

## Monash University Procedure

<b>Procedure Title</b>	Weapons on Campus Procedures
<b>Parent Policy</b>	<a href="#">Weapons on Campus Policy</a>
<b>Date Effective</b>	3 May 2017
<b>Review Date</b>	3 May 2020
<b>Procedure Owner</b>	Director Services, Buildings and Property Division
<b>Category</b>	Operational
<b>Version Number</b>	2.0
<b>Content Enquiries</b>	russell.gammie@monash.edu
<b>Scope</b>	<p>This policy applies to all staff and students of:</p> <ul style="list-style-type: none"> <li>• Monash University at the university's Australian campuses, Residences and off-campus facilities; and</li> </ul> <p>Monash College Pty Ltd business units at the university's Australian campuses.</p>
<b>Purpose</b>	To prohibit the possession, carriage and use of weapons on university property.
<b>PROCEDURE STATEMENT</b>	

### 1. Procedures Set 1 – Weapons on campus

1. Notwithstanding that a firearm or other weapon may be lawfully registered and or licensed to a person, its possession, carriage and or use is strictly prohibited by the university on any Monash campus except where expressly exempted by this policy

**Responsibility**

All persons entering or remaining on a Monash University campus

2. Where a weapon is observed, or suspected of being, on campus, campus security must be contacted immediately.

**Responsibility**

Any person becoming aware of, or suspicious of, a weapon being on a Monash University campus

3. Campus security will investigate and respond appropriately to any notification or information provided.

**Responsibility**

Campus security services

4. The attending Campus security staff may do any or all of the following:
  - a) request immediate removal of the weapon from the campus;
  - b) report the matter to police and assist them as required;
  - c) initiate disciplinary proceedings using available Monash processes including:
    - [Monash University \(Council\) Regulations Part 7](#)

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- [Monash University \(Vice-Chancellor\) Regulations Part 6](#)
  - [Monash University Statute](#)
  - [Monash University Enterprise Agreements](#)
- d) seek instruction and assistance from the University Solicitor's Office in respect of other legal avenues available;
- e) other action as appropriate.

### **Responsibility**

Campus security services

## 2. Procedures Set 2 – Exemptions

### 1. **Police**

A serving member of a state or federal police service in the lawful execution of their duty is exempted from this policy.

### **Responsibility**

Member of a state or federal police service

### 2. **Approved Sporting Activity**

- 2.1. An exemption must be sought for the possession, carriage and use of a starting pistol, sword, bow or crossbow, spear gun or other weapon which is lawfully and legitimately required in conjunction with an on-campus Monash University approved sporting activity.

### **Responsibility**

Person organizing or seeking to use a weapon on campus as part of a lawful sporting activity

- 2.2. A request for an exemption to possess, carry and or use a weapon on campus for use in an approved sporting activity must be made either verbally or in writing (providing satisfactory details) to the Director Monash Sport or their delegate a reasonable time prior to the intended activity.

### **Responsibility**

Person organizing or seeking to use a weapon on campus as part of a lawful sporting activity

- 2.3. The Director Monash Sport or their delegate will consider the legitimacy of any such request in respect of the person making the request, the sporting activity being undertaken, and the community's safety, and may apply conditions to the possession, carriage and use of the weapon on campus.

### **Responsibility**

Director Monash Sport or their delegate

- 2.4. In all cases where a 'sports' exemption is granted, the relevant campus security service shall be provided with details of the exemption a reasonable time before a weapon is brought on to campus.

### **Responsibility**

Person organizing or seeking to use a weapon on campus as part of a lawful sporting activity

3. A request for an exemption to possess, carry and or use a weapon on campus for use in an approved sporting activity must be made either verbally or in writing (providing satisfactory details) to the Director Monash Sport or their delegate a reasonable time prior to the intended activity

### **Responsibility**

Person organizing or seeking to use a weapon on campus as part of a lawful sporting activity

4. The Director Monash Sport or their delegate will consider the legitimacy of any such request in respect of; the person making the request, the sporting activity being undertaken, and the community's safety, and may apply conditions to the possession, carriage and use of the weapon on campus.

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**Responsibility**

Director Monash Sport or their delegate

5. In all cases where a 'sports' exemption is granted the relevant campus security service shall be provided details a reasonable time before a weapon is brought on to campus

**Responsibility**

Director Monash Sport or their delegate

6. **Industrial tools**

Industrial tools including nail guns, other fastening and cutting equipment, which are required for use by a university employee or approved contractor, are exempt from this policy.

**Responsibility**

No formal exemption required

7. **Research and Educational Instruments**

Instruments (that are not identical with the definition of weapon under this policy) that are required for use on campus as part of a legitimate educational or research activity are exempt from this policy whilst they are being possessed, carried or used appropriately and in direct connection with a university approved educational or research activity.

**Responsibility**

No formal exemption required

### 3. Procedures Set 3 - Specific Exemptions

1. A request for an exemption, other than for an approved sporting activity, must include:

- full details of the person/s requiring the exemption
- the type of weapon
- proof in regards lawful right to possess the weapon
- the intended activity
- the safeguards to be applied with respect to the weapon whilst it is on campus - and be submitted in writing to the University Security Manager (together with any supporting information) a reasonable time prior to the planned on-campus activity for consideration.

**Responsibility**

Person seeking an exemption

2. The University Security Manager will consider the legitimacy and lawfulness of any request, the need to have the weapon on campus and the community's safety, and may seek more information, refuse the request, grant an exemption and/or apply such conditions as he/she considers appropriate in the circumstances.

**Responsibility**

University Security Manager or delegate

<b>Responsibility for implementation</b>	Executive Director, Buildings and Property Division
<b>Status</b>	Revised
<b>Approval Body</b>	<b>Name</b> : Executive Director, Buildings and Property Division <b>Date</b> : 3 May 2017

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<b>Definitions</b>	<p><b>Campus</b> : Means any property owned or occupied by Monash University, either wholly or in part, and includes; all buildings, student and staff residences and all land clearly defined and or associated with these.</p> <p><b>Carriage</b> : Includes the carriage of that weapon either as a whole or in parts and either by one person or more than one person.</p> <p><b>Delegate</b> : In the case of a general exemption, means a person or persons acting temporarily in the University Security Manager role (during incumbent's absence) or who has been authorised by the University Security Manager to consider and or determine a request for a weapons exemption on a particular campus. In the case of a sporting exemption, means a person or persons acting temporarily in the Director Monash Sport role (during incumbent's absence) or who has been authorised by the Director Monash Sport to consider and/or determine a request for a weapons exemption on a particular campus.</p> <p><b>Director Monash Sport</b> : The person appointed by the university to that role.</p> <p><b>Possession</b> : Includes:(a) actual physical possession of the weapon, or(b) custody or control of the weapon, or(c) having and exercising access to the weapon, either solely or in common with others.</p> <p><b>University Security Manager</b> : The person appointed by the university to that role.</p> <p><b>Use</b> : To employ the weapon for some purpose; put into service</p> <p><b>Weapon</b> : A weapon has the same meaning as that defined at law under the provisions of the Firearms Act 1996 (Vic) and the Control of Weapons Act 1990 (Vic) as amended, and includes, but is not limited to, each of the following items: firearm and imitation firearm, ammunition, spear gun, baton, knives (including: flick knife, knuckle knife, butterfly knife, hunting knife, or dagger), sword, spear, crossbow, blow gun, catapult, knuckle duster, martial arts weaponry, and articles designed to discharge, such as capsicum, mace or similar.</p>
<b>Legislation Mandating Compliance</b>	<p><a href="#">Occupational Health and Safety Act 2004</a></p>
<b>Related Policies</b>	<p><a href="#">Conduct and Compliance Policy</a></p> <p><a href="#">Security Incident Reporting Policy</a></p> <p><a href="#">Suspicious Objects on University Property Policy</a></p>
<b>Related Documents</b>	<p>University Security Personnel Standard Operating Procedures - Weapons (Restricted to University Security personnel)</p> <p><a href="#">Monash University Enterprise Agreement 2009</a></p> <p><a href="#">Monash University Statute</a></p> <p><a href="#">Monash University (Council) Regulations Part 7</a></p> <p><a href="#">Monash University (Vice-Chancellor) Regulations Part 6</a></p> <p><a href="#">Firearms Act 1996 (Vic)</a></p> <p><a href="#">Crimes Act 1958</a></p> <p><a href="#">Family Violence Protection Act 2008 (VIC)</a></p>

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	<a href="#">Control of Weapons Act 1990 (Vic)</a>
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