

Property and Facilities - Firearms Policy

1. PREAMBLE

- 1.1. Charles Darwin University is committed to providing a safe environment. This is particularly important as there are increased risks when staff and students are using, handling, transporting and storing firearms. On occasions, University staff and Higher Degree by Research (HDR) candidates may require the use of firearms to assist in the performance of their work or a research project.

2. PURPOSE

- 2.1. The intention of this policy is to outline the University's obligations in accordance with the [Firearms Act 1997](#) (the Act) and [Firearms Regulations 1997](#) when acquiring, handling, storing and disposal of firearms.
- 2.2. This policy is designed to provide a safe and regulated environment for the use, handling storage and disposal of firearms when required for legitimate work purposes.

3. SCOPE

- 3.1 This policy applies to all University staff and HDR candidates.

4. POLICY

Licences

- 4.1. The Firearms Act and Regulations mandate that in order to use firearms in the Northern Territory for University business, the University must hold a Firearms Corporate Licence(s). For each Firearms Corporate Licence, the University must maintain compliance with and adherence to the Act.
- 4.2. The University will hold a Firearms Corporate Licence(s) and maintain a register of Licence holder(s).
- 4.3. Staff needing to use a firearm must be approved in accordance with the Act. Special attention to the obligations noted in **Division 7 – Firearms Corporate Licence** and **Division 8 – Firearms Employee Licence** must be adhered to.

Purchases and Use of Firearms

- 4.4. New purchases and new users of firearms within the University or on University business will be subject to approval by the Deputy Vice-Chancellor Operations. Approvals of firearm purchases or use will be based on essential use only.
- 4.5. The use of firearms on University property is for essential work or research purposes only.
- 4.6. Research projects requiring the use of firearms must have appropriate ethics clearance if required.
- 4.7. The use of personal firearms for or while attending University business is forbidden.
- 4.8. Users of firearms must take express care in their handling and use.
- 4.9. Firearms must not be taken into teaching or student residential areas of campus.



4.10. Students, other than HDR candidates needing to use firearms as part of their approved research, may not use or handle firearms on University property.

Storage and Disposal

4.11. Firearms and ammunition must be stored in a locked storage facility that has been inspected and approved by NT Police. CDU Manager - Security or their deputised officer will manage access to the locked storage facility and maintain registrations with NT Police.

4.12. Disposal of firearms must be undertaken by the Corporate Licence Holder with permission granted from the Deputy Vice-Chancellor Operations. The register of Corporate Firearms is to be immediately updated.

Records

4.13. The University will maintain a register of all Firearms Employee Licence holders who, as a requirement of their employment, are required to use firearms, including details of licences and training received.

4.14. The University will maintain a register of all University firearms, including date of purchase, make, calibre and serial numbers. The register will be maintained by CDU Manager Security.

4.15. A copy of registers will be deposited on at least an annual basis with Records and Archives.

5. NON-COMPLIANCE

5.1. Non-compliance with Governance Documents is considered a breach of the [Staff Code of Conduct](#) or the [Student Code of Conduct](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

5.2. All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Governance Framework, [Fraud and Corruption Control Policy](#) and [Whistleblower reporting \(Improper Conduct\) Procedures](#).

RELATED AND SUPPORTING DOCUMENTS

Legislation	Firearms Act 1997 Firearms Regulations 2007
Policy	Security Policy Work Health and Safety Policy
Procedure	Emergency Management Procedure Staff – Criminal History Checks Policy and Procedure
Definitions	CDU Glossary

GOVERNANCE

Responsible Executive	Deputy Vice-Chancellor Operations
Implementation Officer	Director Facilities Management
Category	Management Policy
Approving authority	Vice-Chancellor

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DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
1.00	19 Sep 2012	Vice-Chancellor	<ul style="list-style-type: none"> Creation of original document and upload to CDU website.
1.01	13 Feb 2013	Governance	<ul style="list-style-type: none"> Minor administrative amendments
1.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> Conversion to new Governance template due to new University branding Updated definitions, titles and hyperlinks
2.00	Sep 2021	Vice-Chancellor	<ul style="list-style-type: none"> Reviewed and updated

DEFINITION

Firearm means a device or part of a device (whether or not assembled, operable or temporarily or permanently inoperable) that is designed or adapted to discharge shot, a bullet or other projectile:

- By expanding gases produced in the device;
- By igniting combustible material; or
- By compressed air or other compressed gases (whether stored in the device or attached to the device in pressurised containers);

Note this does not refer to an explosive-powered tool or compressed air nailing tool, a spear-gun or a pistol designed to be used for life-saving, rescuing or distress signal purposes.

This definition is as defined in the Firearms Act 1997 (NT).