

Monash University Procedure

Procedure Title	Weapons on Campus Procedures
Parent Policy	Weapons on Campus Policy
Date Effective	3 May 2017
Review Date	3 May 2020
Procedure Owner	Director Services, Buildings and Property Division
Category	Operational
Version Number	2.1 (amendments effective 2 May 2019)
Content Enquiries	tracie.hartley@monash.edu
Scope	<p>This policy applies to all staff and students of:</p> <ul style="list-style-type: none"> • Monash University at the university's Australian campuses, Residences and off-campus facilities; and <p>Monash College Pty Ltd business units at the university's Australian campuses.</p>
Purpose	To prohibit the possession, carriage and use of weapons on university property.
PROCEDURE STATEMENT	

Procedures Set 1 – Weapons on campus

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

Responsibility
Campus security services.
- The attending Campus security staff may do any or all of the following:

 - request immediate removal of the weapon from the campus;
 - report the matter to police and assist them as required;
 - 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's Office of the General Counsel in respect of other legal avenues available;
- e) other action as appropriate.

Responsibility

Campus security services

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, TeamMONASH 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, TeamMONASH 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, TeamMONASH 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.

- 2.5. 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, TeamMONASH 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

- 2.6. The Director, TeamMONASH 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, TeamMONASH or their delegate.

- 2.7. 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, TeamMONASH or their delegate.

- 2.8. Approval for exemptions for Monash University affiliated Sporting Clubs.

Responsibility

Director, TeamMONASH or their delegate.

- 2.9. Approval for exemptions other than Monash University affiliated Sporting Clubs.

Responsibility

Director, TeamMONASH or their delegate.

3. 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.

4. 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.

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.

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Responsibility for implementation	Executive Director, Buildings and Property Division
Status	Revised
Approval Body	Name : Executive Director, Buildings and Property Division Date : 3 May 2017
Definitions	<p>Campus : 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>Carriage : 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>Delegate : 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 TeamMONASH role (during incumbent's absence) or who has been authorised by the Director TeamMONASH to consider and/or determine a request for a weapons exemption on a particular campus.</p> <p>Director TeamMONASH : The person appointed by the university to that role.</p> <p>Possession : 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>University Security Manager : The person appointed by the university to that role.</p> <p>Use : To employ the weapon for some purpose; put into service</p> <p>Weapon : 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>
Legislation Mandating Compliance	Occupational Health and Safety Act 2004
Related Policies	Conduct and Compliance Policy Security Incident Reporting Policy Suspicious Objects on University Property Policy
Related Documents	University Security Personnel Standard Operating Procedures - Weapons (Restricted to University Security personnel) Monash University Enterprise Agreement 2009

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	Monash University Statute Monash University (Council) Regulations Part 7 Monash University (Vice-Chancellor) Regulations Part 6 Firearms Act 1996 (Vic) Crimes Act 1958 Family Violence Protection Act 2008 (VIC) Control of Weapons Act 1990 (Vic)
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