26. For reasons of safety and security, members are encouraged to store privately owned firearms and/or ammunition in SASR armouries and/or magazines. Under no circumstances are members to have in their possession, store or secure private firearms and/or ammunition on Army property without the prior authorisation of their Commanding Officer. Should permission for storage of private firearms and/or ammunition be given, such storage is at the member’s risk. Members should therefore arrange suitable insurance cover, as the Commonwealth will not be responsible for loss or damage of any description, however caused, to private firearms and/or ammunition stored on Army premises. In addition, members are responsible for any preventative maintenance of private firearms and/or ammunition while held in store.
THE SPECIAL AIR SERVICE REGIMENT

STANDING ORDERS

VOLUME FOUR

SECURITY
PART 15 - SECURITY OF MATERIAL

Security of Arms and Small Arms
Civilian Weapons
Carriage and Custody of Personal Weapons

Emergency Destruction of Weapons and Other Equipment
101. All military staff members are personally responsible for the security of any weapon or ammunition issued to them. Under no circumstances is any weapon or ammunition to be left unattended at any time. Under no circumstances are weapons and ammunition to be removed from Campbell Barracks at any time unless required for authorised training. Under no circumstances are weapons and ammunition to be carried in any public place outside Campbell Barracks without the permission of the CO.

102. When not in use, all weapons and ammunition on issue to military staff members are to be permanently secured in an SASR armoury or magazine as applicable, unless otherwise authorised in writing by the USO/USM. No weapon or ammunition is to be temporarily secured elsewhere in the
SASR area without written authorisation from the USO/USM. In order to prevent unsupervised access all issues from the Magazine are to be conducted by TWO persons at all times.

103. Small arms. Although weapon types differ between squadrons, storage of squadron weapons is to be IAW Reference A, Part 2:66. Where approval has been obtained to store weapons contrary to these procedures, SSO are responsible to ensure that the procedures used are sufficient for safe and secure storage of weapons and spare parts.

104. On each occasion the armouries are opened, the senior stores representative is to physically check weapons, prior to closing and setting alarms.

106. Civilian Weapons. Under WA legislation, it is a civil offence to be in possession of a personal weapon without a civilian weapon licence. All SASR members are strongly encouraged to secure personal weapons in the 152 SIG SQN armoury. A Commonwealth of Australia Acknowledgement Form (Reference A, Part 2:66, Annex C) is to be completed and signed by SASR members before storing personal weapons in the 152 SIG SQN armoury. Personal weapons may be temporarily secured in the SASR guard room, on the weekend or overnight, after prior notification of the USM.
2:66 Weapon Security

(VERSION 8 – 04 OCT 2013 PSPF ALIGNED)

AMENDMENT

INTRODUCTION

66.2 There is also a significant potential risk to weapons security from Defence personnel and external service providers. Theft by Defence personnel or external service providers can be opportunistic and can occur where supervision and checking procedures have not properly taken account of this threat.

66.3 The purpose of Defence Security Manual (DSM) Part 2:66 is to detail the policy on securing weapons and controlled repair parts from loss, theft and misuse throughout their life cycle.

COMPLIANCE REQUIREMENTS

66.4 These Compliance Requirements are to be read in conjunction with DSM Part 2:1 Dispensations.

66.5 Defence personnel are, and external service providers subject to the terms and conditions of their contract may be, bound by security policy contained in the DSM and Information Security Manual (ISM). Failure to comply with the mandatory requirements of the DSM and ISM may result in action under the relevant contract provision or legislation including, but not limited to: the Defence Force Discipline Act 1982, the Public Service Act 1999, and the Crimes Act 1914.

66.6 Mandatory requirements in the DSM and ISM are identified through the use of the terms must / must not and should / should not. Compliance with these requirements is mandatory unless the appropriate authority, if applicable, has considered the justification for non-compliance and accepted the associated risk through the granting of a dispensation. Guidance on the process for seeking a dispensation against a mandatory requirement is detailed in DSM Part 2:1 Dispensations.

66.7 The terms 'recommend' and 'may' are used to denote a sensible security practice and non-compliance need not be approved or documented.

Note: Non-compliance with a sensible security practice should be informed by sound risk management principles.

66.8 The DSM’s compliance regime, including the authority to approve non-compliance with mandatory requirements, the use of dispensation indicators, and how to apply for a dispensation is detailed in DSM Part 2:1 Dispensations.
SEEKING ADVICE

66.9 For further advice on any aspect of DSM policy, click on the following link:

KEY DEFINITIONS

66.10 **Weapon.** An offensive or defensive instrument of combat.

**Note:** The above is a general ordinary language definition. This DSM Part is concerned with Defence weapons and cadet firearms as defined below. Within this part use of the stand-alone term 'weapon' refers to both 'Defence weapon' and 'cadet firearm'.

66.11 **Defence weapon.** A weapon owned by Defence to meet the operational, training and support requirements of the Permanent and Reserve members of the Australian Defence Force (ADF). For the purposes of differentiating storage and transportation security requirements, Defence weapons are subcategorised into:

a. **Small arms Defence weapons.** Defence weapons that are:

(1) only capable of firing a round smaller than 20 millimetres calibre regardless of being either man-portable or platform-mounted; or 

(2) which are of a calibre greater than 20 millimetres, but are man-portable, such as section-level grenade launchers and rocket launchers;
Commanders, managers and external service providers are responsible for securing and controlling Defence weapons and cadet firearms for which they are responsible to prevent loss, theft or misuse. Defence weapons and cadet firearms are to be stored in accordance with Defence security policy. Access to Defence weapons and cadet firearms is to be controlled, and they are only to be issued to individuals authorised to receive them and who accept responsibility for their safekeeping.
ROLES AND RESPONSIBILITIES

Group Heads and Service Chiefs

66.21 Group Heads and Service Chiefs are responsible for the security of Defence weapons and cadet firearms under their control.

Chief Executive Officer of the Defence Materiel Organisation

66.22 The Chief Executive Officer (CEO) of the Defence Materiel Organisation (DMO) is responsible for the acquisition and sustainment of military equipment, including weapons. Crucial to weapons security, authorised officers within the DMO are responsible for approving the disposal of weapons, including unrepairable, foreign and trophy weapons (when returned to Australia from overseas operations), controlled repair parts, and obsolete and surplus stocks of weapon repair parts.

Chief Security Officer

66.23 The CSO is responsible for the development of weapon security policy, monitoring compliance across Defence and Defence industry and for investigating weapon security incidents. The CSO's broad responsibilities for protective security are detailed in Joint Directive 01/2009.

Chief Security Officer and Service Security Authorities

66.24 The CSO and the Service Security Authorities (SSA) are responsible for the provision of advice regarding weapon security and physical security technical standards. The SSAs perform this function for their respective Services.

Commanders and managers

66.25 Commanders and managers are responsible for the security of weapons under their control, including when on issue to their staff, and for ensuring compliance with this DSM part. Notably, they are responsible for:

a. securing and accounting for all Defence weapons, cadet firearms and privately-owned weapons on charge to, or in the custody of, units under their control in accordance with the storage and accounting requirements detailed in annexes A, B and C.

b. reviewing any weapons-related unit security instructions (eg Security Standing Orders):

   (1) on appointment of a new commander, manager or security officer;

   (2) when there is a change in the threat or risk environments;

   (3) no less than annually; and

   (4) upon review, amend the instructions if required to respond to changes in the threat and risk environments and to ensure consistency and currency with DSM requirements;

c. ensuring that all Defence personnel and external service providers that have the capacity to independently access bulk Defence weapons, or hold management

2 'Bulk' is considered to be more Defence weapons than normally would be issued to an individual for their assigned role or to those manning a crew served weapons system.
responsibilities associated with the storage, transportation and use of Defence weapons hold a minimum security clearance of §22. Examples of those with the capacity for independent access or who hold management responsibilities are, but not necessarily limited to, individuals:
Contract managers

66.29 Contract managers are responsible for ensuring:

a. compliance with this DSM part by external service providers contracted to work with Defence weapons.

Note: Prior to contract signature, contract managers are to obtain confirmation of an external service provider’s suitability to have access to Defence weapons from the Defence Security Authority (DSA), noting that all external service providers (and any subcontractors) involved with handling Defence weapons are to be Defence Industry Security Program (DISP) members, or, for air and maritime transport only, businesses accredited by another Australian Government program that is recognised by the CSO as meeting the DISP membership requirements. For further information regarding the DISP and alternative government programs, refer to DSM Part 2:42 Defence Industry Security Program.

b. that contracts contain well formed, unambiguous weapon security requirements. Where external service providers are engaged for the transportation of weapons, ongoing and effective contract management may be deemed as meeting the requirement for briefings to external service providers.

c. that all external service providers and subcontractors use Security Construction and Equipment Committee (SCEC) approved products and equipment specific to the securing of Defence weapons.

Security officers

66.30 Security officers are responsible to their commander, manager or DISP member executive for the necessary administrative action to enable compliance with this DSM part. Of note, the security officer is responsible for ensuring the currency of Security Standing Orders (SSOs).

Note: SSOs are to include orders for the security of weapons based on the information contained in this DSM part.

Issuing entity

66.31 The issuing entity is responsible for the security of weapons in accordance with this DSM part until the gaining entity takes possession.

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4 For example, a program such as the ‘Regulated Air Cargo Agent’ program managed by the Department of Infrastructure and Transport.
5 SCEC - Security Construction and Equipment Committee. They are a standing inter-departmental committee responsible for the evaluation of security equipment for use by Australian Government agencies.
Contract managers

66.29 Contract managers are responsible for ensuring:

a. compliance with this DSM part by external service providers contracted to work with Defence weapons.

Note: Prior to contract signature, contract managers are to obtain confirmation of an external service provider’s suitability to have access to Defence weapons from the Defence Security Authority (DSA), noting that all external service providers (and any subcontractors) involved with handling Defence weapons are to be Defence Industry Security Program (DISP) members, or, for air and maritime transport only, businesses accredited by another Australian Government program that is recognised by the CSO as meeting the DISP membership requirements. For further information regarding the DISP and alternative government programs, refer to DSM Part 2:42 Defence Industry Security Program.

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Note: SSOs are to include

Issuing entity

66.31 The issuing entity is responsible for the security of weapons in accordance with this DSM part until the gaining entity takes possession.

---

4 For example, a program such as the ‘Regulated Air Cargo Agent’ program managed by the Department of Infrastructure and Transport.

5 SCEC - Security Construction and Equipment Committee. They are a standing inter-departmental committee responsible for the evaluation of security equipment for use by Australian Government agencies.
Gaining entity

66.32 The gaining entity is responsible for the security of weapons issued to them in accordance with this DSM part.

Defence personnel, individual external service providers and

66.33 Defence personnel, individual external service providers and are responsible for taking appropriate measures to prevent the loss, theft of issued to them or placed in their custody.

WEAPONS AND EXPLOSIVE ORDNANCE COURSE

66.34 All Defence personnel, individual external service providers and who are responsible for the storage, handling, receipt, transport, weapons and explosive ordnance must complete the DSA Weapons and Explosive Ordnance (WEO) course.

STORAGE

Storing Defence weapons

66.36 Unless operationally prohibitive, Defence weapons must be stored:

a. in a Defence-certified armoury when not in use;

b. in secure custody when issued outside of Defence storage; and

c. separately from the weapon's ammunition.

Exclusion: Weapons stored in installed and monitored Enhanced Self-Defence Capability Weapons Lockers are exempt from the requirement to be stored separately from the weapon's ammunition.

6 In regard to tactical activities in an area of operations in an operational theatre.
Storing privately owned weapons

66.39  ADF members’ privately owned weapons may be stored in Defence armouries; however, they must not be stored in WSRFs. For further information and associated requirements see annex B.

ACCOUNTING

66.43  Requirements for accounting of Defence weapons and cadet firearms are in annex A.
Annexes:
A. Storage and accounting requirements for Defence weapons
B. Storage and management of privately owned weapons and ammunition
C. $22
D. 
E. 

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DSM Part 2:66 Page 13 of 13
STORAGE AND ACCOUNTING REQUIREMENTS FOR WEAPONS

INTRODUCTION

1. This annex details requirements for the storage and accounting of Defence weapons and

STORAGE OF DEFENCE WEAPONS

Small arms Defence weapons

2. **Man-portable.** Small arms Defence weapons that are man-portable must be stored in their complete state in a Type 1 or Type 2 armoury (see annex C for the physical requirements of armouries). Additionally, pistols must be stored within the armoury in a minimum of a:
   - a. Class C security container, or
   - b. pistol storage rack approved by the DSA or the relevant SSA.
Superseded Defence weapons

11. Superseded Defence weapons are to be secured with their subcategory, eg small arms Defence weapons.

GENERAL STORAGE REQUIREMENTS

Weapons storage in security containers normally used for classified documents

15. Generally, security containers within a secure area are not to be approved for cross-holding of weapons and weapon parts and other classified material, including classified documents. As a last resort, commanders or managers may approve the storage of up to two weapons for a maximum of twelve hours in a Class A or B container. Any such approval must be supported by a security risk assessment. This approval is applicable to both Defence and privately owned weapons.

Note: Security containers not normally used for classified information can be used for the storage of controlled repair parts in some circumstances, refer paragraph 8.

Approved containers within armouries

16. Units must obtain advice from the DSA or the relevant SSA before selecting a specific type of equipment within armouries.
Keys and combination locks

19. Keys or combination locking mechanisms to armouries are designated 'security keys' or appropriately in accordance with the requirements in DSM.

ACCOUNTING OF WEAPONS

20. All Defence weapons and cadet firearms held by a military, business or cadet unit or external service provider are to be accounted for in accordance with the below storage check schedule, or in the case of Defence weapons held in JLC units or WSRF in accordance with paragraph 30.

Storage checks

21. Defence weapon storage checks must be conducted by either appointed Defence personnel or approved external service providers.

23. Weapon storage checks must occur at intervals no greater than:
   a. daily when on operations or exercise (individuals are to account for them);
   b. fortnightly for operational (capable of being fired) Defence weapons;
   c. monthly for operational cadet firearms; and
   d. biannually for innocuous and replica weapons (such as drill-purpose and 'red guns'), whether on permanent display or stored within an armoury (it is recommended that if these weapons are in use often, the accounting regime be increased from biannual to a more frequent cycle, such as monthly);

24. In an extended reduced activity period (ie a period in excess of two working weeks), alternate checking arrangements may apply to weapons stored if endorsed by the relevant SSA or the DSA.

25. Weapons checks must include a physical check of the weapon itself and the engraved serial number on both the weapon and any associated part (eg breech block, bolt and spare barrel). Table 66A-1 describes the process for checking stored weapons.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Who checks</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appointed Defence</td>
<td>Checks and records the following against the ledger:</td>
</tr>
</tbody>
</table>
personnel, appointed ADF cadet unit adult staff, or approved external service provider  

| 2 | Commander or manager | a. ensures that the check has been conducted correctly; and  
b. certifies and enters the result of each check in the Security Register. |

Table 66A-1: Checking stored weapons
STORAGE AND MANAGEMENT OF PRIVATELY OWNED WEAPONS AND AMMUNITION

1. Australian Defence Force (ADF) members are permitted to store privately owned weapons within Defence armouries where private storage is not possible. They may only do this when authorised and subject to:
   a. any relevant Commonwealth and state or territory legislation that relates to the storage of ammunition; and
   b. any relevant Commonwealth and state or territory legislation that relates to weapons, including:
      (1) Weapons Act 1990 (QLD),
      (2) Firearms Act 1996 (NSW),
      (3) Firearms Act 1996 (VIC),
      (4) Firearms Act 1973 (WA),
      (5) Firearms Act 1977 (SA),
      (6) Firearms Act 1996 (Tas),
      (7) Firearms Act 1996 (ACT), and
      (8) Firearms Act (NT).

2. Under no circumstances are ADF members to have private weapons in their possession, while on Defence property, without the prior authorisation, in writing, from the Officer in Charge (OIC) of the Defence armoury.

3. For the purpose of this annex, the ADF member owning the private weapon will be known as the 'owner'.

Officers in Charge of Defence armouries

4. OICs of a Defence armoury must be either an Officer, Warrant Officer or a Senior Non Commissioned Officer appointed by the Commanding Officer or Officer Commanding; or a duly appointed member of the Australian Public Service (APS) or a civilian contractor appointed by the Site Manager.

5. OICs of Defence armouries must [Auth:None] ensure that:
   a. Commonwealth and state or territory laws regarding the ownership of private weapon/s are complied with, being those Acts listed in paragraph 1;
   b. acceptance and storage of the items will not infringe any law of the Commonwealth or the state or territory in which the items are located;
   c. a register of all privately owned weapon/s authorised for storage is maintained, see paragraph 13;
   d. privately owned weapons are accounted for on a fortnightly basis;
   e. only the authorised and licensed owner has access to the weapon/s; and

UNCLASSIFIED
f. claimed or abandoned privately owned weapons are disposed of in accordance with paragraph 16.

The owner's responsibilities

6. The owner is responsible for:

a. the preparation and packaging of weapons including clearly marking them before they can be accepted for storage. Cases must not be locked. Markings must include the owner's Personnel Management Key Solution (PMKeys)/Service number, rank, name, unit, and contact phone number;

b. any maintenance of their weapons whilst such items are held in Defence armouries; and

c. the transport of privately owned weapons to and from storage, which must [Auth:None] be in accordance with the relevant state, territory and Commonwealth laws, listed in paragraph 1.

Prior to initial storage

7. The owner must present specific authorisation from the unit's commander or manager, a current state or territory firearm license (original) and registration certificates for each weapon for verification by the OIC of the Defence armoury prior to acceptance into storage. A copy of the authorisation, licence and registration certificate/s must be kept with the weapon in storage and checked annually thereafter. Form of Acknowledgement (AD 431) for storing privately owned weapons must be signed prior to the items being stored on Defence property.

8. Where an exemption has been granted by the state or territory authority to hold a prohibited weapon, such as automatic weapons of historical value, the item must [Auth:None] only be stored on production of the state or territory authorisation to own such items. Where the owner has not been granted an exemption to hold a prohibited weapon, that weapon must [Auth:None] be surrendered to the relevant state or territory police authority.

Storage

9. Privately owned weapons must be clearly identified and segregated from all other weapons. They must be stored, at the owner's risk, in an approved Defence armoury, either a Type One or Type Two. Units must maintain a register of all privately owned weapon/s authorised for storage, see paragraph 13.

10. The owner's unit is to assist the owner in making arrangements for storage by another unit in the event that suitable and secure storage capacity is not available at that unit.

11. Owners posted interstate may lodge their privately owned weapon in their new unit's armoury provided they have a current licence from their previous posting location. The owner must ensure that within three working days of receipt of the weapon into armouries, action to comply with Commonwealth and local state or territory laws is completed. If after three months compliance has not been achieved and a licence has not been obtained, the weapon may no longer be stored within Defence armouries and the owner should be directed by the unit commander to legally dispose of the weapon/s.

12. Owners on operational deployments or posted overseas may have their privately owned weapons retained in armouries until their return. The owner must [Auth:None] continue to comply with Commonwealth and the relevant state or territory laws where the weapon/s is stored, including the maintenance of appropriate licence/s.
Checks

13. The state or territory licence to own the weapon/s and the registration documentation for all weapons must be sighted annually and noted on the Privately Owned Weapons Register. The register should have the following details:
   a. date of entry;
   b. owner's name and PMKeys number;
   c. licence number;
   d. weapon type and serial number;
   e. weapon registration or police reference number; and
   f. date the weapon was sighted.

14. Privately owned weapons must be accounted for on a fortnightly basis and recorded on the Security Officer record of armoury checks.

March out

15. Security Officers must ensure that march out clearance proformas include the requirement to acknowledge that privately owned weapons have been removed from the Defence armoury.

Unclaimed or abandoned privately owned weapons

16. Unclaimed or abandoned privately owned weapon/s that have been held in the custody or control of Defence for over six months after the movement of the owner must be disposed of as follows:
   a. When an owner's current address is known, a notice must be sent by certified mail to that address informing the owner:
      (1) of the location of the weapon;
      (2) of the name of the person from whom the weapon can be collected;
      (3) of the time for collection; and
      (4) that failure to arrange collection of the weapon will result in the weapon being surrendered to state or territory police.
   b. When an owner's current address is unknown a reasonable effort must be made to trace the owner of the weapon. A notice to Contact or Collect is to be published in both the Commonwealth of Australia Gazette and in a newspaper circulating in the locality last known to be the owner's whereabouts. If the property is unclaimed after a further three months the weapon must be surrendered to state or territory police.

State and territory firearms registry contact details

17. Table 66B-1 lists state and territory firearms registry contact details.

<table>
<thead>
<tr>
<th>State</th>
<th>Phone</th>
<th>Email</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>(02) 6256 7747</td>
<td><a href="mailto:ACTFirearmsRegistry@afp.gov.au">ACTFirearmsRegistry@afp.gov.au</a></td>
<td><a href="http://www.afp.gov.au">www.afp.gov.au</a></td>
</tr>
<tr>
<td>NSW</td>
<td>1300 362 562</td>
<td><a href="mailto:firearmsgpo@police.nsw.gov.au">firearmsgpo@police.nsw.gov.au</a></td>
<td><a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a></td>
</tr>
<tr>
<td>NT</td>
<td>(08) 8922 3541</td>
<td><a href="mailto:firearmsregistry@pfes.nt.gov.au">firearmsregistry@pfes.nt.gov.au</a></td>
<td><a href="http://www.nt.gov.au/pfes">www.nt.gov.au/pfes</a></td>
</tr>
<tr>
<td>QLD</td>
<td>(07) 3015 7777</td>
<td><a href="mailto:weaponslicensing@police.qld.gov.au">weaponslicensing@police.qld.gov.au</a></td>
<td><a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a></td>
</tr>
<tr>
<td>State</td>
<td>Contact Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SA</td>
<td>(08) 8204 2495 <a href="mailto:SAPOL.FirearmsBranch@police.sa.gov.au">SAPOL.FirearmsBranch@police.sa.gov.au</a> <a href="http://www.police.sa.gov.au">www.police.sa.gov.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAS</td>
<td>(03) 6230 2720 <a href="mailto:firearms@police.tas.gov.au">firearms@police.tas.gov.au</a> <a href="http://www.police.tas.gov.au">www.police.tas.gov.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIC</td>
<td>1300 651 645 <a href="mailto:licensingervices@police.vic.gov.au">licensingervices@police.vic.gov.au</a> <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WA</td>
<td>(08) 9223 7000 <a href="mailto:Firearms.branch@police.wa.gov.au">Firearms.branch@police.wa.gov.au</a> <a href="http://www.police.wa.gov.au">www.police.wa.gov.au</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 66B–1: Registry contact details