

Toowoomba Regional Council

Firearms Manual

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Part 1 - Policy and Standards

1 Purpose

The purpose of the Toowoomba Regional Council (Council) Firearms Policy Manual is to:

- 1.1 Prescribe standards and accountabilities for the safe use of Firearms.
- 1.2 Inform all Council authorised employees of Council standards relating to the use of Firearms for official purposes.
- 1.3 Prescribe guidelines and standard procedures relating to the proper issue, use, acquisition, maintenance and storage of Firearms.
- 1.4 Refer readers to supporting legislation and associated directives and codes relevant to this manual.
- 1.5 Establish appropriate standards of training.
- 1.6 Specify employee and/or user responsibilities and delegations.

2 Definitions

2.1 Animal

For the purposes of this manual, 'animal' refers to any native or non-native species, domestic or pest.

2.2 Council Corporate Group Licence

Licences for the possession of weapons have been issued to Council as a corporate group body under section 48 and 49 of the Weapons Regulation 2016) under the *Weapons Act 1990*. (refer section 9)

2.3 Firearm(s)

As defined in the *Weapons Act 1990* and including incendiary launching devices (category M weapon)

2.4 Form 22 – Council Weapons Register

Defined in the *Weapons Act 1990* as the form that details all weapons held by Council

2.5 Form 23 – Employee Issue Register

Defined in the *Weapons Act 1990* as the form that details all movements of individual weapons to and from the place of holding of the weapon

2.6 Land – (includes waters both tidal and non-tidal)

2.6.1 Council Land

Any land owned or leased by Council or owned by either the State or Commonwealth Government that is under the trusteeship of Council.

2.6.2 Other government land

Land other than Council Land which is the property of either the State or Commonwealth Government on which Council Officers are required to carry out their duties, includes road reserves, rail corridors and unallocated state land.

2.6.3 Private land

Land being held in freehold or leasehold by a private individual or company

2.7 Non-Council personnel

Non-Council personnel include other government personnel (all levels of Government), adjoining landholders, consultants, contractors, researchers and all authority holders for specific purposes.

2.8 Possession of a Firearm

'Possession' includes any access to a Firearm. This includes having a key or knowing a combination to a lock on a weapons store. It is defined in *Weapons Act 1990*.

2.9 Proper training

Proper training means meeting the Firearms training requirements. (refer Part 3)

2.10 Use of a Firearm

'Use' involves any of the activities listed in section 11.

3 Exceptions to the application of the Firearms Manual

The only exceptions to the application of this manual are:

- 3.1 Where an exemption to these standards is provided for in a lawful agreement or authority signed by the Chief Executive Officer or delegate with another Agency, organisation or person.
- 3.2 In emergency situations where life or property is in imminent danger (including police activities).
- 3.3 In situations related to the control of exotic disease outbreaks coordinated by the State Government Department with responsibility for maintenance of Bio-Security).

4 Guiding principles

- 4.1 Firearms are recognised as an efficient and legitimate form of equipment used for:
 - 4.1.1 management of vertebrate species on Council land
 - 4.1.2 humane destruction of injured or diseased animals
 - 4.1.3 fire management (in the case of incendiary launchers)
 - 4.1.4 the taking of animals for scientific and educational purposes (refer section 23.0)
 - 4.1.5 Animal Control - where supported by Council Policy
- 4.2 This manual combines the following issues relating to the possession and use of Firearms for official purposes:
 - 4.2.1 Safety
 - 4.2.2 Legislative requirements
 - 4.2.3 Council standards
 - 4.2.4 Guidelines
 - 4.2.5 Procedures
 - 4.2.6 Technical information
- 4.3 All legislative and Council requirements must be understood and complied with by authorised Council employees when possessing and using Firearms for official Council purposes.
- 4.4 Council employees required to handle and use Firearms must act at all times with high standards of care, responsibility and professionalism.

5 Application of standards

- 5.1 The standards specified by this manual apply to:
 - 5.1.1 All Council employees required to handle, have custody of, or use Firearms on official Council duties both on and off Council lands.
 - 5.1.2 All Council employees who, by virtue of their position and/or specialist skills, are requested by other government or private agencies to use Firearms for specific and legitimate purposes.
 - 5.1.3 Personnel from other government agencies or any other personnel authorised to work with or for the Council in an official capacity.
 - 5.1.4 Pest management contractors.

- 5.2 It is the responsibility of all Council employees and non-Council personnel who use Firearms for official purposes to understand and comply with Council standards for Firearms use in relation to:
- 5.2.1 Safety of employees and the general public.
 - 5.2.2 Animal welfare and humane destruction issues and techniques.
 - 5.2.3 Risk management in terms of personal safety and Council liability.
 - 5.2.4 Development and maintenance of field shooting skills, applied shooting competencies and refined marksmanship skills, together with qualifications including appropriate training (refer Part 3).
 - 5.2.5 Adherence to legislation including their responsibilities as a weapons licence holder and the standards in this manual.
 - 5.2.6 Their current ability, both physically and mentally, to handle, transport and use Firearms safely and responsibly.

6 Influence of alcohol, medications, substances and Mental Health Disorders

- 6.1 Council employees and non-Council personnel involved in official use of Council Firearms must not use Council Firearms when under the influence of:
- 6.1.1 Alcohol (a zero alcohol level shall be observed for purposes of firearms use), or
 - 6.1.2 Medication, or
 - 6.1.3 Any substance, which may impair the safe and responsible use of those Firearms.
- 6.2 An employee who is an authorised firearms user and who is diagnosed as suffering from a mental health disorder must advise their supervisor and the relevant General Manager of their diagnosis.
- 6.3 Subject to the notified condition the relevant General Manager may:
- a) take no further action; or
 - b) immediately suspend the employee's firearms authorisation; or
 - c) immediately cancel the employees firearms authorisation

{It is a specific offence under section 59 of the Weapons Act 1990 to possess a weapon whilst under the influence of liquor or a drug.}

7 Domestic Violence Orders and Disciplinary Action

- 7.1 Domestic Violence Orders
- 7.1.1 Any employee who is served with a Domestic Violence Order (DVO), also known as a protection order, must not possess any Firearm for the duration of the order.

{This is a standard condition of all protection orders and it includes the revocation of all weapons (includes all Firearms) licences. A DVO may also be served on an employer of the person if they have access to weapons through their employment.}

7.1.2 Employees accredited in the use of firearms affected by DVOs must notify their relevant General Manager or delegate within 24 hours of the DVO being issued. All matters relating to DVOs must be kept strictly confidential.

7.2 Disciplinary Action by Council

7.2.1 Where an authorised firearms user is subject to disciplinary action by Council the relevant General Manager may:

- a) Take no further action; or
- b) Immediately suspend the employees firearms authorisation; or
- c) Immediately cancel the employee's firearms authorisation.

Part 2 - Licensing and Officer Responsibilities

8 Council Corporate Group Licences

- 8.1 Licences for the possession of Firearms have been issued to Council as a corporate body under section 48 and 49 of the *Weapons Regulation 2016 under the Weapons Act 1990*.
- 8.2 Multiple group licences may be issued where geographically separate sections of Council each require access to Firearms in order to carry out the functions of Council.
- 8.3 Licences are required to be held in the name of nominated representative(s) of the corporate body.
- 8.4 Council's representative(s) will be a suitably qualified and trained person(s), of character acceptable to Weapons Licensing Branch, who are nominated and approved by the Chief Executive Officer

9 Council Corporate Group Licence Representative(s) [Nominees]

- 9.1 This officer(s) must be able to satisfy the licensing pre-conditions as specified in the *Weapons Act 1990*.
- 9.2 Should this officer(s) resign or transfer to another position, the Council must seek to have the Council corporate group licence re-endorsed with the name of the new occupant of the position within 14 days as prescribed under section 24 of the *Weapons Act 1990*.
- 9.3 Appointment as Council's Nominee(s) shall be by way of official letter of nomination given under section 24.2.1 of this manual.
- 9.4 All Council Firearms will be registered to the licence of the relevant Council Nominee(s).

10 General licence responsibilities

- 10.1 The relevant General Manager or delegate shall ensure that:
 - 10.1.1 Council employees who are required by virtue of their position to be issued with Firearms, or who have access to Firearms safes or safe keys, have the appropriate licence and Council training.
 - 10.1.2 A register of all employees holding weapons licences for official purposes is maintained in accordance with the Licensed and Accredited Officers Register (refer section 43).
- 10.2 All employees of Council required to possess, or possess and use Firearms must ensure that:
 - 10.2.1 They advise their supervisor and relevant General Manager at any time when their current ability to handle, transport and use Firearms safely and responsibly is impaired.

- 10.2.2 They immediately declare to their supervisor any instance in which they are refused a licence or have their licence suspended or revoked. Such supervisor must advise the group nominee responsible for the register of officers holding Weapons Licences.
- 10.2.3 They carry the appropriate licence when in possession of a Firearm. Weapons Licences are required for all possession, including transport and handling purposes.
- 10.2.4 Council Firearms are not registered against the licence of an individual employee other than the nominee(s).
- 10.2.5 They notify change of address and other relevant information to Weapons Licensing Branch as necessary.
- 10.2.6 All Council Firearms are registered against the Corporate Group Licence

11 Official uses of Firearms on land

- 11.1 Firearms may be used by Council Authorised Officers, on Council Land and in carrying out official duties, for the following purposes:
 - 11.1.1 Humane destruction of the following:
 - a) injured or sick animals, or
 - b) pest animals and problem native species, or
 - c) native and non-native animals carrying exotic diseases, or
 - d) animals which threaten human life or property.
 - 11.1.2 Taking of specimens of animals for approved scientific research, monitoring or census programs.
 - 11.1.3 Sedation and capture of animals for study, relocation or treatment
 - 11.1.4 Aversion techniques for problem wildlife species
 - 11.1.5 Fire management (incendiary launchers)
 - 11.1.6 Collection of vegetation for propagation and identification purposes.
 - 11.1.7 Approved training and mentoring including the maintenance of marksmanship skills on approved weapons ranges.
- 11.2 Firearms may be used by Council Officers, on Other Government Land in carrying out official duties or where assisting other agencies to carry out their duties, for the following purposes:
 - 11.2.1 Humane destruction of the following:
 - a) injured or sick animals, or
 - b) pest animals and problem native species, or

- c) native and non-native animals carrying exotic diseases, or
- d) animals which threaten human life or property.

11.2.2 Fire Management (incendiary launchers) only when engaged in cooperative inter-agency fire management activities.

11.2.3 Uses as permitted at 11.2.1. Must only be carried out when:

- a) Written consent of the relevant land owner/manager has first been obtained - where the land is not a road reserve; and
- b) Consent for the use has been obtained from the officer in charge of the relevant police station; and
- c) All requirements of the *Weapons Act 1990* and regulation are met.

11.3 Firearms may be used by Council Authorised Officers, on Private Land and in carrying out official duties, for the purposes stated in section 11.1.1 provided that:

11.3.1 Written consent of the landholder has first been obtained, or

11.3.2 It is required to humanely destroy an animal wounded on Council Land or Other Government Land; and

- a) The use is carried out under Council's adopted guidelines for animal control officers in the carrying out of their duties; and
- b) Consent for the use has been obtained from the officer in charge of the relevant police station; and
- c) All requirements of the *Weapons Act 1990* and Regulation are met.

11.4 Firearms may be used by Council Authorised Officers on any land and for any lawful purpose if directed to do so by an officer of the Queensland Police Service.

12 Humane destruction of animals

12.1 Council employees must apply the highest professional standards when using Firearms to destroy animals.

12.2 Employees must understand and comply with the legislative requirements and standards as detailed in:

12.2.1 *The Animal Care and Protection Act 2001.*

12.2.2 Standard Operating Procedures for pest management programs and humane destruction as and when developed by Council.

12.2.3 The Model Codes of Practice for the Welfare of Animals including the updated code for feral livestock animals as amended from time to time.

13 Weapons categories

The standards specified in this manual apply to Category A, B, C, D, H and M weapons defined as weapons under the *Weapons Categories Regulation 1997*. A brief summary of categories follows. A more detailed explanation is available in the *Weapons Categories Regulation 1997*

13.1 Category A & B

Single shot Firearms over 75cm in length, including appropriate power-heads, and conversion units.

13.2 Category C & D

Semi-automatic and self-loading rifles and shotguns. (Cat D have generally higher magazine capacities)

13.3 Category H

Firearms under 75cm in length, including air pistols and blank-fire Firearms, and conversion units.

13.4 Category M

Includes incendiary machines, power launchers, remote injection Firearms and crossbows.

14 Specialised Firearms

14.1 For purposes of this manual category D, H and M weapons are regarded as specialised Firearms and are subject to the additional restrictions on their use.

14.2 The purchase and use of specialised Firearms may be approved by the relevant General Manager provided that:

- a) There is a demonstrated operational need to carry out the work for which the specialised Firearm is proposed.
- b) There is no economically and operationally feasible alternative to the use of the specialised Firearm proposed.
- c) The use of the specialised Firearm proposed, if managed properly, does not constitute an unacceptable safety risk.

14.3 Council employees and non-Council personnel required to use a specialised Firearm must be trained in the use of the specific Firearm before they can be issued with or use such Firearm.

14.4 Where a specialised Firearm is approved for use, conditions for its use shall be documented and included in this manual at schedule 3.

14.5 Specialised Firearms shall be subject to standardisation as per section 15 of this manual.

15 Standardisation and marking of Firearms

15.1 The types of Firearms used by the Council have been standardised to:

- 15.1.1 Improve safety, and
 - 15.1.2 Reduce and simplify maintenance, and
 - 15.1.3 Improve training, Firearms use and accountability.
- 15.2 Non-standard Firearms
- 15.2.1 May only be acquired with the approval of the relevant General Manager and when the standard Firearm cannot achieve the outcome required, and
 - 15.2.2 Once acquired under section 15.2.1 a non-standard Firearm will become the standard Firearm for the purpose for which it was acquired.
- 15.3 A list of all standard Firearms and their purpose must be maintained at schedule 1 of this manual.
- 15.4 All Council Firearms must be engraved with their respective asset numbers for security and identification.
- 15.5 Bolt-action Firearms must have their bolts engraved with their corresponding calibre designation to prevent accidental/mistaken cross use in another calibre.

16 Who can possess and use Firearms

- 16.1 Council owned Firearms may only be possessed and used by:
- 16.1.1 Council employees subject to the requirements of sections 11 and 17, or
 - 16.1.2 non-Council employees subject to section 20.
- 16.2 16.1 shall not apply in respect of Council owned Firearms on loan under section 19.4.

17 Requirements for authorisation of Council employees to possess and use Firearms

- 17.1 Council employees **must** obtain all of the following requirements in order to be eligible for authorisation to possess and use Firearms in the conduct of their duties:
- 17.1.1 A current Queensland Weapons Licence – endorsed with the categories the employee is authorised and accredited to use *{refer Weapons Act 1990 section 16(1)(b);}* and incorporating a 999(ac) endorsement from weapons licensing branch for work related purposes; and
 - 17.1.2 Competence in the use of Firearms for which authorisation is sought through the completion of Council designated training *{refer Weapons Act 1990}*; and
 - 17.1.3 An understanding of the requirements of animal welfare and humane destruction *{refer Animal Care and Protection Act 2001; Model*

17.1.4 A current Senior First Aid Certificate;

17.2 On approval of the relevant General Manager, an authorisation must be issued before any Firearms are handled, transported or used by the employee. This authorisation details the training undertaken and relevant competencies achieved and the particular type of Firearm(s) that the employee has been endorsed to use.

17.3 17.2 shall not apply in respect of Council employees nominated for Firearms training while under instruction in a range-firing situation.

18 Personal weapons licences and Firearms

Weapons licences are issued to individual persons regardless of the nature of the possession and use (i.e. private or occupational) and may serve joint purposes.

18.1 In respect of personal weapons licences the following shall apply:

- a) Council will not approve the endorsement of a category of weapon on a personal weapons licence for other than occupational use.
- b) Council will not act as a signatory for individuals to obtain personal weapons licences category endorsements, unless there is a genuine occupational requirement.

18.2 In respect of personal Firearms, the following shall apply:

- a) Council will not act as signatory (genuine reason for possessing a weapon) for individuals to acquire, possess or use private Firearms.
- b) Council authorised employees must not use their own personal Firearms for official purposes.
- c) Non-Council personnel may use private Firearms on Council Land in accordance with the requirements of sections 20, 21 and 22.

19 Privately owned, hired or loaned Firearms

19.1 Council authorised employees must not use privately owned, hired or loaned Firearms for official purposes except as provided at 19.3.

19.2 Non-Council personnel may use privately owned, hired or loaned Firearms on Council Land subject to the requirements of sections 20, 21 and 22.

19.3 Firearms may be obtained on temporary loan from another government service entity (department) or another Local Government where exceptional operational need exist, provided that:

19.3.1 The exceptional operational need involves a situation where a large or remote program is underway and available Council-owned Firearms are limited, and

- 19.3.2 Only weapon types from the approved list of Council Firearms may be obtained, and
 - 19.3.3 Approval from the relevant General Manager is required for any temporary loan arrangements, and
 - 19.3.4 Any Firearm obtained on temporary loan remains subject to all requirements of the *Weapons Act 1990*, Weapons Regulation 1996 and the specific licence conditions of individual users.
- 19.4 Firearms may be loaned by Council to other government service entities under circumstance and conditions as outlined in section 19.3 provided that:
- 19.4.1 Category “M” incendiary devices may be loaned for purposes of fire management ONLY.
 - 19.4.2 Category “H” weapons may not be loaned under any circumstances.

20 Use of Firearms by non-Council personnel

- 20.1 The relevant General Manager may, from time to time, authorise the use of Firearms by non-Council personnel on Council Land subject to conditions.
- 20.2 Prior to authorisation the relevant General Manager must be satisfied that person to be authorised meets the following minimum requirements:
- In respect of all non-Council personnel, the user must:
- 20.2.1 Hold a current Queensland weapons licence endorsed with categories to possess and use the specific weapon/s to be used;
 - 20.2.2 Carry their Weapons Licence whilst on Council Land;
 - 20.2.3 Have an adequate knowledge of safety practices for the use/storage and maintenance of the Firearm to be used (training);
 - 20.2.4 Have a sound knowledge of relevant legislative requirements (training);
 - 20.2.5 Carry a copy of their authorisation (lease, permit or other authority) to be present on the particular part of Council Land while so present;
 - 20.2.6 Have knowledge of the Council Firearms standards commensurate with the activity being undertaken and relating to the particular circumstances of Firearms use;
 - 20.2.7 Be able to adequately demonstrate a competency in humane destruction techniques for the target species commensurate with the specific conditions/circumstances, where destruction of animals involved;
 - 20.2.8 Ensure all Firearms used are certified as safe; and

- 20.2.9 Comply with the *Work Health and Safety Act 2011* and the *Weapons Act 1990*
- 20.3 In addition to the requirements of 20.2 persons contracted to undertake pest management programmes must:
- 20.3.1 Maintain a level of insurance for both Public Liability and Worker's Compensation, in a form acceptable to Council, equal to or in excess of Council's current minimum requirement.
- 20.4 The following represents the minimum information and conditions to be contained in an approval:
- 20.4.1 The name of the person(s) to whom the authority is given, and
- 20.4.2 The weapons licence details of the person(s) to whom the authority is given, and
- 20.4.3 The purpose for which the authority is given, and
- 20.4.4 The location of use and times of use; and
- 20.4.5 The Firearm type and calibre to be used; and
- 20.4.6 The requirement to produce the approval and weapons licence on request; and
- 20.4.7 Any requirement for notifications to be made to operational staff and adjoining landholders prior to use; and
- 20.4.8 Any requirement for area/Park closures; and
- 20.4.9 Any additional safety requirements.
- 20.5 Additional conditions may be included at the discretion of the General Manager providing the approval.
- 20.6 It shall be the responsibility of the authorised person to adhere to all statutory requirements.
- 20.7 Authorisation shall be for a specified time in a specified place and for the use of specified Firearms.
- 20.8 Failure to comply with the conditions stated on an authorisation will result in cancellation of that authorisation.

21 Volunteers and trainees

- 21.1 Volunteers and trainees must not possess or use Council Firearms, or privately owned Firearms, on Council land or in the performance of their voluntary or trainee activities.
- 21.2 Section 21.1 shall not apply in the case of volunteers in approved animal control projects, or research projects under section 22.0, provided such volunteers meet the requirements of section 20.0.

22 Scientific and educational purposes

22.1 The Relevant General Manager may authorise staff or students from scientific or educational organisations to use Firearms on Council land to take, keep and interfere with animals and/or plants for educational or scientific purposes.

22.2 Authority will not be granted unless:

22.2.1 The applicant has obtained such permits to take, keep or interfere as are required by the Environmental Protection Agency; and

22.2.2 The applicant has obtained ethics approval from a recognised ethics committee; and

22.2.3 The applicant meets the requirements of section 20.0; and

22.2.4 The purpose for which the permit is requested is consistent with Council's management intent.

23 Recreational shooting

Recreational shooting is not permitted on Council land.

24 Responsibilities of Council and specified officers

24.1 Council

As a licensed body under the *Weapons Act 1990* Council must ensure all Council employees and non-Council personnel authorised to possess or use Firearms for official purposes:

24.1.1 Hold the appropriate licence, and

24.1.2 Are properly trained, and

24.1.3 Adequately understand the storing and recording requirements of the *Weapons Act 1990*, and

24.1.4 Have an appropriate understanding of *Animal Care and Protection Act 2001*, and the *Model Codes of Practice for the Welfare of Animals* including the *updated code for feral livestock animals (draft)*.

24.2 Chief Executive Officer

24.2.1 Council's Chief Executive Officer is responsible for:

a) Authorisation of amendments to Councils' *Firearms Manual*.

b) Nomination of a suitably qualified and trained person as Councils' representative (Nominee) under its Group Weapons Licence.

- c) Disciplinary action in relation to any failure by an authorised person to adhere to Councils' standard in regard to the possession and use of Firearms.
- d) Reporting to Weapons Licensing Branch any known or suspected cases of official misconduct by Council authorised employees that may call into question their suitability to hold a weapons licence.

{'Official Misconduct' includes any criminal offences and breaches of public trust}

24.3 General Managers

As the officer responsible for the operation of a council Group the General Manager has responsibility for deciding if firearms are appropriate for carrying out specific duties within their area of responsibility. In making such determinations they should seek the advice of Councils Group Nominee.

24.3.1 Council's Group General Managers are responsible for:

- a) Authorisation of all Firearms acquisitions and disposals.
- b) Authorisation of the lending (transfer) of Firearms between Council and State or Commonwealth Agencies or other Councils.
- c) Authorisation of suitably qualified and trained employees to possess or use Firearms.
- d) Maintaining records of all matters relating to staff training in and use of Firearms.
- e) Authorisation of non-Council personnel to use Council Firearms for official Council purposes.
- f) Selection and approval of employees for aerial shooting programs.
- g) Selection and approval of licensed and trained officers to use Firearms in situations involving outbreaks of exotic diseases or other emergency circumstances.
- h) Approval to use remote injection Firearms (dart guns), incendiary launchers or other devices classed Firearms or weapons.
- i) Implementation of an auditable system of secure storage.
- j) Approval to store Council owned Firearms at a designated place other than Council premises.
- k) Undertake stock takes and audits of Firearms, Firearm usage and Firearm storage facilities as required by this manual.

24.3.2 General Managers may delegate any of their powers/functions under this manual to other Council employees with appropriate qualifications, except for:

- a) Authorisation of all Firearms acquisitions and disposals.
- b) Authorisation of the lending (transfer) of Firearms between Council and State or Commonwealth Agencies or other Councils in accordance with section 19.0.

24.4 Council Weapons Group Nominee(s) [The Nominee]

As the nominated representative of Council, as a corporate body, the nominee is the person(s) responsible under the terms of the Corporate Group Licence for the possession and use of all Council owned Firearms.

24.4.1 The nominee is responsible for:

- a) Registering Council Firearms with the Weapons Licensing Branch, Queensland Police Service.
- b) Ensuring Council's Weapons Registers , Employees Issue Register, Licensed Officers and Storage Facility Keys Register, Training Register and Maintenance and Repair Register are maintained.
- c) Advising the Weapons Licensing Branch, Queensland Police Service of acquisition/disposal of Firearms.
- d) Ensuring Councils' secure storage facilities are maintained.
- e) Notifying relevant Council employees of any critical issues, such as safety problems, relating to the use or management of Council Firearms.
- f) Ensuring all records relating to the issue and use of Firearms in the area of their responsibility are maintained.
- g) Ensuring Councils' system of weapons authorisation is maintained.
- h) Ensuring acceptable training standards for authorised persons in the use of Firearms are maintained.
- i) Seeking and providing technical advice pertaining to the acquisition of standard and non-standard Firearms.
- j) Providing advice to the relevant General Manager on the suitability of storage facilities at designated places other than Council premises when approval for such storage is sought.
- k) Ensuring biannual audits of all Firearms, storage facilities and Form 23 entries are undertaken.

24.5 Authorised Firearms Users

Council's authorised Firearms users are responsible for the safe and professional care and use of Firearms as are periodically issued to them in the course of their duties.

24.5.1 Authorised Firearms users are responsible for:

- a) Completing the Weapons Register on all occasions when they access Council Firearms.
- b) Compliance with Council standard operating procedures for pest management programs and humane destruction (Council Approval and Reporting on Weapon use form).
- c) Maintaining the status and validity of information on the authorisation issued to them.
- d) Production of a current Council authorisation, Council Employee identification and weapons licence when requested by the nominee.
- e) Advising the nominee and relevant General Manager at any time when their current ability to handle, transport and use Firearms safely and responsibly is impaired.
- f) Advising the nominee and relevant General Manager if their Weapons licence lapses, has restrictions imposed, or is cancelled.
- g) Reporting any loss or theft of their Weapons licence to the nearest Police Station immediately upon the event being discovered.
- h) Advising the nominee and relevant General Manager of the loss, damage or theft of their Weapons licence within 14 days of the event being discovered.
- i) Returning any issued Council Firearms storage facility and gun safe keys to the nominee immediately upon the withdrawal of such authorisation or resignation or termination of employment.

Part 3 - Official Accreditation

25 Requirement for a Firearms training program

25.1 The use of Firearms for official Council purposes must be supported by a comprehensive training programme.

25.1.1 Any training program adopted by Council must:

- a) Be consistent with the requirements of the *Weapons Act 1990* Section 10A(1), and
- b) Be provided by a trainer approved by the Commissioner of Police, and
- c) Be undertaken on a weapons range registered under the *Queensland Weapons Act 1990*, and
- d) Provide a recognised standard of instruction which ensures competency in the use of Firearms, and
- e) Be subject to regular review, and
- f) Meet current safety requirements, and
- g) Meet current statutory requirements, and
- h) Meet Council's requirements for risk management, and
- i) Meet Council's practical needs for the use of its owned Firearms including the development and maintenance of field skills.

25.2 Council employees not meeting the standards outlined in the training programme must not use or have access to Firearms for official duties.

26 Eligibility for Council Firearms training

26.1 Only employees required to possess or use Firearms on a regular basis for official purposes, as specified under section 11 of this manual, are to be selected for Firearms training.

26.2 Firearms training will not be provided for any Council employee solely as a necessary or desirable qualification to improve career prospects.

26.3 An employee who has not completed and been accredited with Firearms training will not be disadvantaged in terms of career prospects provided that they are able to obtain a Queensland Weapons Licence should it be required of the position for which they are applying.

27 Training requirements for authorised officers

27.1 Initial Training

Prior to possessing and/or being issued with any Council Firearm an employee must complete training to the level required for their intended use of such Firearm.

27.1.1 LEVEL 1

An approved Firearms training course pursuant to section 10(2)(b) of the *Weapons Act 1990* is required to obtain a weapons licence from the Queensland Police Service. An introduction to Councils' Firearms policy/manual is also regarded as part of this level of training.

27.1.2 LEVEL 2

An approved Firearms training course including live firing of the category of weapon (refer section 13) for which the employee is to be authorised to possess or possess and use.

27.1.3 LEVEL 3

An approved course in the use of specialised Firearms as defined under section 14 of this manual.

27.2 Recognition of prior learning

27.2.1 Firearms training obtained other than through Councils' adopted training programme shall not be recognised as sufficient for authorisation to possess or possess and use Council Firearms.

27.2.2 Employees who have undertaken Firearms training other than through Councils' adopted training programme shall be required to complete full re-qualification as detailed in section 27.3

27.3 Re-Qualification

Re-qualification to the levels as described under section 27.1 shall be required of all authorised employees under the following circumstances

27.3.1 LEVEL 1

Re-qualification may be required if:

- a) Changes which affect an employee's duties occur in the *Weapons Act 1990*, *Weapons Regulation 1996*, any other relevant legislation or Councils' Firearms policy/manual.
- b) The employee has not been involved in the use of Firearms for a period of greater than 5 years.

27.3.2 LEVEL 2

Re-qualification shall be required in two stages:

- a) Intermediate re-qualification consisting of 1 days training not more than 2.5 years after completing initial training.
- b) Full re-qualification consisting of three days training not more than 5 years after completing initial training.

27.3.3 LEVEL 3

Re-qualification shall be required in two stages:

- a) Intermediate re-qualification consisting of 1 days training not more than 2.5 years after completing initial training.
- b) Full re-qualification consisting of three days training not more than 5 years after completing initial training.

27.3.4 All re-qualification time limits have a discretionary period of three months during which training may be scheduled. However, employees must be nominated for re-qualification prior to the expiry of the specified time limit.

27.4 Development and maintenance of field skills in Firearms use.

27.4.1 All authorised Firearms users are required to maintain the skills and competencies gained through training course either through:

- a) Regular field use of Firearms in the course of their duties, or
- b) Range firing sessions at approved ranges at least every 12 months.

27.4.2 Councils' nominee or other suitably qualified and experienced staff may be called upon to mentor newly trained employees in the field use of Firearms.

28 Maintenance of training standards

28.1 All persons authorised to possess, or possess and use, Council Firearms must maintain the level of training outlined in this manual in order to retain their authorisation.

28.2 Training courses and range firing exercises are to be coordinated through Councils' Nominee.

29 Maintenance of training records

29.1 Training records must be maintained for all persons authorised to possess or possess and use Council Firearms.

- 29.2 Training records shall include such detail as:
 - 29.2.1 The name of the authorised person, and
 - 29.2.2 The location of the training undertaken, and
 - 29.2.3 The type of training undertaken, and
 - 29.2.4 The Firearms in which the person is trained.

30 Authorisation to possess, or possess and use, Council Firearms

- 30.1 Authorisation to possess, or possess and use, Council Firearms will not be given if training, as required under section 27 of this manual, has not been completed.
- 30.2 On successful completion of training as required under section 27 of this manual Council's nominee may, on behalf of the person to be authorised:
 - 30.2.1 Make application for a Queensland Weapons Licence endorsed in the categories of weapon for which training has been provided and incorporating a 999(ac) endorsement for occupational use, or
 - 30.2.2 Make application for the endorsement on an existing licence, of additional categories of weapon for which training has been provided and incorporating a 999(ac) endorsement for occupational use.
- 30.3 On receipt of the appropriate licence the employee may make written application to the relevant General Manager for authorisation to possess and use Council Firearms under section 24.3.1(c) of this manual.
{Application to be made on the form at schedule 2 of this manual}
- 30.4 Successful applicants under section 30.3 of this manual will be issued with a Council Firearms Authorisation.

31 Firearms Authorisation

Firearms Authorisations will be issued to all Council officers who are authorised to possess or possess and use Council Firearms. No Firearms are to be issued to persons who do not have a current Firearms authorisation.

- 31.1 Application
 - 31.1.1 Application is to be made on the form located at schedule 2 of this manual and must contain detail of:
 - a) The full proper name of the applicant.
 - b) The applicants position title and normal place of work.
 - c) Training completed.
 - d) Firearms for which authorisation is sought.
 - e) The level of authorisation sought (ie possess or possess and use).

31.1.2 Authorisation may take the form of a letter, specific card or endorsement on an official Council Identification.

31.2 Authorisation

31.2.1 Relevant General Managers/delegates must not issue an authorisation unless the requirements of sections 16(1)(b)(j) of the *Weapons Act 1990* have been met and the employee is trained in accordance with this manual's standards

31.2.2 . When approved by the relevant General Manager/delegate an authorisation will be issued to the applicant. This Authorisation must:

- a) Include information as provided in the application and detailed at section 31.1.1; and
- b) Include and expiration date of not greater than 5 years from the date of issue; and
- c) Be provided as a copy to Council's Group Nominee.

31.3 Expiration, transfer, suspension or termination

Firearms authorisation will expire on the nominated expiration date or on an earlier date if any of the following occurs:

- a) The employees Weapons Licence has expired.
- b) The employee transfers to a position which no longer necessitates the possession or use of Firearms.
- c) Employment with the Council ceases or is terminated.
- d) Firearms authorisation is cancelled pursuant to another section of this manual.

31.5 Updating of Firearms Authorisations

31.5.1 Firearms authorisations must be updated if:

- a) There is any change to the details contained.
- b) They have expired.

31.5.2 Any updating of Firearms authorisation requires a complete new application.

31.5.3 Councils Group Nominee shall monitor the expiry dates of firearms authorisations with a view to updating authorisations on or before the expiry date.

Part 4 - Management of Firearms

32 Acquisition of Firearms

32.1 Proposal

Any proposal to purchase additional Firearms or classes of Firearms must be made by the nominee and must contain:

- a) Demonstrated operational need.
- b) Evaluation of other non-Firearm solutions.
- c) Technical specification and advice as to suitable Firearms for the intended purpose.
- d) Reference to Council's adopted standard weapons {refer section 15}.

32.2 Approval

32.2.1 Proposals to purchase additional Firearms or classes of Firearms must be submitted through line management for approval by the relevant General Manager.

32.2.2 Approval to acquire a Firearm or class of Firearm must be given in writing by the relevant General Manager.

32.3 Purchase

32.3.1 The nominee shall be responsible for acquiring additional Firearms upon receipt of the relevant General Manager's written approval.

32.3.2 In making such purchase the nominee shall ensure:

- a) Application for a permit to acquire is lodged with Weapons Branch.
- b) A permit to acquire is received from Weapons Branch.
- c) Compliance with Council's Purchasing Policy.
- d) The purchase includes a cleaning kit (except in circumstances where such cleaning kits already exist).
- e) Firearm details are recorded immediately on receipt of the Firearm and the Firearm is appropriately marked for identification immediately.
- f) Weapons Licensing Branch is notified via submission of a 'Notification of Acquisition or Disposal of Weapons' (Form 10) within 10 days of purchase.
- g) Acquired Firearms are appropriately stored.
- h) Training is arranged for authorised officers required to use the new Firearm.

33 Ammunition

- 33.1 Council employees using weapons and/or responsible for weapons, must ensure that all ammunition is stored in accordance with the *Weapons Act 1990* and *Weapons Regulation 2016*, *Explosive Act 1999 part 4 division 6* and the *Explosives Regulations 2017 part 8* and Council standards.
- 33.2 Factory made ammunition consistent with the Sporting Arms and Ammunition Manufacturers' Institute (SAAMI) Standard shall be used in all Council weapons.
- 33.3 Under no circumstances are Council officers to reload spent ammunition or to manufacture ammunition from component parts for use in Council Firearms.
- 33.4 A record of ammunition use must be kept in the Form 23 Employee Issue Register. This is to be recorded in the Register in the row immediately after the row recording the issue of a weapon.
- 33.5 For training courses and large pest management programs using bulk ammunition, the minimum requirement is for the nominee or person undertaking the pest management program to record the number of rounds of ammunition acquired at the start of course or project and the approximate rounds used.

34 Storage of Firearms and ammunition

- 34.1 Legislative requirements
 - 34.1.1 All Firearms users must be aware of, and storage facilities must comply with, the requirements of Section 94 of the *Weapons Regulation 2016*.
 - 34.1.2 All employees responsible for Firearms shall ensure that all Firearms and ammunition are stored in accordance with the provisions of the *Explosive Act 1999 part 4 division 6* and the *Explosives Regulations 2017 part 8* on Council premises when not in use.
 - 34.1.3 Firearms not in an officer's physical possession must be stored in a locked container in accordance with the requirements of section 60 of the *Weapons Regulation 2016*.
- 34.2 Council Storage requirements for Firearms and ammunition

All Council employees must comply with the following legal requirements of the *Weapons Act 1990*, *Weapons Regulation 2016* and policy requirements.

 - 34.2.1 Gun safes/storage containers
 - a) Gun safes are to be solid steel plate and bolted or fixed to a solid fixture.
 - b) Office type steel cabinets are not deemed satisfactory for the secure storage of Council weapons.

- c) Except for the purposes of removing or replacing a Firearm, storage facilities and gun safes must be locked at all times.
- d) Gun safes are to be located within a storage facility fitted with a sturdy combination lock, keyed lock or keyed padlock.
- e) For category D weapons the storage facility must be made of solid steel and bolted to the frame or floor of the building.
- f) For other Firearms the storage facility may be made of solid steel or solid timber and if weighing less than 150kg must be securely fixed to the frame or floor of a permanent building.
- g) Firearms storage facilities should be located in an inconspicuous position in relevant Council offices and not in the view of visiting public.

34.3 Separation

- a) Firearms must be stored, unloaded and with an essential component (e.g. bolt) removed and secured.
- b) Firearms and ammunition must be stored in separate gun safes although it is permissible for these to be within the same storage facility.
- c) Magazines should remain with the Firearm to prevent loss.

34.4 Storage within/on a vehicle

- a) Other than for purposes of transport (section 36) Firearms are only to be stored in a vehicle where it is unreasonable for the authorised person to be required to return the Firearm to its registered storage location for short periods of time.
- b) Storage within/on a vehicle will require the vehicle to be fitted with a secure steel container fixed to the vehicle.
- c) Vehicle storage containers are to be locked at all times and must not be marked to indicate there is a Firearm within

34.5 Miscellaneous

- a) It is the responsibility of the officer to whom a Firearm has been issued to ensure that the Firearm is properly cleaned before being returned to the storage area.
- b) All Firearms storage facilities should be located in a dry area that is not exposed to the weather.
- c) Firearms, which are being stored for long periods of time, must be checked and cleaned at a minimum of every four months.

34.6 Keys to Storage Facilities and Gun safes

34.6.1 Storage Facility Keys may only be held by Council employees who are authorised firearms users or who require access to other restricted items stored within the facility.

34.6.2 Gun safe keys may only be held by authorised firearms users who currently hold Level 2 or 3 training (refer section 27.1).

34.6.3 The following general provisions shall apply to the management of keys to Council Firearms storage facilities and gun safes:

- a) All storage facilities and gun safes shall be fitted with security registered locking systems which can restrict access to the facility and safes individually as required
- b) The nominee shall hold and maintain the storage facility and gun safe key register.
- c) The nominee is responsible for the security of unissued storage facility and gun safe keys.
- d) Unissued storage facility and gun safe keys are to be kept in a secure, non-obvious place to which only the nominee has access.

34.6.4 Lost and Stolen Keys

- a) If keys to a Council's weapons storage facility or gun safe are lost, stolen or cannot be obtained from a person no longer authorised to possess Council weapons, the locks on the storage unit must be replaced as soon as possible or the weapons therein moved to another secure storage facility.

35 Maintenance of Firearms

35.1 Council employees using Firearms and any associated accessories must ensure that prior to use the Firearms:

- a) Are checked to ensure they are in a safe operating condition.
- b) Are clean and free of blockages.
- c) Have had any excess lubrication removed.

35.2 Council officers responsible for storing Firearms and any associated accessories must ensure that:

- a) The Firearm has been cleaned, lubricated and maintained to a high standard prior to storage.
- b) The storage facility remains as cool, dry and dust free as possible.

35.3 Firearms subject to significant use (greater than 500 rounds per annum) or where used in a corrosive or dusty environment must be checked annually by a licensed gunsmith (must include safety certificate and description of any work and this should be stored with Form 23 – Employee Issue Register).

35.4 Firearms subject to 35.3 must be provided with a safety certificate and description of any work performed by the gunsmith. Such certificate to be stored with the Form 23 – Employee Issue Register.

35.5 All Firearms shall be inspected annually by the nominee(s) to ensure maintenance standards are being met.

36 Transfer and transport of Firearms

- 36.1 Council Firearms may be transferred between separate approved Council storage facilities on a needs basis.
- 36.2 Council Firearms may be transferred between other Councils and Government agencies subject to the provisions of sections 19.3 and 19.4 of this manual.
- 36.3 Where Firearms are being transferred all transfers must be recorded in the Form 23 – Employee Issue Register at both the sending and receiving storage facility. {required by *Weapons Act 1990*}
- 36.4 Persons transporting Firearms must have a current weapons licence and a current Council Firearms authorisation endorsed for the category of Firearm being transported.
- 36.5 Officers transporting Firearms must comply with section 561 of the *Weapons Act 1990*.
- 36.6 Firearms may be transported in Council vehicles and subject to 36.4 and 36.5 provided that:
- a) They are locked in the boot (where the vehicle has a lockable boot), or
 - b) They are locked in a metal or other sturdy container fixed to the vehicle/vessel, or
 - c) They are in a securely closed container that is out of sight in the vehicle/vessel, and
 - d) The container does not suggest that a Firearm is inside, and
 - e) The vehicle/vessel is not left unlocked unless attended by a person licensed and authorised to possess the Firearm, and
 - f) If the Firearm is likely to be left unattended for any length of time an integral part of the Firearm is removed stored separately. {refer section 94 *Weapons Regulation 2016*}.
 - g) The Firearm is stored separately from its bolt and ammunition.
- 36.7 Firearms may be forwarded by postal service provided that:
- a) The Firearm is packed in a sturdy, securely closed container and forwarded by registered post, and
 - b) The container does not suggest that a Firearm is enclosed, and
 - c) The Firearm is unloaded with the bolt removed, and
 - d) The Firearm is mailed separately from its bolt, and
 - e) The Firearm is dispatched to either a licenced gun dealer or police officer acting in an official capacity. (refer section 78 *Weapons Regulation 2016* }

37 Unsafe or damaged Firearms

- 37.1 It is the responsibility of an employee issued with a particular Firearm known or suspected to be damaged or in an unsafe operating condition to immediately:
- a) Render the Firearm inoperable and in as safe condition as practical.
 - b) Tag the Firearm as unsafe.
 - c) Advise the nominee accordingly.
- 37.2 It is the responsibility of the nominee to
- a) Withdraw the Firearm from service.
 - b) Forward the Firearm to a licensed gunsmith as soon as is practically possible for repairs or disposal.
- 37.3 Under no circumstances should Council employees attempt to repair or modify Firearms. This is an offence under the *Weapons Act 1990*. This will also make the person legally liable if the illegal modification caused injury or death.

38 Disposal of Firearms

- 38.1 The disposal of a Council Firearm must be approved by the relevant General Manager.
- 38.2 Council Firearms approved for disposal must be disposed of in accordance with the provisions of section 36 of the *Weapons Act 1990*, and by one of the following methods:
- 38.2.1 The Firearm may be sold, provided:
- a) The sale is to a registered weapons dealer,
 - b) The sale is not to a private person or employee of Council.
 - c) The sale is performed in accordance with Council's Financial Management Policy
- 38.2.2 The Firearm may be traded-in when acquiring another, provided:
- a) The trade-in is to a registered weapons dealer.
 - b) Acquisition of the Firearm on which the disposed Firearm is to be traded has approval of the relevant General Manager.
 - c) The trade-in is performed in accordance with Council's Financial Policy.
- 38.2.3 The Firearm may be destroyed, provided:

- a) It is beyond economic repair and unable to be sold or traded-in as parts.
- b) It is rendered inoperable immediately.
- c) It is surrendered to a registered weapons dealer or to a police station, and
- d) A receipt is obtained from the registered weapons dealer or police station to which the Firearm is surrendered.

38.3 Upon effecting disposal of a Firearm, the nominee shall:

- a) Advise the relevant General Manager that disposal has occurred.
- b) Advise Weapons Licensing Branch, Queensland Police Service using form 10 as specified in the Weapons Regulation 2016.
- c) Amend all relevant Council Firearms registers.

39 Firearms found on Council land

39.1 Firearms found on Council land must not under any circumstances be stored in a Council Firearms storage facility or at any other location on Council property.

39.2 All Firearms or other weapons, which are found on Council land, must be handed in at the nearest police immediately.

39.3 Full details of the circumstances under which the Firearm or weapon was found must be recorded under Section 35(5) of the *Weapons Act 1990*. Details should include:

- a) Who found the weapon, where and when.
- b) Make, model, serial number and accessories.
- c) Any other information which may assist in locating the owner.

39.4 Persons finding Firearms or other weapons on Council property must notify the nominee with relevant details as soon as possible.

39.5 The nominee must notify the relevant General Manager and the Weapons Licensing Branch, Queensland Police Service immediately on being advised of a Firearm or weapon found on Council Property.

40 Lost or stolen Firearms and weapons licences

40.1 Any employee issued with or responsible for a Firearm or weapons licence suspected of being lost or stolen must:

- a) Immediately report the suspected loss or theft to the nearest Police Station.
- b) Immediately report the suspected loss or theft to the nominee(s).
- c) Make written record of the suspected loss or theft and forward to the nominee together with a copy of the notification to police.

- 40.2 The nominee(s), on receiving advice of a suspected loss or theft must:
- a) Advise the relevant General Manager.
 - b) Record the loss or theft in the relevant Council Weapons Register

41 Stock-takes and audits

- 41.1 Stock takes and audits shall be conducted to determine the accuracy of Council records in relation to the holding, identification, location and usage of weapons.
- 41.2 A full stock-take of all Firearms, components, ammunition and accessories shall be undertaken every 6 months.
- 41.3 Random audits of weapons registers and Firearms storage facilities may be included as part of Council's internal audit programme.
- 41.4 A report on stock-takes and audits conducted will be provided to the nominee as the officer responsible for maintaining Council's Weapon Register – Form 22

Part 5 - Record Keeping

42 Form 22 - Weapons registers

Purpose: Legal requirement of section 53 *Weapons Regulation 2016* – forms the basis for the Council weapons register. Any weapon not included on the register shall be deemed to be an illegal weapon and in breach of the Act.

Maintained by: The Nominee

Requirements:

- Must include all Firearms and ancillary (scopes etc)
- Stock-take of all Firearms and accessories must be undertaken every 6 months (June/Dec) (refer section 41)

Details:

- Make
- Model
- Serial number
- Asset number
- Action type
- Calibre
- Accessories
- Location
- Purchase details
- Last audit date
- Maintenance and service details
- Any modifications/alterations

Available Format: GSE form 22 - available from SDS (formerly Go-Print) Ph 32463399

43 Form 23 – Employees Issue Register

Purpose: Legal requirement of the *Weapons Act 1990* and details when and to whom individual weapons have been issued for use.

Maintained by: All officers responsible for weapons storage facilities

Requirements: To be maintained at all Council weapons storage facilities.

Details:

- Details of the weapon issued
- Name of the officer to whom the weapon was issued
- Date issued and date returned
- Approximate number of rounds fired
- If transferred to another centre, weapons issue advice

Available Format: GSE form 23 - available from SDS (formerly Go-Print) Ph 32463399

Note: in the form 23 Employees Issue Register, at the end of the row for each weapon issue entry there must be record ammunition used during that issue. For training and major pest control projects where bulk ammunition is used, this may be an approximation.

44 Licensed officers and storage facility keys register

Purpose: To ensure that all Officers required to possess or possess and use Firearms for official purposes are appropriately licensed prior to accessing Council Firearms.

Maintained by: The Nominee

Requirements:

- Authorised Officers to advise the nominee of details of their authorisation and of any changes which may occur to their authorisation during their employment.
- The Nominee to record Authorised Officer's Details together with records of storage facility keys issued.

Details:

- Officer's
 - Name
 - Pay Number
 - Current Position and Location
 - Weapons Licence number, class and expiry date
 - Copy of current Authorisation and detail of particular Council Firearms the officer is authorised to use
- Storage Facility Keys
 - Individual key identification number
 - Date of issue (signed for by the officer to whom it is issued)
 - Date of return (signed by the officer or the nominee on return)

Available Format: At the discretion of the Council – Journal format shall suffice.

45 Training Register

Purpose: To ensure Authorised Officer training and competency accreditations are recorded and maintained.

Maintained by: The Nominee

Requirements:

- Authorised Officers to advise the nominee of any and all Firearms training undertaken.
- The Nominee to advise Authorised Officers when recertification due.

Details:

- Officer's
 - Name
 - Pay Number
 - Current Position and Location
- Training Undertaken
 - Accreditation level (refer section 27)
 - Category and calibre of Firearms accredited
 - Training provider's details
 - Competency achieved/not achieved
 - Date of training / recertification

Available Format: At the discretion of Council – Journal format shall suffice.

46 Maintenance and Repair Register

Purpose: To ensure all Council Firearms used for official purposes are appropriately maintained and serviced so as to be safe for use by Authorised Officers.

Maintained by:

- Officers issued with a Firearm are responsible for performing and recording routine cleaning and maintenance.
- The Nominee is responsible for coordinating and recording repairs and servicing by licensed gunsmiths.

Requirements: Details of all maintenance and repairs are to be recorded.

Details:

- Officer's
 - Name
 - Pay Number
 - Current Position and Location
- Firearm maintenance
 - Identification Details (make, model, serial number)
 - Date of maintenance
 - Observed maintenance issues that may require further attention
- Firearm repair
 - Identification Details (make, model, serial number)
 - Detail of licensed gunsmith who undertook the repair
 - Detail of repair work performed

Available Format: At the discretion of Council – Journal format shall suffice.

Schedule 1 – Currently Adopted Standard Firearms

Standard Firearms List		
Category	Calibre	Purpose
A	Air Rifle	Birds
A	.22	Small Mammals / Rabbits
A	.22 Mag	Wild Dogs in Traps
B	.308 Shotgun	Deer / Large Animals
C	Semi Auto .22	Rabbits
H	Paxarms Netgun	Rabbits
H	9mm Pistol	Humane Destruction of Injured Animals
M	Incendiary Device	Burn Program

Schedule 2 – Application for Authorisation to Use Council Firearms

Applicant Details

Name: _____ Employee Number: _____

Position Title: _____ Location: _____

Weapons Licence No: _____ Expiry Date: _____

Details of Accreditation and training (attach copies of competencies achieved):

Reason for Application (attach additional if required):

Classes of firearm for which authorisation is sought

A B C D M H

Declaration

As an officer of _____ Council I have read the Council's Firearms Policy Manual and agree to observe the requirements as detailed, subject to any variations or determinations authorised by the Chief Executive Officer or his delegate. I have successfully completed the approved training courses detailed above and have been deemed competent in the use of such Firearms as I am applying for authorisation to use. I am aware of and agree to abide by my statutory obligations as detailed in the Weapons Act 1990 and its associated regulations. I understand that this authorisation is only valid whilst employed as and performing the duties of a Council Officer. I agree to advise Council should there be any change to my status as the holder of a current Weapons Licence and to return any Storage Facility and Gun Safe keys issued to me on cessation of employment with Council or should my approval be for any reason revoked.

Endorsement

I (name) _____ certify that the applicant requires to use Council Firearms in undertaking their usual duties and endorse their authorisation to do so.

Signature: _____ (Manager/Supervisor) Date: _____

Signature: _____ (Group Nominee) Date: _____

Authorisation

The above officer is authorised to possess and use Council Firearms subject to Council policy while acting in the capacity of and performing the duties of a Council Officer.

Name: _____ General Manager of: _____

Signature: _____ Date: _____

Schedule 3 – Conditions for the Use of Specialised Firearms

Category M weapons – Incendiary machines and devices

Specifically, “Powerlauncher” – incendiary devices as listed in Schedule 1

These devices must only be used in conducting prescribed burning and/or wildfire suppression activities. Officers authorised to possess and use these Firearms must:

- a) Hold a current weapons licence endorsed for categories A or B
- b) Hold a recognised National Fire Management competency.
- c) Have undergone specific instruction in the use of this specialised Firearm
- d) Be individually listed on Councils exemption (see below)

NOTE: Some staff authorised by Council to transport, handle and use the “Powerlauncher” are restricted to handling, transporting and using this category of weapon only. Under no circumstances may these staff members transport, handle or use other categories used by Council.

Exemption No 71001914 issued 17 May 2007

Council has been issued with an exemption under section 2(1)(m) of the *Weapons Act 1990* from the provisions of Sections 35,50A and 60 of the *Weapons Act 1990* in respect of the “Powerlauncher” incendiary device.

The exemption authorises the possession and use of registered ‘specified category M weapons’ (Powerlaunchers) by authorised employees of the Council to conduct approved activities in performance of the employees’ function within licensing guidelines.

All employees required to possess and use registered the specified category M weapons (Powerlaunchers) must be trained to the required standards under the National Fire competencies for operating these machines and devices, and need only be accredited to the Level 1 Council Weapons Training Standard (refer section 27)

This exemption under the current Council Group Weapons Licence is valid only for the currency of that licence.

Note – The exemption clearly stipulates the conditions imposed on Council for the possession and use of these weapons. Persons authorised to use these weapons must be familiar with the conditions imposed. A copy of the exemption must be carried by the person using the incendiary device and local police be advised as to the activity at the time.

References

The following reference sources (where applicable) should be used in conjunction with these standards:

<ul style="list-style-type: none"> • <i>Weapons Act 1990</i> • <i>Weapons Regulations 2016</i> • <i>Weapons Categories Regulation 1997</i> • Queensland Police Service Weapons Safety Code • Criminal Code • <i>Police Powers and Responsibilities Act 2000</i> sections 19 to 25 • <i>Explosives Act 1999</i> and <i>Explosive Regulation 2017</i> 	<ul style="list-style-type: none"> • <i>Animal Care and Protection Act 2001</i> • <i>Biosecurity Act 2014</i> • Model Codes of Practice for the Welfare of Animals including the updated code for feral livestock animals (draft)
<ul style="list-style-type: none"> • EPA/QPWS Weapon Manual • EPA/QPWS Weapons Safety Training Reference Manual 	<ul style="list-style-type: none"> • <i>Workplace Health and Safety Act 1995</i> • Workplace Health and Safety Policy • TRC Code of Conduct for Employees

Revision history

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1.00	29 October 2009	3072744v5
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