# PROCEDURE

## Weapons on Campus Procedure

### Purpose
To outline responsibilities when identifying a prohibited weapon on campus, and for obtaining authorisation to carry a prohibited weapon.

### Procedure
This procedure requires actions by the following:
- Campus Security Officer
- Manager, Campus Security
- Staff member
- Student

**DEFINITION**

**Prohibited weapon**: any weapon described in the [Weapons Prohibition Act 1998 (NSW), Schedule 1](http://www.mq.edu.au/policy/docs/weapons/procedure.html).

<table>
<thead>
<tr>
<th>Staff Member/Student</th>
<th>IDENTIFY A PROHIBITED WEAPON ON CAMPUS</th>
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<tbody>
<tr>
<td></td>
<td>Do not approach a person carrying a weapon under any circumstances.</td>
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<td></td>
<td>If you find or identify a prohibited weapon on campus, contact Security Services and provide as much identifying information as possible, for example, any of the following:</td>
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<tr>
<td></td>
<td>- description of weapon</td>
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<td>- if appropriate, details of person carrying weapon, including:</td>
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<tr>
<td></td>
<td>- age</td>
</tr>
<tr>
<td></td>
<td>- height and weight</td>
</tr>
<tr>
<td></td>
<td>- hair colour</td>
</tr>
<tr>
<td></td>
<td>- ethnicity</td>
</tr>
<tr>
<td></td>
<td>- clothing</td>
</tr>
<tr>
<td></td>
<td>- location</td>
</tr>
<tr>
<td></td>
<td>- building number</td>
</tr>
<tr>
<td></td>
<td>- room number</td>
</tr>
<tr>
<td></td>
<td>- your contact details.</td>
</tr>
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</table>

| Campus Security Officer | When notified of the presence of a prohibited weapon, contact NSW Police and request assistance. |

<table>
<thead>
<tr>
<th>Staff Member/Student</th>
<th>OBTAIN AUTHORISATION TO CARRY A PROHIBITED WEAPON</th>
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<tr>
<td></td>
<td>You may seek approval to carry a prohibited weapon from the Manager, Campus Security. Exemptions may be granted for the following:</td>
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<td>- <strong>sporting goods</strong> (e.g. archery and fencing equipment) that could be considered dangerous weapons if used inappropriately.</td>
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<td>These may be brought to or stored on campus provided:</td>
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<td>- the University has approved the activity for which they are to be used in advance, and has allocated an appropriate facility</td>
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</tbody>
</table>

Documents sourced from Policy Central (www.mq.edu.au/policy) take precedence over documents from other sources.
for its conduct, and
  o 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
  o such equipment is not in the possession of individuals when
they are not using it for the approved purpose.

- **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.

- **weapons used for religious purposes.** These are exempt if a
  prohibited weapon is required to be for 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 Offenses Act, 1988 (NSW).

You may apply in writing for an exemption by:
  - providing sufficient details to enable the Manager, Campus
Security to make a reasonable determination
  - including a risk assessment and management strategy (with the
exception of requests for exemption on religious grounds).

| Manager, Campus Security | Review an application for exemption and approve as appropriate. |

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**Contact Officer**
Manager, Health and Safety

**Date Approved**
12 October 2011

**Approval Authority**
Manager, Health and Safety

**Date of Commencement**
12 October 2011

**Amendment Dates**

**Date for Next Review**
October 2014

**Related Policies, Procedures, Guidelines, Forms or Templates**
Occupational Health and Safety Policy

**Legislation**
Summary Offenses Act, 1988 (NSW)
Weapons Prohibition Act 1998 (NSW), Schedule 1

**Keywords**
Weapon