

AUSTRALIAN DEFENCE FORCE CADETS CADET FIREARMS

INTRODUCTION

1.1 Training in firearms safety and handling, including the live firing of small arms, is a distinguishing feature of the Australian Defence Force Cadets (ADF Cadets) as a youth development program, and among the features of the scheme that attract young people who are interested in military matters. Every Cadet Unit should have the opportunity to provide its members with experience in the safe handling of firearms, including simulated and/or live firing practices. Security policies may impose practical constraints on ADF Cadets gaining access to Defence weapons. The use within the ADF Cadets of Commonwealth procured, owned and approved bolt action repeating rifles in .22 Long Rifle calibre (Cadet firearms) provides a means for increasing the accessibility of firearms training to cadet units.

1.2 Cadet firearms are used to develop safety, discipline, competence and confidence in the handling of firearms, through a logically phased sequence of training to a level where Cadets can participate in live firing on a controlled Defence range or Defence-approved civilian range.

1.3 Safety is the paramount consideration in the use of Cadet firearms.

POLICY INTENT

1.4 This policy provides direction and guidance for the use, procurement, allocation, storage, transport, registration and servicing of Cadet Firearms, associated equipment and ammunition. It operates in conjunction with the ADF Cadets Military-Like Activities policy, the Defence Security Manual (DSM), and the Defence Training Area Management Manual (DTAMM). It has been developed in accordance with Australia's commitment to the United Nations Convention on the Rights of the Child and the Optional Protocol on the Involvement of Children in Armed Conflict.

POLICY PRINCIPLES

1.5 The principle that underpins this policy are:

1.6 Principle 1 - Access to and use of Cadet firearms and ammunition by ADF Cadets members is to be in accordance with Defence policy and procedures.

POLICY PRACTICES AND MEASURES

PARTICIPATION

1.7 Participation in ADF Cadet activities that involve the use of Cadet firearms is completely voluntary for all ADF Cadets members. Participation in an activity that involves the use of Cadet firearms is not to be a prerequisite for attendance at any other ADF Cadet activity, other than follow-on activities involving the use of Cadet firearms.

1.8 Before participating in a Cadet firearms activity, a cadet who is under 18 years of age must have the written consent of their parent or guardian to participate in firearms activities. Such consent may be given or withdrawn at the time of initial enrolment, and/or prior to participating in a particular activity. Parental consent must be placed on the cadet's firearms training record.

1.9 A cadet under 18 years of age who is recognised as living independently under applicable State/Territory legislation may in accordance with ADF Cadets procedures seek written approval from the relevant Director-General Cadets and COMD AAC or their delegate, for exemption from the requirement for parental consent, and the Director-General Cadets and COMD AAC or their delegate, may give such approval. The written approval must be placed on the cadet's firearm training record.

APPROVED FIREARMS

1.10 Only approved firearms may be used as Cadet firearms. Chief of Army, as Lead Capability Manager (LCM) for Cadet firearms, may approve specified models of bolt action rifles in .22 Long Rifle calibre, for use as Cadet firearms.

1.11 Use of any firearms, other than Commonwealth provided firearms approved by the LCM, is prohibited.

CADET FIREARMS REGISTER

1.12 Respective ADF Cadets chains of command must ensure all Cadet firearms and associated equipment are recorded on an internal database, called the Cadet Firearms Register (CFaR). The CFaR forms part of the CadetNet information system and records the following information:

- a. the manufacturer, type, serial number, make and model of each firearm
- b. status of compliance of the firearm with inspection and servicing requirements
- c. current facility and a permanent audit trail of all movements and storage of the firearm
- d. applicable identifying number of the firearm.

1.13 Privately owned firearms other than approved Cadet firearms must not be registered on the CFaR.

1.14 Cadet firearms registered on the CFaR must be audited no later than the 10th day of each month, through monthly assurance stocktakes in accordance with *Defence Logistics Manual* (DEFLOGMAN).

1.15 The possession, control, transportation and registration of Cadet firearms and ammunition must comply with Defence policy. Cadet firearms registered in the CFaR are Commonwealth property and as such, pursuant to the requirements of Defence policy. ADF Cadets members are not required, under a law of a State or a Territory, to obtain or hold a licence or other permission to possess, use or transport a registered Cadet firearm for, or during, an approved ADF Cadets activity.

1.16 Cadet firearms must only be handled by ADF Cadets members who are registered to participate in the firearms activity. Cadets must hold the relevant consent or approval in accordance with their cadet organisation requirement. ADF Cadets members who handle Cadet firearms when their enrolment or acceptance as member is not current or they are not registered and signed in for an approved activity involving Cadet firearms, may be in breach of the criminal code and Defence policy.

1.17 As a matter of Defence policy, the *Firearms Act 1996* (NSW) is the minimum standard to be applied to the control, secure storage and transport of Cadet firearms, associated equipment and ammunition. Where Commonwealth, State/Territory legislation imposes more stringent requirements in respect of the control, secure storage or transport of Cadet firearms, associated equipment and ammunition, the higher standard is to be applied.

1.18 Actual or suspected contraventions of Commonwealth, State and Territory firearms legislation involving Cadet firearms are potential civilian criminal offences. Potential civilian criminal offences are notifiable incidents that must be reported in accordance with relevant ADF Cadets organisation procedures, the DSM and Interim DI ADMIN 45-2— Incident Reporting and Management and the Defence Incident Reporting and Management Manual.

APPROVED ACTIVITIES

1.19 Cadet firearms must only be used for approved activities. Service Chiefs or their delegates may approve ADF Cadet activities for the use of Cadet firearms, in accordance with the guidance of the LCM. Such activities may include:

- a. training (being training other than live firing) in the safe handling, maintenance and operation of Cadet firearms
- b. live firing of a Cadet firearm.

1.20 Where a Service Chief approves activities that include the live firing of Cadet firearms, the Service Chief or their delegate must ensure the Defence training syllabus for Cadet firearms provides the requisite knowledge, skills and attitudes to fire the firearm safely and competently is completed by the ADF Cadets member before that member participates in a live firing activity.

1.21 Use of Cadet firearms and/or ammunition, other than for an approved activity, is prohibited.

1.22 ADF Cadets members must only use Cadet firearms for approved non-live firing firearms familiarisation training when they:

- a. have parental consent or their relevant Director-General Cadet's approval (where required) which has not been withdrawn, in accordance with participation requirements of this chapter.
- b. display a level of maturity acceptable to the ADF Cadets chain of command
- c. are fit and able to participate
- d. display a level of maturity acceptable to the ADF Cadets chain of command
- e. have completed their initial induction training
- f. have completed the approved training syllabus for the relevant Cadet firearm.

1.23 ADF Cadets members who have not completed the approved training syllabus for the relevant type of cadet firearm must only use Cadet firearms in a live firing familiarisation activity when they:

- a. have parental consent or the relevant Director-General Cadet's and COMD AAC approval (where required) which has not been withdrawn, in accordance with this chapter
- b. display a level of maturity acceptable to the ADF Cadets chain of command

- c. are fit and able to participate
- d. have completed their initial induction training
- e. are under the direct 'one on one' supervision of qualified ADF members and/or Officers of Cadets (OOC) and/or Instructors of Cadets (IOC), in accordance with relevant Defence and ADF Cadets procedures applicable to such activities.

USE OF FIREARMS OF OTHER NATIONS IN APPROVED INTERNATIONAL COMPETITIONS

1.24 ADF Cadets members may use firearms of other nations when participating in international competitions or activities approved by their Service Chief, provided that:

- a. ADF Cadets members are eligible to use a similar type of firearm in accordance with this chapter
- b. the Service Chief has approved the use of the firearm as suitable for the activity being conducted
- c. ADF Cadets members have been briefed and have displayed, to the satisfaction of a qualified operator of the firearm and the Service Chief, or his delegate, a suitable understanding of the safe handling and operation of the firearm before undertaking the activity
- d. ADF Cadets members are fit and able to participate
- e. parental consent has been provided for cadets, or
- f. an ADF Cadet under 18 years of age, who is recognised as living independently under applicable State/Territory legislation has accordance with ADF Cadets procedures sought approval from the Director-General Cadets and COMD AAC for exemption from the requirement for parental consent, and the Director-General Cadets and COMD AAC has given such approval.

RECORDS OF FIREARMS TRAINING

1.25 The Service Chief must maintain, in respect of each member of that Service Chief's cadet organisation, a record of all firearms training completed by the member. The member's firearm record is to include any relevant civilian qualifications and competencies held by the member, which may form part of a general record for the member.

SAFETY

1.26 All Cadet firearms activities must have the cadets' best interests (including their physical, psychological and emotional wellbeing) as the primary consideration.

1.27 The ADF Cadets chain of command must provide to ADF Cadets members an introduction to firearms safety and risk awareness presentation, within each year before live firing of Cadet firearms. The presentation must include:

- a. a generic firearms safety video or briefing
- b. a specific briefing applicable to Cadet firearms
- c. a briefing/lesson on firearms safety procedures including the *National Firearms Safety Code*.

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1.28 ADF Cadets chain of command must ensure that the date on which the member received the presentation is entered on the member's Cadet firearms record.

1.29 Cadet firearms must only be handled by ADF Cadets members who:

- a. are currently enrolled in or appointed to a Cadet Force
- b. are registered to participate in an approved cadet activity involving Cadet firearms
- c. have successfully completed the relevant training requirements listed in this policy
- d. hold the permissions and approvals in accordance with this chapter

TARGETS

1.30 The use of targets representative of humans or animals in the course of ADF Cadets activities is prohibited.

OFFICERS IN CHARGE, RANGE CONTROL OFFICERS AND SAFETY SUPERVISORS FOR AUSTRALIAN DEFENCE FORCE CADETS CADET FIREARMS ACTIVITIES

1.31 OOC and IOC who participate as Officers in Charge, Range Control Officers and/or Safety Supervisors during ADF Cadets approved activities must complete the following training packages:

- a. Combined Army Training Centre (CATC) Training Management Package for the CZ Bruno .22
- b. Defence Security and Vetting Service Weapons and Explosive Ordnance
- c. CATC Conduct and Supervise Safety on Restricted Category 'A' Range Practices, or
- d. CATC Conduct and Supervise Safety on Category 'A' Range Practices.

1.32 OOC and IOC may be required to complete additional ADF Cadets procedures training packages.

1.33 OOC and IOC must have an appropriate level of live-fire Cadet firearms experience, as determined by their relevant cadet force, prior to applying to become an Officer in Charge, Range Control Officer or Safety Supervisor.

1.34 OOC and IOC who act as Safety Supervisors for ADF Cadets OOC, IOC or cadets who have completed the relevant firearms training requirements must supervise no more than four members in total at any one time.

PROCUREMENT AND ALLOCATION

1.35 Cadet firearms must be procured only in accordance with Commonwealth Procurement Rules. Procedures for requesting the procurement of Cadet firearms are to be specified by the LCM.

1.36 The relevant Director-General Cadets and COMD AAC may approve a cadet unit to hold Cadet firearms.

1.37 The relevant Director-General Cadets and COMD AAC must not approve a cadet unit to hold Cadet firearms unless:

- a. the cadet unit has a Firearms Manager (FM) appointed in accordance with the roles and responsibilities described in this policy

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b. the cadet unit has a secure storage facility in accordance with this policy.

1.38 A cadet unit requesting to hold Cadet firearms must apply for approval through its chain of command to the relevant Director-General Cadets and COMD AAC. If approved, the Director-General Cadets and COMD AAC will liaise with the LCM to procure the firearms.

1.39 Procurement of firearms for cadet units other than in accordance with this policy is prohibited.

SERVICING

1.40 ADF Cadets Commanding Officers must ensure that cadet firearms held by their cadet unit are technically inspected and serviced annually, or within the preceding 12 months of its use, by a licensed gunsmith or approved armourer, in accordance with any instructions issued by the LCM.

1.41 A firearm that does not meet manufacturer's specifications, or fails the annual technical inspection and service, must not be used until such time as it has been repaired by a licensed gunsmith or approved armourer and meets the original equipment manufacturer's specifications. Any firearm that cannot be repaired to the specified requirements must be lawfully disposed of in accordance with LCM instructions.

SECURITY APPOINTMENT BRIEFINGS

1.42 The relevant Director-General Cadets and COMD AAC or their delegate, must appoint an OOC or IOC as FM, to be responsible for the security of Cadet firearms and associated equipment in their cadet unit. They may also appoint an OOC or IOC as Assistant Firearms Manager (AFM), to assist the FM.

1.43 The relevant Director-General Cadets and COMD AAC or their delegate, must provide a formal brief to the FM and any AFM, covering the responsibilities of their position, relevant Defence policies, weapons and explosive ordnance training, and any related ADF Cadets procedures, on their initial appointment as FM or AFM and annually thereafter. The FM and AFM are to acknowledge in writing that they have read and understood the information provided. A record of the date the brief was provided must be maintained in accordance with ADF Cadets procedures.

PHYSICAL SECURITY

1.44 **Storage containers.** Cadet firearms are to be stored in accordance with the DSM 'Storage of Cadet Firearms'.

1.45 **Transport.** Cadet firearms are to be transported in accordance with DSM 'Transporting Cadet Firearms'.

1.46 **Non-Defence facilities.** Cadet firearms may be stored at a non-Defence facility subject to the approval of the relevant Director-General Cadets and a satisfactory Defence-approved site security survey. For this purpose, a non-Defence facility includes but is not limited to:

- a. a cadet unit not located on a Defence facility
- b. a local rifle or gun club armoury
- c. an approved range or shooting centre
- d. a police station.

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- 1.47 A certificate of inspection is to be obtained from the inspecting authority and either:
- a. displayed prominently at the cadet unit near the ADF Cadets firearms storage container
 - b. displayed at the non-Defence training area
 - c. otherwise available to be viewed on request by ADF Cadets members.
- 1.48 Storage of Cadet firearms at private residences is prohibited.

SECURITY KEYS

- 1.49 Keys to a Cadet firearms storage container, or other Defence-approved container or facility, constitute security keys.
- 1.50 Security keys for Defence approved containers or facilities may be held only by a staff member in the ADF Cadets' chain of command and the FM, who must be aware of and adhere to any applicable security requirements contained in the DSM. Security keys are to be protected from unauthorised access and shielded from view when not in use.
- 1.51 Security keys must be checked during each monthly firearms assurance stocktake in accordance with DEFLOGMAN and conducted in accordance with the *Electronic Supply Chain Manual V04S08C19A Stocktaking and Reporting of Cadet Firearms*.
- 1.52 Security keys must not be duplicated, except with the written approval of the relevant Director-General Cadets and COMD AAC.
- 1.53 The designated ADF Cadets staff member or FM must keep the security keys in a locked container when not in use.
- 1.54 The loss of security keys is to be reported as a major security incident in accordance with the DSM and ADF Cadets procedures. If security keys are lost, the lock on the key safe is to be considered compromised and must be replaced immediately.

AMMUNITION

- 1.55 Only Defence-approved ammunition, supplied through the Defence supply system, is to be used.
- 1.56 Ammunition provided through the ADF supply system is to be requested, handled and acquitted in accordance with Defence policy and ADF Cadets procedures.
- 1.57 Cadet units may procure LCM approved commercially available ammunition using cadet unit funds, in accordance with ADF Cadets procedures.
- 1.58 The use of blank, hand-loaded or self-constructed ammunition in Cadet firearms is prohibited.
- 1.59 Ammunition must only be stored in:
- a. the appropriate packaging, and not loaded in magazines
 - b. in accordance with the principles, standards and procedures for the management and safety of explosive ordnance activities described in the DSM.

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1.60 Ammunition for Cadet firearms must only be issued for use:

- a. at authorised ADF Cadets live fire activities
- b. by properly appointed ADF Cadets members or ADF members.

1.61 Cadets must only have access to Cadet firearms and ammunition at the designated firing point under the supervision of properly appointed ADF Cadets members or ADF personnel.

1.62 Firearms must only be placed in the loaded condition at the firing point.

AUTHORISED RANGES

1.63 ADF Cadets members must only live-fire cadet weapons at Defence ranges or non-Defence ranges certified to allow the ammunition being used. Authorised ranges include:

- a. Defence ranges
- b. Defence-approved Non-Defence Training Areas (NDTA) (e.g. civilian rifle ranges/gun clubs)
- c. Royal Australian Navy (RAN) ships, with the approval of the Commanding Officer of the ship.

1.64 To control and supervise range practices involving ADF Cadets members, supervising staff must:

- a. comply with LWP-G 7-3-1 Australian Defence Force Range Orders (Land) (LWP-G 7-3-1)
- b. comply with Standing Orders applicable to the range on which the practice is fired as issued by:
 - (1) Directorate of Operations and Training Area Management (DOTAM) for Estate and Infrastructure Group-managed ranges and NDTA
 - (2) range operators for all other ranges.
- c. comply with authorised ADF procedures for the weapon(s) and practice being fired
- d. for Defence ranges, be qualified in accordance with applicable ADF weapons and range requirements, or hold a Defence-approved civilian qualification.

1.65 A civilian range is considered Defence-approved when the requirements outlined in the DTAMM have been met. Approved non-Defence ranges are certified and may only be used while the Certificate of Range Safety Compliance remains current.

STANDING ORDERS

1.66 All ranges used by ADF Cadets are subject to standing orders issued by either the single Service operator or the regional office of DOTAM:

- a. standing orders contain detailed procedures for the use of Defence-approved ranges, both Defence and non-Defence, and must be complied with by ADF Cadets members at all times
- b. all non-Defence ranges are subject to standing orders issued by the regional DOTAM office. The procedures and regulations in regional DOTAM Non-Defence Training Area Standing Orders may differ from those issued by

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civilian managers of the range. In all cases, ADF Cadets units are required to comply with the requirements in standing orders for each non-Defence range approved for Defence and ADF Cadets use.

RANGE SENTRIES

1.67 An OOC or IOC may be appointed as a Range Sentry by the Officer in Charge of the range practice provided the OOC or IOC has been briefed on the duties of a sentry, in accordance with the relevant Range Standing Orders, and acknowledges receipt of the brief by initialling the master range instruction.

1.68 Cadets may not act as range sentries.

Loss or Theft of Cadet Firearms and Ammunition

1.69 In the event that Cadet firearms or ammunition are suspected or confirmed as lost or stolen, the following actions must be undertaken:

- a. **Initial Action.** The matter must be reported immediately in accordance the Interim DI ADMIN 45-2—*Incident* Reporting and Management and ADF Cadets procedures; and a stock-take must be conducted to ascertain exactly what is missing or stolen and records checked in accordance with Defence Explosive Ordnance Publication (eDEOP 101) to determine the last time the items were accounted for.
- b. **Incident Report.** Once the initial action is complete, the relevant Director-General Cadets and COMD AAC must make an incident report in accordance with the DSM, and ADF Cadets procedures. The incident report must contain, so far as possible, the status and any findings of investigations by police and/or Defence agencies.

1.70 Where the report recommends any remedial action, the relevant Director-General Cadets and COMD AAC may cancel or suspend the cadet unit's approval to hold Cadet firearms until the remedial action is completed.

SERVICE CHIEFS

1.71 The Service Chiefs are responsible for:

- a. approving specified ADF Cadets activities for the use of Cadet firearms, in accordance with this policy
- b. approving a training syllabus, in accordance with this policy
- c. approving the use firearms of other nations for approved international competitions, in accordance with this policy
- d. causing a Cadet firearms record to be maintained, in respect of each member of that Service Chief's Cadet organisation, in accordance with this policy
- e. directing the Cadet organisations to implement the policy
- f. ensuring that any relevant ADF Cadets procedures align with this policy
- g. resourcing the implementation of this policy within their respective Service's cadet organisation.

CHIEF OF ARMY (AS LEAD CAPABILITY MANAGER)

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1.72 Chief of Army is the LCM for Cadet firearms and is responsible for the procurement, disposal and servicing of Cadet firearms, including publishing related policies and procedures in consultation with the cadet organisations and in particular:

- a. approving firearms for use as Cadet firearms in accordance with this policy
- b. providing guidance as to the types of activities for which the use of Cadet firearms may be approved, in accordance with this policy
- c. procuring Cadet firearms, and specifying procedures for their procurement, in accordance with this policy
- d. issuing instructions in respect of the servicing of Cadet firearms in accordance with this policy
- e. issuing instructions in respect of the disposal of Cadet firearms in accordance with this policy
- f. physical disposal of Cadet firearms in accordance with this policy.

HEAD RESERVE AND YOUTH DIVISION

1.73 Head Reserve and Youth Division is responsible for:

- a. supporting VCDF in ensuring the implementation of this policy across the ADF Cadets
- b. monitoring the implementation and application of this policy
- c. conducting regular and comprehensive reviews of this policy.

DIRECTORS-GENERAL CADETS AND COMMANDER AAC

1.74 The Directors-General Cadets and COMD AAC are responsible for:

- a. approving cadet units to hold Cadet firearms accordance with this policy
- b. liaising with the LCM to arrange procurement of Cadet firearms accordance with this policy
- c. approving the storage of Cadet firearms at a non-Defence facility in accordance with this policy
- d. cancelling or suspending a cadet unit's approval to hold Cadet firearms accordance with this policy
- e. supporting their respective Service Chiefs in ensuring the implementation of this policy in their respective Service's ADF Cadet organisation
- f. supporting their respective Service Chiefs in ensuring that any relevant ADF Cadets procedures are consistent with this policy
- g. ensuring that all ADF Cadets members are aware of this policy and their obligations under it
- h. ensuring compliance with applicable publications such as standing orders and LWP-G 7-3-1
- i. liaising with the LCM in relation to their respective cadet force's procurement, disposal and servicing of Cadet firearms
- j. developing ADF Cadets procedures relating to the implementation of, and compliance with, this policy, relevant legislation and LCM instructions

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- k. ensuring that ADF Cadets members with firearms-related responsibilities are familiar with, and act in accordance with, the security requirements contained in the DTAMM and the DSM
- l. appointing at least one FA.

AUSTRALIAN DEFENCE FORCE CADETS CHAIN OF COMMAND

1.75 The ADF Cadets chain of command is responsible for ensuring that Cadet firearms, associated equipment and ammunition held by their cadet unit are procured, used, stored, transported, registered and serviced in accordance with this policy, and in particular for:

- a. the security of Cadet firearms and associated equipment held by their cadet unit
- b. ensuring that all Cadet firearms and associated equipment held by their cadet unit are recorded on the CFaR accordance with this policy
- c. assessing whether a cadet displays the appropriate level of maturity to participate in an approved activity that involves the use of Cadet firearms, in accordance with this policy
- d. providing, and recording the delivery of, briefs in accordance with this policy
- e. ensuring that Cadet firearms held by their cadet unit are serviced annually in accordance with this policy
- f. appointing and briefing a FM in accordance with this policy
- g. holding security keys in accordance with this policy
- h. otherwise performing the functions given to ADF Cadets chain of command by this policy
- i. ensuring that ADF Cadets members comply with this policy and that their participation is conditional upon such compliance
- j. ensuring that all ADF Cadets members enrolled in or appointed to their cadet unit are aware of this policy and the obligations imposed on them by it.

FIREARMS ADMINISTRATOR

1.76 The FA is responsible to the relevant Director-General Cadets and COMD AAC for managing the use, storage, transport and registration of Cadet firearms, associated equipment and ammunition on a national basis for the cadet organisation, and the conduct of all firearms assurance stocktakes.

FIREARMS MANAGER

1.77 The FM is responsible to for the security, storage, transport, servicing and maintenance of Cadet firearms, associated equipment and ammunition held by the cadet unit, and in particular:

- a. holding security keys in accordance with this policy
- b. completing the regular firearms assurance stocktake cycle at ADF Cadets unit level on CadetNet
- c. maintaining the cadet unit firearms records, including the CFaR and ADF Cadets members firearms training records.

ASSISTANT FIREARMS MANAGER

1.78 The AFM assists and may deputise for the FM.

DELEGATIONS

1.79 Service Chiefs may delegate their functions under this policy.

1.80 Directors-General Cadets and COMD AAC may delegate their functions under this policy.

MONITORING

1.81 Reserve and Youth Division is responsible for monitoring the operation of and compliance with this policy.

RELATED INTERNATIONAL AGREEMENTS

United Nations Convention on the Rights of the Child

Optional Protocol on the Involvement of Children in Armed Conflict

Accountable Officer: The Vice Chief of the Defence Force

Policy Officer: Head Reserve and Youth Division

