

		Ref No.	6 - 10
		Version No.	7
		Date Issued	1 March 08
Title	STUDENTS' FIREARMS		
Responsibility	Director		

1. PURPOSE

Telford is unique in that it offers students the opportunity to experience a variety of activities during their leisure, including hunting. There is a lawful requirement to ensure that any possession or use of Firearms by Telford students is conducted in a safe and lawful manner.

2. APPLICATION

Nil.

3. DEFINITIONS

Nil.

4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the relevant provisions of the Arms Act 1980.

5. POLICY

Permission to bring a firearm

- 5.1 Director Finance and Administration - has responsibility for withdrawing permission for a Telford student to use and/or have a firearm at Telford.
- 5.2 Director Finance and Administration - grants approval to Telford students to bring firearms to Telford Rural Polytechnic, and will oversee the implementation of this procedure.
- 5.3 Telford Farm Unit Managers - will grant permission for individual Telford students, on specific occasions, to use firearms on their particular Telford Farm Unit.
- 5.4 The Campus Supervisors - will issue and store all firearms, and record the details of issuing and storing in the Firearm Issuing Register.
- 5.5 All Telford students must have permission from the Director Finance and Administration prior to bringing firearms to Telford. For permission to be granted the Telford student must:
 - Be over 16 years of age
 - Be the owner of the firearm
 - Have a current Firearm License (photocopy to be supplied)

Storage

- 5.6 All firearms are to be stored in an approved Firearm Security Cabinet as required by the Arms Act 1980. The Security Cabinet is kept in a locked storage cupboard in the Telford Halls of Residence, and may only be accessed by the campus supervisors and manager of residential services (currently Director Finance and Administration).
 - All ammunition and firearms bolts are to be stored in a separate locked cabinet.

- No firearm/s or ammunition are permitted to be left or kept in any vehicle or any room in the Halls of Residence.

Issuing

- 5.7 The firearm will be issued only for lawful purposes:
- hunting or maintenance
 - the removal of the firearm from the Telford campus.

Possession

- 5.8 Only those students authorised by the Director Finance and Administration are permitted to be in possession of a firearm on Telford Land.

6. PROCEDURE

Permission to Bring a Firearm

- 6.1 Application to bring a firearm to Telford must be made using the Telford Firearms Application Form.

Permission to Use the Firearm

- 6.2 To avoid any problems arising Telford students are required to contact the relevant Telford Farm Unit Manager prior to any use of firearms on Telford Farm Land on the date intended.

Issuing a Firearm

- 6.3 When a firearm is issued the Issuing Register is to be completed.
- Firearm Licence must be shown to the Campus Supervisor by the student and, where appropriate, production of a Hunting Licence will also be required.
 - The Campus Supervisor must be advised if firearms are to be used on Telford Farm land.

Return of Firearm

- 6.4 Upon return of the firearm it will be secured in the Firearm Security Cabinet, and the ammunition/bolt in the Storage Cabinet. The return segment of the Issuing Register will be completed.

Breach of Procedure

- 6.5 The Chief Executive Officer and Director Finance and Administration at all times have the discretion to withdraw permission/authority for the use/possession of firearms at Telford.
- Any breach of the Firearms Act, Telford procedure or regulations, or reports of irresponsible behaviour including consumption of alcohol while in possession of/using firearms, will be dealt with under the Telford Student Discipline Procedure.
 - Any Telford student aggrieved by any decisions made under the provisions of this procedure may appeal to the Chief Executive Officer.

7. RECORDS

Record	Responsibility	Filed	Retention Time
Applications from Telford Students to Bring Firearms/Stock Whip to Telford.	DFA	Hostel File	Term of enrolment
Firearm Issuing Register	DFA	Hostel File	Term of enrolment

8. ASSOCIATED DOCUMENTS

Reference	Document Title
A6 – 10A	Application for Firearm(s)/Stock Whip
A6 – 10B	Firearms/Stock Whip Policy

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
0	Initial Release	M. Bowen	16-8-97
1	Conversion To New Format	M. Bowen	26-11-99
2	Triennial Review: "Wardens" replaced with "Campus Supervisors". Layout modified.	L Johnston	March 2001
3	Triennial Review	L Johnston	November 2003
4	Re-Formatted	CEO	April 2004
5	Minor change	QMS Review Team	August 05
6	Minor change	QMS Review Team	June 2006
7	Alignment of the QMS with actual practices at Telford in response to the ITP Quality Audit Report, April 2007. Minor editing and reformatting, statements under clause 3 moved to clause 5. Clause 8 added. No changes to content.	QMS Policy Review Committee	1 March 2008