

Weapons on Campus Procedure

Section 1 - Purpose

(1) To outline responsibilities when identifying a prohibited weapon on campus, and for obtaining authorisation to carry a prohibited weapon.

Scope

(2) This Procedure requires actions by the following:

- a. Campus Security Officer;
- b. Campus Security Manager;
- c. Staff member; and
- d. Student.

Section 2 - Policy

(3) Nil.

Section 3 - Procedures

Responsibilities and Required Actions

Staff Member / Student

Identify a Prohibited Weapon On Campus

(4) Do not approach a person carrying a weapon under any circumstances.

(5) If you find or identify a prohibited weapon on campus, contact Security Services ([Security on Campus](#)) and provide as much identifying information as possible, for example, any of the following:

- a. description of weapon;
- b. if appropriate, details of person carrying weapon, including:
 - i. age;
 - ii. height and weight;
 - iii. hair colour;
 - iv. ethnicity;
 - v. clothing;
- c. location;
 - i. building number;

- ii. room number; and
- d. your contact details.

Campus Security Officer

(6) When notified of the presence of a prohibited weapon, contact [NSW Police](#) and request assistance.

Staff Member / Student

Obtain Authorisation to Carry a Prohibited Weapon

(7) You may seek approval to carry a prohibited weapon from the Campus Security Manager. Exemptions may be granted for the following:

- a. sporting goods (e.g. archery and fencing equipment) that could be considered dangerous weapons if used inappropriately. These may be brought to or stored on campus provided:
 - i. such equipment is not in the possession of individuals when they are not using it for the approved purpose.
 - ii. appropriate, safe and secure storage is available and the equipment is secured within its designated storage space when not in use for the approved purpose; and
 - iii. the University has approved the activity for which they are to be used in advance, and has allocated an appropriate facility for its conduct;
- b. domestic utensils and professional tools of trade (e.g. kitchen knives, Stanley knife, nail gun). These are exempt when the tools are used for their professional purposes on University premises by persons who are qualified and authorised to use them.
- c. weapons used for religious purposes. These are exempt if a prohibited weapon is required to be worn for religious observances and if custody complies with the conditions of the “Custody of knife in public place or school” (Section 11C of the [Summary Offences Act 1988](#) (NSW)).

(8) You may apply in writing for an exemption by:

- a. providing sufficient details to enable the Campus Security Manager to make a reasonable determination; and
- b. including a risk assessment and management strategy (with the exception of requests for exemption on religious grounds).

Campus Security Manager

(9) Review an application for exemption and approve as appropriate.

Section 4 - Guidelines

(10) Nil.

Section 5 - Definitions

(11) The following definitions apply for the purpose of this Procedure:

- a. Prohibited weapon means any weapon described in the [Weapons Prohibition Act 1998](#) (NSW), Schedule 1.

Status and Details

Status	Current
Effective Date	22nd February 2021
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Approval Authority	Vice-President, People and Services
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Expiry Date	Not Applicable
Responsible Executive	Robin Payne Vice-President, Finance and Resources
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