

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

From: SOHQ

To: DISTRIBUTION LIST A, B, C, D, E, F.

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Enquires:

Phone:

01674F2212  
MR K McKNIGHT  
3670430

Subject:

**DEPARTMENTAL FIREARMS**

Attached is a copy of Administrative Instruction No 30 - Departmental Firearms. The instruction has been prepared by a Firearms Committee with assistance from the Firearms Branch of the Police Department and is to be introduced immediately into all branch and district offices.

It has become evident from meetings of the Firearms committee that the number of personnel authorised to use firearms under the provisions of the Corporate Licence, is excessive and now requests each Branch and District manager to review their respective numbers. Details of the new listings according to the categories in Section 2 of the instruction, are to be forwarded to the Firearms Co-ordinating Officer at Como. Authority cards, as mentioned in this section, will be issued upon receipt of the new listings.

Branch and District Managers are also requested to provide details justifying the purpose and use of each firearm held under their control. Details are to specify:-

1. Type, make and serial number of each firearm.
2. The purpose of use.
3. Area of use.
4. Frequency of use e.g. daily, weekly, monthly, etc.
5. Amount of ammunition used annually.

The name of a contact officer responsible for firearms in each branch/District is also required.

Any firearm considered to be surplus to requirements should be returned to the Firearms Co-ordinator Officer at Como for re-distribution or disposal through the Police Department.

Supplies of forms CLM 68 Firearms Registration Card and CLM 69 Ammunition Registration Card will be forwarded upon return from printing.

  
Syd Shea  
EXECUTIVE

28 May 1987

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

POLICY DIRECTORATE

ADMINISTRATIVE INSTRUCTION NO. 30

Ref: 01674F2212  
008211F2206  
Mr. K. McKnight

DEPARTMENTAL FIREARMS

At the time of the amalgamation, this Department inherited 106 firearms, consisting of 52 rifles, 26 shotguns and 28 pistols and revolvers. As a result, a Firearms Policy Committee was formed to examine the Department's current and future needs for firearms, with particular emphasis on:-

1. the formulation of guidelines to determine a policy for the use and safety of firearms:
2. the need to rationalise the number of personnel authorized to use firearms under the provisions of the corporate licence issued by the Police Department: and
3. the need to rationalise the number and type of firearm held in the Department.

Arising out of the Committee's work, the following guidelines and procedures have now been determined :-

1. Persons Covered by the Corporate Licence

Under the provisions of the corporate licence issued pursuant to the Firearms Act, the Department is licenced to possess the firearms named and identified in that licence, together with ammunition, and to permit its employees to possess, carry and use such firearms and ammunition, either on the premises of the organisation or in the course of their employment generally.

In short, personnel are entitled to use departmental firearms providing they are listed on the schedule of those authorized to do so. The schedule shows the name, address, and date of birth of all authorised personnel. A copy of the schedule is supplied to the Police Department annually.

The licence does not permit personnel to use firearms on vacant Crown land or any other lands not under the control of the Department. Authorisation must be sought from the relevant authorities or property owners concerned for other than CALM lands.

(2)

The schedule of authorised personnel will be prepared annually by the "Firearms Co-ordinating Officer" located in the Wildlife and Land Administration Branch at State Operations Headquarters, Como, from recommendations of the relevant District Manager or Branch Head.

The schedule will be prepared in the following manner:-

- |     |   |   |
|-----|---|---|
| 1.1 | District and/or -<br>Branch Manager                           | establishes and approves the need for the particular officer to use firearms. |
| 1.2 | Regional Manager -  | endorses the District or Branch Manager's recommendation.                     |
| 1.3 | Firearms Co-ordinating<br>Officer                             | seeks management endorsement through the relevant branch.                     |
|     | i.e. N/P Ranger -   | Divisional Manager,<br>Operations   |
|     | Wildlife Protection -   | Chief Wildlife Officer  |
|     | Wildlife Research -   | Senior Principal<br>Research Officer  |
|     | Forest Production -   | Fire Protection Branch<br>(Forester Technical)                                |
|     | Forest Research -   | Protection Branch<br>(Forester Technical)                                     |
| 1.4 | Co-ordinating Officer forwards schedule to Police Department. |   |

The Co-ordinating Officer is to be notified immediately of any necessary alterations to the schedule.

## 2. Authority Cards

All departmental firearms will be classified under the following categories:-

- A. Concealables - pistols and revolvers
- B. High powered - .222 to .308 calibre
- C. Low powered - .22 rifles, shotguns  
and air rifles
- D. Verrey pistols

Authority cards will be produced for personnel authorised to use firearms according to the abovementioned categories. The cards will state the person's name, the corporate licence No. and the category of firearm that the person is authorised to use. Eligibility is to be determined by the District Manager and/or

Branch Manager who may alter the authority cards as deemed necessary, providing the information is forwarded to the Co-ordinating Officer. Authority cards are to be carried by the authorised persons at all times whilst carrying firearms. Periodic checks by Internal Audit and the Co-ordinating Officer will be conducted to ensure the above procedures are being complied with.

### 3. Purchasing of Firearms, Ammunition and Accessories

The procedure for the purchasing of firearms and accessories is to be the same as outlined in 1.1 to 1.4 above, with justification for the purchase to be determined at District Manager and/or Branch Manager level. The purchase of pistols and revolvers (excluding vervey pistols) will be carefully scrutinised by the General Manager. All requests for purchases are to be submitted on Form CLM 47.

Ammunition may be purchased locally if it is not subject to an existing Government contract and will remain the responsibility of the relevant Manager. Under the provisions of the corporate licence a register is to be maintained to record:-

- 3.1 All ammunition purchased, issued, expended and returned by each employee at any time
- 3.2 The name and address of the employees in possession of such ammunition.

A copy of the corporate licence will be issued to all District Offices to enable ammunition to be purchased.

### 4. Recording of Firearms

In accordance with the provisions of the corporate licence, the Co-ordinating Officer has to maintain a firearms register which records the location of all firearms.

Similarly the District or Branch Manager must also maintain a register of all firearms held within their District and must nominate an officer responsible for movements of firearms in and out of the District as well as daily useage. The register must show:-

- 4.1 The names and addresses of employees holding departmental firearms.
- 4.2 The make, type and serial no. of each firearm.
- 4.3 The whereabouts of the firearm other than on the premises of the Department.
- 4.4 The purpose for which the firearm is being used.

#### 5. Disposal of Firearms

Periodic testing of all firearms will be arranged by the Co-ordinating Officer. These checks will be conducted through the Firearms Ballistics Branch of the Police Department. Firearms considered to be faulty or unserviceable will be disposed of through that Branch. Similarly, ammunition that is considered faulty must be returned to the Co-ordinating Officer for disposal'.

#### 6. Security

All firearms are to be stored out of sight in an appropriate secure lockable cabinet firmly fixed to the building. Concealable firearms are to be kept in a locked safe wherever possible. Rifle bolts and ammunition are to be stored separately in similar lockable cabinets. Where possible, all firearms are to be returned to the appropriate cabinet each night.

#### 7. Transporting Firearms

Firearms should not be transported within the general view of the public. Loaded firearms must not be carried in a vehicle. When not in use, the bolt and magazine should be removed. Firearms should be carried in a case or hard cover for protection of the sights, blueing and woodwork. This also lessens the possibility of complaints from the public.

#### 8. Private Firearms

Although it is legal for authorised personnel to use private firearms on departmental land, this practice will no longer continue except under extreme circumstances, when they may be used subject to the written approval of the District or Branch Manager and then only for the purpose specified. The corporate licence is designed to provide flexibility in using the existing firearms held by the Department. Private firearms must not be stored in departmental offices. (This is a breach of the Firearms Act).

#### 9. Repairs and Maintenance

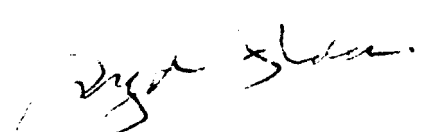
Firearm repairs are to be arranged by the local nominated officer or the Co-ordinating Officer. Repairs are to be carried out at the nearest qualified gunsmith or Police Ballistics office. Firearms are finely engineered pieces of equipment and it is important for safety reasons they are not allowed to become unserviceable. After use the bore and external parts should be cleaned of all dirt and rust and lightly oiled.

10. Stolen or Lost Firearms

If a firearm is stolen or lost, notification must be given immediately to the nearest Police Department Office, giving a full description of the make, type, serial number or distinguishing marks of the firearm and any other information that may help in recovery. The Co-ordinating Officer is also to be notified as soon as possible.

11. Safety

Safety and training in the use and maintenance of firearms are important. The Safety Branch is preparing a code of practice on those issues.

  
Syd Shea  
EXECUTIVE DIRECTOR

May, 1987

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