe use of firearms





Message from Police

New Zealand Police's purpose is for all New Zealanders to be safe and feel safe.

This Firearms Safety Code is New Zealand Police's official guide that details New Zealand firearm safety practices, whether you are using a firearm for hunting, target shooting, pest control or food collection.

This code has important safety messages you must learn and understand to be able to pass the firearms theory test. It also contains useful supplementary information to help you understand how firearms work, different types of firearms and safe practices for hunting and using your firearm at a shooting range.

There is also important information about obligations for firearms owners. To keep our communities safe, owners are required to safely store and transport firearms and ammunition according to the Arms Regulations 1992. To understand firearms and ammunition storage and transport obligations this code must be read in conjunction with the Secure Storage for Firearms and Ammunition guidance document.

It is Police's role as a regulator to ensure that only people who are fit and proper are able to access, possess and use firearms, and once licensed, we ensure licence holders are complying with regulatory obligations.

First-time firearms licence applicants must pass a theory test and undergo practical training as part of the process of obtaining a firearms licence. This Firearms Safety Code and the online e-learning modules (available on the Police website) will help applicants prepare for the theory test and practical training.

Once people have obtained their firearms licence it's important that they gain skills and experience and seek advice from more experienced shooters. That is why Police encourages mentoring for new shooters by joining clubs, and/or partnering with more experienced shooters.

Being a firearms licence holder brings with it a great deal of responsibility. Use of a firearm is a privilege that must be treated with the care, safety and respect it deserves.

It's down to all of us to keep ourselves and others safe around firearms.

New Zealand Police

Arms Safety and Control
Police National Headquarters
Wellington

October 2022

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Section 1

Seven basic rules of firearm safety



What is a firearm?

The Arms Act 1983 defines a firearm as “anything from which any shot, bullet, missile or other projectile can be discharged by force of explosive”. It includes anything that has been adapted so that it can discharge any shot, bullet, missile or other projectile by force of explosive.

It also includes anything that for the time being is not capable of discharging any shot, bullet, missile or other projectile by force of explosive, but which by its completion or repair would be capable of doing so.*

Some airguns (specially dangerous airguns, see page 43) are also included in the definition of a firearm.

There are seven basic rules of firearm safety

All firearms users must know, practise and strictly adhere to the **seven basic rules of firearm safety**.

The three most common times when incidents with firearms occur are:

- during initial contact with the firearm, before it is put to its intended use;
- during a hunting trip, when the shooter misidentifies their target; and
- after a shooting or hunting trip, when it is time to return the firearm to the vehicle or storage.

By constantly applying these seven rules every time you are around firearms you will avoid making handling mistakes during the times listed above, which, sadly often lead to serious injury or death.

Rule 1 *Treat every firearm as loaded*

Rule 2 *Always point firearms in a safe direction*

Rule 3 *Chamber a cartridge only when ready to fire*

Rule 4 *Identify your target beyond all doubt*

Rule 5 *Check your firing zone*

Rule 6 *Store and transport firearms and ammunition safely*

Rule 7 *Avoid alcohol or drugs when handling firearms*

Remember

To play your part in avoiding firearms incidents, learn, practise, teach and promote these rules at all times.

Always follow these rules, and insist others do the same.

You are responsible for ensuring your firearm is always handled and stored properly in accordance with the Seven Basic Rules of Firearms Safety and is maintained to the manufacturer's safety specifications.

*www.legislation.govt.nz

Rule

1

Treat every firearm as loaded

This rule is about creating a mind-set so that every time you handle a firearm you treat it as loaded by keeping the muzzle (where the projectile exits the barrel when fired) pointing away from yourself and other people, keeping your finger away from the trigger and being disciplined in controlling the firearm at all times.

A firearm must be treated and handled with respect at all times – a lack of care and attention when handling firearms has led to many tragic injuries and deaths that could have been avoided if the basic firearms rules were followed.

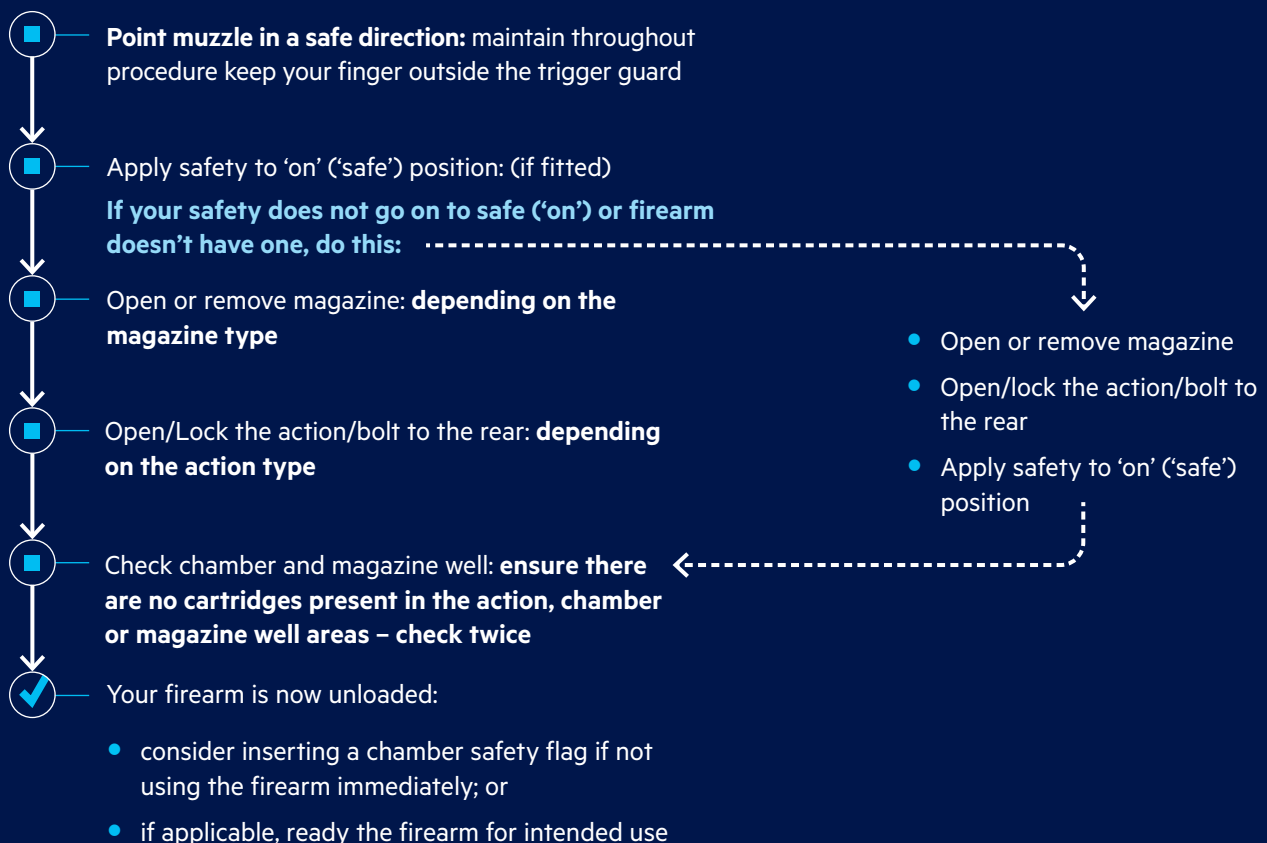
Statements from shooters who have experienced their firearm firing when they didn't expect it to (known as an unintentional discharge) will often contain the comment, "But I didn't know that it was loaded". In reality this means they weren't concentrating, didn't know the state of their firearm, and were not handling it according to the safety rules.

A key part of being safe is knowing the state of your firearm at all times. If you are unsure of its state, or the firearm has been out of your immediate control, you need to treat it as loaded (even if you think it is unloaded) and carry out a procedure called Safety Precautions (defined as "the actions we take to ensure something is safe and not dangerous").

Carrying out Safety Precautions to ensure your firearm is unloaded

The following diagram outlines the basic safe-handling actions required to check and prove that a firearm is free from ammunition and bring it to an unloaded state.

Safety Precautions process





How to apply this rule

- No matter how sure you are that your firearm is unloaded, handle it as carefully as you would a loaded firearm and keep your finger off the trigger.
- Always point a firearm in a safe direction. **Never point a firearm at yourself or any other person!**
- Always check every firearm yourself.
 - Do not take anyone else's word that a firearm is unloaded.
 - Follow the correct procedure to ensure the firearm is unloaded.
 - If you do not know how to unload a particular firearm, leave it alone and find someone who does.
- When passing or accepting an unloaded firearm, always ensure the muzzle is pointed in a safe direction.
- If the firearm belongs to someone else, ask them to show you it is unloaded before taking possession of it.
- Never handle a firearm from the muzzle end.
- Never lean firearms against vehicles or in any place where they could slide or fall and negligently discharge.

Note: Refer to **Section 5: Firearm states of readiness** for more information or go to www.police.govt.nz



Remember

Never leave firearms loaded – always unload them prior to securely locking them away.



Figure 1.1. Only pass or accept an unloaded firearm with the muzzle pointed in a safe direction.

Always point firearms in a safe direction

Loaded or unloaded, always point the firearm muzzle in a safe direction. This means that if the worst happens and the firearm unintentionally discharges (fires), it cannot harm anyone. Attention to this rule requires constant discipline and focus to avoid injury or worse.

What is a safe direction?

- A **safe direction** is one in which, if your firearm discharges unintentionally, no one will be injured.
- A **safe direction** may be pointing up towards the sky or down at the ground, **depending upon the environment**. Remember that bullets can travel considerable distances, penetrate walls, ceilings and vehicles, and ricochet off hard surfaces.



Figure 1.2. Example of a safe direction in the field.



Figure 1.3. Example of a safe direction on a range.

The Laser Check

A good way to help you keep your muzzle pointing in a safe direction at all times is to practise the Laser Check.

Visualise a bright red laser beam projecting straight out from the muzzle of the firearm; this will help you understand where the muzzle is pointing and what a projectile would potentially hit if the firearm discharged.

Treat any firearm you handle like a laser gun with a beam that's always on – and remember that whatever the beam touches it can destroy.



Figure 1.4. Visualising a laser beam projecting from the firearm will help you keep the muzzle pointed in a safe direction.

Why is a safe direction critically important?

Most unintentional discharges are the result of the firearm user making multiple handling mistakes, or not focusing on what they are doing (nearly half of serious firearms-related incidents result from firearm users unintentionally shooting themselves). If for some reason your firearm discharges unintentionally, but you have kept the muzzle pointing in a safe direction, it will not harm you or anyone else.

Note: It is particularly important to observe a safe direction when carrying out the following, as there is an increased risk of unintentional discharge when:

- closing or opening the bolt or action;
- releasing the safety catch;
- de-cocking the action;
- the trigger is pressed despite the safety catch being 'on' ('safe');
- slipping, tripping or falling when carrying a firearm; or
- removing a firearm from, or returning a firearm to, a motor vehicle or storage.

Note: For more information, refer to **Section 7: Safe firearms practice**.



How to apply this rule

- Always be careful about muzzle direction and **NEVER point a firearm at yourself or another person**.
- Keep focused when handling firearms – no daydreaming.
- Never lean your firearm against a vehicle or in any place where it could slide or fall and negligently discharge.
- Be particularly careful when placing firearms in, or removing them from, vehicles, boats and storage.
- Always be aware of the possibility of unintentional discharge when changing the state of your firearm.
- A safe direction is one that you judge the safest depending on where you are.



Remember

When handling firearms around vehicles, make sure no one is in front of your firearm or standing on the opposite side of your vehicle.

Never remove a firearm muzzle-first from a vehicle.



Figure 1.5. Be extra careful when removing a firearm from a vehicle or replacing it.

Figure 1.6. Important! Keep your finger outside the trigger guard.

Chamber a cartridge only when ready to fire

The purpose of this rule is to remind you to chamber a live cartridge into a firearm only when appropriate, such as:

- **only when you expect to encounter game animals; or**
- **when you are about to discharge the firearm, for example, on a shooting range.**

Chambering a cartridge and closing the action places your firearm into a state of readiness called the ACTION state.

A firearm in the ACTION state is defined as:

- safety catch in the 'on' ('safe') position (if fitted);
- **live cartridge in the chamber;** and
- bolt/action closed.

Chambering a cartridge in your firearm is a **deliberate and conscious decision** and must only be done where you can safely and legally discharge it. Once you are no longer hunting or have finished firing the firearm, remember to unload it.

Knowing the states of readiness of a firearm will help you apply this rule safely and correctly.

The states of readiness – LOAD, ACTION, INSTANT and UNLOAD

To be a safe firearms user, you must always know the **exact state of your firearm**. You also need to be able to recognise and apply the correct state to your firearm in changing situations.

The table below presents a summary of firearm states of readiness. It is focused primarily on hunting situations. Refer to **Section 5: Firearm states of readiness** for more information.

Firearm states of readiness

State	Description	When
<i>Carry out Safety Precautions on the firearm before moving to the LOAD state or if you are unsure of the state your firearm is in. Refer to Safety Precautions process on page 6.</i>		
LOAD	<ul style="list-style-type: none"> • Safety catch on ('safe') (if fitted) • Live cartridges in the magazine • Bolt/action closed on an empty chamber 	<p>Only when you have reached your hunting or shooting area; where it can be safely and legally discharged</p> <p>Note: Chamber must be empty</p>
ACTION	<ul style="list-style-type: none"> • Safety catch on ('safe') (if fitted) • Live cartridge in chamber • Bolt/action closed 	<p>When you expect to encounter game or when about to discharge the firearm, for example, on a range</p> <p>Note: Muzzle in safe direction</p>
INSTANT	<ul style="list-style-type: none"> • Safety catch off ('fire') (if fitted) 	<p>When you have made the conscious decision to fire</p>
UNLOAD	<ul style="list-style-type: none"> • Safety catch on ('safe') (if fitted) • Empty magazine or magazine removed (if detachable) • Bolt fully open/action locked open • Empty chamber • Visually and physically check the chamber and magazine area are empty 	<p>Unload your firearm completely (including magazines) before leaving a shooting area, entering a hut or camp area, transporting it, cleaning it or storing it</p> <p>Note: Muzzle in safe direction</p> <p>Secure cartridges away from the firearm</p> <p>Make 100% sure that no cartridges remain in the firearm or magazine/s</p> <p>Consider removing the bolt, inserting a chamber flag or applying a trigger/cable lock.</p>

How to apply the states of readiness – a hunting example

Follow the story below, as a hunter applies the seven basic rules of firearms safety and the states of readiness on a deer hunt.

John is going for a quick deer hunt out the back of a friend's farm one afternoon.

While at home, John removes his rifle from the gun safe and carries out **Safety Precautions** to check it's unloaded. He then inspects his rifle to make sure it's in serviceable condition.

The rifle is in the **UNLOAD** state. John places it into a gun case, locks the case and places it in the boot of his vehicle. His bolt and magazine are in his day pack, and the ammunition is secured separately.

When John arrives at the back of the farm, he unlocks his gun case and gets his rifle. He checks the safety catch is 'on' ('safe') inserts the bolt and closes it on an empty chamber of the unloaded rifle. John then fills the magazine and inserts it into the magazine well.

John's rifle is now in the **LOAD** state. He slings it over his shoulder and heads off up the track towards his hunting area.

As he gets closer to an area where he has seen deer before, John identifies a **safe direction**, points the rifle muzzle towards it, checks his safety catch is still 'on' ('safe'), then **chambers a cartridge**—bringing his rifle to the **ACTION** state.

John stalks into the next gully. He spots two deer feeding on a slip. After deciding which deer to shoot, John *positively identifies it beyond all doubt* and *checks his firing zone is safe* before he pushes the rifle's safety catch to 'off' ('fire'). His rifle is now in the **INSTANT** state. John takes the shot. He successfully shoots the deer with one shot but chambers a new live cartridge in case another shot is needed.

Seeing the deer is down and not moving, John moves the safety catch to 'on' ('safe'), returning his rifle to the **ACTION** state.

After moving up to check the deer is dead, and before preparing it for the carry back to his vehicle, John unloads his rifle by removing all the remaining ammunition from the magazine and chamber areas. He checks no cartridges are in or on the firearm, bringing his rifle to the **UNLOAD** state.

John returns to his vehicle with the deer. He removes the bolt and magazine from his rifle, locks it away in the gun case again, and checks the bolt, magazine, and ammunition are secured separately from the firearm.

John heads for home, happy with the thought of venison sausages on the BBQ.



Remember

- Chamber a cartridge only when expecting to encounter game animals or when you are about to discharge the firearm, for example, on a shooting range.
- In some hunting situations, for example when bush hunting or sitting in a duck blind, a cartridge may be chambered when game animals are expected to be encountered. In many other hunting situations, including hunting in open country, a cartridge shouldn't be chambered until you are ready to shoot.
- Minimise risk by having a cartridge chambered only when necessary.
- If you are unsure of the state of your firearm, carry out Safety Precautions to ensure the firearm is unloaded.

Safety catch

A safety catch is a mechanical device fitted to most firearms. Safety catches commonly feature two positions:

1. 'Safe' or 'On' usually marked on the firearm with a 'S' – when the safety is in this position the firearm cannot be discharged.
2. 'Fire' or 'Off' usually marked on the firearm with a 'F' – when the safety is in this position the firearm can be discharged by pressing the trigger. See the images below.

Note: Some safety catches have three positions – 'on', 'off' and a middle position that allows the bolt to operate but still blocks the trigger mechanism. Always familiarise yourself with a firearms safety before using it with ammunition. Like all mechanical devices, safety catches are subject to wear and tear and should never be relied on by themselves to replace firearms safe handling rules and practice such as keeping the muzzle in a safe direction.

You must control the firearm muzzle and keep it pointing in a safe direction when applying or releasing the safety catch, as this is a time when malfunctions can occur.

If you have **any doubt** about the safety catch, do not use the firearm, and have it inspected by a gunsmith.



Figure 1.7. Examples of different types and locations of safety catches.

Half-open bolt (excluding semi-automatics)

The semi-ready/half-open bolt is an option that can be used with some bolt-action rifles if you do not wish to carry your firearm in either the LOAD or ACTION state in some hunting environments. This is a more advanced skill and should not be used by those new to firearms handling.

Seek advice from a more experienced firearm user or gunsmith if you want to learn more about this option or to check if your firearm can be safely operated in this manner.



Remember

- If the situation changes, such as leaving the immediate hunting area, then either return your firearm to the LOAD state or fully UNLOAD it.
- In a hunting group, only the person in the front should have their firearm in the LOAD state.
- If the game gets away after you move the safety to 'off' ('fire') (the INSTANT state), you must return the safety to 'on' ('safe') (the ACTION state) immediately.

Identify your target beyond all doubt

This rule is critical for shooters to follow, as the consequences of failing to fully identify your target beyond all doubt can be immediate, tragic and catastrophic.

The firearms and calibres usually recommended for hunting (especially for big game) are capable of causing lethal injuries. This means that if a hunter fails to identify their target and mistakes another person for a game animal, the results are almost always fatal.

You must understand that once a shot is fired there is no calling it back. No target or game animal is worth the life of another person. If in doubt, don't shoot!

From research* we know the following:

- In **80%** of incidents the shooter and victim are members of the same hunting group. Typically incidents occur when the group splits up and members lose contact with each other or move into another hunter's area.
- **76%** of incidents occur in the North Island. They are more prevalent in heavy bush hunting areas, owing to reduced visibility, vs more open areas, for example, South Island high country.
- In **92%** of incidents, the range between shooter and victim is less than 75 metres.
- Reactive-type responses in reduced visibility often lead to incidents.

Research into human behaviour also tells us that we need to be aware of the way the brain functions and processes information, especially when stressed or excited.

The following information will help to explain some of the processes that can lead to misidentification and how you can overcome them.

What affects perception and target identification?

Several factors can affect your perception and your ability to correctly identify what you are observing. These include light conditions, mind-set, expectations, bias, visual memory recollection and targets blending with the environment.

Important, too, is how your brain perceives situations in circumstances like a hunting trip. It is receiving large amounts of information (including sights, sounds, environmental conditions) and processing it with information already learned (including your experience, habits, memories and personal preferences).

In some situations, if there is not enough sensory information to provide clarity, your brain may make something up and you may 'see' what you want or expect to see, rather than what is actually there. This commonly occurs in poor lighting conditions or if the object is partially obscured.

This is particularly relevant in hunting locations where you have encountered game previously, as your brain is already expecting to see an animal and certainly not expecting to see another person.



Important

You must positively identify your target beyond all doubt before you fire.

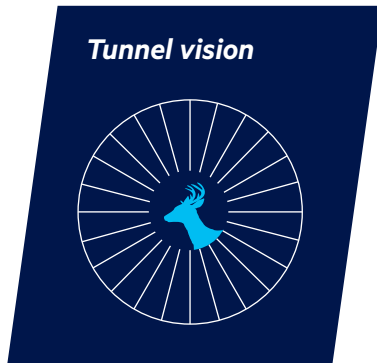
If in any doubt, don't shoot!

* From *A Hunter's Tale*. Published by NZ Mountain Safety Council March 2017.

Human stress responses and how to reduce their effects

When a hunter is excited about sighting game animals, emotions may override rational thinking. This is often referred to as buck fever or stag fever, which is characterised by elevated stress and heart rate levels and usually results in a lack of situational awareness and rash or poor decision-making.

Buck fever can cause numerous temporary effects, as follows:



Your field of view appears to narrow or shrink (like looking down a thin tube where the area in our front appears clear, but everything else is blurry or dark).



You become so focused on the target or animal that you lose all awareness of your surroundings. This means you may not notice people, vehicles or buildings in your firing zone.



This form of temporary apparent hearing loss occurs under high levels of stress. It is often experienced in conjunction with tunnel vision. Auditory exclusion means you may be unable to hear others trying to communicate with or warn you.

To reduce these effects of stress response when hunting, refer to **A safer process** on page 16.



Figure 1.8. Target fixation: the running deer remains in focus while the surrounding environment appears to become blurred.

Fatigue and pressure

Sometimes hunters are fatigued, or may feel under pressure from family or friends to get some meat for the BBQ or bag a trophy animal. In these situations, emotions can override rational thinking and lead to impulsive decisions. This is because the reward area of the brain is more active than the planning and thinking areas.

We all know that when we are tired, we don't make good decisions, or are prone to taking shortcuts. It's best if you are feeling the effects of fatigue prior to a hunting trip to postpone it until you are in a better frame of mind. Fatigue not only contributes to issues with decision-making around shooting, but can also affect decisions around the route to be taken, leading to greater risk-taking in the environment – potentially leading to injuries or worse from slips, trips and falls or getting lost.

Pressure (either self-induced, or from others) to bring home a bigger and better trophy or some meat has led to injuries and death, usually from people taking short cuts with the decision-making process. Hunters feeling this pressure to succeed have been driven to react far too quickly to movement, shape and sound, instead of rationally going through the proper target identification process.



Binoculars as a safer visual aid

It is important to use binoculars (or a spotting scope in more open environments), and not your rifle's optical sight, to scan an area and identify a target. If you use the firearm's scope, you are narrowing your field of view and pointing your firearm's muzzle at everything you observe through that optic, potentially endangering other people.

Binoculars are a safer option as they give you a clearer and wider view of the target and target area, allowing you a much higher likelihood of positively identifying your target.

When you do aim at the identified target through your firearm's optical sight, it's best to shoot with both eyes open, as this can help reduce tunnel vision.



Figure 1.9. Tunnel vision when using rifle optics. The photo on the left shows this shooter's view through his scope with left eye closed. The wider view on the right shows that his hunting companion has strayed unnoticed into the firing zone.

A safer process

The only way to be completely sure of making the right decision is to avoid shooting. However, following the process opposite can reduce risks substantially.



Remember

- Check your firing zone, especially to each side and beyond the target, with unaided vision or binoculars to ensure that no object, such as a person, vehicle, stock or building, is within or moving into your field of fire.
- Learning to shoot with both eyes open can reduce the risk created by tunnel vision

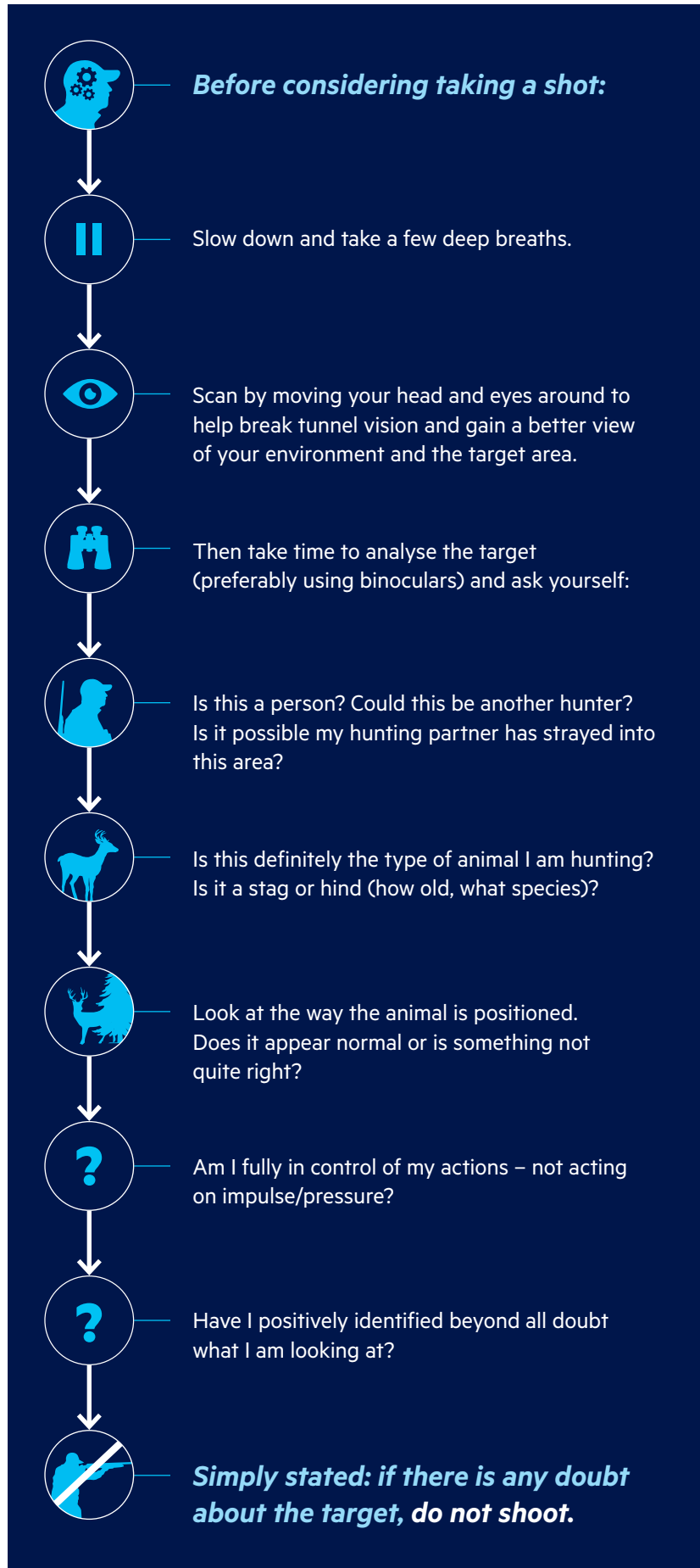




Figure 1.10. Can you spot the red deer? Is it enough to **positively identify beyond all doubt?**



Figure 1.11. The same deer as Figure 1.10, seen from a different angle. Just seeing animal skin, body shape or antlers isn't enough for positive identification.

Even the sighting of skin and antlers is not positive enough to identify a deer. Consider a whole-of-animal view by analysing the type, sex, age, size and number of antler points of the animal that you are observing; doing this will help you make a much clearer assessment of the object and reduce the risk of a wrong decision.

Positively identifying your target is even more difficult and dangerous when you are hunting at night. Spotlights and other night vision devices may not clearly illuminate the target.

Your perception of size and colour is likely to be affected. Reflections seen in a spotlight have been incorrectly identified as animal eyes, resulting in serious injury or death to others.

See **Section 7: Safe firearms practice** for more information on shooting in low light.



Remember

No meat or no trophy is better than **no mate.**

How can I reduce the risk of being misidentified?

Many hunters wear 'hi-vis' (high-visibility) clothing and gear when out hunting, as this can help them be properly identified and not mistaken for a game animal. The two most popular colours used in hi-vis hunting gear are blaze orange and blue. The aim is to be as obvious as possible to other hunters. It is the complete opposite of camouflage and concealment.

Just wearing a small hi-vis item doesn't guarantee safety, however – you need to consider how you appear when viewed from a 360-degree perspective. Other hunters may not be able to see your hi-vis item due to the terrain features (tree trunks, foliage or dead ground) or lighting conditions.

If hunting in thick bush, it's recommended that you wear hi-vis over a larger area of your body, due to reduced visibility and often faster target engagements. In open country, less coverage is required due to greater ability to observe and identify objects within the field of view.

Bright-coloured clothing and gear is particularly important in dim or fading light – in the early morning, late evening or under the cover of bush. Wear a colour that stands out from the background and is different from any game animals in that area.

Consider placing a hi-vis item over an animal body if you are carrying it through the bush.

Remember that nothing lasts for ever. Hi-vis items fade with use and washing, so replace these items when the blaze or bright colours begin to fade. Some blaze orange items when old and faded can be mistaken for deer hide, so check any hi-vis items before use and replace as required.



Warning

- Do not use a rifle's optical sights to scan the area or to identify a possible target. This is breaking Rule 2 – always point your firearm in a safe direction.
- Keep your finger away from the trigger and your muzzle pointed in a safe direction until you are 100% certain of your target and that it is safe to fire.
- Always identify all of the animal before firing. See the whole animal, analyse it, ensure it's not a hunter carrying an animal.
- Never fire at movement only. Moving bushes or trees might be a person.
- Never fire at colour only. For example, some clothing colours worn by hunters can be similar to deer hide.
- Never fire at sound only. Hunters may be imitating an animal call, such as a deer roaring.
- Never fire at shape only. Your brain may mislead you into thinking the object you are seeing is a game animal.
- Ask yourself, "Where are my hunting companions? Could there be another hunter out there?"
- If supervising an unlicensed shooter, the supervisor and shooter must both positively identify the target beyond all doubt.



Figure 1.12. Examples of blaze orange and blue hi-vis items.

Check your firing zone

What is a firing zone?

A firing zone is the area a projectile travels through and may land after being discharged from a firearm towards a target, taking into account aiming error and the trajectory of the ammunition fired.

Your firing zone depends on many factors, including the type and calibre of firearm, the ammunition fired, the game being hunted (whether on the ground or in the air), the hunting environment, and the hunting strategy being used.

A hunter's firing zone changes with every step as the terrain or conditions change. Equally, as the game that you are tracking with your firearm moves, your firing zone also constantly and often rapidly changes.

If you fire at a target outside of your safe firing zone when hunting, you may unnecessarily endanger persons, animals or property.

If you are checking your firearms zero on a farm, for example, you must ensure your firing zone is free from people, vehicles, buildings, stock and other potential risks. Choose a site that has a suitable bullet catch (an area whose purpose is to capture the fired projectiles), such as a large, steep hill consisting of soft dirt which is free of stones and other hard materials.

To help with checking your firing zone, follow this simple sequence of steps:



1 **Background**
Identify and observe the area behind your target and ensure it is free of people/vehicles/buildings/stock and that it's suitable for the range and trajectory of the firearm you are using.

2 **Target**
Identify your target beyond all doubt and ensure the immediate area around it is clear.

3 **Sights**
Place the sights on the target.



Warning

If you can't 100% ensure your firing zone is safe – **do not fire.**



Remember

Background, target, sights.

Hunting with others

As noted earlier, **80% of hunting-related shooting incidents involve members of the same party.**

To help avoid incidents, it is critical that members of your party agree in advance on the area they are going to cover, ensure they stick to the plan, and stay within the boundaries they are hunting in. Members must take into consideration their firing zones, to make certain these areas don't overlap and endanger other members of the party.

You must remain alert and aware of your companions' locations at all times. If you lose sight of a hunting mate, assume that they are within your firing zone. **Stop hunting immediately** until visual and verbal contact is re-established and confirmed.

Likewise, if you realise you have unintentionally left your area, **stop hunting**, obtain a fix on your actual location and communicate it with your hunting party immediately.

Make use of radio communications, GPS systems and maps to know where you and your mates are.

Your firing zone changes rapidly when you follow a moving target with a firearm. As you swing the firearm's muzzle around in an arc, be aware of the position of other hunters. Make sure they are not caught in the path between your firearm and the target, or beyond the target. This applies particularly when firing a shotgun at flying or running game.



Remember

- Have an agreed plan with all members of the group (plan the hunt, hunt the plan).
- If you lose sight of each other, or if unsure of your actual location, stop hunting until contact or position has been re-established.
- Your firing zone is constantly changing, especially when following a moving target.
- Use radios to communicate with other members of your group.
- Know the boundaries of your party's designated hunting area. Use technology to assist with keeping track of your position.
- If you can't 100% ensure your firing zone is safe – **do not fire.**

Ricochet danger

A ricochet is the change of direction and velocity induced in a projectile, missile or fragment caused by its impact with a surface. Like a skipping a stone across water, or a ball bouncing off a wall – these objects are not always predictable.

Ricochets are mainly caused by a projectile such as a bullet striking flat or hard surfaces, such as rocks, ice, trees, water, steel plates, concrete, log ends, hard timbers and vehicles. However, the type, construction and velocity of the projectile, and the angle at which the surface is struck mean other surfaces, such as flat dirt and sand, can sometimes cause a projectile to ricochet.

Shotgun steel shot and low velocity ammunition (e.g. subsonic cartridges) have an increased risk of ricochet.

Figure 1.13. Example of potential ricochet paths from water and stones in a stream bed.

Ricochets are dangerous as they often follow an unpredictable path – which usually falls outside of the target area – and they can still retain sufficient energy to injure or kill.

Be aware that a projectile may not remain intact, but shatter into several fragments. These fragments will travel in unpredictable directions over a radius of up to 100 m or more from the impact point, increasing the danger to people and property.

In fact, shooters themselves may be in danger from ricocheting fragments or a whole projectile, in what is known as 'backsplash'.



Remember

Be extra careful around rivers, as hard, flat surfaces, including stones or water, may cause a ricochet.

Skyline

The skyline is the point at which the earth appears to meet the sky (such as the top of hills or mountain ranges) and is also referred to as a ridgeline.

You will often see game animals on the skyline, especially when they are spooked, as they will often run over the ridgeline to escape. Some hunters risk taking a shot in an attempt to stop the animal – but this can be extremely dangerous, as can be seen in the image below, because the firing zone beyond the deer is completely unknown.



Never fire at an object on the skyline, as you are unable to see what is on the other side of the ridge. Your projectile could travel over the ridge and cause injury or damage to persons, animals or property beyond. Remember that most calibres recommended for deer hunting can send a projectile for at least several kilometres from the firing position.

Figure 1.14. Deer on the skyline.

Image 1.15 below shows a shooter firing at an object on the skyline. The arcing red line illustrates a potential path the projectile may follow if it carries on over the ridge.

As you can see, the projectile could hit the unobserved buildings and seriously injure or kill people beyond the ridge.



Figure 1.15. Buildings and vehicles over the crest of the hill are not visible to the shooter standing at the right.



Never shoot at an object on the skyline, as you are unable to see what is on the other side of the ridge. Your projectile could travel over the ridge and hit persons, animals, or property beyond.

Maximum and effective range of projectiles

The **maximum projectile range** is the absolute distance (without consideration of accuracy) over which your firearm's projectile can travel when fired at the barrel's optimum angle of elevation.

The **effective projectile range** refers to the terminal ballistics of the cartridge. In a hunting context, this means the distance at which that particular bullet will retain sufficient energy, accuracy and performance to hit and humanely kill the target.

A projectile from a stray shot or a miss may travel many kilometres before its energy is spent and it drops to the ground. Knowing your maximum projectile range, and what is around and behind the target area, will help you assess whether it is safe to fire. Refer to **Section 4: Ammunition: Range and impact potential of your firearm and ammunition** for more information.

Knowing your firearm's maximum projectile range is critical to being a safe and responsible shooter.

How is my firing zone affected by shotgun pellet spread?

When a shotgun discharges a multiple-pellet cartridge, the pellets exit the barrel and begin to spread into a pattern which increases in diameter the further they travel. When firing a shotgun, be aware that as the spread of the shot widens, it may endanger something other than the target, especially as the distance from shooter to target increases or if you are firing multiple shots at a moving target.

Note: The spread of the shot increases with distance.

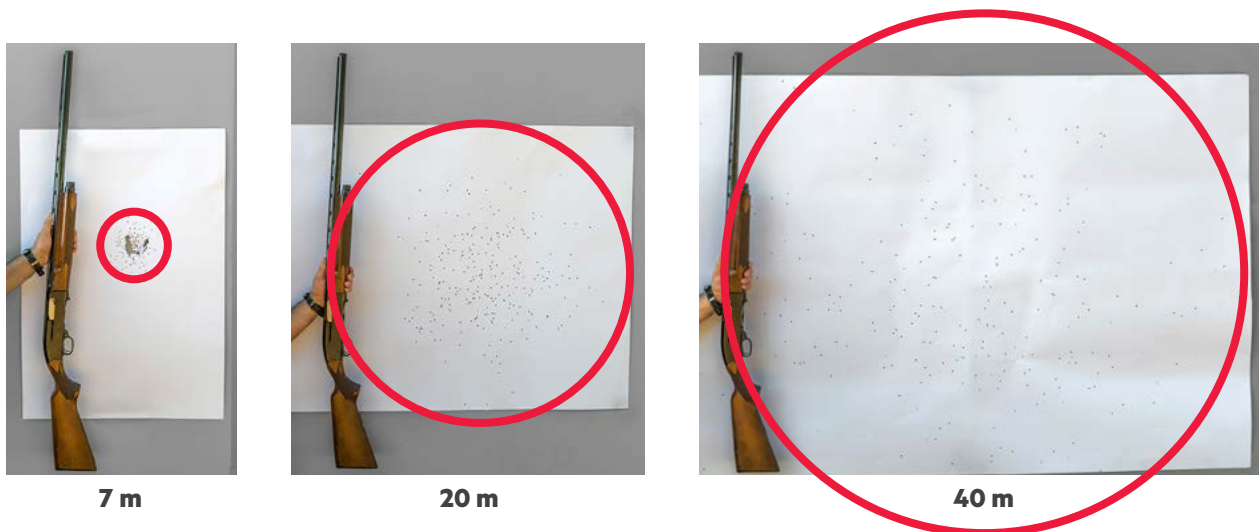


Figure 1.16. Shotgun pellet spread from seven to 40 metres.

How is my firing zone affected when shooting at night?

A significant number of shooting fatalities and injuries have occurred during the hours of darkness.

The maximum range of your firearm's projectile does not change at night, but your ability to assess what may be in your firing zone does. Firing zone, target identification and general safety are particularly important when hunting at night.

Get to know the area you want to hunt in advance during daylight hours, so you know where it's safe to shoot at night.

Common aids that can be used for shooting at night are:

- spotlights; and
- night vision devices.

Spotlights light up only a small part of the firing zone and the projectile's range. This makes it difficult to ensure your firing zone is safe, as you cannot see what is beyond the illuminated area. Strong contrast between light and dark can also affect your ability to identify your target beyond all doubt.

There are two main types of night vision device:

1. **Image intensifiers** – these take the available light in the visible and infrared (IR) spectrums and amplify it.
2. **Thermal imagers** – these take the image from the IR spectrum of emitted thermal energy ('heat signature') and turn it into a visible image projected on a screen in the device.

Both types of devices can enhance a hunter's ability to detect and identify game. The short range of the devices, however, means that it is very difficult to ensure your firing zone is clear. Both have limitations that require specific safety considerations. Low-quality, cheaper models often provide a lower-resolution image, making it even more difficult to identify your target. As with conventional optics, if the night vision scope is mounted on a firearm and you use it for general observation, you are pointing the firearm at everything seen. Use a standalone night optic device to search for and identify game.

Night-time shooting using image intensifiers or thermal imagers is a more advanced skill, and those new to hunting should partner with an experienced hunter to learn to use this equipment safely.



Figure 1.17. Spotlights and torches illuminate only a small area of your firing zone. The upper photo shows what the shooter sees in the spotlight beam, while the lower photo reveals a house behind the target.



Warning

Do not use a night vision device mounted on a firearm for general observation. **Doing this breaks Rule 2** – always point your firearm in a safe direction.



How to apply this rule

- Be aware of anything that may be in the area between you and your target, and in the area beyond your target.
- Never fire when companions are ahead of you, especially when you have lost sight of them.
- Before you shoot, ask yourself: "What could happen if I miss my target?"
- Never shoot at something on the skyline.



Warning

It is an offence, under the Conservation Act, to shoot during the hours of darkness in any state forest, forest park or national park.

Store and transport firearms and ammunition safely

As the holder of a firearms licence, you are required to have safe and secure storage for your firearms and ammunition. Secure firearms storage prevents firearms falling into the wrong hands.

Every firearms licence is subject to the conditions relating to security precautions set out in the Arms Regulations 1992 (the Regulations).

Your legal obligations

Regulation 19 states that the holder of a firearms licence must take reasonable steps to ensure that any firearm in the holder's possession is secured against theft.

Regulation 19 also requires that the licence holder must keep every firearm locked in, or immobilised and locked in, their secure storage when the firearm is not under their immediate and personal supervision or that of another firearms licence holder.

How do I keep firearms in my possession secure?

Secure Storage Guidelines

Secure storage guide for firearms and ammunition is a document that provides guidance for firearms licence and endorsement holders and applicants on how to comply with security conditions to ensure the safe and secure storage of firearms and ammunition for all New Zealanders.

Please ensure you have read and understand the information, found at:
<http://www.police.govt.nz/advice/firearms-and-safety/firearms-storage>

A firearms licence holder in possession of a firearm must:

- ensure young children, or any people without a firearms licence, do not have ready access to firearms and ammunition; and
- ensure that any firearm in their possession is stored separately from any ammunition for the firearm so that a person who obtains access to the firearm cannot obtain access to the ammunition.

These steps must include locking every firearm that is on the holder's premises and is not under the immediate and personal supervision of the holder or some other holder of a firearms licence in:

- a lockable safe, cabinet, container, or receptacle of stout construction (secured to the structure of the premises) in which firearms may be stored; or
- a lockable steel and concrete strongroom in which firearms may be stored; or
- a lockable display cabinet or rack in which firearms are immobilised so that none of them may be fired.

Transporting firearms and ammunition

When transporting firearms or ammunition in a vehicle on a road or public access way you must ensure:

1. Firearms and ammunition are concealed from view from outside of the vehicle.
2. Firearms are made inoperable if readily possible by removing the bolt or other vital part which should be kept on the licence holder's person or stored out of sight separately from the firearms. If this is not possible (e.g. the firearm is a semi-automatic or lever action), then the firearms must be fitted with a trigger lock or travel in a locked case or carry bag.
3. Firearms are unloaded.
4. Ammunition is stored separately from any firearms and be in a locked glove box or similar storage area where practicable.

Refer to [Secure storage guide for firearms and ammunition](#) for more information.



Figure 1.18. This steel gun safe is a good example of firearm security.

Any firearms or ammunition may be left unattended in a vehicle during a break in a journey for up to 60 minutes provided:

- (a) The licence holder remains in the immediate area or vicinity of the vehicle.
- (b) The firearms or ammunition are still secured and out of sight.
- (c) If possible, vital parts of the firearms remain in the licence holder's possession.
- (d) The vehicle is locked, windows are closed and keys remain in the licence holder's possession.

Notes:

- Every holder of an endorsement for a pistol, prohibited item or restricted weapon must observe the higher level of security precautions described in regulation 28 of the Arms Regulations 1992.
- Every person who has possession of a flare pistol, humane killer or stock-marking pistol must keep it in a locked container unless it is under their immediate and personal supervision.

Security checks

Police may inspect your security arrangements. This will include on key occasions, such as prior to issuing your licence or any endorsement that you have applied for, or if you have changed address.

Police will carry out more frequent security checks for pistols, prohibited items and restricted weapons.

Police approve security on a case-by-case basis following inspection, which will involve looking at matters such as:

- the materials used;
- the method of construction (including locks, doors and hinges);
- how the storage rack, safe, box or cabinet is anchored to the premises; and
- whether the security is adequate for the number and type of firearm(s).

Police will discuss any weaknesses identified in your security and options for improvement with you. If necessary, they will arrange a time for a follow-up inspection.

Refer to **Section 2: Firearms licensing and obligations** for more information.

Avoid alcohol or drugs when handling firearms

Alcohol or drugs must never be consumed before or during shooting or when handling firearms (including cleaning or maintaining them).

There is no safe amount of alcohol you can consume and then handle a firearm safely. When you drink alcohol your judgement, reflexes, balance, coordination, manual dexterity and vision all become impaired, while your emotions are enhanced and distorted.

Some prescription medications dull, slow or otherwise affect your mental and physical reactions, so read the label and seek medical advice. If the information on your medication advises against driving or using heavy machinery, DO NOT handle or use a firearm.

Only consume alcohol or take medications (that may affect your reactions) after you have finished shooting or hunting for the day and the guns are unloaded and securely locked away.

Remember alcohol and some drugs can stay in your system for some time after consumption. Always allow sufficient time for the effects of alcohol or drugs to clear from your system prior to handling firearms.



How to apply this rule

- Do not drink alcohol or use drugs before or while using a firearm.
- Do not shoot with anyone who is, or has been, drinking alcohol or taking drugs.



Important

Alcohol, drugs and firearms **do not mix!** Ever!

Section 2

Firearms licensing and obligations



Who can apply for a firearms licence?

To apply for a firearms licence you need to:

- be sixteen years of age or older; and
- have not had a firearms licence revoked in the previous 5 years (unless the revocation has been reversed by the District Court); and
- not be a disqualified person under section 22H of the Arms Act 1983.

How to apply for a firearms licence

Go to the [Police website](#) for the most up-to-date information on how to apply for a firearms licence and associated fees. Alternatively, go to your nearest Police station for information on how to apply.

Once you have submitted your application, you will be required to attend a firearms safety course.

You will then be assessed to determine whether you are a fit and proper person to have a firearms licence. A fit and proper person is a person of good character who can be trusted to use firearms responsibly and to store them securely. When assessing whether you are a fit and proper person to possess firearms or airguns, Police will consider your overall character and history, including information provided by you and your referees, your firearms storage arrangements, and other information held or obtained by Police.

Section [24A of the Arms Act 1983](#) sets out examples of some of the circumstances in which Police may find that a person is not a fit and proper person to be in possession of a firearm or airgun.

What is a firearms licence?

A firearms licence allows the holder to have and use non-prohibited firearms. This is commonly known as a standard New Zealand firearms licence.

Sixteen and seventeen-year-olds who wish to have and use airguns while unsupervised also need a firearms licence.

Licensing periods

A five-year licensing term applies to a person:

- who has never had a firearms licence before;
- whose previous licence was revoked or surrendered; or
- who allowed their licence to expire without applying for a new licence prior to the expiry date.

Current licence holders who successfully re-apply for a new licence before expiry are issued with a licence for 10 years.

If you are an existing licence holder, you should apply for a new licence before your current one expires.



Possession and use of firearms while under supervision

Everyone who possesses or uses a firearm needs to have a firearms licence, although non-prohibited firearms can be possessed and used under the immediate supervision of a licence holder in most circumstances.

Immediate supervision means that the licence holder:

1. is physically present and actively supervising the shooter;
2. is close enough to be able to take control of the firearm being used by the shooter if necessary; and
3. is not using another firearm while providing supervision.

However this defence of possessing under immediate supervision does not apply to persons possessing firearms:

- when their licence has been revoked (that would still be an offence of possessing firearms while revoked);
- contrary to specific bail conditions (which would still be a breach of bail);
- contrary to a protection order (which would still be a breach of the protection order).

Licence holder obligations

Security of your firearms

Every firearms licence is subject to conditions requiring the safe and secure storage of firearms. There are additional conditions that apply to endorsement holders in relation to pistols, restricted weapons, prohibited firearms and prohibited magazines.

All licence holders must:

- ensure they don't put a firearm in a place where a young child will have ready access to it;
- ensure that any firearm in their possession is stored separately from any ammunition for the firearm so that a person who obtains access to the firearm cannot obtain access to the ammunition; and
- take reasonable steps to ensure that any firearm in their possession is secured against theft.

The reasonable steps a licence holder is required to take to secure firearms against theft include:

1. Keeping on their premises:
 - a lockable cabinet, container or receptacle of stout construction (secured to the structure of the premises) in which firearms may be stored; or
 - a lockable steel and concrete strongroom in which firearms may be stored; or
 - a lockable display cabinet or rack in which firearms are immobilised so that none of them may be fired.
2. Keeping every firearm that is not under their immediate and personal supervision (or the immediate and personal supervision of another licence holder) locked in, or immobilised and locked in that cabinet, container, receptacle, strongroom, display cabinet or rack.
3. Any firearms or ammunition may be left unattended in a vehicle during a break in a journey for up to 60 minutes provided:
 - The licence holder remains in the immediate area or vicinity of the vehicle.
 - The firearms or ammunition are still secured and out of sight.
 - If possible, vital parts of the firearms remain in the licence holder's possession.
 - The vehicle is locked, windows are closed and keys remain in the licence holder's possession.

Refer to **Rule 6: Store and transport firearms and ammunition safely** on page 24.

Note too that a firearms licence applicant will need to show Police their security arrangements as part of the application process.

When you change address

If you change your address after your firearms licence is issued, you must advise Police in writing within 30 days of moving (section 34). Information on how you advise Police can be found by going to www.police.govt.nz and submitting the appropriate forms.

If you have an endorsement to possess pistols, prohibited firearms, prohibited magazines or restricted weapons, you also need to notify Police (prior to your move) of the arrangements you have made for the safe custody of your pistol, prohibited firearm, prohibited magazine or restricted weapon during the shift.

Lost, stolen, or destroyed firearms

If your firearm, prohibited magazine, prohibited part or restricted weapon is lost, stolen or destroyed you must immediately notify Police. You must provide all information in your possession relating to the firearms and other arms items and the circumstances of the theft or loss. Information on how you can notify Police can be found on the [Police website](#).

Disposal of an unwanted firearm or arms item

If you have a firearm, parts or other arms items that you no longer want, you can sell or otherwise dispose of them to a firearms dealer or to another firearms licence holder.

Family harm (domestic violence)

Police may seize firearms under the Search and Surveillance Act and consider suspending or revoking a person's firearms licence under the Arms Act 1983 if that person is thought to be involved in inflicting family violence.

Where a temporary protection order is issued under the Family Violence Act 2018 against a firearms licence holder, that firearms licence is suspended (section 99(1) of the Family Violence Act 2018).

If a final protection order is made under the Family Violence Act 2018, then the respondent is disqualified from holding a firearms licence for ten years. This means that they cannot apply for a firearms licence, and if they were already a licence holder, their firearms licence is immediately revoked (sections 22H and 27B of the Arms Act 1983). This applies even if the respondent to the protection order has had the standard weapons condition discharged by the Family Court.

Police safety orders

When a Police safety order is issued against any holder of a firearms licence, their firearms licence is suspended while that safety order is in force, and that person must surrender their firearms licence and any firearms or weapons in their possession (Family Violence Act, sections 37 and 40).

Physical or mental illness or injury while a holder of a firearms licence

If you experience the symptoms of a physical or mental illness or injury that adversely affects your ability to safely possess firearms, you need to inform Police (section 24B(1)(e) and 24A(1)(h) Arms Act 1983). At the same time, you can proactively make arrangements to surrender your licence to Police and to (with Police approval) dispose of your firearms to another licence holder. Once your health condition has improved, you may wish to consider re-applying for a firearms licence and should contact Police to discuss this. It is good practice to make arrangements ahead of time for disposal or retention of your firearms in the event of your incapacity.

If Police have to revoke your firearms licence, there will be a five-year stand-down period before you can reapply for a firearms licence (section 23(1)(b)).

Surrendering your licence

You may surrender (give up and hand in) your firearms licence to Police at any time before it expires if you no longer wish to possess firearms (section 27(1)). If you surrender your licence, you will cease to be licensed to possess firearms. If you have not already disposed of your firearms to a dealer or an appropriately licensed person prior to surrender, you will need to deliver them to Police, after which you will have three months to arrange to dispose of them to another licence holder with Police approval (section 28).

When a licence holder dies

Firearms licence holders need to make provision for the disposal of their firearms before the event of their death.

When licence holders are not able to arrange the disposal of firearms prior to their death, they should ensure that the next of kin or legal representative knows how to legally dispose of the firearms by:

- Advising Police of the licence holder's death;
- Transferring possession of the firearms to a dealer or another licence holder (with the appropriate endorsement and by permit to possess, in the case of pistols, restricted weapons, prohibited firearms, prohibited magazines or pistol carbine conversion kits) for safe keeping until provision can be made for final disposal; or
- Temporarily surrendering the firearms to Police until provision can be made for final disposal, or surrendering them to Police for destruction.

In addition, where the licence holder held any pistols, prohibited firearms, prohibited magazines or restricted weapons, Police need to be notified of the location of those items.

Other legal duties applying to firearms licence holders

Firearms owners and users have certain other obligations under the Arms Act 1983 and Arms Regulations 1992. Failure to follow these requirements can lead to your licence being suspended or revoked, and in some cases result in prosecution.

If you want further information you should contact the Police or a solicitor, or obtain a copy of the Arms Act 1983 and Arms Regulations 1992, which can be obtained online at www.legislation.govt.nz.

Legal duties include but are not limited to:

The Arms Act requires you to:	Details
<i>Use firearms safely.</i>	When using a firearm, a licence holder must act in a way that does not pose a risk to themselves or others.
<i>Produce any firearm you are carrying.</i>	A licence holder must produce any firearm that the licence holder is carrying to a member of the Police on demand.
<i>Produce your licence for inspection when required to do so by Police, and keep your licence in an undefaced and legible condition.</i>	If you do not have your licence with you when asked, you will be given 7 days within which to produce it, at a place specified by Police.
<i>Give your full name, address and date of birth if requested by the Police when you are in possession of any arms item or ammunition.</i>	Refusal to give these details, or giving false details, once a caution has been given is an offence and can lead to arrest.
<i>Permit Police to inspect all firearms in your possession, and places where they (and the ammunition) are or will be kept, and for that purpose, permit Police to enter the premises where those things are kept/to be kept at all reasonable times (and to inspect security arrangements in a vehicle).</i>	<p>Police need to:</p> <ul style="list-style-type: none"> • give at least 7 days' notice of the proposed inspection; • identify themselves on arrival, tell you that they are exercising this power; and • if not in uniform, produce evidence that they are a member of the Police when they first enter (they will show you their Police identification card), and again later on during the inspection if you request it.
<i>Inform Police if any of the circumstances in section 24A(1) become applicable after you have been issued with a licence.</i>	<p>These are circumstances specifically listed in the Arms Act, and where one or more of them exists, a person may no longer be fit and proper to possess firearms or airguns (Section 24A(1)). For example if:</p> <ul style="list-style-type: none"> • you have been charged with or convicted of an offence against the Arms Act or that is punishable by imprisonment (in New Zealand or overseas); • you have been charged with or convicted of an offence against the Game Animal Council Act, Wildlife Act or Wild Animal Control Act; • you have had a temporary protection order or a restraining order made against you, or you have inflicted family violence against another person; • you are showing (or have recently shown) symptoms of a mental or physical illness or injury that may adversely affect your ability to safely possess firearms; • you have been abusing alcohol or using drugs in a way that detrimentally affects your judgement or behaviour; • you become a member of, or form close affiliations with, a gang or organised criminal group.

The Arms Act requires you to:	Details
<i>Inform Police if your health practitioner changes.</i>	You need to provide the name and contact details of your new health practitioner.
<p><i>Ensure that any person to whom you sell or supply a non-prohibited firearm or ammunition to is the holder of a firearms licence or a dealer licence.</i></p> <p><i>If you are disposing of the firearm where you are not dealing with the person face-to-face (for example, a sale by internet or mail order), there needs to be a written order signed by Police (section 43A(1) and (2)).</i></p>	<p>You need to take reasonable steps to ascertain whether the person is a licence holder. You can do this by sighting the person's licence before handing over possession if you are meeting face-to-face for the transfer.</p> <p>Persons aged 16 or 17 require a firearms licence to buy or use an airgun.</p> <p>Persons selling non-prohibited firearms or ammunition by mail order or internet need the purchaser to complete a mail order purchase form and have it signed by Police confirming that the purchaser's firearms licence has been inspected and that Police are satisfied the person is fit and proper to purchase the specified firearm or ammunition. The mail order form is available on the Police website. The signed form will be sent to the seller by the Police.</p>
<p><i>If you want to supply your prohibited firearm, prohibited magazine, pistol, restricted weapon or pistol carbine conversion kit to another person, only transfer to a person who has first obtained a permit to possess from Police.</i></p> <p><i>In addition to a permit to possess, if you need to send the prohibited item, pistol or restricted weapon by courier (for example, because you are completing a sale arranged by mail order or internet), the courier must be specified in the the permit to possess or, (in the case of a prohibited part), on a form specified by Police.</i></p>	Persons wishing to take possession of pistols, restricted weapons, pistol carbine conversion kits, prohibited firearms, or prohibited magazines require the appropriate endorsement(s) and a permit to possess that has been issued by the Police.
<i>If you cause injury or death by using a firearm, airgun, pistol, or restricted weapon, report the incident to Police (section 58).</i>	The report must be made in person to a member of the Police at a Police station and as soon as reasonably practicable.
<i>Notify Police of arrangements for the safe custody of pistols, prohibited firearms, prohibited magazines and restricted weapons prior to a shift to a new address (section 34(2)).</i>	The licence holder must advise Police, before the move, of the details for the safe custody of arms items so that the security provisions at the new address can be inspected.

Note: For further information about firearms offences go to [Appendix 1](#).

Section 3

Basic firearm types



This section presents information on the most common types of firearms found in New Zealand, including rifles, shotguns, pistols, antique firearms and airguns. Some safety concerns unique to the particular firearm type are presented.

What is a firearm?

The Arms Act 1983 defines a firearm as “anything from which any shot, bullet, missile or other projectile can be discharged by force of explosive” (for a fuller definition, see the definition at the beginning of **Section 1: Seven basic rules of firearm safety**).

When you are choosing a firearm, remember that no single firearm, and no single type of ammunition, will suit all purposes.

What are the common parts of a firearm?

While the action, calibre, design and even the location or placement of parts of firearms vary, there are some common features found on most firearms, as detailed in figure 3.1.



Figure 3.1. Close up of rifle action area showing common parts.



Figure 3.2. Bolt-action rifle showing common parts.

Common firearm parts

Action	The mechanism that handles (loads, locks, fires, extracts and ejects) the ammunition, or the method by which that mechanism works.
Barrel	The metal tube portion of a firearm through which a projectile or shot charge is fired and travels through during the acceleration phase of its journey to the target. May be rifled or smooth bore.
Bolt	A mechanism controlled by an attached lever that rotates or tilts, engaging locking lugs in complementary recesses. It usually contains a firing pin, extractor and ejector and becomes the breechblock of a bolt-action firearm.
Butt	The rear portion of the stock that rests against the shoulder, providing the shooter with support and a firm point of contact to control the firearm during aiming and firing. Often fitted with a recoil pad.
Chamber	The portion of the barrel that holds the cartridge ready for firing (located at the action end of the barrel).
Choke	A tapered constriction of a shotgun barrel's bore at the muzzle end. Chokes are almost always used with modern hunting and target shotguns to improve performance.
Forend	The forward end of the stock. It provides protection for the barrel and is held by the non-dominant hand.
Magazine	A spring-operated container holding cartridges for a repeating firearm; often removable.
Muzzle	The end of the barrel through which the projectile (bullet or shot) exits.
Receiver	The part of the firearm housing the components that fire the projectile, such as the hammer, bolt or breechblock, firing pin, extractor and trigger mechanism. It has threaded interfaces for attaching ("receiving") other parts, such as the barrel, stock and action. It usually carries the firearm's serial number.
Safety catch	A mechanical device that blocks the firing mechanism to prevent firing when in the 'on' ('safe') position. When the safety catch is in the 'off' ('fire') position it allows the mechanism to release if the trigger is pressed..
Stock	The supporting structure of a long firearm to which the receiver, barrel, trigger and other components are attached. The forend is the forward part of the stock. The butt is the rear portion of the stock. The term normally applies to rifles and shotguns, but it can also refer to the grip on a handgun.
Trigger	The small lever on a firearm which, when pressed, causes the firing mechanism to release the firing pin.
Trigger guard	Protects the trigger from unintentional activation.

Cycling of a firearm

How does my firearm cycle (operate)?

It is important to have a thorough understanding of how a firearm cycles (the cycle of operation) to ensure that you are always aware of the state of your firearm.

The following table outlines the loading and firing sequence of most metallic cartridge firearms.

Typical loading and firing sequence – rifles, shotguns, pistols	
Feeding	The insertion of cartridges from the magazine towards the chamber.
Chambering	Fully inserting a cartridge (the ammunition) into the chamber.
Locking	The action (either manual or automatic) of locking or supporting the bolt of a firearm immediately prior to firing.
Firing	When the bolt is fully locked into the action, pressing the trigger mechanically operates the firing pin release.
Unlocking	Positioning the fired case for extraction from the chamber (this is the reverse of the locking process).
Extraction	Withdrawing a cartridge or cartridge case from the chamber of a firearm.
Ejection	Fully expelling a cartridge case from a firearm.
Cocking	Placing a firing mechanism under spring tension.

For more information access the [basic types of firearms](#) module.

What are common action types found in firearms?

Firearms come in a variety of action types. The action (located in the receiver) is the mechanism that handles the ammunition, or is the method by which that mechanism works. Firearms are often referred to by the type of action they have, for example, 'bolt-action' or 'pump-action'.

Rifles and shotguns are available as **bolt**, **lever**, **pump**, **semi-automatic** and **break-open actions**.

Rifles

In simple terms, a rifle is a firearm designed to be fired from the shoulder that discharges a single projectile through a rifled bore for each individual press of the trigger.

Rifles are available in many different action types and calibres; the following are commonly used in New Zealand.

Bolt-action rifle

The bolt-action is one of the simplest firearm actions. Once a round is chambered, a press of the trigger will fire one round, and the rifle won't be ready to fire again until a new cartridge is manually chambered.

- Starting from the load state, the action is unlocked by lifting the bolt handle and pulling it back. A cartridge is fed into the chamber by pushing the bolt forward. The bolt handle is then turned downwards, locking the bolt and cartridge in place.
- The firing pin is usually cocked by movement of the bolt or bolt handle, and when the trigger is pressed, the pin is released, firing the cartridge. The empty cartridge case is then extracted from the chamber and ejected by manually lifting the bolt handle again and pulling the bolt fully back.
- A bolt-action rifle is manually operated and available as single-shot or magazine-fed from an internal or detachable box-type magazine.



Figure 3.3. Bolt-action rifle.



Warning

Magazines for bolt action rifles (whether detachable or not) are prohibited if they hold more than 10 cartridges.



Important

Centrefire pump-action rifles

Centrefire pump-action rifles that are capable of being used with a detachable magazine, or that have a non-detachable magazine (tubular or otherwise) that is capable of holding more than 10 cartridges commensurate with that firearm's chamber size are prohibited firearms.

Lever-action rifle

The lever-action rifle works on the same basic principle as the bolt-action, except that a lever is manually pushed down to unlock the bolt and move it backwards. This movement also cocks the action. When the lever is pulled upwards again it feeds a cartridge into the chamber and locks, ready to be fired. After the cartridge is fired, the empty case is ejected by once more pushing the lever down.

A lever-action rifle is manually operated and usually features a tubular magazine.



Figure 3.4. Centrefire lever-action rifle.



Warning

A lever action rifle is a prohibited firearm if the magazine holds more than 10 cartridges.



Important

Many lever-action and pump-action firearms, and some semi-automatics, have a tubular magazine in which the cartridges are placed end-on, one behind the other.

Ensure you only use ammunition that is specifically made for tubular magazines.

Take extra care when unloading a tubular magazine to ensure it is completely empty of cartridges.

A tubular magazine can be dangerous if the tube has been dented, or the spring inside it has not been maintained, as the cartridge can stick temporarily. If it later becomes free the cartridge can be fed into the action without you realising. In the event of any issue, take the firearm to a gunsmith to be repaired.

Semi-automatic rifle

- A semi-automatic action, also known as a self-loading action, operates in much the same way as the firearms described above. However, chambering and ejecting is carried out automatically by the force of either the recoil or gas pressure.
- Because of the automatic reloading, a new cartridge is loaded ready to be fired each time the trigger is pressed (assuming cartridges remain in the magazine).
- Each press of the trigger will fire one round; this will continue for each trigger press until the firearm runs out of ammunition.
- The only semi automatic rifles that can be used with a standard firearms licence are those that:
 - can only fire .22 calibre or lower rimfire cartridges;
 - have a magazine (whether detachable or not) that can hold no more than 10 cartridges; and
 - have a lower receiver that cannot be attached to a centrefire upper receiver and still function.
- Many semi automatic firearms are prohibited firearms and require an endorsement and can only be used in very limited circumstances.

For the definition of prohibited firearms and other items, go to the [Arms Act 1983](#).



Figure 3.5. Semi-automatic rifle.



Warning

- Any semi-automatic rifle with a calibre greater than .22 calibre rimfire is a prohibited firearm.
- By putting a magazine which holds more than 10 cartridges into a .22 calibre rimfire (or lower rimfire calibre) semi automatic rifle, it changes that firearm into a prohibited firearm and makes it illegal to have or use as a standard firearms licence holder without the appropriate endorsement and permit.
- A centrefire semi-automatic rifle is a prohibited firearm; it is illegal for a standard firearms licence holder to have or use one without the appropriate endorsement and permit.

Shotguns

A shotgun is a firearm intended to be fired from the shoulder and, for each single press of the trigger, fires either a number of pellets or a single projectile (depending on the cartridge) through a smooth-bore barrel.

Shotguns can be manufactured with a permanent fixed choke or they can have the muzzle of the barrel machined in a way to accept interchangeable or adjustable choke tubes.

The choke plays an important role in the rate at which the shot pellets spread as they travel away from the shotgun. A full-choke barrel will tend to shoot smaller shot patterns at a given distance than a barrel with a modified choke or no choke at all.

Break-open shotgun

A break-open shotgun is a firearm in which the barrel or barrels hinge downward when opened by a lever. They are available in either single or multiple barrel configurations.



Figure 3.6. Double-barrel over-and-under break-open shotgun.

Pump-action shotgun

A pump-action shotgun is a firearm in which the pump slide (also known as forend) is manually pulled backwards to open the action and cock it. When the slide is pushed forward, the action feeds a fresh cartridge from the magazine, locks and is ready to fire. Moving the slide in a backwards and forwards manner (“pumping”) is where this action type gets its name.

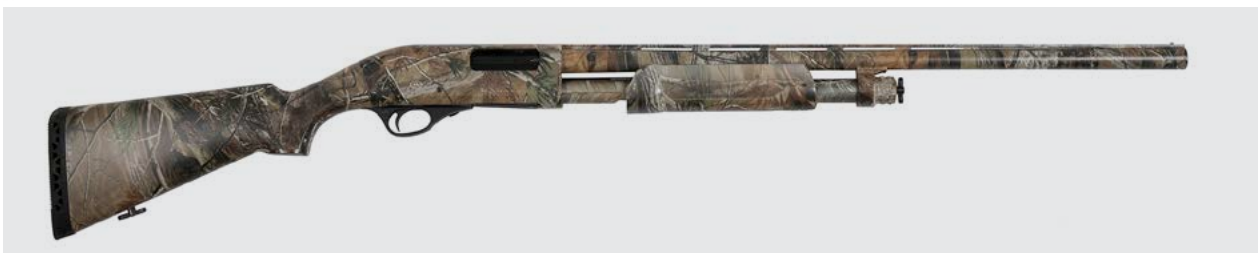


Figure 3.7. Pump-action shotgun.



Warning

Pump and semi-automatic shotguns are prohibited firearms if capable of being used with a detachable magazine or if they have a non-detachable tubular magazine capable of holding more than five cartridges commensurate with the firearm's chamber size.

Old shotguns, especially if Damascus barrelled

Many old shotguns in New Zealand are not considered safe for use with modern high-velocity, high-pressure cartridges, especially steel shot cartridges. The chambers may not be sized correctly for modern loads, and neither the action nor the barrels may be sturdy enough to handle modern ammunition pressures.

Damascus-barrelled shotguns (usually identified by their distinctive pattering on the barrel) are an old style of shotgun intended for use with black-powder loads. The barrels of these firearms are weak, due not only to the materials and method of manufacture, but also to rust and pitting from age.

The risk of using modern ammunition in these old shotguns is that they may blow up, potentially causing serious injury or death.



Warning

- Modern ammunition must not be used in old shotguns.
- Seek advice on the correct ammunition and have the firearm inspected by a gunsmith before you intend to use it.



Figure 3.8. Example of a nineteenth-century 12-gauge break-open exposed-hammer shotgun.



Figure 3.9. Close-up of the distinctive pattern on a Damascus-barrelled shotgun.

Pistols

A pistol (commonly referred to as a handgun) is any firearm that is not a prohibited firearm or restricted weapon that is designed or adapted to be held and fired with one hand, and includes any firearms (other than a prohibited firearm or restricted weapon) that is less than 762 millimetres in length.

Pistols also include any firearm that has a folding or telescopic stock and measures less than 762 millimetres in length when the stock is in the folded or closed position.

To possess a pistol you must have a target pistol shooting, heirloom/memento, theatrical/broadcasting or bona fide collector endorsement on your firearms licence and a permit for each item.



Figure 3.10. Examples of handguns (revolver, pistol and single-shot).

Target pistol shooting

If you wish to possess and use a pistol for target pistol shooting purposes you must belong to, and be an active member of, a pistol club that holds a certificate of approval from the Commissioner of Police, hold a target pistol shooting endorsement on your firearms licence and a permit for each pistol.

Target pistol owners are only permitted to take their pistol from their home for the purposes of transporting it to the pistol club range or to a gunsmith or dealer.

If you wish to find out more about target pistol shooting, contact your local club.

Muzzle-loading and antique firearms

Antique firearms

An antique firearm is any firearm that is held in the possession of any person solely as an antique (but not as a copy or replica of an antique) and does not include any firearm manufactured after 1899 and is not designed for, and is not capable of, firing rimfire or centrefire cartridge ammunition.

An antique firearm is normally only suitable as a collector's item, an heirloom, for display, or kept because of its special significance.

Muzzle-loaders and black-powder firearms

A muzzle-loader is any firearm into which the projectile, and usually the propellant charge, is loaded into the muzzle. Muzzle-loaders may have rifled or smooth-bore barrels, and are available as rifles, shotguns and pistols.

The majority of people use muzzle-loader firearms for target shooting at clubs. However, some use muzzle loading rifles or shotguns for more traditional style hunting. There are clubs that specialise in target shooting with muzzle-loading firearms of all types.

Black powder refers to the common propellant of a muzzle-loader. Shooters usually fire replicas of the original firearms. The replicas are working models made of suitable materials and can be fired safely with the correct ammunition components.



Figure 3.11. Modern replicas of black-powder firearms.

Airguns

- An airgun is any air rifle, air pistol or weapon that uses a gas or compressed-air firing mechanism (and not the force of explosive) to discharge any shot, bullet, missile or other projectile.
- Airguns include air rifles, air pistols, BB guns, soft air pellet guns, automatic electric airguns (AEGs) and paintball guns.
- Airguns are used for target shooting at clubs and national or international competitions. More powerful airguns may be used for bird and small pest control.



Figure 3.12. A basic single-shot air rifle.

Conditions for having or using an airgun

To have or use an airgun:

- You must be 18 years of age or older.
- If under 18 years of age you may use an airgun if you hold a New Zealand firearms licence or are under the **immediate supervision** of a firearms licence holder or a person 18 years of age or older.
- If under 16 years of age you must always be under the 'immediate supervision' of a firearms licence holder or a person 18 years of age or older.
- Specially dangerous airguns (see page 45) are treated as firearms and can only be possessed with a firearms licence.

'Immediate supervision' means:

- the licensed or older person is within reach and in control of the person using the airgun;
- the person providing the supervision must be able to take control of the airgun; and
- the person providing the supervision cannot be in possession or control of another firearm or airgun at the same time.

Note: On a range or paintball field, the rules in place, the fenced field, and the supervision by umpires, referees or a range officer collectively meet the requirement of immediate supervision.

Paintball and airsoft airguns

Paintball airguns generally operate by utilising either compressed gas or air to propel a gel-filled ball out of the barrel.

Organised games and competitions are available in New Zealand, usually at commercial game fields.

Note: The operators of these fields adhere to a voluntary code of practice, including the application of strict safety measures.

Airsoft airguns are often very close imitations or replicas of the original firearm but operate via springs, batteries or gas to propel a small-diameter plastic pellet out of the barrel. They are often used in organised games, following safety measures similar to those in paintball.

Because airsoft guns often look exactly like the original firearms from which they are copied, be mindful of where you use them: carry them in a suitable container and don't treat them like a toy.



Figure 3.13. A paintball gun, showing compressed gas canister bottom left, magazine on top.



Figure 3.14. An airgun can be easily mistaken for a real firearm; be careful where you use it. Actual Glock 9mm pistol on top, airsoft replica bottom.

Specially dangerous airguns

Some airguns are declared to be *specially* dangerous airguns and are treated in the same way as firearms under the Act. The airguns currently declared to be specially dangerous airguns are:

1. Specified pre-charged pneumatic air rifles; and
2. Larc International Model 19A and the Larc International Model M19-AMP.



Figure 3.15. A pre-charged pneumatic air rifle.

Safe storage of airguns

An airgun can cause serious injury or death if used incorrectly. When you are not using your airgun, it should be locked away in a safe place, inaccessible to unauthorised people.

Seek advice from a relevant club or organisation, or consult the police, before buying or importing any of these firearms.

Refer to **Section 2: Firearms licensing and obligations** for more information on the purchase and possession of airguns.

Prohibited firearms and prohibited magazines

The Arms Act 1983 was designed to increase the safety and security of New Zealanders by reducing the risk of death or injury from firearms, and in particular the extreme harm that can result from the misuse of prohibited firearms.

Prohibited items include certain classes of semi-automatic firearms, pump-action shotguns and centrefire pump action rifles and large capacity magazines. These arms items are subject to greater licensing controls than standard firearms.

To possess a prohibited firearm or prohibited magazine you must acquire an endorsement on your firearms licence as well as a permit to possess or import the specific prohibited firearm or prohibited magazine.

Some types of ammunition are now prohibited under the Arms (Prohibited Ammunition) Order 2019. Follow this link for more information on [prohibited ammunition](#). For more information on prohibited firearms and other items, go to the [Arms Act 1983](#).



Section 4

Ammunition



Ammunition for your firearm is like the fuel you use for your car. For your own safety and the best results, you must ensure that you have the correct type of ammunition for the firearm you are using.

Why is it important to use the correct ammunition?

If you use ammunition that isn't correctly matched to the firearm, you could damage the firearm or suffer serious injury due to the high pressures involved when a cartridge is discharged.

If the wrong ammunition is chambered, it may be too big to allow the action to close. If it is too small, it can slide through the chamber and block the barrel.

It's also possible that a similar-sized cartridge to the one your firearm uses will chamber and the action will close on it and fire, but it has the incorrect calibre projectile. This could cause a breech explosion, or it could burst the barrel and cause serious injury to the shooter.

It's therefore vital you know **exactly** the correct and full description of the cartridges your firearm requires.

If you are new to shooting, talk to your gunsmith, your dealer or an experienced shooter to check that you have the right ammunition for your firearm.

Commonly available ammunition calibres and gauges

The names and references of ammunition can appear to be an inexact and often confusing topic for the new shooter. This is due to different countries creating standards and measurements over many years that don't always align or match mathematical measuring.

The term 'calibre' describes the internal diameter of a firearms barrel (the bore) and is also applied to the diameter of a projectile. It is measured in millimetres or inches. The term is also used to describe a cartridge that the firearm is chambered for. The bore measurement is often followed by the name of the company (or some other descriptor) that designed the cartridge, for example, .308 Winchester.

Shotguns are measured slightly differently. Instead of using the word 'calibre', they are referred to using 'gauges'. This is an old system where a number of lead balls fitting the bore of the barrel are weighed until they reach a pound (453 grams). In a 12-gauge shotgun, 12 balls that fit inside the diameter of the bore equals 1 pound, hence '12 gauge'.

Ammunition calibres commonly available for use in New Zealand are on the following page.

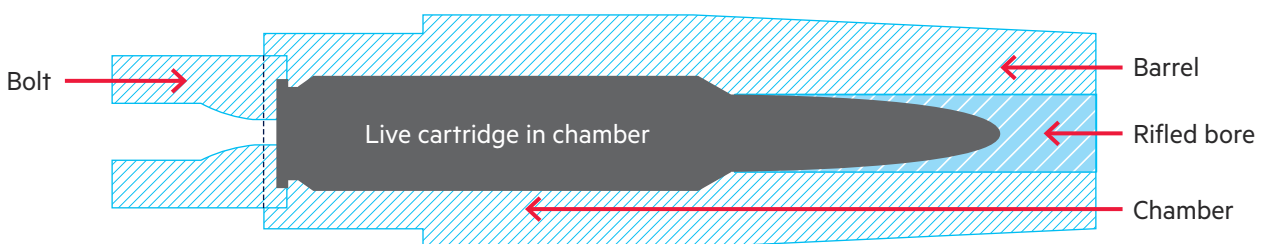


Figure 4.1. Cutaway of a rifle barrel showing live cartridge in the chamber, rifled barrel bore.

Type	Calibre
Airgun	.177–.25 calibre pellets
Rimfire	.17 Hornady Magnum Rimfire (HMR); .22 Short –.22 Magnum
Centrefire	.17 Remington–.50 calibre, e.g. .223 Remington; .243 Winchester; .270 Winchester; .308 Winchester; 30–06 Springfield; .303 British; 300 Winchester Magnum
Shotgun	.410 gauge–10 gauge, for example, 20 gauge; 28 gauge; 12 gauge



Figure 4.2. Selection of common calibres.



Figure 4.3. Headstamp showing calibre (6.5 Grendel) and manufacturer (FC Federal Cartridge).

How do I know if I have the correct ammunition?

Even if you have the right calibre, it still may not necessarily be the correct ammunition for your firearm. The calibre that you are using may come in different variations, for example, the ammunition below is all .22 rimfire, yet they are not all suitable for every .22 rimfire rifle.

- .22 short
- .22 long
- .22 long rifle
- .22 magnum

The cartridge base of your ammunition is usually stamped with numbers and letters that show the calibre and sometimes other letters or symbols to identify the manufacturer. These markings are commonly called the ‘headstamp’.

It is recommended for new shooters to use only factory-made ammunition purchased from a gun shop. Make sure that the cartridge headstamp, calibre marked on the ammunition box and your firearms barrel stamp **match exactly**. If you are unsure, seek expert advice.

Avoid using reloaded ammunition from others as many experienced shooters reload their own cartridges and they may not be safe to use in your firearm. Another potential risk with reloaded ammunition is it may have been reformed with specialised tooling to become a calibre different from the original, for example, a .308 Winchester cartridge case can be resized down to .243 Winchester, or resized up to .358 Winchester. This means that the headstamp of reloaded ammunition may not be correct.



Figure 4.4. Cartridge identification information matching on the box, cartridge headstamp and barrel stamping.



Figure 4.5. Cartridge identification information (on the box) and cartridge headstamp match.



Cartridge types and how they work

Below is a description of cartridge types and their component parts. Knowing and understanding what ammunition consists of and how it works will help you to make informed decisions when selecting the ammunition to use with your firearm.

Modern cartridges

Rimfire and centrefire

Modern metallic cartridges are available in either centrefire or rimfire types. The difference between the two is that the whole base of the rimfire cartridge is the primer, whereas the centrefire has the primer centrally located on the base of the cartridge.

Common projectiles

Projectile types commonly used in centrefire cartridges include Full Metal Jacket (FMJ), Hollow Point (HP), Soft Point (SP), Polymer Tip (PT) and lead projectiles. As a general guide, FMJ and lead projectiles are used for target shooting, while HP, SP, PT and some lead projectiles are used for hunting. Rimfire cartridge projectiles are typically lead or polymer tip.



Figure 4.6. Rimfire and centrefire cartridges showing the different primer locations.



Figure 4.7. Commonly available projectile types. L-R PT, FMJ, SP, HP, Lead, 12 ga slug.

Components of a modern cartridge

Part	Description
Cartridge case	The container that holds all the other ammunition components together. It's usually made of brass, steel, plastic or copper.
Projectile	The object expelled from the barrel. Can be Full Metal Jacket, Jacketed Hollow Point, Soft Point, etc. These can be made from lead, copper, zinc and other materials. Often called 'the bullet'.
Primer	A sensitive chemical compound contained within a metallic cup that ignites the propellant when struck by a firing pin. Primer may be placed either in the rim of the case (rimfire) or in the centre of the base of the case (centrefire).
Propellant	A chemical mixture that burns rapidly and converts to an expanding gas when ignited by the primer, forcing the projectile through the barrel. Often called 'gunpowder'. The two main types are 'smokeless' and 'black powder'.



Figure 4.8. Components of a centrefire rifle cartridge.



Figure 4.9. Shotgun shells showing different 12-gauge chamber lengths. Left: 2 ¾"; Middle: 3"; Right: 3 ½".

Shotgun ammunition

Shotgun ammunition (also known as Shotshell ammunition) is mostly used for game birds, small game hunting and target shooting. These cartridges usually contain many small pellets (shot) rather than a single projectile like rifle ammunition.

However, they are also available in Buckshot (large pellets) and Solid Slug (single projectile), which are mostly used for hunting large animals such as deer and pigs.

Shotgun cartridges are generally available in steel or lead shot in various shot sizes, chamber lengths and power ratings relating to the targets and/or animals being hunted.

It is important to check what chamber your shotgun has; this information is usually stamped on the barrel or found in the instruction manual. If you are unsure seek expert advice.

Components of a shotshell

Part	Description
Shell case	The container that holds all the other ammunition components together. It is usually made of plastic.
Shot/Slug	The object expelled from the barrel. Can be multiple pellets of differing sizes (shot) or a single projectile (slug).
Primer	A sensitive chemical compound contained within a metallic cup that ignites the propellant when struck by a firing pin. All shotshell primers are placed in the centre of the base of the case (centrefire).
Propellant	A chemical mixture that burns rapidly and converts to an expanding gas when ignited by the primer, forcing the projectile/s through the barrel. Often called 'gunpowder'. The two main types are 'smokeless' and 'black powder'.
Wad	The wad protects the shot and/or barrel and seals the gas behind the shot charge.



Figure 4.10. Components of a shotshell cartridge.

Gauge sizes						
Gauge	10	12	16	20	28	.410*
Gauge sizes						
Diameter in inches	.775"	.725"	.665"	.615"	.545"	.410"
*Min inside bore diameter +0.020" image not to scale						

Figure 4.11. Comparison of shotgun gauges.

Lead shot sizes	No. 12	No. 9	No. 8	No. 7.5	No. 6	No. 5	No. 4	No. 2	No. BB
Pellet diameter									
(Inches)	.050	.080	.090	.095	.110	.120	.130	.150	.180
(mm)	1.27	2.03	2.29	2.41	2.79	3.05	3.30	3.81	4.57

Buck shot sizes	No. 4	No. 3	No. 2	No. 1	No. 0	No. 00	No. BB
Pellet diameter							
(Inches)	.24	.25	.27	.30	.32	.33	.36
(mm)	6.10	6.35	6.86	7.62	8.13	8.38	9.14

Figure 4.12. Comparison of shot sizes based on American Standard shot sizes – not to scale.

Drill rounds and snap caps

These cartridge types are inert (non-firing) and are designed to safely check and test for correct functioning, for example, they can be used to perform a function test or to safely dry-practise marksmanship techniques.

A drill round consists of a cartridge case (often grooved/fluted to differentiate from a normal case) with a projectile **minus** the primer and propellant. They are available either as a brass case cartridge or moulded from plastic/polymer in the shape of a cartridge.

Snap caps are normally made from plastic/polymer and have a false primer and internal spring to absorb the impact from the firearm's firing pin. They are often used to avoid firing pin damage when storing shotguns.

They are both safe non-firing cartridges and are the only cartridges recommended for you to use when checking a firearm's function in a non-live firing environment.



Figure 4.13. Drill round showing the orange polymer projectile, fluted case and no primer.



Figure 4.14. Snap cap for a shotgun showing internal spring system and false primer.



Warning

For safety, drill rounds and/or snap caps **must be kept separate from live ammunition.**

Blank cartridges

This ammunition usually consists of a cartridge case made from metal or plastic, with a live primer and propellant, but no projectile. Blanks are used for bird scaring, training or theatrical purposes.

Although they don't fire a projectile, blanks can still be harmful at close range and can inflict wounds, burns and hearing damage from the propellant discharge.



Figure 4.15. Blank rifle cartridge showing plastic case (left) and live primer (right).

Range and impact potential of your firearm and ammunition

Maximum and effective range of projectiles

Knowing the maximum projectile range of your firearm is critical to being a safe and responsible shooter.

The **maximum projectile range** is the absolute distance (without consideration of accuracy) that your firearm's projectile can travel when fired at the barrel's optimum angle of elevation. This optimal angle is usually around 30 degrees from horizontal. For example, at this angle, a projectile fired from a .308W hunting rifle could travel up to 4 kilometres before hitting the ground.

The **effective range** refers to the terminal ballistics of the cartridge. In a hunting context, this means how far that particular bullet will retain sufficient energy, accuracy and performance to humanely hit and kill the target. The same projectile from the .308W hunting rifle mentioned above is usually **effective** out to approximately 700 metres – a reduction of 3.3 kilometres from the maximum range.

A projectile from a stray shot, or a miss, can travel many kilometres outside of your intended firing zone before it returns to earth, potentially causing injury or damage to people, animals or property. A knowledge of **maximum projectile range** can help a shooter assess whether it is safe to fire.

The following table contains approximate figures for the maximum range of common rifle cartridges.

Note: These figures are not exact and are subject to multiple variations.

Calibre	Effective range	Maximum projectile range*
.177 Airgun	50 metres	300–400 metres
.22 Long Rifle	100 metres	2.5 kilometres
.44 Magnum	200 metres	2.5 kilometres
.223 Remington	400 metres	3.5 kilometres
.308 Winchester	700 metres	4 kilometres
300 Winchester Magnum	1,000 metres	5 kilometres
338 Lapua Magnum	1,500 metres	6 kilometres
.50 BMG	1,900 metres	7 kilometres

*N.B. Maximum range is achieved if fired with the optimum barrel elevation (approx. 30 degrees).



Remember

- The effective range of your firearm will always be less than the maximum projectile range.
- Knowing your firearm's maximum projectile range and your effective range are key parts of safe firearms use.
- The maximum range is important for knowing whether it is safe to fire. **Remember Rule 5: Check your firing zone.**

Terminal ballistics

The study of ammunition lethality is commonly referred to as terminal ballistics. Lethality means the capacity to cause death. This is the science of the behaviour and effects of a projectile when it impacts its target.

Projectiles kill primarily through massive and rapid blood loss, as well as damage to the brain, organs, tissues and nervous systems. A bullet's design and impact velocity play a huge role in what happens when the bullet hits its target.

Terminal ballistics describe effects, usually in varying combinations, of:

- kinetic energy transfer;
- wounding/damage potential – including the temporary and permanent wound cavities that a projectile creates when it passes through a target; and
- penetration – how deep a projectile will travel into a target.

If you are a hunter, it is important that you have a good knowledge of terminal ballistics so you can choose the most appropriate cartridge power and projectile type for your intended game.

For example, a .22 Long Rifle rimfire cartridge would be considered inappropriate for hunting red deer, as the cartridge is lacking in the range, power, penetration and kinetic energy to reliably and humanely kill such a large animal.

A secondary benefit of this knowledge is to highlight the risks and dangers associated with the use or misuse of firearms. Knowing what a projectile will do when it strikes the body of an animal is a strong reminder to use safe handling skills.

To test the performance of projectiles, scientists will often use a specialised product called ballistic gel, which replicates animal tissue. The images below show the impact of the expanding projectiles on ballistic gel blocks.



Important

To ensure the humane and ethical killing of game animals, you must know how to choose the correct combination of firearm and cartridge for the animal you are hunting.

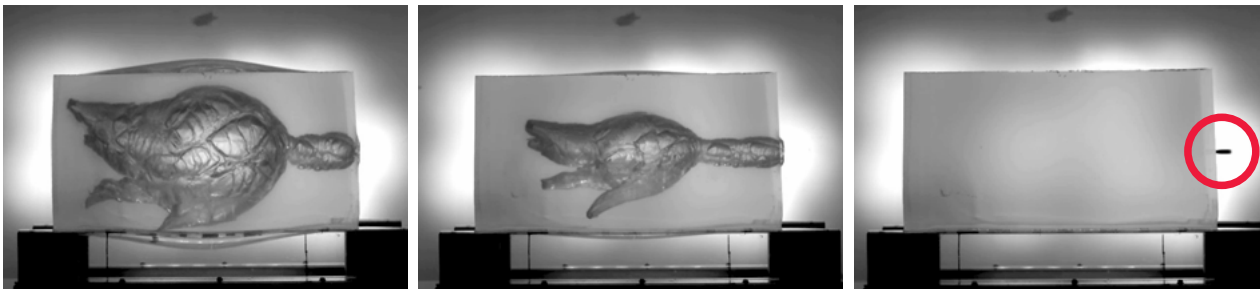


Figure 4.16. .308W 175gr **Hollow Point (HP)** projectile. Right: Prior to penetration of the projectile; Middle: Initial expansion; Left: Final expansion.

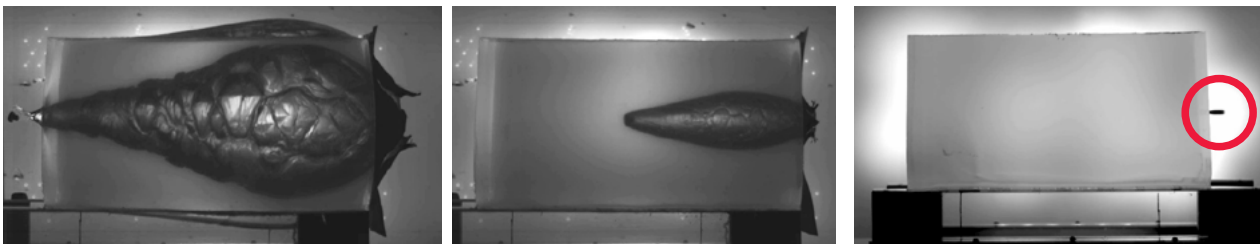









Figure 4.17. .308W 165gr **Soft Point (SP)** projectile. Right: Prior to penetration of the projectile; Middle: Initial expansion; Left: Final expansion.

Calibre	Recommended usage
.177-.25 Calibre Airgun	
.17 HMR-.22 Magnum	
.223 Rem-.243 Win	
.243 Win-50 cal.	
.410-gauge shotgun	
28-16 gauge shotguns	
12-10 gauge shotguns	

If you are unsure which calibre or ammunition type you require for your chosen sport, consult a relevant club/organisation or experienced shooter, or ask a gunsmith for recommendations.

Seek advice from experienced and knowledgeable hunters on ethical and humane practices when hunting game animals.

Safely dealing with ammunition faults and malfunctions

While modern factory ammunition is highly reliable in properly functioning firearms, you still need to know about malfunctions that occasionally occur with both factory and reloaded ammunition, and how to safely deal with them.

The three main ammunition faults covered here are: misfires, hang fires and squib loads.

Misfire

A misfire is the complete failure of a cartridge to fire when the trigger is pressed. Typically, you will hear a click instead of a loud bang.

Common causes of misfires:

Type of fault	Possible causes
Faulty primer	<ul style="list-style-type: none">• Failure of the priming mixture to be initiated when struck a proper blow by the firing pin• Failure of the primer to ignite the propellant (may also be faulty/contaminated propellant)
Faulty cartridge case	<ul style="list-style-type: none">• No flash hole in cartridge case to allow primer to ignite propellant
Light primer strike	<ul style="list-style-type: none">• Hard primer cup (primer fault)• Weak firing pin strike due to faulty, dirty or over lubricated working parts (firearm fault)• Tolerances out of specification due to wear or incorrect assembly (firearm fault)

In the case of a misfire due to light primer strike, the primer is not struck with sufficient force and the priming compound is not compressed enough to cause ignition. When the misfired cartridge is removed from the firearm, a shallow indentation of the primer cup will usually be seen.

In most cases it is difficult to identify the cause of the misfire, therefore misfired rounds should be disposed of appropriately (refer to **Destruction of unsafe ammunition** later in this section).



Figure 4.18. A centrefire cartridge showing: light primer strike on left, normal strike on right.



Warning

Misfires should be treated with caution, as it is impossible to initially distinguish a misfire from a hang fire. Therefore, whenever there is a failure of a cartridge to fire, assume for the moment that a hang fire has occurred and use the recommended safety procedure for dealing with them (see next page).

Hang fire (delayed discharge)

A hang fire is when there is a noticeable delay between the impact of the hammer or firing pin on the primer and the actual discharge of the firearm. The duration of the delay can vary from a fraction of a second to 30 seconds or more.

Typically with a hang fire, the shooter will press the trigger, causing the hammer or firing pin to fall, but no shot is produced immediately. Inside the case however, the ignition process has been initiated, and after an unpredictable delay period, the gun discharges.

A hang fire can be produced by the use of deteriorated ammunition or by an ammunition's contaminated primer or propellant.

The danger of a hang fire is that the shooter often mistakes it for a misfire. There are two serious situations that can occur if a hang fire is mistaken for a misfire:

- A shooter assumes that a non-firing round is a misfire and immediately opens the firearm's action to remove the malfunctioning cartridge. If the cartridge ignites when the action is opened it may cause serious injury to the shooter and damage to the firearm.
- A shooter assumes that a non-firing round is a misfire, when it's actually a hang fire. The shooter then doesn't keep the firearm in the firing position (with the muzzle pointed in a safe direction for 30–60 seconds). This may cause an unsafe situation if the firearm discharges without control of the muzzle.

If a firearm that is normally reliable produces hang fires, or if it misfires with a particular ammunition (especially if the ammunition isn't new), immediately discontinue use of that ammunition and dispose of it safely. It may also be wise to have your firearm checked by a gunsmith.



Important

Any time the hammer or firing pin falls and your firearm fails to fire, you must assume that it is a hang fire.

Squib load



Figure 4.19. Damage caused by firing a cartridge into a barrel that was blocked by a squib load projectile that hadn't been removed from the barrel.

A squib load is when a fired projectile does not have enough force behind it to exit the barrel and becomes stuck.

Usually the shooter will be aware of a squib load, as the shot does not produce the expected level of noise and/or recoil. You will likely hear a pop instead of a loud bang, and feel greatly reduced recoil from normal.

A squib can be caused by a number of factors:

- use of old or deteriorated ammunition
- contamination of the primer or propellant
- a cartridge with an insufficient amount of propellant.



Warning

- If the shooter fails to recognise that they have experienced a squib load and fires a successive shot with the barrel obstructed, serious injury to the shooter and major damage to the firearm may result (see photo above).
- If you detect something unusual about a particular shot, for example, reduced recoil, reduced muzzle blast or the failure of the shot to cycle the action of a semi-automatic combined with the lack of a bullet hole on the target, then a squib load should be suspected.

What to do when you experience an ammunition fault

Fault	Description	What to do
Misfire	A misfire is the complete failure of a cartridge to fire when the trigger is pressed and the hammer or firing pin falls. Typically you will hear a click instead of a loud bang.	<ul style="list-style-type: none"> Do not open the firearm's action. Treat all misfires initially as hang fires. For a modern cartridge, remain in your firing position with your muzzle pointed in a safe direction for 30–60 seconds. Keep the muzzle pointed in a safe direction for two minutes for a muzzleloader. If after 30–60 seconds the firearm has not discharged, unload the firearm and inspect the cartridge and/or firearm for faults. Consider using a different batch of ammunition or have a gunsmith inspect the firearm.
Hang fire	A hang fire occurs when there is a noticeable delay between the impact of the hammer or firing pin on the primer and the actual discharge of the firearm.	<ul style="list-style-type: none"> Do not open the firearm's action. For a modern cartridge, remain in your firing position with your muzzle pointed in a safe direction for 30–60 seconds. Keep the muzzle pointed in a safe direction for two minutes for a muzzleloader. This should be enough time for a hang fire to complete ignition. If after this time the firearm has not discharged, unload the firearm and inspect the cartridge for faults. Consider using a different batch of ammunition.
Squib load	A squib load is when a fired projectile does not have enough force behind it to exit the barrel and becomes stuck. You will hear a pop instead of a loud bang and feel reduced recoil.	<ul style="list-style-type: none"> Completely unload the firearm. Following safe firearms handling practices, carefully inspect the bore visually and physically (with a cleaning rod) to ensure there is no obstruction. If a projectile is stuck in the barrel, carefully remove it or consider having it removed by a gunsmith. Once the barrel is clear, consider using a different batch of ammunition until the fault is identified. Do not use the firearm until the bore obstruction has been removed properly.



Important

- Never attempt to fire a cartridge that requires more than the usual force to close the bolt or action on. Repetitive loading and unloading of the same cartridge can cause damage to the round. This could lead to misfire or misfeeds or it could dangerously increase chamber pressure.
- Do not use old or corroded ammunition. It can burst cases, block the barrel or cause misfires.
- Wet or damp ammunition can increase the pressure in the firearm and may cause damage or serious injuries. Ammunition that has been submerged may leak water past the primer and affect the propellant; outwardly it may appear fine, but if you are in doubt, do not fire. Ammunition that is suspected of being wet internally should be discarded.
- Never attempt to dry wet ammunition by heating it.

Destruction of unsafe ammunition

Always inspect your ammunition prior to use and properly dispose of any that have obvious signs of damage or corrosion. Unsafe, water-damaged or old ammunition can be handed in to any Police station to be safely disposed of.

If you have found ammunition you suspect is of a military nature, leave it where it is and report it to Police, who will have military experts remove it. Military ammunition often has explosive projectiles that can deteriorate and become unstable if moved or mishandled.

Safe ammunition storage

There are two considerations for safe ammunition storage: the first relates to security, and the second relates to environmental conditions.

Security of ammunition

The law requires you to have a safe and secure place to store firearms and ammunition separately at your home.

Licence holders need to take reasonable steps to ensure that ammunition is not stored in such a way that a person who obtains access to the firearm can also obtain access to the ammunition.

Ammunition must be stored:

- (a) in its own secure storage container (such as a cash box or an ammunition box that is in secure storage or in a stout locked cupboard) that has—
 - (i) a locking mechanism that has a key or combination number that is different from the key or combination number for the person's container for firearms; or
 - (ii) a padlock that has a key or combination number that is different from the key or combination number for the person's container for firearms; or
- (b) in a lock box in a gun safe cabinet that has a different key from the key for the gun safe cabinet, and the key for the gun safe cabinet must be stored in a different place from the other key; or
- (c) if the ammunition is bulky and difficult to store in a container, in a locked room or storage area on the licence holder's premises that—
 - (i) is of sufficiently robust construction to prevent the theft of the ammunition; and
 - (ii) has been inspected and approved by a member of the Police.

Refer to the online [Secure storage guide for firearms and ammunition](#) for your legal obligations regarding the secure storage of ammunition and firearms.

Correct storage conditions

Proper storage conditions include leaving the ammunition in its original packaging, away from extreme temperatures (hot or cold), in a dry and non-humid environment and away from solvents, other chemicals, open flames and heat sources.

Failure to store ammunition correctly can result in the propellant or primer deteriorating or becoming contaminated, potentially leading to misfires, hang fires or squib loads.

Do not leave ammunition in a vehicle, as temperatures can reach very high levels. This can lead to the deterioration of cartridge components.

Section 5

Firearm states of readiness



If you are new to shooting, this section will introduce you to the four states (conditions) of your firearm. Learning the states of readiness will help you prepare for your firearms safety course, as well as contributing to safe firearms handling.

Note that shooting clubs may use other terms for these states. Learning and understanding the information in this section will nonetheless provide you with a common reference when participating in shooting activities.

What are firearm states?

LOAD, ACTION, INSTANT and UNLOAD are all firearm states. To be safe, you need to know when it is appropriate to LOAD and when to UNLOAD your firearm, when you can chamber a round in your firearm (the ACTION state), and when you can put the firearm into the INSTANT state.

As a firearms user, you must be able to recognise and apply the correct state in different situations – for example, to ACTION your firearm only when you expect to encounter game, or you are about to fire on a range and you have received the appropriate command or clearance to do so.

You can determine the firearm's state at any time if you are unsure, by carrying out the Safety Precautions procedure, as detailed on page 6 in **Section 1: Seven basic rules of firearms safety**. Completing this procedure will also result in your firearm being in the UNLOAD state.

The states of readiness described in this section are primarily focused on hunting situations. Different procedures may be required depending on the firearm you use or your situation, for example, on a shooting range. Nonetheless, they are applicable across almost all commonly available firearms types and designs. Note: some firearms may not have every listed feature – safety catch, magazine, etc. – so you will have to seek expert advice on your specific firearm if unsure.



Firearm states of readiness

State	Description	When
<p><i>Carry out Safety Precautions on the firearm before moving to the LOAD state or if you are unsure of the state your firearm is in.</i></p>		
LOAD	<ul style="list-style-type: none"> • Safety catch on ('safe') (if fitted) • Live cartridges in the magazine • Bolt/action closed on an empty chamber 	<p>Only when you have reached your hunting or shooting area, where it can be safely and legally discharged</p> <p>Note: Chamber must be empty</p>
ACTION	<ul style="list-style-type: none"> • Safety catch on ('safe') (if fitted) • Live cartridge in chamber • Bolt/action closed 	<p>When you expect to encounter game or when about to discharge the firearm, for example, on a range</p> <p>Note: Muzzle in safe direction</p>
INSTANT	<ul style="list-style-type: none"> • Safety catch off ('fire') (if fitted) 	<p>When you have made the conscious decision to fire</p>
UNLOAD	<ul style="list-style-type: none"> • Safety catch on ('safe') (if fitted) • Empty magazine or magazine removed (if detachable) • Bolt fully open/action locked open • Empty chamber • Visually and physically check the chamber and magazine area are empty 	<p>Unload your firearm completely (including magazines) before leaving a shooting area, entering a hut or camp area, transporting it, cleaning it or storing it</p> <p>Note: Muzzle in safe direction</p> <p>Secure cartridges away from the firearm</p> <p>Make 100% sure that no cartridges remain in the firearm or magazine/s</p> <p>Consider removing the bolt, inserting a chamber flag or applying a trigger/cable lock</p>

For more information access the [Safe handling of your firearm](#) module.

LOAD state

What is the LOAD state?

The LOAD state is when you introduce ammunition into the empty firearm, generally into the magazine. The chamber remains empty, so:

- the chamber is empty;
- the bolt or action is closed on the empty chamber;
- the cartridges are in the magazine only; and
- the safety catch is 'on' ('safe').



Figure 5.1. Firearm in the load state. Note cartridges are in the magazine, but the chamber is empty.

When should I use the LOAD state?

Bring your firearm to the LOAD state only when you have reached your hunting or shooting area, where it can be safely and legally discharged.

On a shooting range you may be directed by a range officer, who will let you know where and when it is safe to bring your firearm to the LOAD state.

Note: Return the firearm to this state from the ACTION state if you decide not to fire it.

How do I bring my firearm to the LOAD state?

The table below details the steps for bringing a firearm to the LOAD state, and lists variations to the steps based on the firearm's magazine type.

Before starting, ALWAYS identify your safe direction.

Step	Procedure	Key points
1	Point firearm in a safe direction, ensure safety catch is 'on' ('safe').	Ensure the muzzle is kept pointing in a safe direction at all times.
2	Open bolt/action fully to the rear, remove chamber safety flag if fitted.	
3	Physically and visually check the chamber and magazine area twice.	Ensures you know the state of your firearm Use the chamber flag to assist.

Detachable magazine

Step	Procedure	Key points
1	Close bolt or action on empty chamber.	Keep muzzle in a safe direction.
2	Insert correct magazine into the firearm.	Ensure it is firmly attached.
3	Ensure safety catch is 'on' ('safe').	Live cartridges in the magazine only .

Tubular magazine

<i>Step</i>	<i>Procedure</i>	<i>Key points</i>
1	Close bolt or action on empty chamber.	Safety catch is 'on' ('safe').
2	Insert correct number and type of cartridges into the magazine.	
3	Ensure safety catch is 'on' ('safe').	

Internal magazine – with bolt open

<i>Step</i>	<i>Procedure</i>	<i>Key points</i>
1	Insert correct number and type of cartridges into the magazine.	Safety catch is 'on' ('safe').
2	Depress top cartridge down with fingers of non-dominant hand.	Ensure the cartridges are kept pressed down far enough for the bolt to go over the top of them.
3	Slowly close bolt on empty chamber.	Keep pressing down on the cartridges as you push the bolt forward over the top of them. Observe closely as you are closing the bolt to ensure that a cartridge isn't being chambered.
4	Ensure safety catch is 'on' ('safe').	

ACTION state

What is the ACTION state?

The ACTION state is when you introduce a cartridge into the action of the firearm, also known as chambering a round. In this state:

- the safety catch is 'on' ('safe');
- a cartridge is in the chamber;
- the bolt or action is closed on a cartridge; and
- remaining cartridges are in the magazine.



Figure 5.2. Cartridge is being inserted into the chamber, causing the firearm to be in the ACTION state.

When should I use the ACTION state?

Bring your firearm to the ACTION state only when you expect to encounter game or when about to fire the firearm. On a shooting range, you may be directed by an officer on duty as to where and when it is safe to do this.

You **MUST** handle the firearm with extreme care when it is in the ACTION state.

Carry the firearm in both hands, with your trigger finger outside the trigger guard and the muzzle in a safe direction – do not carry the firearm in a slung position in this state.

In a hunting group, only the shooter at the front of the party should be in the ACTION state; all others should have their firearms in the LOAD or UNLOADED state.

How do I bring my firearm to the ACTION state?

Before starting, **ALWAYS** identify your safe direction.

Step	Procedure	Key points
1	Point firearm in a safe direction, ensure safety catch is 'on' ('safe').	Ensure the muzzle is kept pointing in a safe direction at all times.
2	Open the bolt/action.	This depends on the action type.
3	Close bolt/action, chambering a cartridge.	Muzzle must be in a safe direction as this is a potential time for an unintentional discharge to occur.
4	Ensure safety catch is 'on' ('safe').	Handle the firearm with extreme care.

INSTANT state

What is the INSTANT state?

The INSTANT state is achieved by moving the safety catch to the 'fire' position. It reflects the conscious decision made to fire the firearm. In this state:

- the safety catch is 'off' ('fire');
- a cartridge is in the chamber;
- the bolt or action is closed on a cartridge;
- remaining cartridges are in the magazine; and
- if the trigger is pressed the firearm will fire.



Figure 5.3. Bolt is closed on a chambered cartridge, safety catch is 'off' ('fire'), causing the firearm to be in the INSTANT state.

When should I use the INSTANT state?

Bring your firearm to the INSTANT state only when you have made the **conscious decision** to fire it either at a target or at a game animal that you **have identified beyond all doubt**.

You must handle the firearm with **extreme care** when in the INSTANT state.

How do I bring my firearm to the INSTANT state?

Before starting, **ALWAYS** identify your safe direction.

Step	Procedure	Key points
1	Point firearm in a safe direction.	Remember Rule 5: Check your firing zone .
2	Using the trigger finger, move the safety catch to the 'off' ('fire') position.	The safety should never be moved to 'off' ('fire') unless you are 100% certain of your target and are directly aiming at it.
3	Immediately move the safety catch back to 'on' ('safe') (return to the ACTION state) if you decide not to fire.	Remember Rule 4: Identify your target beyond all doubt .

UNLOAD state

What is the UNLOAD state?

In the UNLOAD state, you can safely remove cartridges from the chamber and magazine areas of the firearm and must check and prove that your firearm is completely free from ammunition.

Upon completion of this procedure, your firearm should be chamber flagged or the bolt removed – especially if it is to be stored. Consider a trigger lock on the trigger or a cable lock through the action if the bolt/action cannot be easily removed. In this state:

- the safety catch is 'on' ('safe');
- no cartridges are in the magazine – which is open, or removed if possible;
- the chamber is empty;
- the bolt or action is open to the rear; and
- a chamber flag is inserted into the chamber.

When should I use the UNLOAD state?

Use the UNLOAD state:

- when leaving the shooting area;
- when the game you were hunting gets away or you have otherwise finished with the firearm;
- when handing your firearm to another person;
- when you are about to cross a fence or similar obstruction;
- when you are about to enter a hut, camp or dwelling;
- when you are about to place your firearm into a bag or box for transport;
- prior to checking your firearm after you suffer a trip or fall; and
- prior to performing any maintenance or cleaning of a firearm.



Figure 5.4. Top: cartridges removed from the magazine; Middle: physical check of the chamber; Bottom: chamber flag inserted.

How do I bring my firearm to the UNLOAD state?

Before starting, ALWAYS identify your safe direction.

Step	Procedure	Key points
1	Point the muzzle in a safe direction.	Make sure the muzzle is pointing in a safe direction at all times. Keep your fingers away from and outside the trigger guard. Keep your trigger finger (index finger of master hand) pointing straight along the side of the firearm.
2	Apply the safety catch (if fitted) to the 'on' ('safe') position.	If the safety is set to off' ('fire') move it to the 'on' ('safe') position. If the safety will not go o 'on' ('safe'), open or remove the magazine, lock open the action/bolt, move the safety to 'on' ('safe'), then proceed to step 5.
3	Open or remove the magazine.	This depends on the magazine type.
4	Open the action/bolt fully and lock it to the rear.	This depends on the action type.
5	Check the chamber and magazine well areas visually and physically, using a chamber flag or finger.	Make sure there are no cartridges present anywhere within the action, chamber or magazine well areas. Always check twice. If you find ammunition anywhere within the firearm, remove it safely.
6	The firearm is now in the UNLOAD state.	If not planning to use the firearm immediately, insert a chamber flag if you have one (recommended). A chamber flag is a physical and visual indicator that the firearm has been checked; it also stops any ammunition from being inserted into the chamber and inhibits the action/bolt from closing.

For more information access the [Safe handling of your firearm](#) module.



Important

Too many people have been seriously harmed or killed by mishandled firearms. After the tragedy, the guilty party commonly states, "I didn't know it was loaded."

Such incidents are a direct result of the user not knowing the state of their firearm, usually combined with failing to observe Rule 2: Always point firearms in a safe direction.

If the shooters involved had carried out the correct procedures and followed the safety rules, far less of these careless and negligent incidents would have occurred.

Section 6

Preparing your firearm for use and zeroing



Checking that your firearm is in good working order and zeroing it correctly will help to keep you safe and increase your chance of accurately hitting your intended target.



Important

- Never assume your firearm is in good working order – always check it before you use it.
- Familiarise yourself with the specific parts and functions of your firearm before you use it with live ammunition.
- Check you have the correct ammunition for your firearm. Always seek advice if you are unsure.



Important

- Ensure your work area is free of any ammunition.
- ALWAYS identify your safe direction and always keep the muzzle pointed towards it.
- If you are in any doubt about the safe operation and performance of your firearm, have it checked by a gunsmith.

Preparing your firearm for use

When should I check my firearm?

Check that your firearm is in good working order and condition **each time you are planning to use it**, especially if it has been in storage or is a new purchase.

You need to bring a similar mind-set to that of checking a motor vehicle prior to a trip. Before you set off, it's good practice to check that everything on your vehicle is in good working order – the same mind-set applies to your firearm prior to use.

Finding out that you have safety or function issues with your firearm means you can resolve any problems you find before you leave on a long trip.

Hunters tell us that by checking out the firearm at home before use, they have avoided potential problems by finding a faulty safety catch or an obstruction in their firearm's barrel.

If in any doubt, get your firearm checked by a recognised gunsmith before you use it.

Owner's manual

Read your owner's manual thoroughly; it will explain vital information about your firearm. If your firearm didn't come with a manual, you can find most manuals online from the manufacturer's website. The manual should detail the recommended cleaning and maintenance schedule specific to your firearm.

How do I prepare my firearm for use?

To prepare your firearm for use, complete the steps listed in the table on the next page to ensure it is safe to use prior to taking it on a hunting trip or to the range. Those new to handling firearms should partner with experienced shooters or visit their local dealer or gunsmith for advice.

Preparing your firearm for use

Step	Procedure	Key points
1	Carry out safety precautions procedure (refer Safety Precautions process page 6).	Be certain the firearm is unloaded.
2	Disassemble the firearm as per the owner's manual.	Only disassemble or take the firearm apart to the recommended level in the owner's manual.
3	Using the correct cleaning equipment, clean the barrel and chamber.	Check the firearm barrel is not obstructed. Remove old residue.
4	Clean and lubricate the action, bolt and working parts.	Inspect the parts for wear or damage, such as cracks or breaks. Note: This ensures correct functioning and reduces malfunctions.
5	Check the serial numbers for matching components (bolt, barrel and receiver should match).	You may have similar types of firearms – check the serial numbers to make sure parts are not mixed up between firearms.
6	Reassemble and carry out a functions test.*	As per the owner's manual. This ensures correct reassembly and identifies faulty or damaged parts.
7	Check all major screws, for example, stock to action screws, sling fittings, suppressor mount and optics mounting screws.	Ensure all parts are fitted correctly. <ul style="list-style-type: none"> • Loose optic/mounts result in poor accuracy. • Loose suppressor mounts could be dangerous/harmful. • Loose action and stock fit can reduce accuracy. • The barrel should be in good condition for safety and accuracy. <p>These items need to be checked, if not described in the functions test.</p>
8	If any faults are identified, remedy them before using the firearm.	You may be able to resolve any issues – or take your firearm to a gunsmith.
9	Once the firearm is secured in its bag or box, verify the ammunition to be used for the shoot or hunt is the correct type and calibre, and that it is in good condition.	<ul style="list-style-type: none"> • Confirm that only the correct and safe ammunition is packed to prevent potential harm. • Only handle the ammunition once the firearm is secured.

***Note: Functions tests** are designed to check for correct reassembly and function of the main operating parts of the firearm. Refer to your owner's manual or seek help before you attempt a functions test.



Figure 6.1. Proper preparation prevents problems – always check your firearm before use.

Zeroing your rifle

Once you have prepared your firearm for use or had it checked by a gunsmith, the next step is to set up the sights correctly for the type of activity you plan to use it for.

What is zeroing?

Zeroing ('sighting-in' or 'sight adjustment') can be defined as: 'Aligning the sights on your firearm so the fired projectile hits where you aim at a certain distance'. For example, you aim your sighting system at the centre of a target at 100 metres, fire a carefully aimed shot and then adjust the sight/s until subsequent shots fired hit on the point of aim on the target.

For a new shooter, the skill of zeroing can take some time to learn. If you are unsure how to proceed safely with zeroing, seek the advice of experienced and knowledgeable shooters. For safety and accuracy reasons, it's recommended to zero your firearm on a certified shooting range with a stabilising aid such as a bench rest or bipod and sandbags. You can also zero a firearm on private land as long as you have permission from the property owner, observe the safety rules such as a safe firing zone and use a safe bullet catch area suitable for the firearm you are zeroing.

If you have optical sights fitted, your gunsmith should be able to set your firearm's optical sight to a rough initial zero, a process referred to as 'bore sighting'. Typically, this means the centre of the optic is centre with the firearm's bore (centre of the barrel). However, this doesn't mean your firearm is zeroed; you will still need to go to a shooting range and team up with an experienced shooter to learn how to zero the firearm for the distance you wish to use it at.



Warning

Never plug your barrel. Serious injury may occur if the firearm is discharged while plugged.



Warning

If your firearm is not zeroed, then every shot you fire is potentially outside the target area and could have unintended and serious consequences such as striking people or property.



For more information on shooting ranges and shooting on private land go to: www.police.govt.nz.

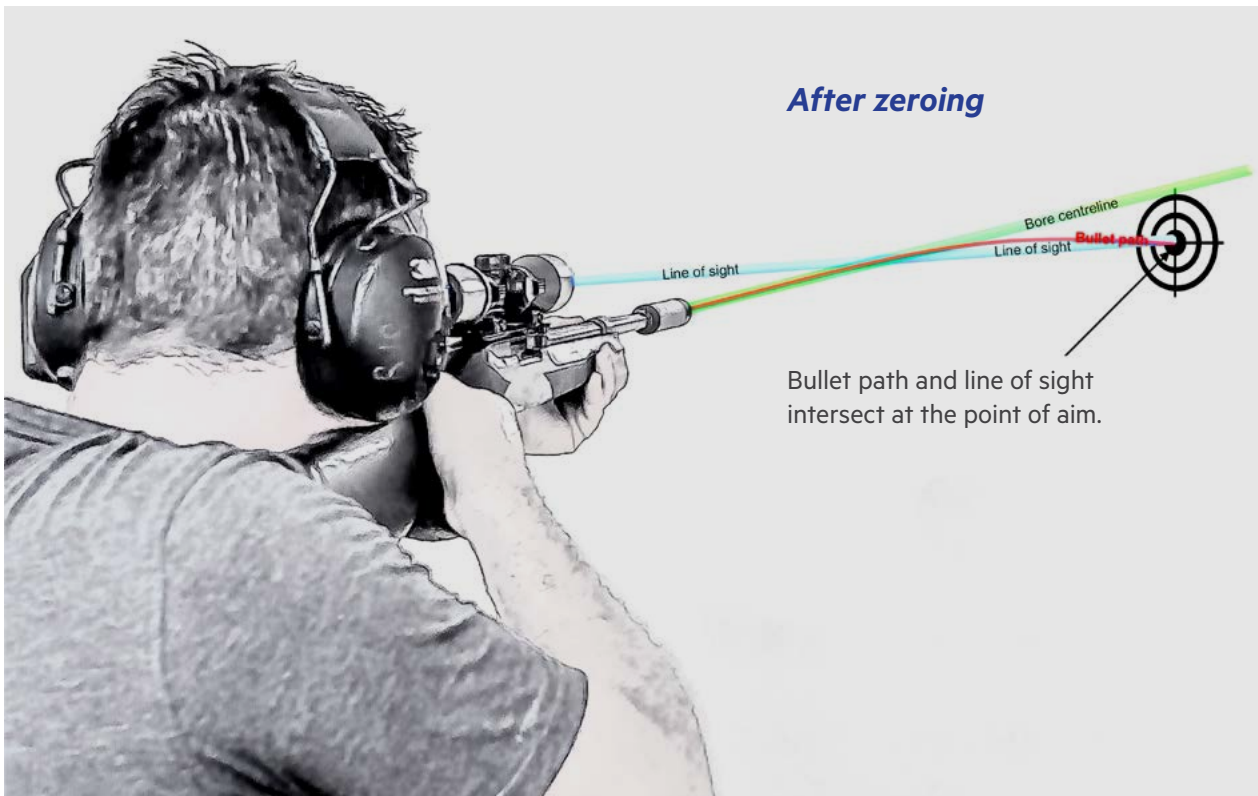
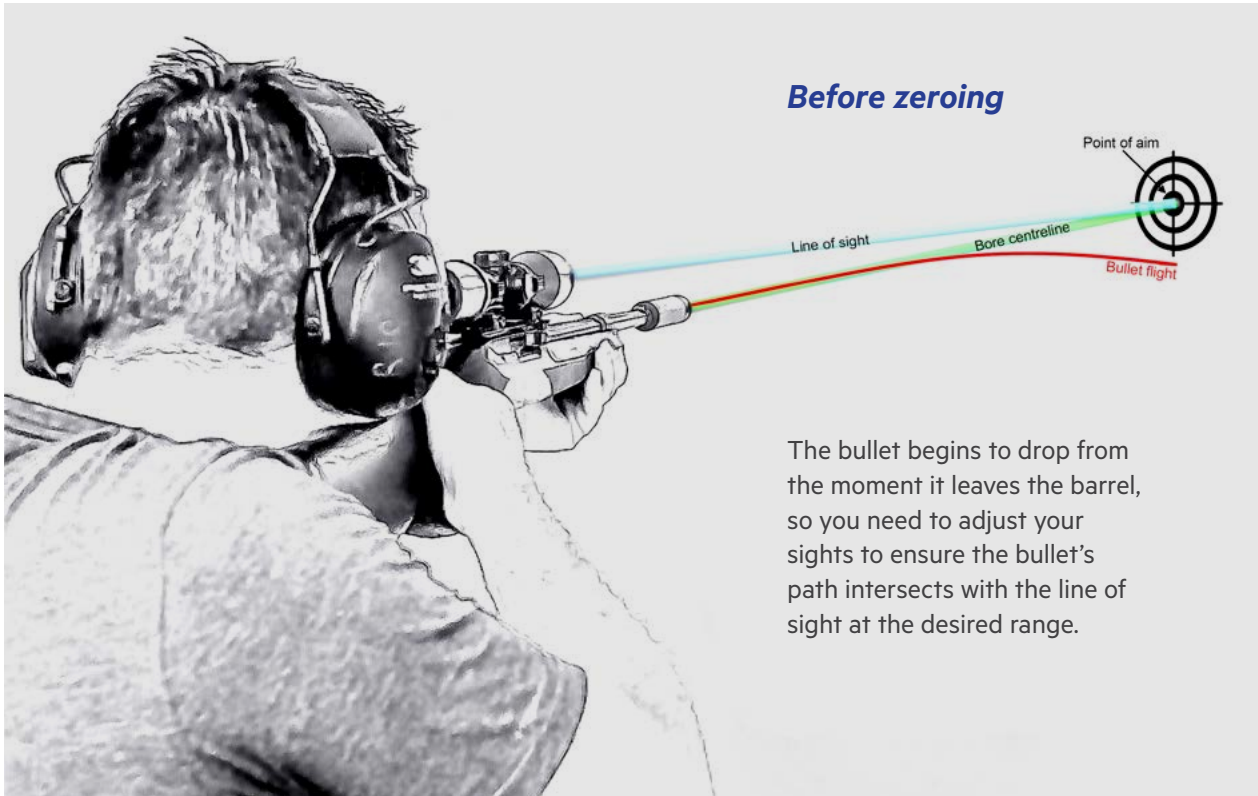


Figure 6.2. Zeroing – aligning the line of sight with the bullet path.

Shotgun patterning

Patterning a shotgun is generally similar to zeroing a rifle – you fire your shotgun with the ammunition type required for the activity it will be used for at fixed targets to establish where the shotgun is placing the centre of the shot ‘pattern’.

Not all shotguns shoot to the same point of impact. This is because of differences in stock length and angle, rib height, choke, ammunition and how you mount the gun. These differences impact on where the pellets will strike the target.

It is recommended that you ‘pattern’ your gun with the load and choke you wish to use. This is usually done by firing your shotgun at large white paper targets set up at 20 metres for small gauges and 40 metres for 12 gauges.

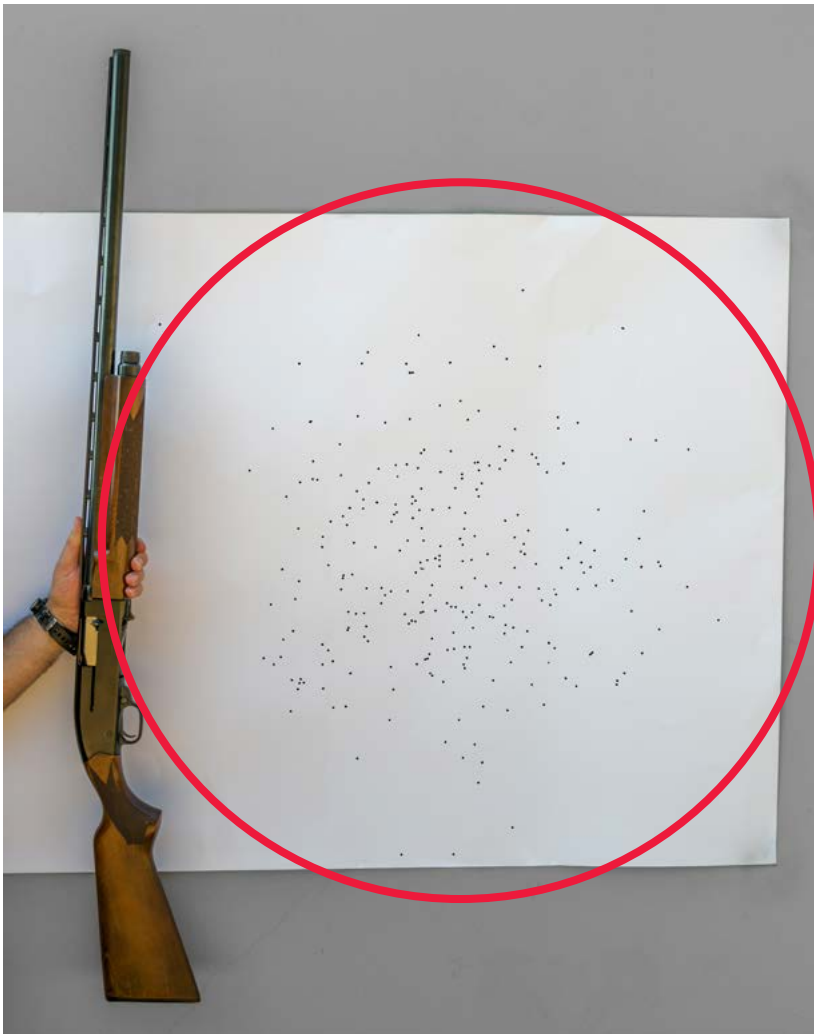


Figure 6.3. Shotgun pattern – modified choke at 20 metres.

If you are unsure how to proceed safely with patterning, seek the advice of experienced shooters on a certified shooting range.

You may discover your shotgun places the centre of the shot patterns above, below, left or right of the point of aim. This may require a modification to the firearm which could simply mean using the stock shims or spacers that come with most modern shotguns to change the point of impact. If your shotgun doesn't come with these, you may need to have the stock of your shotgun professionally altered by a gunsmith to change the point of impact.



Section 7

Safe firearms practice



Whether you are on a shooting range or out hunting in the hills, the safe handling and carrying of a firearm is a fundamental skill that greatly reduces or eliminates the risk of serious harm or death to you and others.

What is safe handling?

Safe handling is the creation and maintenance of a safe mind-set, attitude and discipline, along with strict procedures, whenever you use firearms. Safe handling starts before you first pick up a firearm, carries on as you use it, and continues until it has been stored away securely.

A recommended safe handling practice is to use chamber safety flags. These are a visual indicator to show the firearm has been cleared; they are a physical barrier to the chamber and action area, and can assist in the physical inspection of a firearm's action/chamber area to ensure it is unloaded.



Figure 7.1. Chamber safety flags in use.

Handing a firearm to another person

What must I do before handing over my firearm?

There are several occasions where it may be necessary for you to hand your firearm to another person, for example when you are about to cross a fence or when showing a companion that your firearm is unloaded. Prior to handing your firearm over, you must always:

- identify your safe direction;
- keep the muzzle pointed in a safe direction; and
- carry out the unload procedure as detailed in **Section 5: Firearm states of readiness**, to ensure the firearm is in the UNLOAD state.

This process ensures your firearm is safe before you hand it over to the other person.



Warning

Never hand over or accept a firearm from another person without first ensuring the firearm is in the **UNLOAD** state.

Dealing with fences, obstacles and rough terrain

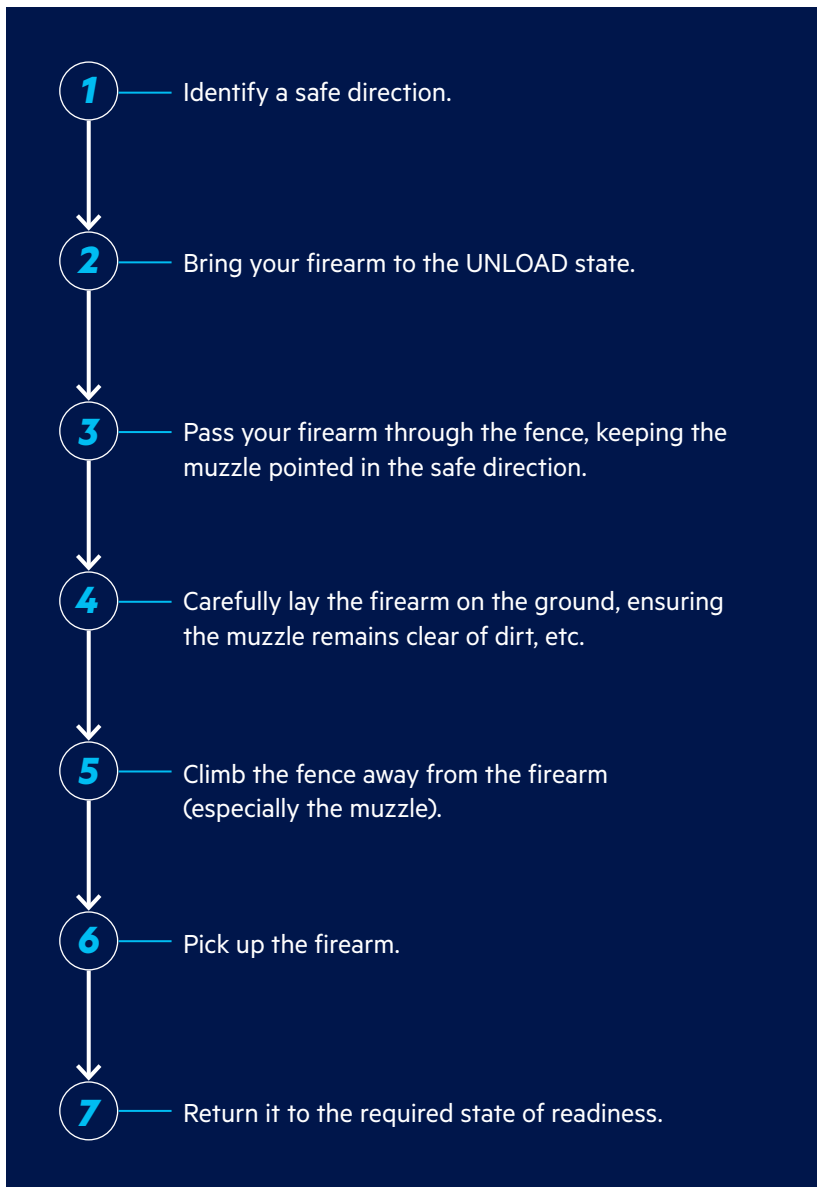
Fences

When hunting in rural New Zealand you may need to cross fences or negotiate other obstacles. If you have to cross a fence, the safest method is to find and use a gate. If you have to cross a fence without using a gate, the methods below should be used.

The following safety techniques can be used, on your own or in a group, when crossing a fence or other obstacles such as ditches or small streams.

How do I cross a fence when on my own?

If you must climb a fence of any type, follow the steps below to remain safe.



Warning

Injuries and fatalities have occurred when a shooter has climbed a fence with a cartridge chambered in their firearm, and they have slipped or fallen during the crossing and their firearm has discharged.

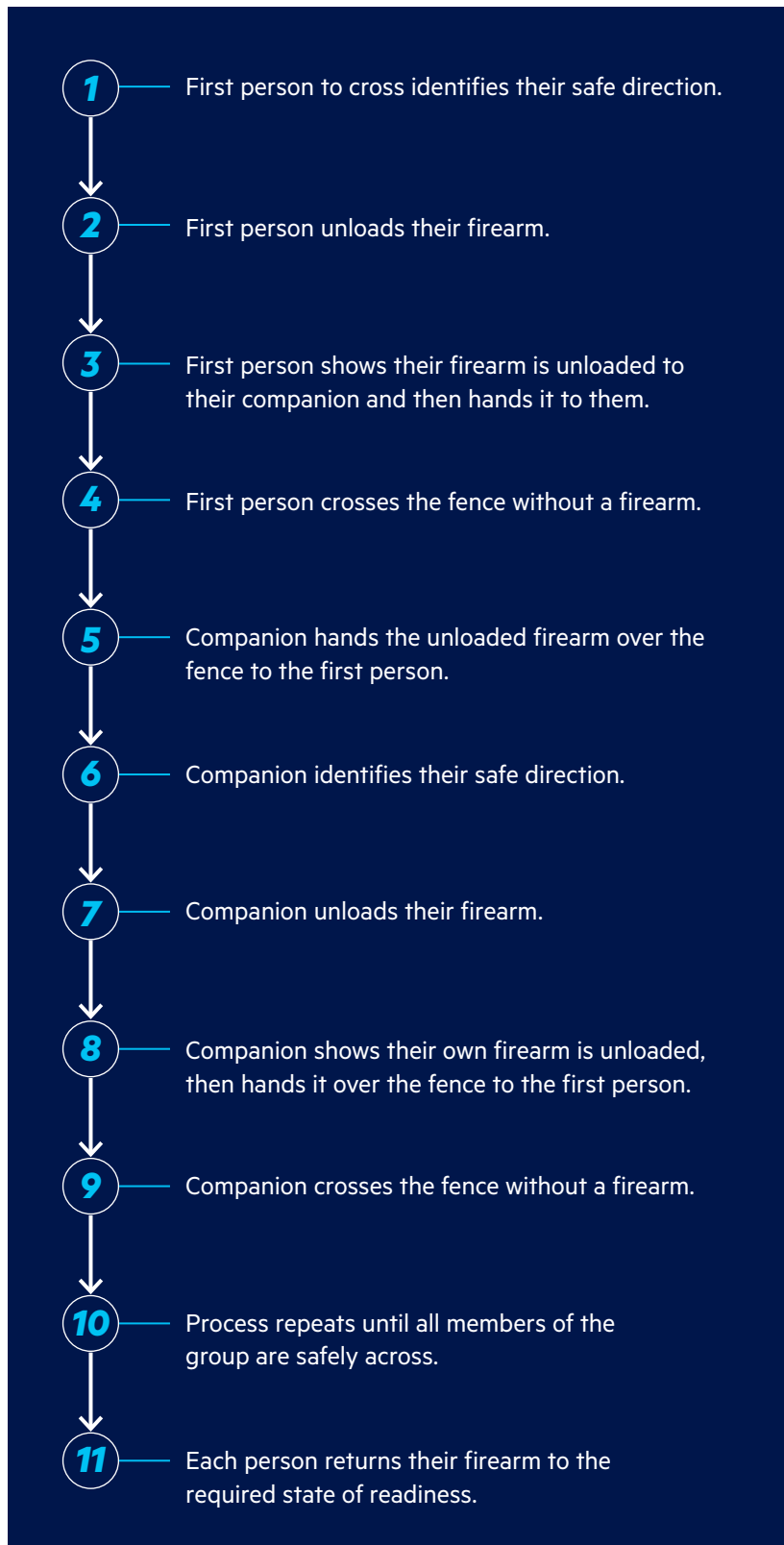
NEVER attempt to cross a fence with a loaded firearm.



Figure 7.2. Safely crossing a fence when on your own.

How do I cross a fence when in a group?

Follow the steps below to remain safe when crossing a fence in a group.



Note: The process repeats until all members of the group are safely across. Each person (once over the fence) returns their firearm to the required state of readiness.

Figure 7.3. Safely crossing a fence in a group.

Trips or falls in rough terrain

What should I always do after I trip or fall in rough terrain?

Safe handling is paramount when moving about in rough and challenging terrain. Hunters are particularly susceptible to trips and falls, which can result in injuries to the hunter and damage to the firearm. If your firearm is damaged or the barrel is obstructed as a result of a trip or fall, and you fire without checking it first, you could seriously injure or kill yourself or a companion.

If you trip or fall when moving about with a firearm you must attempt to:

- **control the safe direction of your firearm** at all times, stopping it from pointing at others or from striking the ground; and
- keep fingers away from the trigger guard, especially if you are in either the ACTION or the INSTANT state.

Likely results of a serious fall with your firearm are that:

- the barrel could be obstructed with dirt, mud, stones, water, snow or vegetation;
- the muzzle may be damaged or the barrel may be bent;
- the sighting system could be knocked out of alignment; and/or
- the stock may be cracked or damaged.

Note: Do not fire your firearm until you have satisfied yourself that it is undamaged and free of obstructions.



Figure 7.4. Images of a barrel damaged due to obstruction at the muzzle.

Note: It's a good idea to always carry a compact cleaning kit and basic tools, including a rod and patches, to assist with ensuring your barrel is unobstructed.

Thick vegetation

When hunting in thick scrub or vegetation, your barrel may get obstructed by small twigs and other debris. If you suspect this has happened, stop, unload your firearm and carefully check the barrel is unobstructed and safe.

Also be aware that your movement past branches and twigs may disengage the safety catch without you realising it, or jam inside the trigger guard pressing the trigger, or cock exposed hammers (for example, lever actions). Pay close attention to the carriage and passage of your firearm through vegetation as you move.

Carrying your firearm

How you carry a firearm depends on:

- the type of terrain you are moving across;
- your expectation of firing a shot; and
- whether you are with other people.

Methods of carriage

Two-handed across body hold

This method is generally recommended for most situations, and provides good control of the firearm. The muzzle can be held up or down depending on the terrain and vegetation.



Figure 7.5. Holding the firearm two-handed across the body.

Slung

The slung method is used for firearm carriage across open terrain, when you have little to no expectation of seeing animals.

Your firearm must be in the LOAD or UNLOAD state (with no chambered cartridge). Hook your thumb under the sling or hold it with your hand to stop it slipping off your shoulder.



Figure 7.6. Slung rifle.

Moving as a group when carrying firearms

Extra care must be taken when you are in a group situation with firearms. The safe direction of every muzzle is critical and requires constant monitoring. If you lose sight of anyone in your group, then hunting must stop until contact is re-established.

How does my group stay safe, hunting in single-file formation?

Single file is where shooters move in a line one behind the other. If you are moving as a group in a single-file formation, only the shooter in front should be in a position to fire a shot. The shooters following behind must be:

- in the LOAD or UNLOAD state;
- either carrying their firearms slung or in the two-handed hold; and
- aware of safe muzzle direction at all times.

How does my group stay safe, hunting in a line formation?

Line formation is where shooters, standing or moving beside each other, form a line. If moving in line formation, it's recommended that your party consist of no more than three shooters and that each shooter has an agreed arc of fire (see orange highlight in the image below). An arc of fire is defined as: the area covered by the shooter's firearm from a given position, usually with defined left and right limits.

This formation is best used in very open terrain where all shooters can see each other. All shooters are in the LOAD or ACTION state.



Figure 7.8. Arcs of fire when in a line formation, showing each shooter's firing zone.



Warning

If an animal is sighted, only the shooter in front should consider taking the shot – under no circumstances should the following shooters attempt to fire past their companions.



Figure 7.7. Moving in single-file formation.



Warning

- If shooters lose sight of each other, hunting must stop until contact is re-established.
- Pointing every muzzle in a safe direction, communication, managing arcs of fire and target identification are all critical to safe practice.

Safety in a Maimai

How does my group stay safe inside a Maimai?

A Maimai is a simple structure near a waterway or pond that provides concealment and shelter for hunters when duck hunting. Multiple shooters at close quarters inside a Maimai can be dangerous due to:

- close proximity to other hunters;
- poor muzzle control when game birds can appear from any direction;
- variable light conditions; and
- ignoring safe firearms handling skills, or using incorrect states of readiness.

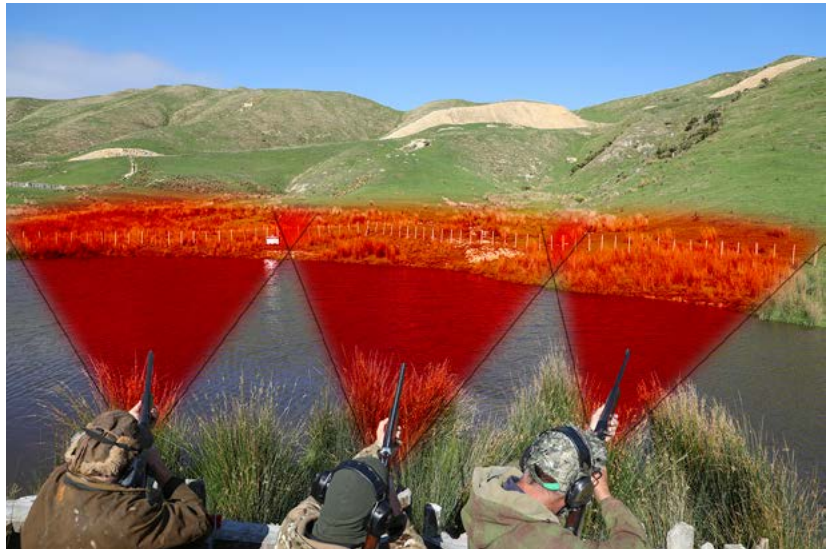


Figure 7.9. These hunters are in a line across; this is a good, safe set-up, as no one is in front of or behind another shooter. Each shooter has an agreed arc of fire, as highlighted in orange.

It is critical to everyone's safety that all shooters agree at the start on the direction they will shoot, and strictly adhere to this throughout the day. So when a game animal is about to cross into another shooter's arc of fire while you are tracking it with your firearm, you must make the conscious decision to stop and not fire at it.

Swinging your muzzle into another shooter's area while following game often leads to people being shot at close range, particularly when firing multiple shots from a semi-automatic.

You must always be aware of where your companions or other users of the hunting area are located.

Never lean firearms against the wall of the Maimai as they could be bumped or knocked and could discharge a shot causing injury or death.

To reduce the risk of an unintentional discharge, shotguns that are not in use should be in a firearm holder/rest, preferably unloaded, and with the muzzle pointing in a safe direction.



Figure 7.10. Example of safe firearms rests in a Maimai.

Transporting firearms

How can I safely transport my firearm to and from a shooting area?

Transporting a firearm to and from your shooting area must be done with caution.

- (a) Firearms and ammunition must be concealed from view from outside the vehicle.
- (b) Firearms must be made inoperable if readily possible by removing the bolt or other vital part. The part should be kept on the licence holder's person or stored out of sight separately from the firearms. If this is not possible (e.g. the firearm is a lever action or semi-automatic or single shot firearm), then the firearms must be fitted with a trigger lock or travel in a locked case or carry bag.
- (c) Firearms must not be loaded with ammunition in the breech, barrel chamber or magazine.
- (d) Ammunition must be stored separately from any firearms and be in a locked glovebox or similar storage area where practicable.



Remember

- It is illegal to drive on public roads with a loaded firearm.
- It is dangerous to have a loaded firearm in or on a vehicle, or to get in or out of a vehicle with a loaded firearm.
- You may only leave a firearm in an unattended vehicle for a short period and in limited circumstances (refer page 28 for more information).
- Ammunition must be stored separately from any firearms and be in a locked glovebox or similar storage area where practicable.

For more information refer to: www.police.govt.nz.



Figure 7.11. Lockable transit case.



Figure 7.12. Soft transit case/bag.



Figure 7.13.
Trigger and cable
locks shown fitted
to firearms.

How can I safely get my firearm in and out of a vehicle?

Getting your firearm safely out of and returning it to a vehicle requires following the seven basic firearms rules and carrying out the unload procedure.

- When you are about to remove your firearm from the vehicle, ensure no one else is in front of your firearm. If necessary, ask people to move away.
- Remove your cased firearm from the vehicle, identify a safe direction, move away from the vehicle and follow the unload procedure.
- If a firearm is not in a bag or case, never remove it from the vehicle by the muzzle/barrel.
- When returning to your vehicle, you must bring the firearm to the UNLOAD state before putting it back into its case. If you are with someone else, have them inspect it also.
- Never lean a firearm against a vehicle or other object – always unload it and place it on the ground with the muzzle in a safe direction.



Figure 7.14. Be extra careful when moving a firearm into or out of a vehicle. Never handle it from the muzzle end.



Figure 7.15. Move away from the vehicle to check your firearm.



Warning

Projectiles can deflect off hard surfaces such as vehicle bodies and seriously injure or kill you or someone else. Conversely, projectiles can also penetrate into or pass through a vehicle, seriously injuring or killing any occupants or bystanders.

Leaning firearms up against the side of a vehicle has led to serious injuries and deaths from firearms sliding off and firing when they hit the ground.

Shooting in low light

Night vision devices (NVD)

Shooting in low light is common for pest control in New Zealand as many target animals are more active during the hours of darkness.

Tools to assist with low-light shooting include spotlights and NVDs, such as image intensifiers and thermal imagers.

While these tools are helpful to the hunter, the use of them carries potential risks which you must be fully aware of. It is recommended you seek expert advice and guidance on the correct use of these items.



Image intensifiers

1. Take in small amounts of available light (such as from the moon or stars) and amplify it to produce a visible image on a screen.
2. These are affected by differing light conditions, which means you will have limited range (unable to identify your firing zone) and contrast (target identification problems).

Figure 7.16. Example of a night vision rifle scope (image intensifier).



Thermal imagers

1. Detect differences in heat (infrared or thermal) radiating off objects to create an image, which is displayed in white/black or various colours.
2. While thermal imagers can detect a heat source, it is often difficult to identify your target beyond all doubt due to low resolution.

Figure 7.17. Example of a thermal imager.

Safety considerations with NVDs

It's important to understand that while the use of image intensifiers or thermal imagers enables you to observe objects in the dark, they also come with limitations and increased risks.

- Both have limits on range, making it harder to check your firing zone.
- Both have issues with positive target identification, caused by low resolution, poor contrast, or similar heat signatures in the environment/thermal crossover problems.

When considering the use of these devices, ensure you are completely familiar with their operation and safety issues.

Get to know the area you want to hunt at night, in advance during daylight hours, so you know where it's safe to shoot.



Figure 7.18. Examples of animals viewed through a thermal imager – it shows the heat source, but what type of animal is it? Can you identify them beyond all doubt?



Warning

If in doubt – DON'T SHOOT.

Spotlights

A spotlight used for hunting is typically a handheld battery-powered device that emits a strong beam of light emitted from a lamp/bulb to illuminate a specific area of focus.

Similar warnings and considerations for NVDs also apply to the use of spotlights:

- The beam may illuminate the target but not the area behind it, making it difficult to check your firing zone.
- Spotlights can illuminate the eyes of an animal, but you may not be able to positively identify your target beyond all doubt.
- Reflections from headlamps have been mistaken for animal eyes, resulting in people being seriously injured or killed.



Remember

Note: The Department of Conservation permit conditions for hunting on public conservation land state that the following activities are strictly prohibited:

- Hunting during the hours of darkness (half an hour after sunset to half an hour before sunrise).
- Hunting with spotlights, torches, vehicle headlights or any other artificial light source.
- Hunting with any night vision equipment, thermal imaging, infrared or heat-detecting devices.
- Attaching a torch or other light source to a firearm.

Follow [this link](#) to read full DOC permit conditions.



Safety equipment and first aid



Protecting your hearing

Protecting your ears when shooting

Almost all common types of firearms produce gunshot sounds that are harmful or dangerous to human hearing. It is recommended that you always wear earmuffs when shooting to avoid permanent hearing loss.

What does sound mean for the shooter?

Sounds at high levels and/or sounds that are partnered with prolonged exposure can cause permanent hearing loss or effects such as tinnitus (ringing in the ears).

- The loudness of sound is measured in units called decibels dB(A), for example, the loudness of a lawnmower is ~100 dB(A).

The likelihood of hearing damage is related to the amount of time spent exposed to the sound and the decibel level of the sound. However, this is not a simple relationship. For example, a gunshot at 163 dB(A) is about as much noise exposure as listening to 40 hours of a sound at 90 dB(A).

See the table on the right for examples of sounds listed according to their dB(A) rating (figures are averages and subject to multiple variables).

As shown in the table, **gunshots from commonly-used firearms are all in the permanent hearing loss range**. To prevent this, it is recommended that you wear appropriate hearing protection equipment such as earmuffs and/or earplugs.

The recommended standard of protection is indicated on the next page around different 'classes' or 'grades' for protection, with Grade 5 being the most suitable for protection from gunshot sounds. For very high dB(A) firearms, or for situations involving long-term exposure to gunshot sounds, it is recommended that you use both earplugs and earmuffs together for maximum protection.

Sound source	Decibel level
Normal conversation	60 dB
Vacuum cleaner	70 dB
Beginning of hearing-damage range	85 dB
Lawnmower	100 dB
Chainsaw	120 dB
Permanent hearing loss can result	127 dB
Threshold of pain, all frequencies	140 dB
Rock concert, near speakers	120–150 dB
.22LR Rifle high-velocity cartridges	145 dB
9mm Glock pistol, 12ga shotgun	160 dB
.308 Rifle	165 dB
Jet airplane, e.g. Boeing 727 at take off	165 dB
Human eardrums can rupture	195 dB



Warning

Without protection, exposure to a single gunshot is likely to result in permanent hearing loss.

There are several types of protection devices available:

Ear protection devices and how they work

Electronic earmuffs

These earmuffs allow some sounds such as conversation, range commands, etc. to be heard clearly, but 'shut off' when a gunshot is detected thereby protecting your hearing from damage.

Standard non-electronic earmuffs

These earmuffs are designed to reduce all sound and are available in many different styles and protection levels. They can make conversation or commands difficult to hear.

Earplugs

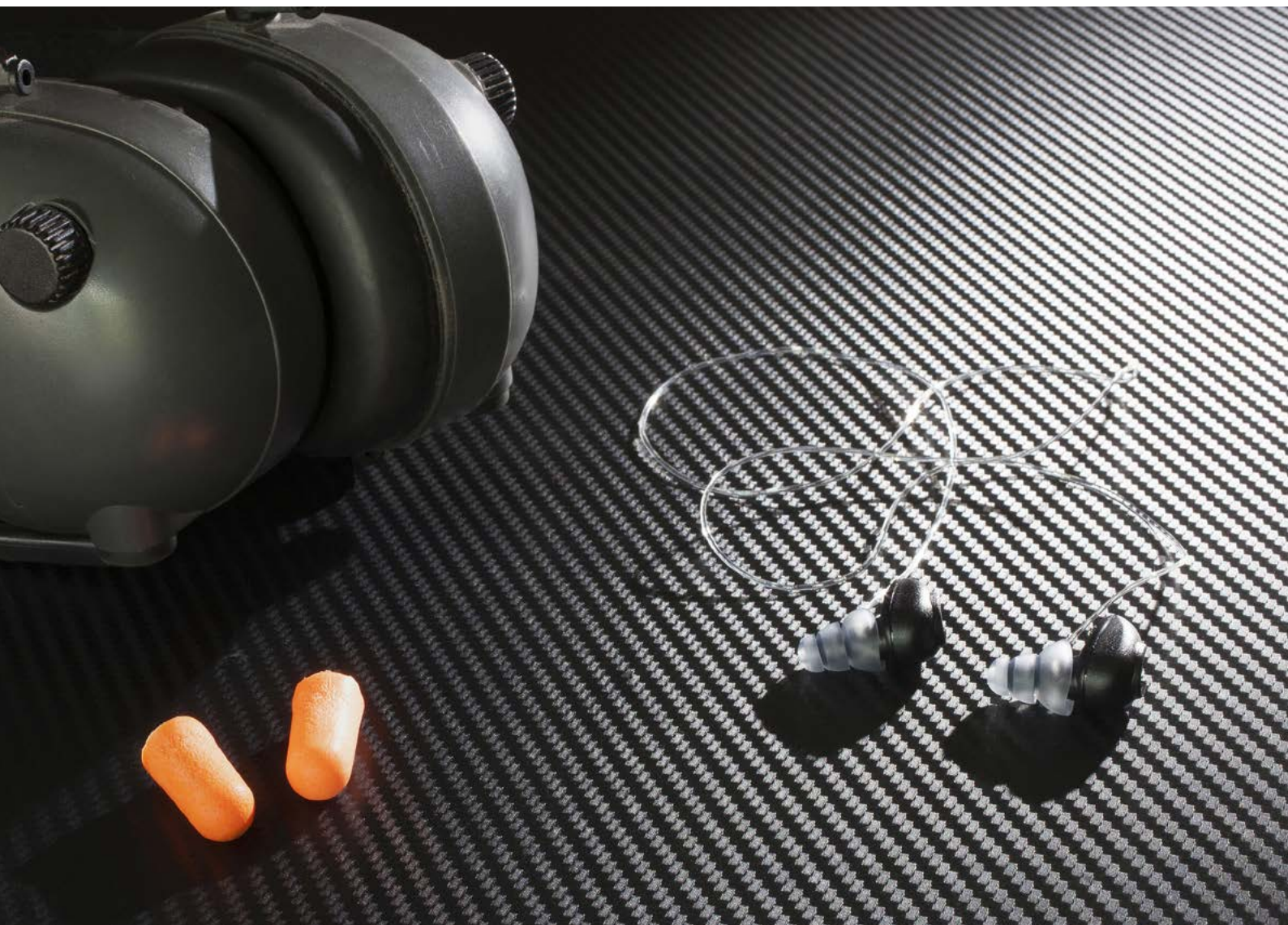
Earplugs are designed to be compressed (rolled) and inserted into the ear where they expand and block the canal. They are usually made from foam, but custom fitted plugs made from silicone are available from an audiologist.



Warning

Using firearms in the following circumstances can increase your exposure to higher levels of sound and therefore increase your risk of hearing damage:

- when fitted with certain types of muzzle devices;
- with shorter than standard length barrels;
- in an environment that sound can reverberate (echo) or be amplified.



Suppressors

Safety guidelines stress that all efforts should be made to reduce the sound's original source. As well as hearing protection, suppressors offer a method for reducing the sound level you are exposed to from your firearm.

Suppressors (often mistakenly called 'silencers') are usually hollow metal tubes containing baffles that mount to the muzzle of a firearm to reduce the sound level of the muzzle blast.

- Suppressors are excellent at reducing the original source of the harmful sound impulse. Good quality suppressors usually reduce the sound of a gunshot to below 140 dB(A).
- Suppressors can reduce recoil especially with larger calibre firearms.
- It is recommended that you purchase from reputable manufacturers that publish their products' sound suppression levels, as there are products on the market that do not reduce the sound pressure level adequately and can still be harmful to your hearing.

Regular hearing checks

As you progress in the shooting sports, remember to have your hearing checked annually to ensure:

- you are not experiencing hearing damage from exposure to gunshots; and
- that your hearing protection is performing adequately.



Important

Because sound exposure is harmful, both in terms of peak levels (the gunshot) and the duration of exposure to the sound (shooting for long periods of time/lots of ammunition fired), it is STILL recommended that you wear hearing protection even if your firearm is fitted with a suppressor.



Figure 8.1. Left, various suppressors; Above, suppressor mounted on rifle muzzle.

Protecting your eyesight

Good eyesight is important because you must be able to identify your target beyond all doubt and shoot with accuracy. Even colour blindness can cause problems, so if you have any doubts visit an eye specialist.

If you do have an existing sight impediment, discuss the implications with your specialist. With their assistance, you may still be able to safely pursue shooting as a sport.

Protect your eyesight when shooting

Alongside earmuffs, safety glasses are extremely important items of personal protection when using firearms.

If you (or shooters near to you) are not wearing quality eye protection and experience a firearms incident, the result can be serious eye injuries or total loss of vision.

Safety glasses are designed to offer protection from harm caused by:

- malfunctioning cartridges;
- malfunctioning firearms;
- ricochets or backsplash (fragmentation or target debris thrown back towards the firer as a result of projectile impact).

There are two common standards to look for when considering safety glasses:



Remember

- Safety glasses can be replaced – your eyes can't!
- It is recommended that you have your eyesight regularly checked by an optician to ensure you maintain your vision at a standard suitable for shooting sports.

Safety standards for eye protection

The American National Standards Institute (ANSI) ANSI/ISEA Z87.1-2015

This prescribes the design, performance specifications, and marking of safety eye and face products, including safety goggles, spectacles, face-shields and welding helmets. Compliance is noted with a Z87 on the glasses or packaging. A 'Z87+' indicates high-velocity impact, and 'Z87' alone means basic impact protection.

AS/NZS 1337.1:2010

Australia/New Zealand Standard Personal Eye-Protection Part 1: Eye and face protectors for occupational applications. Specifies minimum requirements for non-prescription eye and face protectors.



First aid

Using firearms, whether hunting or target shooting, carries the risk of serious injury or death.

As a firearms owner or user, it is your responsibility to provide first aid either to yourself or to another if the worst happens.

The main benefit of first aid skills is that you can prevent a situation from becoming worse. Providing even basic help can keep the condition of the victim from deteriorating until professional medical help arrives or the victim can be transported to a hospital.

You may be required to use these skills when out hunting or at the shooting range, so be prepared.

However, you cannot buy a first aid kit and expect to be able to deal with serious, life-threatening injuries.

Trauma training

Most first aid training programmes will provide training on how to deal with a reasonably severe wound.

Find a recognised and accredited training provider for first aid training. When attending the training course, consider asking the instructor for more information on matters relating to first aid in a hunting or range shooting scenario.

Keep your training up to date – most courses are valid for a period of two years. Ensure your first aid certificate stays current so that you can refresh the fundamentals and learn any changes to techniques.

Self help

It is worth planning ahead for events in which you need to deal with injuries by yourself.

Think about:

- How to use a tourniquet one handed.
- Do you have communications to call for help? A Personal Locator Beacon (PLB) could save your or someone else's life, especially if you or they are injured when hunting in rough and/or isolated terrain.
- Where will you carry your first aid trauma kit? Can you access the contents when injured? Could another person coming to your aid identify and locate it? Make it easy to access so that you, or someone that needs to help you, can find it quickly. It should be carried on your person, not in your pack. Some kits are available with pull tabs and other features to enable single-handed use.



Important

If you know how to provide first aid for gunshot wounds or other serious injuries that can result from firearms use, you may save your or someone else's life.



First aid kits

When assembling your kit, take into account the activities you will be doing and the environment you will be in. For example, hunting in alpine environments carries a greater risk of falling, resulting in sprains and breaks. Alternatively, pig hunters are more at risk of bite/puncture wounds.

- Start with a basic ‘off-the-shelf’ kit, and add the extra items you will need for serious trauma.
- Remember that some items will have an expiration date – replace out of date or used items.
- Also check that any sterile products remain sealed correctly.

See recommended items for your first aid kit in [Appendix 3](#).

Guidelines for choosing a first aid kit

Compact and easy to carry

Choosing a suitable compact pouch means that you will be more likely to carry it at all times. A waterproof container will protect the contents from the environment.

Identifiable

It should be clearly marked as a ‘first aid kit’ so others can identify it when they are under stress.

Accessible

Consider its placement so you or others can locate it even when injured or stressed.



Figure 8.2. Example of a compact first aid kit.

Personal Locator Beacons (PLB)

A PLB is a small waterproof electronic device that, when activated in an emergency (by the user), sends a distress signal to satellites that relay the signal to an emergency rescue centre.

It is recommended you get a PLB that is GPS (Global Positioning System) coded, as this sends a quick, accurate location via satellites to rescue services in conjunction with the distress signal, resulting in being located much faster than a non-GPS coded PLB.

PLB vs mobile phone

Phones are useful in certain circumstances, but even in towns and cities, they can be unreliable. Consider the environment you will be hunting or shooting in; there are many remote areas in New Zealand that have little or no cell phone signal. In an emergency, even if you manage to connect with help via cell phone, you might not be able to talk due to injuries, or rescuers may not be able to pinpoint your location.

The advantages of GPS-coded PLBs are:

- they have powerful strobe lights;
- their distress signal operates for at least 24–48 hours;
- their homing signal that can be picked up by aircraft;
- they connect to multiple types of orbiting and fixed satellites – they don't rely on cell service;
- they don't require you to talk or input text; just activate it to request help;
- rescuers can locate you even in very difficult terrain.



Figure 8.3. PLB on left, GPS on right.

PLBs can be purchased (or hired) in many locations in New Zealand. Make sure that the device meets the AUST/NZ standards and that it can be registered in New Zealand.

Keep your registration details up-to-date, carry out unit self-test checks and replace the battery according to the manufacturer's guidelines.

Considerations

Only activate a PLB when the circumstances are serious (e.g. you or another person is seriously injured or sick, and you can't resolve the situation without professional help).

Remember, mounting a rescue can be dangerous for all involved especially if at night or in bad weather.

If you do activate your PLB, leave it on and stay put at your location; this will make it easier for rescuers to find you.

Carry it on your person at all times throughout your trip. Don't put it in your pack or leave it in the hut when you're "only going out for 10 minutes".

Make sure everyone in your party (including you) knows exactly how and when to use it.

Harmful substances

Some of the products used in the cleaning and maintenance of firearms contain potentially harmful chemicals. Always follow the manufacturer's safety guidelines (such as appropriate personal protection equipment and sufficient ventilation) when using such products.

The firing residue from discharging firearms may also contain lead and other harmful materials.

Remember to wash your hands thoroughly after:

- using a firearm;
- picking up expended cartridges on a range;
- cleaning and maintaining your firearm (remember good ventilation);
- reloading ammunition.



Section 9

Safety at a shooting range



The shooting range

A shooting range is a place that has been certified for shooting by a competent person or authority. Ranges have strict rules for use, and there are cap Officers on duty who supervise shooters and enforce these rules. Officers on Duty may use alternative designations depending on the shooting discipline.

Shooters fire from a clearly marked firing point that is down-range, facing towards targets set up for the type of shooting or competition being held. Behind the targets is a 'bullet catch' designed to safely contain the fired projectiles.



Figure 9.1. Shooting ranges in operation (firing point on the left; bullet catch on the right).

Shooting range rules

Ranges are operated under a set of rules known as 'Range Standing Orders' that are specific to the range you are using. You should receive a briefing from the Officer on Duty before you start any shooting activity.

To learn more about range rules and operation follow the link to the [Police Shooting Range Manual](#). Remember, each range and each group of range users will have their own specific rules for using the facility.



Figure 9.2. Rifle shooters on the firing line at a rifle range.

Before you use your firearm at a shooting range, ensure the:

- the firearm is in the UNLOAD state;
- the firearm is mechanically sound
- the barrel is not blocked;
- the firearm has been prepared for use (refer to **Section 6: Preparing your firearm for use and zeroing**);
- the ammunition is correct for the firearm.

Note: Some ranges will have restrictions on the type or calibre of firearms and ammunition that can be used. They also may have restrictions on the type of shooting activities or practices.

Make sure you know the rules and regulations that relate to the range you use. Don't hesitate to ask Range Officials or other club members if you are unsure of something.



Remember

- Check you have access to a first aid kit and carry communications with you.
- Know the emergency procedures specific to the range you are using, including the physical location of the range, where the medical kits are stored and where the evacuation points are.
- Learn all range rules prior to using the range.
- Every shooter is responsible for upholding safety procedures on the range, so don't be afraid to point out lapses to other shooters and how their behaviour can affect your safety and the safety of others.

For more information on any of the topics covered in this Safety Code go to:

www.police.govt.nz

Appendices



Appendix 1

Some of the offences applying to firearms licence holders

The offences below are described in general terms:

Arms Act (section)	Offence
16	Importing a firearm, etc., without first obtaining a permit to import from the Police.
20	Possessing a firearm (non-prohibited) without either being licensed or under the immediate supervision of the holder of a firearms licence.
21	Possessing an airgun while not 18 years or older, or between 16 and 18 and not the holder of a firearms licence.
22A	Possessing a non-prohibited magazine or a non-prohibited part without either a firearms licence or being under the immediate supervision of a licence holder.
22B	Possessing ammunition without either a firearms licence or being under the immediate supervision of a licence holder.
22D	Selling or supplying ammunition to someone who does not hold a licence; selling or supplying ammunition without being the holder of a firearms licence.
22E	An ammunition seller failing to keep records of their ammunition sales; not permitting Police to inspect and make copies of those records; not retaining those records for the required period; not surrendering those records to Police on cessation of business.
22G	Manufacturing a prohibited item.
26	Failing to produce a firearms licence when required by the Police, or failing to maintain the licence in an undefaced and legible condition.
28	Failing to immediately surrender a firearms licence when it is revoked. Failing to deliver arms items or ammunition to Police on demand if licence has been surrendered or revoked.
34	Failing to give Police written notice of change of address within 30 days of the change. Endorsement holder who intends to change address failing to notify Police of arrangements made for the safe custody of a pistol, prohibited firearm, prohibited magazine or restricted weapon during the shift.

Arms Act (section)	Offence
36	Carrying a pistol, prohibited firearm, prohibited magazine or restricted weapon beyond the person's dwelling, unless in accordance with the conditions endorsed on the licence by Police.
38	Failing to (a) give at least four days' notice of intention to remove a pistol, prohibited firearm, prohibited magazine or restricted weapon from New Zealand, and (b) deliver to Police their firearms licence for amendment of the endorsement.
42	Tampering with or altering the details of any firearms licence; using a licence that is tampered with; allowing another person to use your licence; using another person's licence; and supplying false information in a licence application.
43	Selling or supplying a firearm (other than a pistol, prohibited item, or restricted weapon) to someone who does not hold a licence. Supplying an airgun to a person who is under the age of 18 years who does not have a firearms licence.
43AA	Selling or supplying prohibited ammunition without reasonable excuse.
43A	Selling firearms, magazines or parts that are non-prohibited, pistol carbine conversion kits, airguns or ammunition by mail order or on the internet without a written order signed by the purchaser and containing an authorising statement from Police and Police signature. Selling prohibited firearms, prohibited magazines, pistols or restricted weapons by mail order or on the internet to a purchaser who does not have the required endorsement and permit to possess with courier specified.
44	Selling or supplying a pistol or restricted weapon to someone who does not have a permit to possess or an import permit.
44AA	Selling or supplying, without reasonable excuse, a pistol carbine conversion kit to someone who does not have a permit to possess or an import permit.
44A	Selling or supplying, without reasonable excuse, a prohibited firearm or prohibited magazine to someone who does not have a permit to possess or an import permit.
44B	Selling or supplying, without reasonable excuse, a prohibited part to a person who does not have an endorsement to possess a prohibited firearm.
45	Carrying or possessing a firearm, airgun, prohibited magazine, restricted weapon or explosive without a lawful, proper and sufficient purpose.
46	Carrying an imitation firearm without a lawful, proper and sufficient purpose.
47	Being in charge of a firearm, airgun, pistol or restricted weapon while under the influence of drink or drugs to the extent they are incapable of having proper control of the firearm, etc.
48	Discharging, without reasonable excuse, a firearm, airgun, pistol or restricted weapon in or near a dwelling house or public place so as to endanger property or to endanger, annoy or frighten any person.
49	Using, discharging, or carrying certain firearms without some lawful, proper and sufficient purpose.

Arms Act (section)	Offence
49A	Being in possession of a firearm, prohibited magazine, prohibited part or airgun after revocation of firearms licence.
50	Unlawful possession of a pistol or restricted weapon.
50AA	Unlawful possession of pistol carbine conversion kit.
50A	Unlawful possession of prohibited firearm.
50B	Unlawful possession of a prohibited magazine.
50C	Unlawful possession of a prohibited part.
50CA	Unlawful possession of prohibited ammunition.
50D	Carrying or possessing a prohibited firearm in a public place, without lawful purpose.
51	Without lawful purpose carries or possesses a firearm (other than a prohibited firearm), airgun, pistol, restricted weapon, ammunition or explosive in a public place.
51A	Presents at another person a prohibited firearm or something that is likely to be believed to be a prohibited firearm, unless there is a lawful purpose for this.
52	Presenting a firearm (other than a prohibited firearm), airgun, pistol or restricted weapon (or something that is likely to be believed to be such an item), whether loaded or not, at any person, except for some lawful or sufficient purpose.
53	<p>Causing bodily injury or the death of another person by carelessly using a firearm, airgun, pistol or restricted weapon.</p> <p>Leaving a loaded firearm, airgun, pistol or restricted weapon in a place in such circumstances as to endanger the life of any person.</p> <p>Discharges or otherwise deals with a firearm, airgun, pistol or restricted weapon in a manner likely to injure or endanger the safety of another person or with reckless disregard for the safety of others.</p>
53A	<p>Using or attempting to use a prohibited firearm with intent to resist or prevent arrest of themselves or another person.</p> <p>Possessing a prohibited firearm at the time of committing an offence punishable by 3 years' imprisonment or more.</p>
54	<p>Using or attempting to use an airgun, imitation firearm, restricted weapon, ammunition or explosive to resist or prevent arrest of themselves or another person.</p> <p>Possessing a firearm (other than a prohibited firearm), airgun, pistol, imitation firearm, restricted weapon, ammunition or explosive at the time of committing an offence punishable by imprisonment for 3 or more years.</p>
54A	Carrying a prohibited firearm with intent to commit an offence.
55	Carrying a firearm (other than a prohibited firearm), airgun, pistol, imitation firearm, restricted weapon, ammunition or explosive with intent to commit an offence punishable by imprisonment for a term of 3 years or more, or to resist arrest or prevent the arrest of another person.

Arms Act (section)	Offence
55A	Assembling a prohibited firearm, or converting a firearm into a prohibited firearm, without a lawful purpose.
55B	Endorsement holder failing to produce pistol, restricted weapon, prohibited firearm or prohibited magazine to Police on demand, or to permit Police inspection of the item or the place where it is kept, or to enter that place.
55C	Failing to produce a firearm (other than pistol, restricted weapon, or prohibited firearm) to Police on demand or to permit Police inspection of the firearm or the place where it is kept, or to enter that place.
55D	Manufacturing or assembling, or entering into an arrangement to manufacture or assemble, a firearm or restricted weapon using parts illegally manufactured, imported or trafficked Intentionally manufacturing for sale or other supply certain arms items or arranging to do this, without a dealer's licence. Intentionally failing to mark a manufactured firearm, part of a firearm, or pistol carbine conversion kit in accordance with the Act or regulations.
55E	Moving, delivering, etc., arms items or ammunition into New Zealand; from New Zealand to another country; or, through or across New Zealand to another country, or arranging to do this, without lawful authority (or, in some cases, without complying with marking requirements).
55F	Marking a firearm with false identifying marking at time of manufacture or when it is imported.
55G	Obliterating, removing or altering a marking on a firearm or part, without reasonable excuse.
56	Obstructing a member of Police in the exercise of any right of entry, search, seizure or detention conferred by the Arms Act.
58	Failing to report injury or death caused by use of a firearm, airgun, pistol, or restricted weapon.
59(4)	Failing to comply with a notice regarding unsafe firearm or pistol.
66A	Not advising the Police when a firearm, prohibited magazine, prohibited part, or restricted weapon is lost, stolen or destroyed.
66B	Refusing to give full name, address and date of birth if requested by the Police when in possession of an arms item or ammunition; or giving false particulars.
66C	Failing to comply with a notice from Police to surrender an airgun or antique firearm.

Other legislation

Land Transport (Road User) Rule 2004, clause 7.21

Operating a vehicle carrying a firearm, airgun, or restricted weapon that is loaded (whether in its breech, barrel, chamber or magazine), unless:

- For Police or NZ Defence Force purposes;
- Under the authority of a permit issued by a constable who is of or above the level of position of inspector.

Appendix 2

Visitor licences and firearms licence endorsements

A visitor licence is issued specifically for visitors to New Zealand, who intend to be in New Zealand for less than one year and hold a current firearms licence from a country that is recognised by New Zealand Police as having a licensing system which is comparable to New Zealand's.

A visitor licence may be issued for a period of time not exceeding 12 months or until the visitor leaves New Zealand, whichever is sooner.

A visitor who holds a visitor licence may not, during their stay in New Zealand, acquire ownership of any firearm or restricted weapon for possession in New Zealand.

Returning New Zealand citizens, residents or recent immigrants should apply for a **New Zealand firearms licence**. The visitor licence is not issued to new arrivals pending an application for, or a decision on, a New Zealand firearms licence.

For further information on endorsements available to visitors to New Zealand, go to www.police.govt.nz and enter 'visitor licence' in the search area.

What are firearms licence endorsements?

Licence holders and licence applicants who want to possess pistols, restricted weapons, prohibited firearms or prohibited magazines require a specific endorsement on their licence and a permit for each item.

Obtaining an endorsement and permit is a two-part process:

- First, the licence holder (or applicant for a firearms licence) applies for the relevant endorsement capacity type below. A further vetting process will be carried out and more stringent security arrangements are required for these kinds of firearms and weapons and are a condition on all of these endorsements (regulation 28).
- Then, before taking a particular pistol, prohibited firearm, prohibited magazine or restricted weapon into their possession, the person needs to obtain a permit (to possess or import) that item (except for dealer employees handling their employer's arms items – see below).

For further information on endorsements, go to the [police website](#).

Type of firearm/weapon and endorsement capacity	Endorsement details
<p>Pistol</p> <ul style="list-style-type: none"> • Pistol club member 	<p>Required where the licence holder seeks to possess a pistol in their capacity as a member of an incorporated pistol shooting club that is recognised by the Commissioner.</p> <ul style="list-style-type: none"> • Endorsement holder may use the pistol on their endorsement only for target pistol shooting on a pistol range approved by the Commissioner of Police (Arms Regulations 1992, reg 22(1)(a)). • Endorsement holder must actively participate in the activities of the pistol club by taking part in club activities on the pistol range used by that club on at least 12 days in each year (Arms Regulations 1992, reg 22(1)(b)). • Endorsement holder may not carry pistols beyond the curtilage of their dwelling unless authorised by conditions endorsed on their licence by Police. Usually authority will be limited to carriage to a pistol club range, a Police station, a licensed dealer or a gunsmith for the purposes of repair (Arms Act, section 36).
<p>Pistol / restricted weapon / prohibited firearm / prohibited magazine</p> <ul style="list-style-type: none"> • Bona fide collector of firearms 	<p>Required where the licence holder seeks to possess a pistol, restricted weapon, prohibited firearm or prohibited magazine in their capacity as a bona fide collector of firearms.</p> <ul style="list-style-type: none"> • The licence holder must be 18 years or older if applying for an endorsement to possess prohibited firearms and/or prohibited magazines. • Legislative reference: sections 29(2)(b), 30A(1), and 4A(1)(b) Arms Act 1983. <p>Conditions</p> <ul style="list-style-type: none"> • Any restricted weapons or prohibited firearms possessed under this endorsement must be rendered inoperable by the removal of a vital part and maintained in an inoperable condition. In addition, in the case of a prohibited firearm, the removed vital part must be kept at a separate address approved by Police (sections 32(1)(b), 33A(1)(c)). • Items held on this endorsement cannot be used with live ammunition (reg 22(2), section 33A(1)(c)(i)). • Endorsement holder may not carry these arms items beyond the curtilage of their dwelling unless authorised by conditions endorsed on their licence by Police. Usually authority will be limited to carriage to a Police station, or a place at which there is to be held an organised sale or exhibition and the item is to be displayed at that place (Arms Act, section 36).

Type of firearm/weapon and endorsement capacity	Endorsement details
<p>Pistol / restricted weapon / prohibited firearm / prohibited magazines</p> <ul style="list-style-type: none"> • Heirloom or memento 	<p>Required where the licence holder seeks to possess a pistol, restricted weapon, prohibited firearm or prohibited magazine in their capacity as a person to whom such an item has special significance as an heirloom or memento.</p> <p>The applicant must be 18 years or older if applying for an endorsement to possess prohibited firearms and/or prohibited magazines.</p> <ul style="list-style-type: none"> • Legislative reference: sections 29(2)(c), 30A(1) and 4A(1)(c) Arms Act 1983. <p>Conditions</p> <ul style="list-style-type: none"> • Items held on this endorsement cannot be used with live ammunition (reg 22(2), section 33A(1)(c)(i)). • Any restricted weapons or prohibited firearms possessed under this endorsement must be rendered inoperable by the removal of a vital part and maintained in an inoperable condition. In addition, in the case of a prohibited firearm, the removed vital part must be kept at a separate address approved by Police (sections 32(1)(b), 33A(1)(c)). • The arms items may be possessed only within the curtilage of the endorsement holder's dwelling, except as permitted in writing in a particular case by Police (see section 36).
<p>Pistol / restricted weapon / prohibited firearm / prohibited magazine</p> <ul style="list-style-type: none"> • Theatre, film, and television 	<p>Required where the licence holder seeks to possess a pistol, prohibited firearm, prohibited magazine or restricted weapon in their capacity as an approved employee or approved member of a broadcaster, bona fide theatre company or society or cinematic or television film production company or video recording production company.</p> <p>The applicant must be 18 years or older if applying for an endorsement to possess prohibited firearms and/or prohibited magazines.</p> <ul style="list-style-type: none"> • A person applying for this endorsement must be an employee or member approved in writing by the chief executive of the relevant body (s29(3)). • Legislative reference: 29(2)(e), 29(3), 30(1)(c), 30A(1), 4A(1)(e) and 30B(3) Arms Act 1983. <p>Conditions</p> <p>The pistols, restricted weapons, and prohibited firearms must remain inoperable except for blank firing.</p>

Type of firearm/weapon and endorsement capacity	Endorsement details
<p>Prohibited items</p> <ul style="list-style-type: none"> • <i>Various capacities involved in wild animal recovery or controlling wild animals or animal pests (section 4A(1)(f) to (j))</i> 	<p>Required where the licence holder seeks to possess a prohibited firearm or prohibited magazine in their capacity as:</p> <ul style="list-style-type: none"> • A person employed or engaged by the Department of Conservation and involved in operations for the purpose of controlling wild animals or animal pests (in accordance with the Wildlife Act 1953, the Wild Animal Control Act 1977, the Conservation Act 1987, or the Biosecurity Act 1993). • A person who holds a concession granted by the Minister of Conservation to undertake wild animal recovery operations (in accordance with the Wildlife Act 1953, the Wild Animal Control Act 1977, the Conservation Act 1987, and the Biosecurity Act 1993). • A person employed or engaged by a management agency as defined in section 100 of the Biosecurity Act 1993 and involved in operations for the purpose of controlling wild animals or animal pests in accordance with that Act. • A person whose sole business, or a substantial part of whose business, is providing services to control prescribed wild animals or animal pests, or a person employed or engaged by that person for that purpose. • A person who is the owner or manager, or is an employee, of an agricultural, a horticultural, or a silvicultural business, if there is a real possibility that the commercial viability of the business would be detrimentally affected to a significant extent by the presence of prescribed wild animals or animal pests on any land used for that business (subject to prescribed limits, if any). <p>The applicant must be 18 years or older.</p> <ul style="list-style-type: none"> • Legislative reference: sections 30A(1) and 4A(1)(f) to (j) Arms Act 1983. <p>Conditions</p> <p>The duration of the endorsement is 2 years and 6 months unless the relevant firearms licence is surrendered or revoked or expires sooner (s33C).</p> <p>The endorsement cannot be granted unless Police is satisfied that the person has a genuine need to possess the prohibited item, the prohibited item will only be used solely for the purpose of controlling wild animals or animal pests, and that purpose cannot be effectively achieved by the use of non-prohibited items (s30B(4)).</p>

Type of firearm/weapon and endorsement capacity	Endorsement details
<p>Pistol / restricted weapon / prohibited firearm / prohibited magazine</p> <ul style="list-style-type: none"> • Employee of a licensed dealer 	<p>Legislative references: sections 29(2)(f), 30A(3), 11.</p> <p>This endorsement is only for the handling of the dealers pistols, restricted weapons, prohibited firearms or prohibited magazines in the course of the dealer employee's employment.</p> <p>The endorsement is for the duration of the employment with the dealer and ceases to be in force when the employee ceases to be employed by the dealer or when the dealer's licence expires or is surrendered or revoked (section 33C).</p> <p>The endorsement does not allow the dealer employee to apply for a permit to possess any pistols, restricted weapons, prohibited firearms and/or prohibited magazines or pistol carbine conversion kits (section 35AAA(2) (b), 35(2A) and 35A(2A), Arms Act 1983).</p>

Notes:

- All endorsements are subject to a condition that additional security precautions required by the regulations are observed (refer to Arms Regulations 1992, regulation 28).
- For definitions and further information on prohibited firearms or items, go to the [Arms Act 1983](#).

Appendix 3

Recommended contents for your first aid kit

Contents	
Item	Use/Description
Off-the-shelf first aid kit	General minor injuries, such as cuts, bruises, sprains, abrasions, allergies, rashes, stings.
Tourniquet (TQ)	For arterial occlusion, especially on the limbs when other methods have failed. Ensure you buy a quality tourniquet.
Nitrile gloves	Reduce chances of infection. Nitrile is less likely to puncture or have allergy issues unlike latex gloves.
Emergency Compression Bandage (commonly called an Israeli Bandage)	A specially-designed bandage to help stop bleeding from haemorrhagic (a copious discharge of blood, as from a ruptured blood vessel) wounds.
Hemostat wound dressing	A dressing containing a haemostatic agent (stops bleeding) to provide temporary external control of traumatic bleeding, can be used with a tourniquet or in places where a TQ can't be placed.
Cotton compressed gauze	For absorbing fluids or packing wounds.
Emergency blanket	Retains body heat during shock. Waterproof and windproof. Can be used to treat hypothermia.
Vented chest seals	Applied when patient has suffered a penetrating chest wound/s (open pneumothorax or "sucking chest wound").
Shears	For the rapid and safe cutting away of clothing and equipment to access the wound site.
Sterile bandages	Several different sizes for splints and general use.
Quick reference card	Lists basic first aid skills and procedures.
Strips of duct tape	Sealing dressings, improvised options.
Marker pens	For writing times/meds on a tourniquet or the injured person.



Translation process, quotes obtained, and recommendations

From: [MCILRAITH, Michael \(Mike\)](#)
To: [JONGENEEL, Amanda](#)
Subject: FYI - Response: Te Reo version of Firearms Safe Code
Date: Tuesday, 26 September 2023 10:33:45 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

FYI as discussed.

Kind regards,
Mike

Mike McIlraith
Kaihautū Kōtūi | Director Partnerships
Te Tari Pūreke | Firearms Safety Authority
E xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx

□



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From: MCILRAITH, Michael (Mike)
Sent: Tuesday, 29 August 2023 9:12 am
To: TAIKATO, Phillip (Phil) <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>
Subject: RE: Response: Te Reo version of Firearms Safe Code

Thanks, Phil. Translated by Haki Tuapika From Waikato University; reviewed independently too and found to be good to go.

Kind regards,
Mike

Mike McIlraith
Kaihautū Kōtūi | Director Partnerships
Te Tari Pūreke | Firearms Safety Authority
E xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx

□



WARNING

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From: TAIKATO, Phillip (Phil) <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>
Sent: Tuesday, 29 August 2023 8:43 am
To: MCILRAITH, Michael (Mike) <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>
Subject: RE: Response: Te Reo version of Firearms Safe Code

Thanks Mike,

Yes, this is what I need, I'll read through both versions. Who translated into Reo by the way? I'll be intouch. Kia pai to ra

Phil

From: MCILRAITH, Michael (Mike) <xxxxxxxxxxxxxxxx@xxxxxxxx.xx>

Sent: Tuesday, 29 August 2023 8:22 AM

To: TAIKATO, Phillip (Phil) <xxxxxxxxxxxxxxxx@xxxxxxxx.xx>

Subject: Response: Te Reo version of Firearms Safe Code
Morena Phil

All well at this end and hope the same with you-and-yours

Thanks for connecting on this one. Some of the key points from me are below. At the right time I'm happy to brief whoever is able to support us with this one. The team have reached out as we don't have anyone across our teams that is able to fill this gap.

Key points:

1. Firearms Safety Code was re-written and released in November 2022.
2. New version better reflects updates in law (changes from 2019 and 2020 legislation changes) and has more modern pictures and diagrams
3. Is part of a wider package of material that we offer to new shooters as they prepare to attend a safety course as a pre-requirement for a first time licence application. Other material includes:
 - a. Online (our website) modules
 - b. A PDF version on our website that is printable version of the Firearms Safety Code
 - c. Safety and requirements of law videos
 - d. All above designed to assist course attendees being successful in passing the course by demonstrating safe handling of firearms and understanding of requirements of law
4. Te Reo Māori version of the Firearms Safety Code is an extension of the above
5. Over time we will build other material in Te Reo Māori

These are the few basic but key messages that would be helpful to get across. Is this the sort of thing that you were after?

Kind regards,

Mike

Mike McIlraith
Kaihautū Kōtūi | Director Partnerships
Te Tari Pūreke | Firearms Safety Authority
E xxxxxxxxxxxxxxxx@xxxxxxxx.xx

□



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From: TAIKATO, Phillip (Phil) <xxxxxxxxxxxxxxxx@xxxxxxxx.xx>

Sent: Monday, 28 August 2023 8:53 am

To: MCILRAITH, Michael (Mike) <xxxxxxxxxxxxxxxx@xxxxxxxx.xx>

Subject: FW: Te Reo version of Firearms Safe Code

Kia ora Mike,

I hope this email finds you and the whanau well. I have been approached to find someone to talk to the revised Arms Code to Maori media (what ever that looks like) I'm interested to know your

thinking around this to ensure I get the right person.

Nga mihi

Phil

From: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx>

Sent: Monday, 28 August 2023 8:07 AM

To: TAIKATO, Phillip (Phil) <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.x>

Subject: RE: Te Reo version of Firearms Safe Code

Hi Phil

Yes sure, I've attached a copy of both here. The Maori version hasn't been printed yet but I can do a short digital print run for proof copies for you and me if you like.

Let me know if you'd prefer a hard copy and I'll sort that out for you this week.

Regards

Amanda Jongeneel

Poutaki Whakatika | Change Manager

Te Tari Pūreke | Firearms Safety Authority

M

E xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx

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From: TAIKATO, Phillip (Phil) <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.x>

Sent: Saturday, 26 August 2023 8:35 AM

To: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx>

Subject: Re: Te Reo version of Firearms Safe Code

Kia ora Amanda,

In view of our (Maori & Community Prevention Partnerships) pending commitment to assist could you please get a copy of the code in both Maori & English to me asap to ensure we get our part right.

Nga mihi

Phil

Get [Outlook for iOS](#)

From: TAIKATO, Phillip (Phil) <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.x>

Sent: Friday, August 25, 2023 5:46:22 PM

To: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx>

Subject: Re: Te Reo version of Firearms Safe Code

Kia ora Amanda,

As per Mikes email we have a couple of options, that is myself and Mark Pirikahu. As Mike said advanced notice and the questions to be answered.

Thanks

Phil

Get [Outlook for iOS](#)

From: JONGENEEL, Amanda <xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Sent: Friday, August 25, 2023 3:07:05 PM

To: TAIKATO, Phillip (Phil) <xxxxxx.xxxxxxxx@xxxxxx.xxxx.x>

Subject: FW: Te Reo version of Firearms Safe Code

Hi Phil

Thanks for the quick catch up on the phone just now.

Confirming that we're looking for a te reo speaking spokesperson for the te reo version of the Firearms Safety Code.

Key points:

- Firearms Safety Code was redeveloped from the small blue, DL-sized 'arms code' from 1983 and was republished as a digital resource in November last year.
- In October, the te reo and English version will be made available in book stores, specialty stores like Gun City, online retailers like Might Ape, Fishpond, and libraries around the country.
- The Firearms Safety Code is like the Road Code of the firearms community. Every licence holder should have one.
- Every licence applicant needs to study it to pass their test to get their licence.
- We are aiming for PR launch in October and would need to brief the spokesperson, once we identify who that person is.
- Te reo spokesperson would work alongside Superintendent Mike McIlraith, as co-spokesperson. Although Mike won't be able to front the Maori media outlets.

If you could please advise the names of the two people you have in mind, that would be great.

Thank you!

Regards

Amanda Jongeneel

Poutaki Whakatika | Change Manager

Te Tari Pūreke | Firearms Safety Authority

M s.9(2)(a) OIA

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From: MEMBERY, Michael <xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Sent: Thursday, 24 August 2023 1:42 PM

To: JONGENEEL, Amanda <xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>; PIRIKAHU, Mark <xxxx.xxxxxxxx@xxxxxx.xxxx.xx>; TAIKATO, Phillip (Phil) <xxxxxx.xxxxxxxx@xxxxxx.xxxx.x>

Subject: RE: Te Reo version of Firearms Safe Code

Kia ora Amanda,

I have added Superintendent Taikato into email chain.

If a Police spokesperson is required, can we please have several days' notice and questions that the media may wish to pose.

They key messages will be around safety and security of the firearms and the cultural uplift from the translation into Te Reo Maori.

Noho ora mai (Stay Safe)

Mike Membery

Iwi and Communities

Principal Engagement Manager - Maori

Police National Head Quarters

M **s.9(2)(a) OIA**

E xxxxxxx.xxxxxxx@xxxxxx.xxxx.xx



From: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx>

Sent: Thursday, 24 August 2023 1:33 PM

To: MEMBERY, Michael <xxxxxxx.xxxxxxx@xxxxxx.xxxx.xx>; PIRIKAHU, Mark <xxxx.xxxxxxxxxx@xxxxxx.xxxx.xx>

Subject: FW: Te Reo version of Firearms Safe Code

Hi again

Just speaking to our media team and they've reminded me that we would need a Te Reo speaker as spokesperson for any maori news channels.

We are light on this area in Te Tari Pureke.

While I know firearms safety and legislation might not be a specialist subject for your forum, would there be anyone who is an approved maori media spokesperson who we could support with all the right key messages for this launch?

Regards

Amanda Jongeneel

Poutaki Whakatika | Change Manager

Te Tari Pūreke | Firearms Safety Authority

M **s.9(2)(a) OIA**

E xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx

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From: JONGENEEL, Amanda

Sent: Thursday, 24 August 2023 1:05 PM

To: MEMBERY, Michael <xxxxxxx.xxxxxxx@xxxxxx.xxxx.xx>; PIRIKAHU, Mark

<xxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Subject: RE: Te Reo version of Firearms Safe Code

Kia ora Mark and Michael

I have attached the PDF versions of the English and (draft) Te Reo Firearms Safety Code. Feel free to share these with the Director of Community Maori Partnerships and/or Commissioners Māori Focus Forum.

I will not go to print on the Te Reo copy until I've have had feedback from the Māori Focus Forum as I want the product and the process to be right.

If you think the Forum might want to read the full translated firearms safety code cover to cover, could these be sent to the group members before the 9th September meeting? It might take a wee while for members to work their way through it.

I am currently working on the comms plan and press release for the products which will be created in both English and Te Reo, and will be managed across various English and Te Reo channels (TV if possible, online and print).

If you like, I can supply:

- One-pager as per your earlier request Mark, outlining the what, why, how, who etc.
- One-page media plan
- Copy of Te Reo and English press release
- Samples of both Te Reo and English social media images

The above artifacts might be helpful for the September meeting. The attached Firearms Safety Codes would probably be good pre-reading.

Appreciate your thoughts when you can.

Thanks so much!

Regards

Amanda Jongeneel

Poutaki Whakatika | Change Manager

Te Tari Pūreke | Firearms Safety Authority

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From: MEMBERY, Michael <xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Sent: Wednesday, 16 August 2023 5:01 PM

To: JONGENEEL, Amanda <xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>; PIRIKAHU, Mark <xxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Subject: RE: Te Reo version of Firearms Safe Code

Kia ora Amanda,

I have forwarded you previous email with the PowerPoint attached to the Director of Community

Maori Partnerships.

This is to inform him and to send this to the Police Executive and Commissioner. Also with an aim of getting the information to the CMFF and if they decide to discuss this in depth, then that will be their decision.

The next scheduled meeting is on the 9th of September 2023.

This is to remove any surprise for the Iwi Maori leaders when or if media approaches for comment.

At this stage I am still establishing if the agenda has been set and what the pre reading will be.

Noho ora mai (Stay Safe)

Mike Membery

Iwi and Communities

Principal Engagement Manager - Maori

Police National Head Quarters

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SEP

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s.9(2)(a) OIA

E xxxxxx.xxxxxx@xxxxxx.xxxx.xx



From: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx>

Sent: Wednesday, 16 August 2023 3:01 PM

To: PIRIKAHU, Mark <xxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Cc: MEMBERY, Michael <xxxxxx.xxxxxxx@xxxxxx.xxxx.xx>

Subject: RE: Te Reo version of Firearms Safe Code

Ok thanks Mark will do,

Re the WHY, HOW, WHEN, WHO & benefits one pager, the subject of those questions is the Te Reo Firearms Safety Code? Not the launch, or the publicity, or anything else?

Also, when do you need the one pager by? I have the deadline of Wednesday to get the PDF of the Te Reo Code into a shape where I can share it with you. Will that make your deadline for including in the Commissioners Māori Focus Forum agenda? I understand agendas and pre-reading often have to be locked down in advance of the meetings to give everyone adequate time to review.

Regards

Amanda Jongeneel

Poutaki Whakatika | Change Manager

Te Tari Pūreke | Firearms Safety Authority

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have received this message in error, please email or telephone the sender immediately.

From: PIRIKAHU, Mark <xxxx.xxxxxxxx@xxxxxx.xxxx.xx >
Sent: Wednesday, 16 August 2023 12:17 PM
To: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx >
Cc: MEMBERY, Michael <xxxxxxx.xxxxxxx@xxxxxx.xxxx.xx >
Subject: RE: Te Reo version of Firearms Safe Code

Kia ora e Amanda

Thank you for the information. Next steps:

1. Can you please provide a one-pager of intent outlining the WHY, HOW, WHEN, WHO & benefits for the communities including a copy of both versions?
2. Our team will put eyes over the intent & provide recommendation for this to go to the CMFF (Commissioners Māori Focus Forum) as an agenda via our Director
3. If all goes well, then you maybe asked to present the one-pager & answer questions.

Mike – Anything further to add?

Noho ora mai

Mark Pirikahu

[Te Ati Awa, Taranaki Whānui | Ati Haunui-a-paparangi | Ngā Wairiki-Ngāti Apa](#)

Māori & Community Partnerships

Police National Headquarters

WELLINGTON 6011

s.9(2)(a) OIA

From: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx >
Sent: Tuesday, August 15, 2023 4:06 PM
To: PIRIKAHU, Mark <xxxx.xxxxxxxx@xxxxxx.xxxx.xx >
Cc: MEMBERY, Michael <xxxxxxx.xxxxxxx@xxxxxx.xxxx.xx >
Subject: Te Reo version of Firearms Safe Code

Hi Mark

Thank you so much for your time just now, I really appreciate your input.

Translator:

Haki Tuaupiki, Ngāti Tūwharetoa, Waikato, **s.9(2)(a) OIA**

Contact made from this website:

<https://en.tetaurawhiri.govt.nz/translators>

Our objective:

- To launch the Te Reo Firearms Safety Code (109 pages) in the right way, to the right groups, at the right time.
- To ensure the Te Reo Firearms Safety Code is bang on in terms of translation.
- To do the right thing by the Māori Focus Forum.

The timeline I'm working to is outlined in the attached PowerPoint, as well as a few points around where we are now and what we are hoping to achieve.

I have spoken to the designer working on this publication and to the translator, to ensure we can get the side-by-side English and Te Reo versions over to you as soon as possible for review. I am aiming for next Wednesday. If I reach that target, would two weeks be long enough to review the file?

I'd be really grateful for all feedback both on the process outlined in the timeline and to the document itself, once I get these over to you.

Regards

Amanda Jongeneel

Poutaki Whakatika | Change Manager

Te Tari Pūreke | Firearms Safety Authority

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E xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx

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From: [MCILRAITH, Michael \(Mike\)](#)
To: [JONGENEEL, Amanda](#)
Subject: Next steps: Te Reo translation of Firearms Safety Code
Date: Tuesday, 24 January 2023 8:07:37 AM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

Morning Amanda

Thanks for the great detail below. Progressing with Haki seems sensible but can we chat briefly first please.

Kind regards,
Mike

Mike McIlraith
Director Partnerships – Te Tari Pūreke | Firearms Safety Authority
E xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx

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From: JONGENEEL, Amanda <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Sent: Tuesday, 24 January 2023 8:00 am

To: MCILRAITH, Michael (Mike) <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Subject: Te Reo translation of Firearms Safety Code

Hi Mike

You'll recall last year we discussed translating the Firearms Safety Code. The company I used to obtain the quote was the one recommended by the Comms team at NZ Police (and others within the Firearms Team) as being the preferred supplier.

After a bit of digging around, I've found the Māori Language Commission, who have a list of registered translators and interpreters: <https://en.tetaurawhiri.govt.nz/translators>

I've obtained two further quotes from two new translators (not Wellington based, but location doesn't matter) and their rates are below. To ensure we're comparing apples with apples, I've requested confirmation that they:

- Include a second translator to review their work, as is required under the Māori Language Act 2016.
- Translate into the NZ standard Māori, not the Tainui Māori. Tainui double the vowels rather than use macrons. This is a vernacular unique to the Tainui Waikato tribe.
- Can complete the work by the end of May.
- Have included a final review of the document once it's been dropped into the design template, to ensure the designer (who will not speak Māori) has put the right content into the right place.

Original quote, by [REDACTED] **s.9(2)(a) OIA** .

s.9(2)(a) OIA [REDACTED] .

s.9(2)(b)(ii) OIA [REDACTED]

Quote 2, by Haki Tuaupiki, from **Kiato Consultancy Ltd, Hamilton.**

Haki is Faculty of Māori and Indigenous Studies at the University of Waikato.

Quote: **\$44,312.80** (no GST as not GST registered, price based on 31,652 words @ \$1.40 per word).

Quote 3 **s.9(2)(a) OIA** **freelance, registered and qualified translator.**

s.9(2)(a) OIA

[Redacted]

s.9(2)(b)(ii) OIA

s.9(2)(a) OIA

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Haki's. Haki has experience translating policy and working with Government organisations. **For this reason, I'd recommend we go with Haki.**

For info, I've contacted 11 different registered translators: 4 before Christmas and another 7 on Monday. I also put a request in with the Māori Language Commission that they rattle a few cages for me. 2 quotes out of 11 enquiries is pretty disappointing.

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M **s.9(2)(a) OIA**

E xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx



From: [JONGENEEL, Amanda](#)
To: s.9(2)(a) OIA
Subject: RE: [EXTERNAL] Re: Firearms Safety Code translation
Date: Tuesday, 31 January 2023 9:22:00 AM
Attachments: [image001.png](#)

Hi again,

Sorry for the delay coming back to you. It looks like we're going to run with a different translator for this piece of work. I'm really sorry about that.

Regards

Amanda Jongeneel

Change Manager

Criminal Process Improvement Programme & Firearms
Police National Headquarters Wellington | Hamilton

M s.9(2)(a) OIA

E [xxxx](#)



From: s.9(2)(a) OIA
Sent: Friday, 27 January 2023 4:08 PM
To: JONGENEEL, Amanda <xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>
Subject: Re: [EXTERNAL] Re: Firearms Safety Code translation

No worries e hoa,

I'll need to know ASAP otherwise the deadline given of April may not be able to be serviced.

Look forward to hearing from you!

On Fri, 27 Jan 2023, 3:56 pm JONGENEEL, Amanda, <xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx> wrote:

Kia Ora e hoa,

Just coming back to you on this quote.

Because of the value of the work I've needed to go back to market for another two comparable quotes. Sorry about the delay.

Regards

Amanda Jongeneel

Change Manager

Criminal Process Improvement Programme & Firearms
Police National Headquarters Wellington | Hamilton

M s.9(2)(a) OIA

E [xxxx](#)



From: s.9(2)(a) OIA
Sent: Friday, 9 December 2022 12:33 PM
To: JONGENEEL, Amanda <xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>
Subject: Re: [EXTERNAL] Re: Firearms Safety Code translation

Kia Ora e hoa,

Would you have an update?

It would be awesome to have an update before your team close up for the Christmas break and I'd like to start it this side of Christmas if your director would like to go ahead with it?

Have a good weekend!

Nga Mihi!

On Mon, 5 Dec 2022, 10:04 am **s.9(2)(a) OIA** :

No worries.

Sounds good!

On Mon, 5 Dec 2022, 10:01 am JONGENEEL, Amanda, <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx> wrote:

Quick update from me, I ran this past the director to approve and he's going to need to defer to his boss as it's over his spend threshold. So, I'll let you know the outcome as soon as I hear.

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

s.9(2)(a) OIA

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From: **s.9(2)(a) OIA**

Sent: Friday, 2 December 2022 8:43 PM

To: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx>

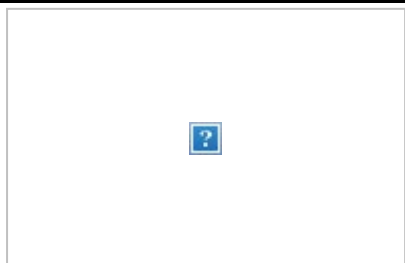
Subject: Re: [EXTERNAL] Re: Firearms Safety Code translation

Kia Ora anō Amanda,

Sounds good!

Ngā Mihi!

s.9(2)(a) OIA



On Fri, Dec 2, 2022 at 12:13 PM JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx> wrote:

OK thank you.

1. The estimate is excluding GST. **OK**
2. What is a date you would like for it to be handed over? And I'll see if I can work to that. **No specific date, just before end of April if possible.**
3. Yes, as translators, we are required under the Māori Language Act 2016 to have a second translator review our work. All costings from me factor in review charges. **OK**
4. There may possibly be some additional costs related to this. I did try editing via an editable software application, however, it had problems with macrons. **It would be supplied to you in a PDF, same as the English version I sent over. Using the free Adobe software, you can add highlights to text, strike out text, and add notes to text or images to leave instructions for amends for the designer. That should suffice. The designer then sweeps through all your tracked changes and adjusts the document on your instructions.**

Regards,

Amanda Jongeneel
Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E 

From: s.9(2)(a) OIA

Sent: Wednesday, 30 November 2022 6:44 PM

To: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx>

Subject: Re: [EXTERNAL] Re: Firearms Safety Code translation

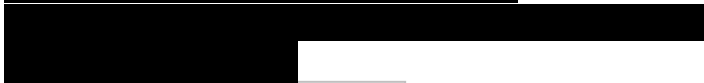
Kia Ora e hoa,

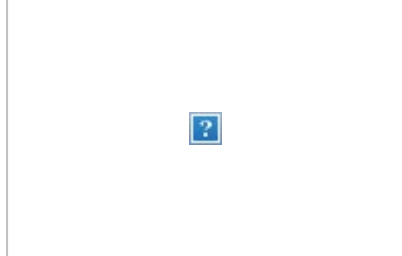
Apologies for the delayed response.

1. The estimate is excluding GST
2. What is a date you would like for it to be handed over? And I'll see if I can work to that.
3. Yes, as translators, we are required under the Māori Language Act 2016 to have a second translator review our work. All costings from me factor in review charges.
4. There may possibly be some additional costs related to this. I did try editing via an editable software application, however, it had problems with macrons.

Ngā Mihi!

s.9(2)(a) OIA





On Tue, Nov 29, 2022 at 1:29 PM JONGENEEL, Amanda

<xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx> wrote:

Thanks for that

It doesn't need to be formal, the estimate is fine. A couple of questions:

1. Is this plus GST?
2. How long might it take?
3. Does the cost include a second person to proof the document once translation is complete?
4. Does the cost include artwork proofs, where you would check the print-ready PDF to ensure the designed document has been set up correctly? This will be essential as the designer won't be able to read what she's placing so we will need your eyes to go over it to ensure the design works.

Regards,

Amanda Jongeneel
Change Manager

Justice Sector Reform and Firearms Safety Code

M 021 057 0781

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From: s.9(2)(a) OIA
Sent: Tuesday, 29 November 2022 1:18 PM
To: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx >
Subject: [EXTERNAL] Re: Firearms Safety Code translation

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kia Ora Amanda.

Not a formal quote but can send one through this afternoon.

s.9(2)(b)(ii) OIA

Apologies for the delayed response.

On Tue, 29 Nov 2022, 12:55 pm JONGENEEL, Amanda,

<xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx > wrote:

Kia ora,

Just following up to see how that quote is going for the Te Reo version of the Firearms Safety Code? Am keen to get this booked in with you before someone else gets their code books in first.

Regards,

Amanda Jongeneel
Change Manager
Justice Sector Reform and Firearms Safety Code

s.9(2)(a) OIA

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From: JONGENEEL, Amanda
To: SEARANCKE, Laura; COLEMAN, Peter (Pete); HESOM-WILLIAMS, Cass
Subject: RE: [EXTERNAL] Re: Firearms Safety on our website v printed code
Date: Saturday, 19 August 2023 12:12:00 AM
Attachments: image001.png

I contacted the Police comms team in March 'ish and was advised that it was a bit of a free for all. A bit of further digging from one comms person and they came up with a recommendation of:

§ 9(2)(a) OIA

[Redacted]

<https://en.tetaurawhiri.govt.nz/translators>

§ 9(2)(a) OIA, s.9(2)(b)(ii) OIA to translate the Firearms Safety Code, I needed a further 2 quotes for our procurement process.

I went to Police Procurement Team and asked if there was a list of translators I could contact who were already registered vendors. There is no such list and apparently procurement have no way of searching by vendor type in their system to produce some kind of list.

From there I headed to the Maori Language Commission website and contacted around 9 translators for quotes. I received responses from 3 and selected Kiato Consultancy for the Firearms Safety Code work.

Haki Tuauipiki, Kiato Consultancy, is also on the Maori Language Commission register as a recommended translator.

Haki Tuauipiki

Faculty of Māori and Indigenous Studies | Te Pua Wānanga ki te Ao

The University of Waikato

§ 9(2)(a) OIA

I'm no expert on translations but from what I can see, translating a couple of words and then translating body copy can create variations. Not due to dialect but due to the extra context that body copy provides. Having headings translated without context can give you a different result.

If we are going to create packages of Te Reo materials, such as firearms Safety Codes, course material, tests etc, we should anticipate having to go through similar procurement hoops of having more than 1 quote for the work. Therefore, we'll need a bank of translators to contact for quotes. All should be registered on the Maori Language Commission register. That register is searchable, but not all translators respond to enquiries (as was my experience) and we wouldn't want to set up vendors for loads of different translators when we would be more efficient having a small pool of quality vendors that we know we can rely on.

So far, we have two in the 'bank' so to speak. Those mentioned above. If anyone knows who did the translations for the website perhaps we can add them to the bank also?

Regards

Amanda Jongeneel
Poutaki Whakatika | Change Manager
Te Tari Pūreke | Firearms Safety Authority
M: § 9(2)(a) OIA
E: [Redacted]

||



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From: SEARANCKE, Laura <xxxxx.xxxxxxxx@xxxxxx.xxx.xx>

Sent: Friday, 18 August 2023 3:17 PM

To: COLEMAN, Peter (Pete) <xxxxx.xxxxxxxx@xxxxxx.xxx.xx>; HESOM-WILLIAMS, Cass <xxxx.xxxxxxxx@xxxxxx.xxx.xx>; JONGENEEL, Amanda <Amanda.jxxxxxxx@xxxxxx.xxx.xx>

Subject: RE: [EXTERNAL] Re: Firearms Safety on our website v printed code

I've been advised Mere Wilson Tuala-Fata could be a good contact if you've not already connected with her.

Ngā mihi

Laura Searancke (She/Her)
Manager – Strategy, Performance and Governance
Te Tari Pūreke | Firearms Safety Authority

||

M: § 9(2)(a) OIA
E: [Redacted]



From: SEARANCKE, Laura

Sent: Friday, 18 August 2023 3:13 pm

To: COLEMAN, Peter (Pete) <xxxxx.xxxxxxxx@xxxxxx.xxx.xx>; HESOM-WILLIAMS, Cass <xxxx.xxxxxxxx@xxxxxx.xxx.xx>; JONGENEEL, Amanda <xxxxx.xxxxxxxx@xxxxxx.xxx.xx>

Subject: RE: [EXTERNAL] Re: Firearms Safety on our website v printed code

Thanks Pete

I'm not going to own any sort of subject matter expertise here but I do think whatever process we go through it should be consistent and transparent.

I would start off by finding out what Police do for their translation work. Does anyone know what happens and who does it?

Ngā mihi

Laura Searancke (She/Her)
Manager – Strategy, Performance and Governance
Te Tari Pūreke | Firearms Safety Authority

||

M: § 9(2)(a) OIA
E: [Redacted]



From: COLEMAN, Peter (Pete) <xxxxx.xxxxxxxx@xxxxxx.xxx.xx>

Sent: Friday, 18 August 2023 2:52 pm

To: HESOM-WILLIAMS, Cass <xxxx.xxxxxxxx@xxxxxx.xxx.xx>; JONGENEEL, Amanda <xxxxx.xxxxxxxx@xxxxxx.xxx.xx>

Cc: SEARANCKE, Laura <xxxxx.xxxxxxxx@xxxxxx.xxx.xx>

Subject: RE: [EXTERNAL] Re: Firearms Safety on our website v printed code

Hi – if I understood the current use of te reo on the web, you've only got a very small number of sign posts at the highest level...

If correct, I would suggest that we agree a process with LT for whenever we want to use translations, and then we run all those headings through that process as the first taxi off the rank for consistency...

I've put Laura in the cc-line here, as she's got an interest in the organisation using more te reo, and has good system type thinkers in her strategy & performance area, so I wonder if they might help 'define the process' for translation/checking we use te reo correctly... that process might be quite simple but this case has thrown up perhaps how easy it can be for things to be challenged. I'd be surprised if for the current usage, we didn't think we'd done it all correctly that time around the buoys...

And of course, Amanda has engaged on the Safety Code document itself through a PNHQ te reo process/committee, and that looks quite rigorous, but perhaps not very agile (time will tell)...

So certainly seems to me this issue of translations into te reo could usefully be something to grapple with now (a very bite-sized project with those small number of web headings) but which leaves TTP with a clear framework to always follow for everything else that follows.

What do people think? Otherwise, what we've got is one authoritative source saying 'swap that out' on the work that had been done previously, presumably also by an authoritative source???

Kind regards

PC

From: HESOM-WILLIAMS, Cass <xxxx.xxxxxxxx@xxxxxx.xxx.xx>

Sent: Friday, 18 August 2023 2:21 pm

To: JONGENEEL, Amanda <xxxxx.xxxxxxxx@xxxxxx.xxx.xx>; COLEMAN, Peter (Pete) <xxxx.xxxxxxxx@xxxxxx.xxx.xx>

Subject: RE: [EXTERNAL] Re: Firearms Safety on our website v printed code

Thanks for this, Amanda.

Pete – the translator Amanda is using has suggested we use **Te Haumarū Pū** for the [Firearms safety](#) section of the site, instead of the current **Haumarū Ā-Pū**. You can see his reasoning in the thread below. It's the term that's been used in the Firearms Safety Code translation, so it makes sense to update the site for consistency. However, it's a good example of what can happen if we're using multiple translators.

Given we'll be reviewing the IA shortly (which may result in differently labelled categories), I'm happy to make the change now if you're okay with it – but we need to have a more strategic plan about how we use te reo on the site in the future. Poorly implemented translations are probably worse than no translations at all!

Cheers,

Cass

From: JONGENEEL, Amanda <xxxxx.xxxxxxxx@xxxxx.xxx.xx>
Sent: Friday, August 18, 2023 1:47 PM
To: HESOM-WILLIAMS, Cass <xxxxx.xxxxxxxx@xxxxx.xxx.xx>
Subject: FW: [EXTERNAL] Re: Firearms Safety on our website v printed code

Hi Cass

Refer below the enquiry about how we refer to Firearms Safety (top level nav) on our website, versus how it appears on the Firearms Safety Code. Image of Te Reo Firearms Safety Code cover is attached for reference.

Regards

Amanda Jongeneel
Poutaki Whakatika | Change Manager
Te Tari Pūreke | Firearms Safety Authority
M.S.9(2)(a) OIA
E

1



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From: Haki Tuapiki <S.9(2)(a) OIA>

Sent: Friday, 18 August 2023 1:01 PM

To: JONGENEEL, Amanda <xxxxx.xxxxxxxx@xxxxx.xxx.xx>

Subject: Re: [EXTERNAL] Re: Firearms Safety on our website v printed code

The best way to put it is, simplicity is better in certain situations, this is one of those occasions. There is no major reason to include the extra word. To the Maori mind, the simpler (maintaining accuracy) make more Maori sense.

On Thu, Aug 17, 2023, 2:31 PM JONGENEEL, Amanda <xxxxx.xxxxxxxx@xxxxx.xxx.xx> wrote:

You're smashing it! Thank you!

Can you please just give me a little commentary around the difference between the two translations? Our web team will want to know why the first one isn't right as it would have been translated by someone from Victoria University and QAd by someone there.

Regards

Amanda Jongeneel
Poutaki Whakatika | Change Manager
Te Tari Pūreke | Firearms Safety Authority
M.S.9(2)(a) OIA
E



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From: Haki Tuapiki <S.9(2)(a) OIA>

Sent: Friday, 18 August 2023 5:19 AM

To: JONGENEEL, Amanda <xxxxx.xxxxxxxx@xxxxx.xxx.xx>

Subject: [EXTERNAL] Re: Firearms Safety on our website v printed code

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Morning Amanda, in my opinion, it needs to be corrected. It's actually linguistically incorrect and rudimentary.

If it were me, I would change it to what's on the Safety Code: **Te Haumarū Pū**

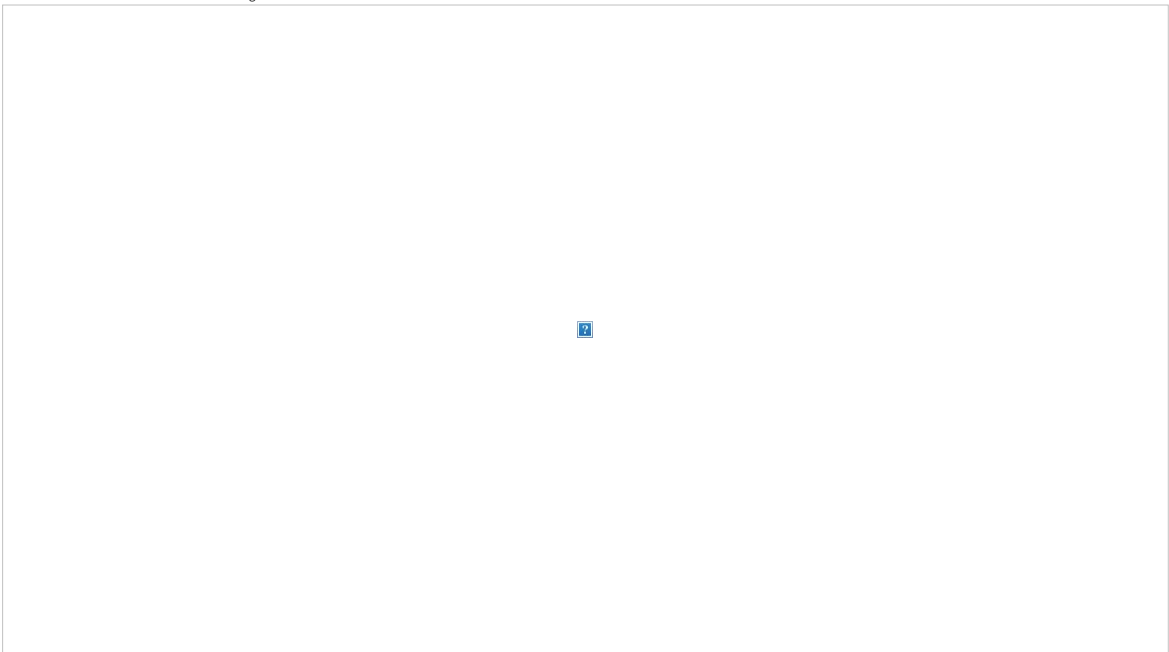
Hope this helps.

PS. I'm working through the layed up version of the PDF and hope to have it to Helen by the end of the day today.

On Thu, Aug 17, 2023 at 2:48 PM JONGENEEL, Amanda <xxxxx.xxxxxxxx@xxxxx.xxx.xx> wrote:

Hi Haki

Just wondering if you could let me know if this text on our website is still correct? I see a difference in (possibly) how we say Firearms Safety on our website versus how we say Firearms Safety in terms of the code. No dramas if we need to change it.



Regards

Amanda Jongeneel
Poutaki Whakatika | Change Manager
Te Tari Pūreke | Firearms Safety Authority
M.S.9(2)(a) OIA
E



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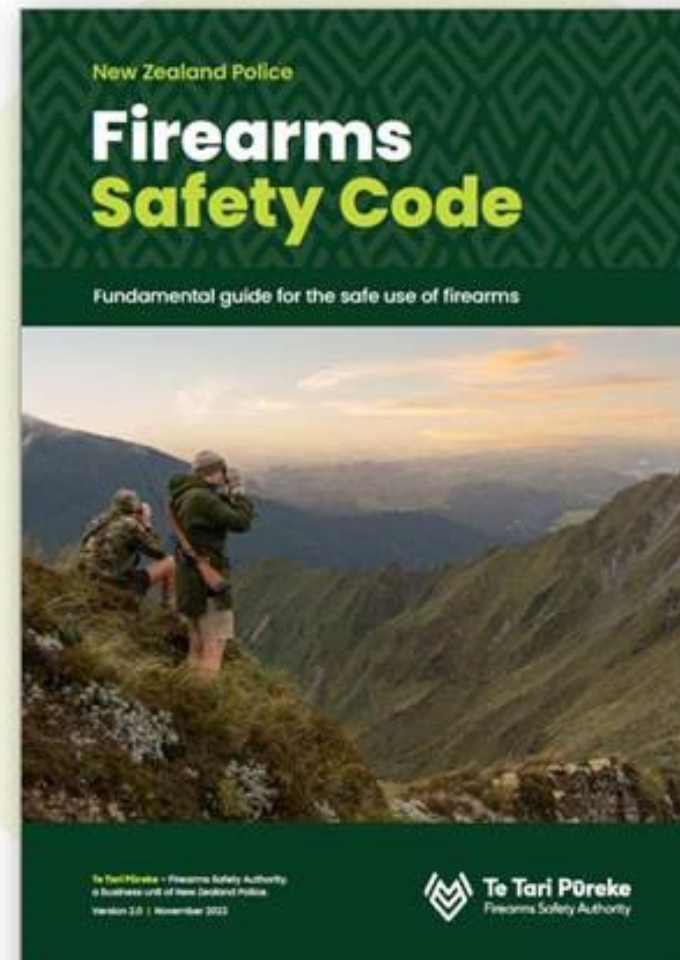
The University of Waikato | s.9(2)(a) OIA

s.9(2)(a) OIA | Webpage www.waikato.ac.nz

WAIATA WAIRUA WAIORA WAIKATO

The Firearms Safety Code

- » Published on 30 November 2022 when Te Tari Pūreke launched.
- » Currently only available as a PDF download or purchased from our e-commerce store.
- » www.firearmssafetyauthority.govt.nz/firearms-safety
- » Averaging 5,000 downloads every month.



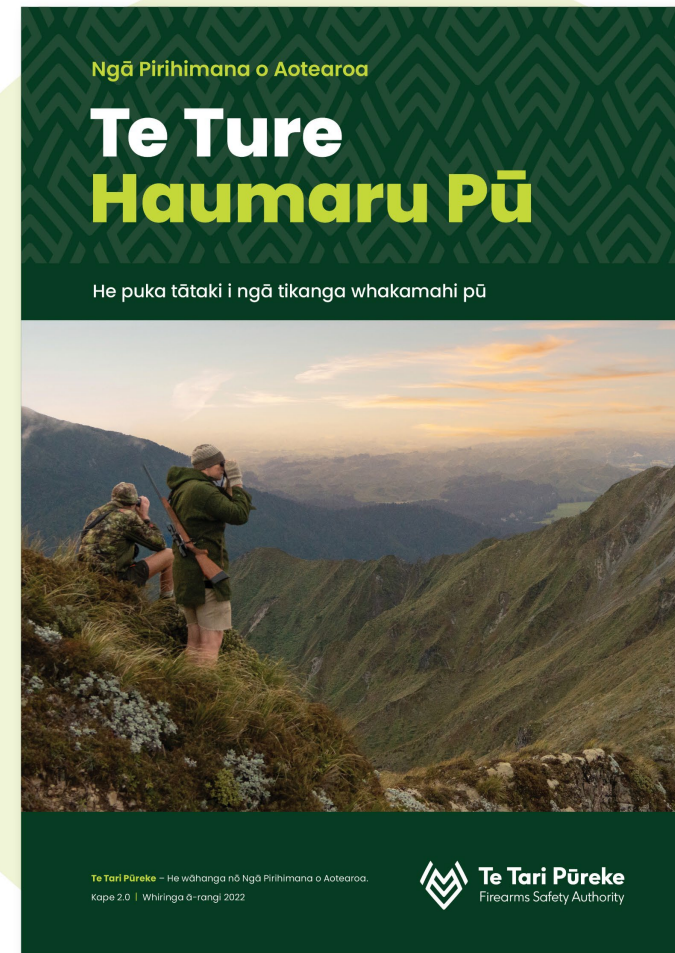
Firearms Safety Code national distribution

- » On 5 October 2023 the Firearms Safety Code (English and Te Reo) will be launched in book stores and specialist stores like Hunting & Fishing and Gun City.
- » Libraries will be encouraged to stock copies.
- » Online retailers such as Fishpond and Mighty Ape will also be approached to stock the products.



Firearms Safety Code in Te Reo

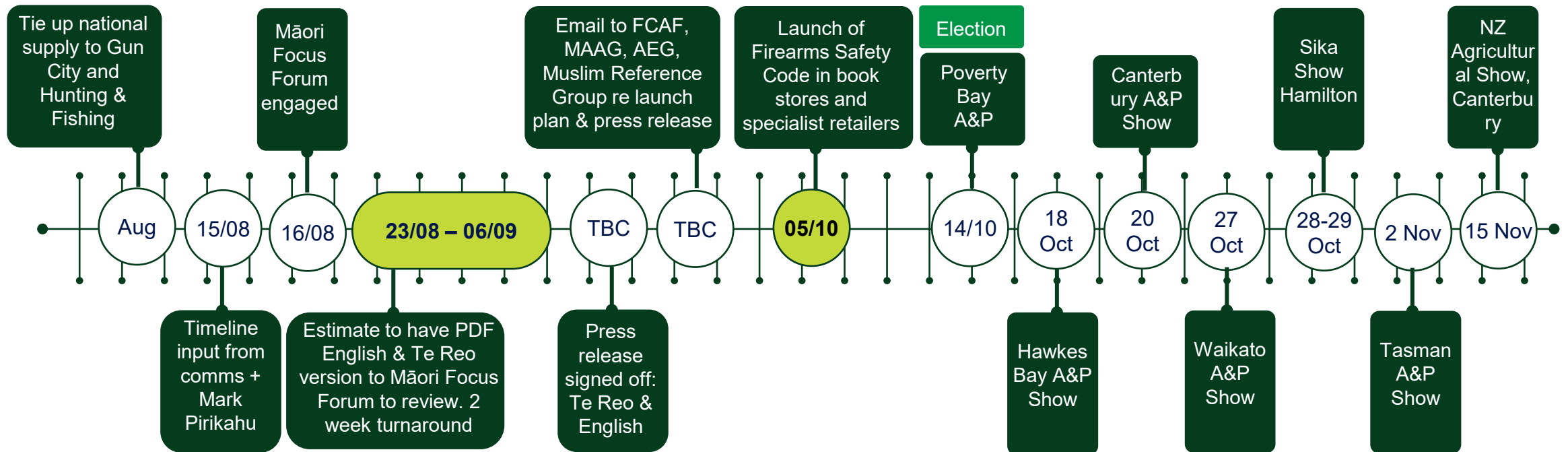
- » Free PDF download copies of the Te Reo Firearms Safety Code will be available on our website.
- » Copies will be available to purchase from our e-commerce site at the same price as the English version.
- » National distribution to specialist stores and retailers will coincide with the English release: both will go together.
- » Social media, English and Te Reo media will be managed in house by the Te Tari Pūreke communications team.
- » Specialist book publicity agency has been appointed by White Cloud Books to manage PR to retailers and wholesalers.



English and Te Reo Firearms Safety Code launch timeline

The Edmonds Cookbook of the firearms community

Check this with Goodman Fielder media team by calling Martin Cole on 0061403332977



From: [JONGENEEL, Amanda](#)
To: s.9(2)(a) OIA
Subject: RE: [EXTERNAL] Re: FW: Te Reo Māori translation enquiry
Date: Tuesday, 15 November 2022 11:51:00 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hi again

Just following up to see how you're getting on with that single line of translation, and the quote of course.

Cheers

Regards,

Amanda Jongeneel
Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E 



From: JONGENEEL, Amanda

Sent: Friday, 11 November 2022 10:49 AM

To: s.9(2)(a) OIA

Subject: RE: [EXTERNAL] Re: FW: Te Reo Māori translation enquiry

Thank you so much.

I've just spoken to the director and he's confirmed we will get the document translated, so consider that a project locked in for the New Year for you! You're going to be busy!

Let me know a quote when you can and I'll raise a PO for you.

No rush. We'll add that holding statement to the website and publish the Te Reo version when it's ready.

Next week for that single line is fine.

That video, and your translation, has been watched by over 1500 front line police team members.

Here's the link in case you're interested.

<https://vimeo.com/742500564/03cce65dc9>

I'll be using the video again next year and will edit it further to cut it a little shorter at the end. So it'll be seen by all copy in Tasman and Auckland districts next year.

Regards,

Amanda Jongeneel
Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E 



From: s.9(2)(a) OIA

Sent: Thursday, 10 November 2022 9:53 PM

To: JONGENEEL, Amanda <xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Subject: [EXTERNAL] Re: FW: Te Reo Māori translation enquiry

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kia Ora Amanda,

Of course, I remember. I hope that project went well for you.

No worries!

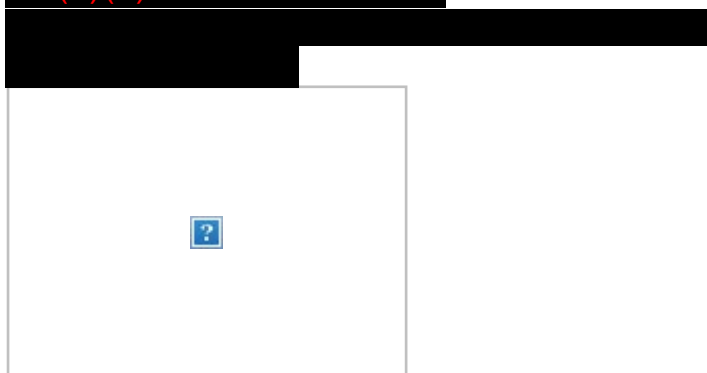
1) I'll have a look and get back to you as soon as possible with a quote for translation. Is there a date in mind you would like to have this by? If it is this side of Christmas, I'm not sure if I can service this request. However, if it is sometime in the new year, I'm more than happy to consider this request.

2) No worries at all e hoa, I will have the translation of the single line of text to you by tomorrow or Monday at the latest if that isn't an issue. I'd prefer to think of a more formal name for The Firearms Safety Code than a direct translation.

Please let me know!

Ngā Mihi!

s.9(2)(a) OIA



On Thu, Nov 10, 2022 at 12:18 PM JONGENEEL, Amanda <xxxxxx.xxxxxxxxx@xxxxxx.xxxx.xx> wrote:

Kia ora **s.9(2)(a) OIA**

You might remember me from a small translation job you did for me, **s.9(2)(a) OIA** video intro?

I'm working on a new project and a document which I'm hoping to get translated. It's 109 pages long.

I have two hopes:

1. Could you look at the document attached and send me a quote for translation?
2. Could you please translate the single line of text as outlined below? I wondered if you might find it in your heart to translate that one line for me as a one-off favour, and factor the time and cost involved into the overall quote for the full document translation? The reason being, the website launching the English version goes live in a short while and I just need the holding statement translated while I lobby to get the full document translated. Getting the purchase order for a single line of text is going to take a week or longer and we'll miss the deadline for the English version launch.

Document for review and quote is attached.

Hope to hear from you soon!

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E 



From: TIMUTIMU, Juanita (Whiti) <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx >

Sent: Thursday, 10 November 2022 10:42 AM

To: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx >

Subject: RE: Te Reo Māori translation enquiry

Tena koe Amanda,

Thanks for reaching out, I love that we're wanting to have a te reo Maori version.

Just for consistency we've been using:

s.9(2)(a) OIA

I hope that is helpful.

Nga mihi

Whiti

From: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx >

Sent: Thursday, 10 November 2022 10:28 AM

To: TIMUTIMU, Juanita (Whiti) <xxxxxxx.xxxxxxxx@xxxxxx.xxxx.xx >

Subject: Te Reo Māori translation enquiry

Hi Whiti

s.9(2)(a) OIA gave me your name as someone who may be able to assist? I'm supporting Mike McIlraith in branding and launching the new Firearms Safety Code at the end of this month. We have an English version and I'd like to speak to Mike about getting budget for a version to be created in Te Reo Māori. In the absence of this, I'd like to indication on the website when it goes live in a few weeks, that a Te Reo Māori version is pending.

This is the link I was thinking of adding:

The Firearms Safety Code in Te Reo Māori is being developed and will be published here in early 2023.

- What are your thoughts on the English version of the statement, is it OK?
- Could you translate it or do you know someone who can?

Hope you can help!

Cheers!

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E 



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From: [Haki Tuaupiki](#)
To: [JONGENEEL, Amanda](#)
Subject: Re: [EXTERNAL] Re: New vendor confirmation
Date: Tuesday, 31 January 2023 9:47:55 PM
Attachments: [image001.png](#)

s.9(2)(a) OIA

Thanks
Nga mihi
Haki

On Tue, Jan 31, 2023 at 4:33 PM JONGENEEL, Amanda
<[x@xx](#)> wrote:

Hi Haki

I will raise a PO for you outlining the steps we emailed about earlier. If you want progress payments I can factor that into the purchase order. But if you're happy for a full and final payment that's fine too. Let me know your preference.

Regards

Amanda Jongeneel

Change Manager

Criminal Process Improvement Programme & Firearms

Police National Headquarters Wellington | Hamilton

M s.9(2)(a) OIA

E [x@xx](#)



From: Haki Tuaupiki **s.9(2)(a) OIA**
Sent: Tuesday, 31 January 2023 4:01 PM
To: JONGENEEL, Amanda <[x@xx](#)>
Subject: [EXTERNAL] Re: New vendor confirmation

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Ok ka Pai Amanda.

How will this work, will there be a formal contract with deadlines and payments for each deadline?

s.9(2)(a) OIA

Nga mihi

Haki

On Tue, 31 Jan 2023, 14:28 JONGENEEL, Amanda,

<xxx@xxx> wrote:

Hi Haki

Hope you've had a good weekend. Confirming that you're now a vendor with NZ Police. Your vendor number is **s.9(2)(a) OIA** and this number should be clearly visible on all your invoices to us.

Regards

Amanda Jongeneel

Change Manager

Criminal Process Improvement Programme & Firearms

Police National Headquarters Wellington | Hamilton

M +**s.9(2)(a) OIA**

E xxx@xxx



=====
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The University of Waikato | **s.9(2)(a) OIA**

s.9(2)(a) OIA | Webpage www.waikato.ac.nz

WAIATA WAIKATO WAIORA WAIKATO

From: [info](#)
To: [JONGENEEL, Amanda](#)
Subject: RE: [EXTERNAL] RE: Translation requirement
Date: Tuesday, 17 January 2023 9:29:22 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)

Tēnā koe Amanda,
Thank you again for your patience.
The team are doing the best they can to help you with your enquiry.
I will let you know once I hear back from the team.

s.9(2)(a) OIA

[Redacted text]

TE TAURA WHIRI | TE REO MĀORI | MĀORI LANGUAGE COMMISSION

Papa 11, Kiwi Wealth House
20 Te Ara o Ballance
Te Whanganui-a-Tara 6011

Level 11, Kiwi Wealth House
20 Ballance Street
Wellington 6011

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [ReoMaori.co.nz](#)

A picture containing rug? ? Description automatically generated



From: JONGENEEL, Amanda <[x@xxx](#)>
Sent: Monday, 16 January 2023 10:25 am
To: info <[x@xxx](#)>
Subject: RE: [EXTERNAL] RE: Translation requirement

I've sent 7 more enquiries through to 7 different translators.
Yes please if you are able to speak to the team and see if they know of anyone who would be interested in the work. Thank you.

Regards,

Amanda Jongeneel
Change Manager
Justice Sector Reform and Firearms Safety Code

s.9(2)(a) OIA

E [x@xxx](#)





From: info <info@xxx>
Sent: Monday, 16 January 2023 10:05 AM
To: JONGENEEL, Amanda <xxx@xxx>
Subject: RE: [EXTERNAL] RE: Translation requirement

Tēnā koe Amanda,

Thank you very much for your patience.

I'm sorry to say we cannot give any personal details of Translators to you.

You could try contacting someone from a different region?

I will ask our Team who manages the Translators Register if we have any other options for you.

Aku mihi, nā

s.9(2)(a) OIA



TE TAURA WHIRI | TE REO MĀORI | MĀORI LANGUAGE COMMISSION

Papa 11, Kiwi Wealth House
20 Te Ara o Ballance
Te Whanganui-a-Tara 6011

Level 11, Kiwi Wealth House
20 Ballance Street
Wellington 6011

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [ReoMaori.co.nz](#)

A picture containing rug? ? Description automatically generated



From: JONGENEEL, Amanda <xxx@xxx>
Sent: Sunday, 15 January 2023 2:28 pm
To: info <info@xxx>
Subject: RE: [EXTERNAL] RE: Translation requirement

Hi again

I put an enquiry in with another couple and still haven't heard back from anyone. It's getting a bit urgent. This is a \$30 – 40,000 job and I really need to crack on with it. What do you think I should do? Are you able to give me some phone numbers to call? Sending requests for contact via your website isn't really working and I'm treading water while I wait for people to get back to me.

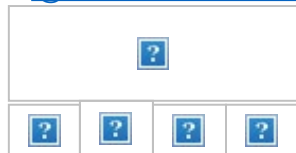
Regards,

Amanda Jongeneel
Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E xxx@xxx



From: info <info@xxx>
Sent: Thursday, 22 December 2022 2:14 PM
To: JONGENEEL, Amanda <xxx@xxx>

Subject: [EXTERNAL] RE: Translation requirement

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Kia ora,

As a follow up to this email:

- I have contacted one of our Translations Team and she has advised that the best thing to do at this time is contact another translator who may be able to respond more rapidly.

Please let me know if you have any more pātai about this request.

Ngā mihi nui!

From: JONGENEEL, Amanda <XXXX@XXXX>

Sent: Tuesday, 20 December 2022 11:41 am

To: info <XXXX@XXXX>

Subject: Translation requirement

Importance: High

Hi there

I've put in two requests for translation quotes with two of your Waikato translators last Thursday 15/12 but haven't heard back.

It's a 109p document so quite a substantial piece of work. Are you able to please advise if there are alternative translators that I might contact who are available in the new year and keen for the work?

Regards,

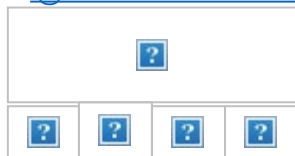
Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E XXXX@XXXX



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From: [Haki Tuaupiki](#)
To: [JONGENEEL, Amanda](#)
Subject: Re: [EXTERNAL] Translations
Date: Thursday, 19 January 2023 11:42:15 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Thanks Amanda, I am on the same page as you re public money.

Talk soon
Haki

On Thu, Jan 19, 2023 at 11:36 AM JONGENEEL, Amanda
<[x@xx](#)> wrote:

Thanks for your quick response Haki.

I'll factor in a further 60c per word for the second person to QA the work. If we can get someone to do it for less that would be great. I'm not a fan of cutting corners but we do need to be really careful how we spend the public money.

Regards

Amanda Jongeneel

Change Manager

Criminal Process Improvement Programme & Firearms

Police National Headquarters Wellington | Hamilton

M [s.9\(2\)\(a\) OIA](#)

E [x@xx](#)



From: Haki Tuaupiki <[s.9\(2\)\(a\) OIA](#)>
Sent: Thursday, 19 January 2023 11:08 AM
To: JONGENEEL, Amanda <[x@xx](#)>
Subject: Re: [EXTERNAL] Translations

Kia ora Amanda, thanks for your response.

1. [s.9\(2\)\(a\) OIA](#)
2. I will indeed use macrons, and not the double vowel for this work, as the document is for wider NZ consumption, not Waikato specific.
3. My quote does not include a QA translator (second translator). In past work for other Govt agencies, the organisation would contract a second licenced translator to quality assure the translation.

I have colleagues who are licenced translators who could undertake the quality assurance (availability pending). QA fees range from 40c-70c per word. Do you want me to find out more?

Let me know,

Thanks

Haki

On Wed, Jan 18, 2023 at 2:35 PM JONGENEEL, Amanda

<xx@xx> wrote:

Hi Haki

This is great, thank you.

A couple of questions:

1. Is this plus GST (assuming you're GST registered)?
2. I believe there are differences between the way Tainui write, versus other styles. Can you confirm you'll be using the wider-recognised spelling, using the macrons as opposed to double vowel?
3. Does your work get quality checked by a second translator? I understand there may be requirements under the Māori Language Act 2016 to have a second translator review your work. Is the cost of that included?

Thanks again! I hope to have an answer for you by the end of this week.

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M **s.9(2)(a) OIA**

E xx@xx



From: Haki Tuaupiki **s.9(2)(a) OIA**
Sent: Tuesday, 17 January 2023 10:12 PM
To: JONGENEEL, Amanda <xx@xx>
Subject: Re: [EXTERNAL] Translations

Kia ora Amanda,

Here's the quote attached. Thanks and talk soon.

Cheers

Haki

On Tue, Jan 17, 2023 at 10:58 AM JONGENEEL, Amanda <xx@xx> wrote:

Thanks for your email, that's totally fine.

As soon as you're able to quote, that'd be great.

Cheers

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

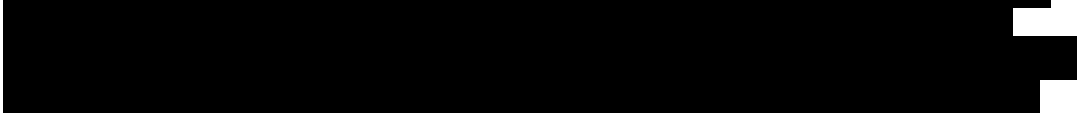
M **s.9(2)(a) OIA**

E xx@xx



From: Haki Tuaupiki **s.9(2)(a) OIA**
Sent: Tuesday, 17 January 2023 8:31 AM
To: JONGENEEL, Amanda <xx@xx>
Subject: Re: [EXTERNAL] Translations

Morena Amanda, sorry I didn't email you back a quote yesterday, **s.9(2)(a) OIA**



Thanks again

Haki

On Mon, 16 Jan 2023, 11:01 JONGENEEL, Amanda, <xx@xx> wrote:

31,505 words in total, 106 pages.

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M **s.9(2)(a) OIA**

E [x@xx](#)

From: Haki Tuaupiki **s.9(2)(a) OIA**
Sent: Monday, 16 January 2023 10:41 AM
To: JONGENEEL, Amanda <[x@xx](#)>
Subject: Re: [EXTERNAL] Translations

Kia ora Angela. Aroha mai I gave you the wrong cell number. **s.9(2)(a) OIA**
If you call back we can have a chat.

Ka Pai, nga mihi

Haki

On Mon, 16 Jan 2023, 10:17 JONGENEEL, Amanda,
<[x@xx](#)> wrote:

Kia ora Haki

Thanks for your email. I've left you a voicemail just now – if you could give me a call back when you're free that'd be great.

I'm looking for a quote to translate the attached PDF document into Te Reo. I'd need to have it back within a few months. Call me when you've had the chance to check the attached document.

Many thanks

Amanda

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M **s.9(2)(a) OIA**

E [x@xx](#)

From: Haki Tuaupiki **s.9(2)(a) OIA**
Sent: Sunday, 15 January 2023 8:12 PM
To: JONGENEEL, Amanda <[x@xx](#)>
Subject: [EXTERNAL] Translations

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kia ora Amanda.

I received an email requesting a te reo Maori translator. I am available if you want to make contact with me.

Thank you.

Naku noa

Haki Tuaupiki

s.9(2)(a) OIA

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Faculty of Māori and Indigenous Studies | Te Pua Wānanga ki te Ao

The University of Waikato | s.9(2)(a) OIA

Email: s.9(2)(a) OIA | Webpage www.waikato.ac.nz

WAIATA WAIRUA WAIORA WAIKATO

--

Faculty of Māori and Indigenous Studies | Te Pua Wānanga ki te Ao

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Email: s.9(2)(a) OIA | Webpage www.waikato.ac.nz
WAIATA WAIRUA WAIORA WAIKATO

From: [MEMBERY, Michael](#)
To: [JONGENEEL, Amanda](#); [PIRIKAHU, Mark](#)
Subject: RE: Te Reo version of Firearms Safe Code
Date: Wednesday, 16 August 2023 5:01:10 PM
Attachments: [image002.png](#)
[image003.png](#)

Kia ora Amanda,

I have forwarded your previous email with the PowerPoint attached to the Director of Community Maori Partnerships.

This is to inform him and to send this to the Police Executive and Commissioner. Also with an aim of getting the information to the CMFF and if they decide to discuss this in depth, then that will be their decision.

The next scheduled meeting is on the 9th of September 2023.

This is to remove any surprise for the Iwi Maori leaders when or if media approaches for comment.

At this stage I am still establishing if the agenda has been set and what the pre reading will be.

Noho ora mai (Stay Safe)

Mike Membery

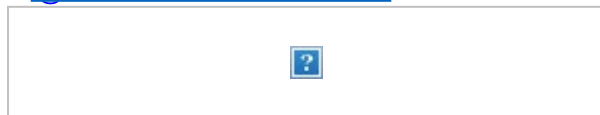
Iwi and Communities

Principal Engagement Manager - Maori

Police National Head Quarters

M [s.9\(2\)\(a\) OIA](#)

E [xxxx](#)



From: JONGENEEL, Amanda <xxxxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Sent: Wednesday, 16 August 2023 3:01 PM

To: PIRIKAHU, Mark <xxxx.xxxxxxxx@xxxxxx.xxxx.xx>

Cc: MEMBERY, Michael <xxxxxxx.xxxxxxx@xxxxxx.xxxx.xx>

Subject: RE: Te Reo version of Firearms Safe Code

Ok thanks Mark will do,

Re the WHY, HOW, WHEN, WHO & benefits one pager, the subject of those questions is the Te Reo Firearms Safety Code? Not the launch, or the publicity, or anything else?

Also, when do you need the one pager by? I have the deadline of Wednesday to get the PDF of the Te Reo Code into a shape where I can share it with you. Will that make your deadline for including in the Commissioners Māori Focus Forum agenda? I understand agendas and pre-reading often have to be locked down in advance of the meetings to give everyone adequate time to review.

Regards

Amanda Jongeneel

Poutaki Whakatika | Change Manager

Te Tari Pūreke | Firearms Safety Authority

M [s.9\(2\)\(a\) OIA](#)

E [xxxx](#)

□



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From: PIRIKAHU, Mark <xxxx.xxxxxxxx@xxxxxx.xxxx.xx >
Sent: Wednesday, 16 August 2023 12:17 PM
To: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx >
Cc: MEMBERY, Michael <xxxxxxx.xxxxxxx@xxxxxx.xxxx.xx >
Subject: RE: Te Reo version of Firearms Safe Code

Kia ora e Amanda

Thank you for the information. Next steps:

1. Can you please provide a one-pager of intent outlining the WHY, HOW, WHEN, WHO & benefits for the communities including a copy of both versions?
2. Our team will put eyes over the intent & provide recommendation for this to go to the CMFF (Commissioners Māori Focus Forum) as an agenda via our Director
3. If all goes well, then you maybe asked to present the one-pager & answer questions.

Mike – Anything further to add?

Noho ora mai

Mark Pirikahu

[Te Ati Awa, Taranaki Whānui | Ati Haunui-a-paparangi | Ngā Wairiki-Ngāti Apa](#)

Māori & Community Partnerships

Police National Headquarters

WELLINGTON 6011

Mob: **s.9(2)(a) OIA**

From: JONGENEEL, Amanda <xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx >
Sent: Tuesday, August 15, 2023 4:06 PM
To: PIRIKAHU, Mark <xxxx.xxxxxxxx@xxxxxx.xxxx.xx >
Cc: MEMBERY, Michael <xxxxxxx.xxxxxxx@xxxxxx.xxxx.xx >
Subject: Te Reo version of Firearms Safe Code

Hi Mark

Thank you so much for your time just now, I really appreciate your input.

Translator:

Haki Tuapiki, Ngāti Tūwharetoa, Waikato **s.9(2)(a) OIA**

Contact made from this website:

<https://en.tetaurawhiri.govt.nz/translators>

Our objective:

- To launch the Te Reo Firearms Safety Code (109 pages) in the right way, to the right groups, at the right time.
- To ensure the Te Reo Firearms Safety Code is bang on in terms of translation.
- To do the right thing by the Māori Focus Forum.

The timeline I'm working to is outlined in the attached PowerPoint, as well as a few points around where we are now and what we are hoping to achieve.

I have spoken to the designer working on this publication and to the translator, to ensure we can get the side-by-side English and Te Reo versions over to you as soon as possible for review. I am aiming for next Wednesday. If I reach that target, would two weeks be long enough to review the file?

I'd be really grateful for all feedback both on the process outlined in the timeline and to the document itself, once I get these over to you.

Regards

Amanda Jongeneel

Poutaki Whakatika | Change Manager

Te Tari Pūreke | Firearms Safety Authority

M s.9(2)(a) OIA

E [XXXX](#)

□

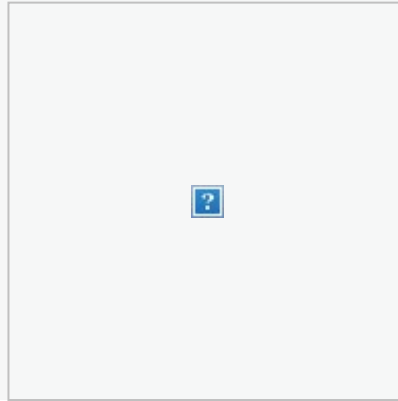


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From: [Te Taura Whiri i te Reo Māori](#)
To: [JONGENEEL, Amanda](#)
Subject: [EXTERNAL] Thank you for contacting a translator
Date: Thursday, 15 December 2022 2:49:25 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Kia ora Amanda,

Your request has been sent.

If you do not receive a response within 2-3 working days, please let us know at

[@xxx](#).

Kia ora Amanda,

Kua tukuna tō tono.

Ki te kore ia e whakautu i tō tono i roto i te 2-3 rā mahi, tēnā whakamōhio mai i a mātou i [@xxx](#).

From: [JONGENEEL, Amanda](#)
To: [@xxx](#)
Subject: Translation requirement
Date: Tuesday, 20 December 2022 11:40:00 AM
Attachments: [EXTERNAL Thank you for contacting a translator.msg](#)
[EXTERNAL Thank you for contacting a translator.msg](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
Importance: High

Hi there

I've put in two requests for translation quotes with two of your Waikato translators last Thursday 15/12 but haven't heard back.

It's a 109p document so quite a substantial piece of work. Are you able to please advise if there are alternative translators that I might contact who are available in the new year and keen for the work?

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M [s.9\(2\)\(a\) OIA](#)

E [@xxx](#)



Quote 2, by Haki Tuaupiki, from **Kiato Consultancy Ltd, Hamilton.**

Haki is Faculty of Māori and Indigenous Studies at the University of Waikato.

Quote: **\$44,312.80** (no GST as not GST registered, price based on 31,652 words @ \$1.40 per word).

Quote 3, by **s.9(2)(a) OIA** **freelance, registered and qualified translator.**

s.9(2)(a) OIA [Redacted]

[Redacted]

s.9(2)(b)(ii) OIA [Redacted]

s.9(2)(a) OIA [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Haki's. Haki has experience translating policy and working with Government organisations. **For this reason, I'd recommend we go with Haki.**

For info, I've contacted 11 different registered translators: 4 before Christmas and another 7 on Monday. I also put a request in with the Māori Language Commission that they rattle a few cages for me. 2 quotes out of 11 enquiries is pretty disappointing.

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M **s.9(2)(a) OIA**

E xxxxxx.xxxxxxxxxx@xxxxxx.xxxx.xx



Initial translation enquiry 2022

From: [JONGENEEL, Amanda](#)
To: [PATEL, Reekita](#)
Subject: RE: Vendor enquiry
Date: Monday, 12 December 2022 3:40:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Yes, they said the same and suggested I speak to you.

Regards,

Amanda Jongeneel
Change Manager

Justice Sector Reform and Firearms Safety Code

s.9(2)(a) OIA

[E !\[\]\(642aa997563f9a325b310230bb5078b7_img.jpg\)](#)



From: PATEL, Reekita <[x@xxx](#)>

Sent: Monday, 12 December 2022 2:59 PM

To: JONGENEEL, Amanda <[x@xxx](#)>

Subject: RE: Vendor enquiry

Hi Amanda,

Apologies for the delay in responding to you.

Unfortunately I do not have a list of vendors. I can only search up vendors if I have the vendor number.

Have you tried contacting the procurement team?

Regards,

Reekita Patel
Business Advisor

Finance

PNHQ

[E !\[\]\(dc0c40d45c42e86bc0669168926f812c_img.jpg\)](#)



From: JONGENEEL, Amanda <[x@xxx](#)>

Sent: Thursday, 8 December 2022 10:33 AM

To: PATEL, Reekita <[x@xxx](#)>

Subject: FW: Vendor enquiry

Hi Reekita

Just wondered if you know of any way to find out if NZ Police have a vendor set up who is a translation service? I need a second quote on a substantial piece of work and need to ensure the costs are efficient.

Regards,

Amanda Jongeneel
Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E x@xxx



From: Shared Services Team <x@xxx>

Sent: Wednesday, 7 December 2022 2:50 PM

To: JONGENEEL, Amanda <x@xxx>

Subject: RE: Vendor enquiry

Kia ora,

Our vendor setup does not require occupations to be noted. You could try MPES team., or follow up with your finance business advisor to track on GL code for translation services

Nga mihi

Beryl

From: JONGENEEL, Amanda <x@xxx>

Sent: Wednesday, 7 December 2022 2:22 pm

To: Shared Services Team <x@xxx>

Subject: Vendor enquiry

Hi there

I'm looking to get a list of who is on our vendor list (preferred supplier) for **Te Reo translation services / maori translation services**. Are you able to let me know please?

Regards,

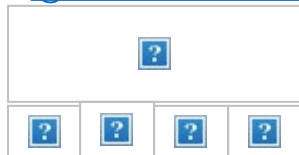
Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

E x@xxx



From: [JONGENEEL, Amanda](#)
To: [TIMUTIMU, Juanita \(Whiti\)](#)
Subject: RE: Te Reo Māori translation enquiry
Date: Thursday, 10 November 2022 12:11:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Thanks Whiti, much appreciated.

Regards,

Amanda Jongeneel



Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

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From: TIMUTIMU, Juanita (Whiti) <@xxx>
Sent: Thursday, 10 November 2022 10:42 AM
To: JONGENEEL, Amanda <@xxx>
Subject: RE: Te Reo Māori translation enquiry

Tena koe Amanda,

Thanks for reaching out, I love that we're wanting to have a te reo Maori version.

Just for consistency we've been using:

s.9(2)(a) OIA

I hope that is helpful.

Nga mihi

Whiti

From: JONGENEEL, Amanda <[j@xxx](#)>
Sent: Thursday, 10 November 2022 10:28 AM
To: TIMUTIMU, Juanita (Whiti) <[j@xxx](#)>
Subject: Te Reo Māori translation enquiry

Hi Whiti

s.9(2)(a) OIA gave me your name as someone who may be able to assist? I'm supporting Mike McIlraith in branding and launching the new Firearms Safety Code at the end of this month. We have an English version and I'd like to speak to Mike about getting budget for a version to be created in Te Reo Māori. In the absence of this, I'd like to indication on the website when it goes live in a few weeks, that a Te Reo Māori version is pending.

This is the link I was thinking of adding:

[The Firearms Safety Code in Te Reo Māori is being developed and will be published here in early 2023.](#)

- What are your thoughts on the English version of the statement, is it OK?
- Could you translate it or do you know someone who can?

Hope you can help!

Cheers!

Regards,

Amanda Jongeneel

Change Manager

Justice Sector Reform and Firearms Safety Code

M s.9(2)(a) OIA

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?	?	?	?

Costs, number of downloads te reo safety code

Costs incurred											
Date	Vendor	Item description	Quote	PO requested	PO Number	Order confirmed	Invoice received	Invoice value	GST	TOTAL	Sent for payment
1/02/2023	Kiato Consultancy Ltd	Firearms Safety Code translation from English to Te Reo	\$44,216.70	1/02/2023	s.9(2)(b) (i) OIA	7/02/2022	16/06/2023	\$44,216.70			Paid on 22/06

KĪATO CONSULTANCY LIMITED

TAX INVOICE

s.9(2)(a) OIA

16 June 2023

To: New Zealand Police
Attention: Amanda Jonganeel
PO number: s.9(2)(a) OIA

Invoice 001

Description	Amount
Firearms Safety Code translation from English to Te Reo Māori	\$44,216.70
TOTAL	\$44,216.70 Excludes GST

PAYMENT DETAILS

s.9(2)(a) OIA

Firearms Safety Code 2022 te reo - Downloads

[Te Puka Tātaki Haumarū Pū](#)
(pdf 8.89 MB)

Date	No. of Downloads
June 2023	0
July 2023	0
Aug 2023	0
Sept 2023	0
Oct 2023	94
Nov 2023	118
Dec 2023	71
Jan 2024	101
Feb 2024	90
Mar 2024	96
Apr 2024	141
May 2024	130
Jun 2024	119
Jul 2024	127
1 Aug 2024 – 19 Aug 2024	77
Total no. of downloads	1,164