

Firearms Policy

Section 1 - Preamble

(1) Charles Darwin University ('the University') is committed to providing a safe environment. This is particularly important as there are increased risks when employees are using, handling, transporting and storing firearms. On occasion, authorised and licensed University employees may require the use of firearms for legitimate work purposes.

Section 2 - Purpose

(2) This policy outlines the University's obligations in accordance with the [Firearms Act 1997](#) and [Firearms Regulations 1997](#) for safely acquiring, handling, storing and disposing of firearms.

- a. Where firearms usage occurs in jurisdictions outside the Northern Territory (NT), the legislation of the other jurisdiction takes precedence over NT legislation and this policy where there are inconsistencies.

Section 3 - Scope

(3) This policy applies to all University employees.

Section 4 - Policy

(4) The health and safety of all members of the University community is of utmost importance and the University will not tolerate the unlawful or unnecessary possession of firearms and prohibited weapons on its premises.

(5) The use of firearms on University property must be for essential work or research purposes only.

(6) The use of personal firearms for or while attending University business is strictly forbidden.

(7) Firearms or ammunition must not be taken into student residential areas of campus. Firearms must also not be taken into administration and teaching areas unless for storage in their designated, approved, storage facility.

(8) Students, other than HDR students approved in accordance with this policy, are prohibited from possessing or using firearms or ammunition on University property.

(9) Research projects requiring the use of firearms or ammunition must have appropriate ethics clearance if required.

Licencing

(10) The University is required by law to hold a Firearms Corporate Licence and each individual employee firearm user is required to hold a Firearms Employee Licence.

Corporate Licence

(11) The [Firearms Act 1997](#) and [Firearms Regulations 1997](#) mandates that in order to use firearms in the Northern

Territory for University business, the University must hold a Firearms Corporate Licence(s).

(12) The University will hold a Firearms Corporate Licence and maintain a register of authorised employee licence holder(s).

(13) The Vice-Chancellor will assign a Corporate Licence Holder at each campus/site where University owned firearm/s are located, as the designated contact for all licencing matters, storage of firearms, ammunition and storage of ammunition.

Employee Licences

(14) Employees required to possess or use a firearm must be an approved firearms employee licence holder in accordance with the [Firearms Act 1997](#), paying specific attention to the obligations noted in Part 3 Division 7 and Division 13a – Firearms Corporate Licence.

(15) Applications for an employee firearms licence are overseen by the Corporate Licence holder, who:

- a. seeks endorsement from the relevant Senior Executive Team member;
- b. seeks approval from the Vice-Chancellor; and
- c. authorises the employee licence application for submission to the NT Police (which is carried out in person by the applicant).

(16) The University, in its absolute discretion, may refuse to endorse or approve an application for a firearms employee licence, and therefore prevent the employee from submitting an application.

(17) Employees cannot possess or use firearms without having completed an approved NT Firearms Safety Training Course and hold a valid firearms employee licence for the relevant firearms category.

(18) Users of firearms must take express care in their handling and use.

(19) Employees must surrender their firearms employee license, paying special attention to Division 13a – Firearms Employee Licence of the [Firearms Act 1997](#), in the following circumstances:

- a. their employment no longer requires them to possess or use a firearm;
- b. where they cease employment with the University; or
- c. where an offence is committed or there is a directive to revoke or surrender a licence under the [Firearms Act 1997](#). Actions involving a possible breach of criminal law must be reported to the Police.

(20) Where necessary for approved research activities, and where conditions of Section 32 of the [Firearms Act 1997](#) are satisfied, Higher Degree by Research (HDR) students may apply for a permit from the Northern Territory (NT) Police to become an authorised firearms licence holder. The HDR student and the Corporate Licence holder must consult with Governance prior to seeking a permit for a HDR student. Approved applicants are subject to the requirements of this policy.

Purchases of firearms

(21) New purchases of firearms within the University or on University business are managed by the Corporate Licence holder, which includes seeking the endorsement of the relevant Senior Executive Team (SET) member and approval by the Vice-Chancellor. Approvals of firearm purchases or use will be based on essential use only.

(22) The Corporate Licence Holder must be consulted before any action is taken in relation to the firearms, ammunition or the locked storage facilities. The Corporate Licence Holder must then contact the NT Police to agree to the action(s) prior to the action(s) being taken.

(23) A permit to acquire a firearm must be obtained from the NT Police in accordance with Part 4 Division 35 of the [Firearms Act 1997](#).

Management of Firearms

(24) The Corporate Licence Holder must be consulted before any action is taken in relation to the firearms, ammunition or the locked storage facilities. The Corporate Licence Holder must then contact the NT Police to agree to the action(s) prior to the action(s) being taken.

Storage and disposal

(25) When a firearm and ammunition is not being used or carried, the firearm and ammunition must be separately stored in a locked storage facility that has been inspected and approved by NT Police and in accordance with Part 3 of the [Firearms Regulations 1997](#). Only the Corporate Licence Holder or their deputised officer are to manage access to the locked storage facility and maintain registrations with NT Police.

- a. Any other person requesting access to the firearms or ammunition must have completed an approved NT Firearms Safety Training Course and hold a valid firearms employee licence for the relevant firearms category.

(26) If a firearm or ammunition is unable to be returned to the locked storage facility on campus, then the Corporate Licence Holder must approve the firearm and any ammunition being stored in an alternative location, subject to being in an approved case and out of public view in accordance with the Firearms Act 1997.

(27) Disposal or sale of firearms must be undertaken by the Corporate Licence Holder with endorsement from the relevant SET member and approval from the Vice-Chancellor. The register of Corporate Firearms is to be immediately updated.

(28) The Corporate Licence Holder will coordinate with Finance to perform a stocktake of all firearms on an annual basis.

Records and Reporting

(29) The University will maintain a register of all Firearms Employee Licence holders who, as a requirement of their employment, are required to use firearms, including details of licences and training received.

(30) The Corporate Licence Holder will maintain a register of:

- a. all University firearms, including date of purchase, make, calibre and serial numbers;
- b. when firearms or ammunition are taken out of, and placed back into the locked storage facility;
- c. details of the annual stocktake of firearms and ammunition; and
- d. any breaches of this policy or offences committed under the [Firearms Act 1997](#), or directives to revoke or surrender a license.

(31) A copy of registers will be deposited on at least an annual basis with Records and Archives.

(32) The Corporate Licence Holder will provide the register to the Audit, Risk and Compliance Committee annually.

Section 5 - Roles and Responsibilities

(33) Authorised Employee Licence Holders are responsible for:

- a. submitting their firearms employee licence application, complete with the authorisations outlined in this

document, in person to the NT Police; and

- b. holding a valid firearms employee licence for the relevant firearms category, obtained in compliance with this policy and the Firearms Act 1997 which includes;
 - i. completing approved NT Firearms Safety Training Course in compliance with this policy and the Firearms Act 1997; and
 - ii. complying with all relevant aspects of the Firearms Act 1997 and the Law to ensure safe and appropriate use.

(34) The Corporate Licence Holder is responsible for:

- a. liaising with the NT Police for all matters related to firearms employee licences and the CDU Corporate Licence including audits and checks;
- b. managing applications for firearms employee licences, including consulting with the SET member and the Vice-Chancellor for endorsement and approval (respectively), prior to authorising applications for submission by the applicant;
- c. consulting with SET member and the Vice-President Governance and University Secretary regarding breaches of this policy or offences committed under the [Firearms Act 1997](#), including directives to revoke or surrender a license;
- d. awareness of the location of all University owned firearms at all times;
- e. ensuring applicants for firearms employee licences have completed the mandatory training requirements in accordance with the [Firearms Act 1997](#);
- f. managing the acquisition, sale and disposal of firearms in accordance with this policy; and
- g. complying with record keeping and Audit, Risk and Compliance Committee reporting requirements.

(35) The Vice-President Governance and University Secretary is responsible for:

- a. consulting with the Corporate Licence Holder around reports of offences, or directives to revoke or surrender a licence under the [Firearms Act 1997](#), or any breach of this policy;
- b. overseeing requests by HDR students for a firearms employee licence.

(36) The relevant SET member is responsible for:

- a. consulting with the Corporate Licence Holder to review and endorse applications for employee licenses in accordance with this policy;
- b. consulting with the Corporate Licence Holder to review and endorse applications for the acquisition, sale and disposal of firearms in accordance with this policy; and
- c. consulting with the Corporate Licence Holder to escalate reports of offences, or directives to revoke or surrender a licence under the Firearms Act 1997, or any breach of this policy.

(37) The Vice-Chancellor is responsible for:

- a. appointing Corporate Licence holder/s;
- b. consulting with the Corporate Licence Holder to approve firearms employee licence applications in accordance with this policy; and
- c. consulting with the Corporate Licence Holder to approve the acquisition, sale and disposal of firearms in accordance with this policy.

Section 6 - Non-Compliance

(38) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct - Employees](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2025](#) and the [Code of Conduct – Students](#).

(39) Complaints may be raised in accordance with the [Complaints and Grievance Policy and Procedure - Employees](#) and [Complaints Policy - Students](#).

(40) All employees have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

Status	Current
Effective Date	23rd September 2025
Review Date	23rd September 2028
Approval Authority	Vice-Chancellor
Approval Date	23rd September 2025
Expiry Date	Not Applicable
Responsible Executive	Brendon Douglas Vice-President Governance and University Secretary
Implementation Officer	Brendon Douglas Vice-President Governance and University Secretary
Enquiries Contact	Brendon Douglas Vice-President Governance and University Secretary Governance