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Policy No. 15

Firearms Policy and Procedure for SSAA Vic Owned Longarms

DOCUMENT CONTROL

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TITLE

Firearms Policy (Longarms) (Policy No 34)

PURPOSE

To ensure the storage and administration of SSAA Vic owned longarms complies with the Firearms Act 1996 and Regulations as amended.

SCOPE

Covers all ranges / branches / sub clubs.

OBJECTIVE

Provide direction, to ensure that Staff and Members comply with the Firearms Act 1996 and Regulations as amended, and comply with SSAA (Vic) firearms procedures.

Sporting Shooters Association of Australia Victoria

Firearms Policy (Longarms), Policy No. 34

April 2014

1. Purpose of Ownership of Firearms

The Association owns firearms for the following purposes;

- a. The training of non-license holders, both juniors and seniors.
- b. For the use of disable persons, indigenous groups, women's groups, school groups and other special interest groups.
- c. The training and practice of license holders.
- d. For use on special events and occasions.
- e. Competitions.
- f. For the use of license holders who do not own firearms, for approved SSAA (Vic) activities.
- g. Pest Management Projects.

2. Conforming with The Law

The Association shall at all times manage its firearms holdings, such that it conforms to all aspects of The Firearms Act 1996 and Firearms Regulations as amended.

3. Management of Firearms

The management of association firearms shall be such that at all times, the location of all firearms can be readily determined by the Firearms Coordinator, the licensee or the Licensing Regulation Division of the Victorian Police.

4. Safety with Firearms

The Association's firearms shall be handled and used at all times in a responsible and safe manner as outlined in the range rules or/and as determined by the Range Officer or the Range Manager.

5. Fiscal Policy on Firearms

Purchase, disposal and use of Association firearms shall be undertaken having regard to the economics of the action so that the most economic course is followed.

6. **Firearms Management Process**

A Firearms Management Process will be outlined in the Firearms Procedure Manual.

7. **Action Approvals and Records**

All firearms storage movements, purchases, disposals and repairs shall be approved in advance by the CEO and all records of such transactions shall be directed to and through the Firearms Coordinator in the State Office.

8. **Firearms Co-ordinator**

An officer within the State Office shall be nominated as the Firearms Coordinator. This officer will be responsible for establishment and maintenance of all firearms records, transactions, movements and audits, and all dealings with Licensing Regulation Division of the Victorian Police.

9. **Audits of Firearms and Records**

Internal Audits of Firearms holding and records shall be conducted as directed by the state office. Frequency shall be at least once annually.

10. **Private use of SSAA (Vic) Firearms**

No SSAA (Vic) firearms are to be used for private purposes without approval of the Operations Manager or his delegate.

Approved:

MR JACK WEGMAN

CHIEF EXECUTIVE OFFICER SSAA VIC

DATE:

SSAA (Vic) Firearms Procedure Manual

Title

SSAA (Vic) Firearms Procedure Manual

Introduction

The number of firearms owned by the SSAA Vic and the fact they are located across the state of Victoria means that the SSAA Vic is exposing itself to potential criticism and possible legal action if those firearms are not administered properly and in accordance with the Firearms Act 1996 and Firearms Regulations as amended.

The possible result of any legal action due to misadministration could adversely affect the core business and the SSAA Vic's ability to provide service to its membership. It is for these reasons that the implementation of the following procedure is mandatory for all to ensure the SSAA Vic continues to function.

1. Firearms Management Group

This committee shall be constituted of at least the CEO, Operations Manager, Licensee, Firearms Co-ordinator and the Springvale and Eagle Park Range Managers. It shall meet at a minimum of twice yearly and have responsibility for;

- Overall administration of the SSAA Vic Firearms Policy.
- Function and sound operation of all aspects of the SSAA Vic Firearms Procedure (current version).
- Determining location or relocation of firearms.
- Determining the acquisition or disposal of firearms.
- Setting of dates for firearms audits.
- Recommendations to the State Executive Council, regarding proposed amendments to the SSAA Vic Firearms Policy No 34.and/or Firearms Procedures, (this document).
- Minutes of all meetings shall be kept by the Firearms Co-ordinator who shall ensure that all action items are followed through.

2. Responsibilities of the SSAA Vic Licensee

The licensee must satisfy him/herself through the Firearms Policy and this document that all matters associated with firearms security, firearms use, firearms storage and firearms audits and records are to his/her satisfaction.

- Certify all approved permits to acquire firearms and/or the disposal of firearms.
- Oversee and/or participate in audits of the SSAA Vic firearms.
- In the event that he is not satisfied with any major aspect of the firearms security, storage or records have the matter rectified by negotiation with the SSAA Vic CEO, President or Licensing Regulation Division of the Victoria Police, as appropriate.

3. Responsibilities of the Firearms Co-ordinator

The Firearms Co-ordinator shall be responsible for the following;

- Maintaining an up to date SSAA Vic firearms database.
- Taking minutes and actioning items raised from meetings of the Firearms Management Group.
- Co-ordinating firearms audits and collation of the audit results.
- Ensuring a bound register book is kept at each longarm secure storage location and all firearms are entered into the register book.
- Ensuring the centrally located database is kept of the firearms contained in each secure storage location and that a replicated list of the contents of each storage location is attached to the outside of each container.
- Ensuring that the names and contact details of Firearms Custodians are kept in a central register and the safe and contents for which they are responsible are clearly recorded.
- Ensuring that the Firearms Custodians are each issued with the key or combination to the safe/container holding the firearms for which they are responsible.
- Maintaining a duplicate key/combination set at SSAA Vic head office for each safe/container.

- Maintaining the firearms usage record books, once these books are completed they are stored at the SSAA Vic head office for not less than 5 years.
- Attaching a listing of the Firearms Custodians on the outside of each safe/container.
- Maintaining copies or originals of the following documents;
 - Permits to Acquire, signed and paid.
 - Firearms registration certificates.
 - Completed Off-site Firearms forms and subsequent return to site.
 - Copies of the minutes of the Firearms Management Group meetings.
 - Copies of completed Firearms Relocation Forms.
 - Attach/tape a large scale print of the serial number to each firearm to the stock of each firearm for quick and easy identification.
 - Payment of all fees associated with the SSAA Vic firearms, and completion of all paperwork to a satisfactory conclusion.

4. Responsibilities of Range Managers

Range Managers are responsible for SSAA Vic firearms in the following way;

- To ensure that firearms storages comply with the Firearms Act 1996.
- They are to hold a duplicate set of keys/combinations for each firearms storage in a secure location.
- Ensure that only authorised Custodians have access to their firearms (listings available from the Firearms Co-ordinator).
- Where appropriate certify off site usage or repairs (copies to the Firearms Co-ordinator).
- They are to complete and submit requests for new firearms or disposal of firearms to the Firearms Co-ordinator when they judge it to be appropriate.
- Attend Firearm Management Group meetings.
- Oversee the issue of SSAA Vic firearms for public use as set out in Policy No 19, copy attached in Appendix B.

5. Responsibilities of Firearms Custodians

Firearms Custodians shall be responsible for removing firearms held in their safe/container, recording the removal in the firearms movement book, handing each firearm to appropriately supervised users that are members of approved groups (see list attached) as per the responsibilities of Range Managers/Branch Presidents shown below. Custodians shall ensure that firearms they issue are;

- Unloaded and safe.
- Appropriately cleaned and oiled.
- Returned to the correct safe/container and signed off.
- If repair is needed, seek the necessary approval on an offsite form from the Range Manager/Branch President.
- Confirm their commitment to this Policy and Procedure by signing Appendix C.

Custodians are also to ensure that longarms are maintained in an accurate state by re-zeroing and adjusting firearms as required.

6. Responsibilities of SSAA Vic Branch Presidents where Firearms are Held

- If storage is on SSAA Vic premises, they are to ensure that storage complies with the Firearms Act 1996.
- They are to hold a duplicate set of keys/combinations.
- If storage is on private premises they are to satisfy themselves that the storage complies with the Firearms Act 1996.
- They are to ensure that only authorised Firearms Custodians have access to the SSAA Vic firearms.
- When appropriate they are to submit requests for new firearms or the disposal of firearms to the Firearms Co-ordinator.
- When appropriate certify off site certificates for usage or repairs.
- Oversee the issue of SSAA Vic firearms for public use as set out in item 16 above.

7. Private firearms on SSAA Vic premises

Privately owned firearms shall not be stored on SSAA Vic premises, without the Operation Managers or his delegate's approval.

8. Storage of SSAA Vic Firearms on Private Premises

SSAA Vic firearms shall not be stored at private premises unless prior written approval is given via the completion of an offsite document, signed by the Range Manager/Branch President, this document must state the reason why the firearm is to be stored off site. Normally such storage will not exceed 4 weeks duration.

9. Firearms Purchase

Firearms will only be purchased after approval has been given by the Chief Executive Officer (CEO), following a recommendation to purchase a firearm or firearms made by the Firearms Management Group. All requests to purchase a firearm will be made on SSAA Vic Request to Purchase / Dispose of a Firearm form (Appendix D). The approval form shall be forwarded to the Firearms Co-ordinator to raise a Permit to Acquire and for recording and action as soon as possible after approval.

- Refer: - *'Appendix D', Items 13 and 15'*.

10. Firearms Disposal

Firearms will only be disposed of after approval has been given by the CEO following a disposal recommendation has been made by the Firearms Management Group. All requests to dispose of a firearm shall be made on SSAA Vic form FD2. The request to dispose shall be forwarded to the Firearms Co-ordinator for recording and action as soon as possible after approval.

- Refer: - 'Appendix D and Item 13 Records of Firearms Movements'.

11. Repair of Firearms

The repair of SSAA Vic firearms shall be undertaken as required at the discretion of the Range Manager or Branch President with the choice of repair agent also at the discretion of the Range Manager or Branch President, provided the Operations Manager or his delegate has approved the repair.

The firearm(s) for repair shall be duly removed from storage and signed out and recorded in the register located on or in each firearms storage location. The firearm(s) for repair shall be removed by the Storage Location Custodian and the Off Site Form (Appendix E) counter-signed by the Range Manager/Branch President. An appropriate note shall be made in the storage register regarding the repair and the repairer name and location. The Firearms Co-ordinator to be sent a copy of the Offsite Form for entry in the database. Upon return, the firearm shall be signed back into storage by the Storage Location Custodian, and subsequently the Firearms Co-ordinator to be informed of the return.

12. Firearms Maintenance

Ongoing maintenance (cleaning, oiling, sight adjustment and fitment etc) will be the responsibility of the Storage Location Custodians. In the event that the maintenance is beyond the Custodian then the firearm will be subject to a repair procedure as outlined at 11 above.

13. Records of Firearm Movements

Over and above activities mentioned above a record shall be made and retained, of all SSAA Vic firearm movements. A listing shall also be made of firearms held in each location (safe) and the Custodian authorised to access those firearms and to whom safe keys have been issued.

The listing of firearms held in each safe shall be affixed in a visible location on the outside of each firearm safe. This listing shall be reflected precisely in a bound book, kept in the safe, which shows a page or pages for each firearm. On removal and replacement of each firearm from or into the safe, the authorised person removing or replacing the firearms shall sign and date the book in the appropriate space. No firearm shall be outside the safe "in use" or for repair without being "signed out" in the book. If a firearm is to be relocated from a Range to a Branch or between Custodians at a Range the Firearm Relocation Form must be completed (Appendix F).

Co-ordination of these records of movement shall be the prime responsibility of the SSAA Vic Firearms Co-ordinator in consultation with the Licensee and the Range Manager or Branch President.

Maintenance and the keeping of firearm movement records, other than those mentioned at 3 and 4 above, shall be the responsibility of the respective Range Managers or Branch Presidents. A record of all firearms movements shall be kept and retained for 5 years and

this shall be the responsibility of the Firearms Co-ordinator.

A listing shall be attached to each safe showing precisely and completely the firearms contained within it.

A list of the Firearms Custodians authorised to access the firearms safes shall also be displayed on the outside of each safe. Each authorised Custodian shall be issued with a key or combination to his/her safe and this shall be recorded by the Firearms Co-ordinator.

The firearms contained in each safe shall be faithfully recorded in a bound book with numbered pages. Each firearm shall be allocated one or more ruled pages which shall show a column for the authorised user and an in and out date. On removal from or replacement into the safe, the authorised person accessing the firearm shall sign and date the book. There will be no exceptions. No firearm shall be outside the safe, in use or for repair without being signed for in the book.

14. Storage

All longarms shall be stored in (LRD approved) key or combination safes with or without integral (separately keyed) ammunition storage compartments. The safes will be appropriately secured to the wall or floor and both if practical. All storages shall be such that they comply with the Firearms Act 1996 as amended.

All storage locations containing 15 firearms or more shall have an effective alarm system as required by Victorian law.

15. Usage of Firearms

Longarms may be used by license holders and non-license holders (as supplied by a Firearms Custodian) provided that the person is supervised by a license holder, no SSAA (Vic) firearms are to be used for private purposes without approval of the Operations Manager or his delegate.

Normally firearms will only be used at their storage location (range) instances will arise where there will be a need to take firearms off premises for legitimate purposes. The purposes will include competitions, training, hunting, pest management, repairs and disposal. Only a Firearms Custodian, Range Manager/Branch President, Licensee or Firearms Co-ordinator can take a firearm offsite for repair and the storage register must be completed and signed by the Range Manager/Branch President.

In all cases where a firearm is to be taken off site for use, the Firearm Offsite Form must be completed and signed by the Range Manager/Branch President, a copy of the Firearm Offsite Form must be forwarded to the Firearms Co-ordinator. The Firearm Offsite Form will include fields for the use of the firearm, the person taking the firearm, make, model and serial number of the firearm, these fields are mandatory.

16. Transport of Firearms

SSAA Vic firearms shall be transported in accordance with the Firearms Act 1996, or the appropriate Act in other states.

Longarms shall always be contained in a gun sleeve or hard case so that they are not in public view. This applies to carriage by an individual, or in any transport vehicle, that is, a motor vehicle, aircraft, ship or boat. Any ammunition shall be carried in a separate container to the firearm.

In transit, wherever possible the firearm in its container shall be out of public view. When not in transit, and not in use, wherever possible, the firearm shall be stored in a secured and locked container or safe, conforming with the Firearms Act 1996, or the Act of the state within which the firearm is being transported to. The SSAA Vic approved person transporting the firearm shall hold the key or combination to the above safe or container wherever possible.

17. Firearm Storage Locations

Each SSAA Vic registered firearm shall be designated to be held at a particular location. This location shall be recorded against the firearm on the SSAA Vic firearms database. The database shall be maintained by the firearms co-ordinator. No firearm shall be located at any location other than its designated location unless authorised by the CEO following a recommendation by the Firearms Management Group on the Firearms Relocation Form. This form must be completed and signed and forwarded to the Firearms Co-ordinator for updating of the database and ensure the firearm is relocated.

18. List of Approved Groups

Youth Training scheme Springvale
Youth Training Scheme Eagle Park
Conservation Pest Management
Physically Challenged
SSAA Women's Group
Military Rifle Club

Appendix A

SSAA Vic Policy No 7

TITLE

Personal Property on SSAA (Vic) Premises

PURPOSE

No persons, including Directors are permitted to store their personal property on SSAA (Vic) premises.

SCOPE

Covers all ranges / branches / sub clubs

OBJECTIVE

Provide direction

POLICY DETAILS

- The Association will assume **no** liability for personal property left on its premises.
- Any SSAA (Vic) Ltd. Property held by individuals shall be returned to SSAA (Vic) Ltd. Premises forthwith.
- Any property removed from SSAA (Vic) premises shall be recorded on the appropriate register held at State Office for this purpose.
- The foregoing is not to include any personal property held on SSAA (Vic) premises for the exclusive use of the Association and such property is to be covered by the Association's insurance policies.

MONITORING, EVALUATION AND REVIEW

TBC

ASSOCIATED DOCUMENTS / REFERENCES

None

Appendix B
SSAA Vic Policy No19

Procedure for Use of SSAA(Vic) Club Firearms and sale of ammunition.

Preamble club firearms:

The SSAA(Vic) owns a number of firearms that are available for public use through the Springvale Range. The procedure detailed below applies to the issue of these firearms to Springvale Range patrons.

1. Firearms will only be issued to holders of a current shooters licence, or unlicensed shooters, over the age of 12 years, under supervision. The range attendant will satisfy him or herself that the photographic image on the licence is an accurate match to the individual tendering the licence. The range attendant will also confirm that the licence has not expired.
2. The range attendant will record the serial number of the firearm with the individual shooters licence and retain same in the range office whilst the firearm is on loan.
3. When a firearm is returned the range attendant will confirm that the serial number matches the serial number on record. If the numbers match then the firearm is to be returned to the secure repository. The individuals' shooters licence can now be returned to its owner. NOTE the attendant must ensure that the licence is only returned to the holder by confirming a visual match of the photographic image to the individual.
4. The range attendant may only release one firearm against a valid shooters licence and only to that individual. The only exceptions to this rule are for approved groups / bookings. Some examples of approved groups are listed here: - Scouts Youth Training scheme
Military cadets a list of approved groups will be published by State Office from time to time as needed. In the case of an approved group multiple firearms may be released to the group leader and recorded against his or her valid shooters licence by following steps 1 to 3 above.

The sale of ammunition must only be made to holders of a current shooters licence.
NOTE: Prior to the sale of any ammunition the buyer must produce his or her shooters licence and hand it to the range attendant for inspection.

Appendix C



Firearms Custodian confirmation

I _____ SSAA
(Name) Member No _____

Of _____
(Address) _____

_____ (Suburb) _____ (Postcode)

_____ (Phone Number) _____ (Mobile)

Being the holder of Victorian Firearms License Number- _____

Being the Firearms Custodian for the - _____

accept responsibility for the firearms located in storage receptacle number - _____
located at _____

CONFIRM THAT I AM COMMITTED TO THE SAFE STORAGE AND USE OF SSAA
(VIC) FIREARMS AND AGREE TO COMPLY WITH THIS POLICY AND PROCEDURE
MANUAL.

Signed _____ Date _____

Appendix D



Request to Purchase / Dispose of Firearm(s).

Licence Number **435 261 20B**

Make

Model

Category Calibre Action Magazine Cap.

Serial Number Police Ref No.
(if known) (if known)

Reason for purchase / disposal

Storage receptacle number

Storage location

Approved Group

Signed Date
(CEO)

Signed Date
(Operations Manager)

Signed Date
(Licensee)

Office Use Only	
Permit to Acquire	Date _____
Disposal to _____	Date _____
Update Database <input type="checkbox"/>	Date _____
Update Record Books <input type="checkbox"/>	Date _____
Firearms Coordinator _____	Date _____

Appendix E



Firearm(s) off site form

Make

Model

Category Calibre Action Magazine Cap.

Serial Number Police Ref No.
(if known) (if known)

Storage receptacle number

Storage location

Approved Group

Reason offsite
.....

Name SSAA No.

Signed Date
(Custodian)

Signed Date
(Range Manager / Branch President)

Office Use Only

Update Database Date

Update Record Books Date

Firearms Coordinator Date

Appendix F



Firearm Relocation form

Make

Model

Category Calibre Action Magazine Cap.

Serial Number Police Ref No.
(if known) (if known)

Original Storage receptacle number

Original Storage location

Approved Group

Reason for relocation

Name SSAA No

New Storage receptacle number

New Storage location

New Approved Group

Signed Date
(Custodian)

Signed Date
(Range Manager / Branch President)

Office Use Only

Update Database Date

Update Record Books Date

Firearms Coordinator Date