RANGE STANDING ORDERS

St Marys Indoor Shooting Centre

SECTION 1. GENERAL INFORMATION

These Range Standing Orders (RSO's) control the operation of the St Marys Indoor Shooting Centre Range (SMISC), a facility managed by SSAA PTY LTD.

All Range Officers (RO) and groups hiring the range are required to familiarise themselves by reading and signing these RSO's annually.

Requests for exemptions from any provisions of these SO's shall be submitted in writing to the Compliance Manager, for consideration by the Branch Committee.

Revisions

These RSO's have been published and revised on the dates listed below:

Last Revision – 16th July 2026
Current Revision – 22nd October 2026

Date for next revision is 2 years from date of last revision.

SECTION 2. RANGE FACILITY

Range Description

This range complex is authorised by one Shooting Range Approval (SRA), No. **409197101.**

This range complex comprises of two abutting sections. The descriptions of the operational sections are listed as follows:

- Section 1 – 1 x 25 meter range
- Section 2 – 3 x 50 meter ranges

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Approved Ammunition
The following ammunition types are approved for use, reproduced from the SMISC SRA #409197101, page 1.

Section 1- 25m range “Range D”	
Location	Refer to site plan
Description	25 meter range
No. of firing points	8
Firing distances	7m, 10m, 15m, 20m, 25m (electronically controlled)
Approved Ammunition	**ME not to exceed 7000 joules (5160 ft lbs).** • Air pellet of a calibre up to .50" (12.7mm) • Rimfire of a calibre up to .22" • Pistol of a calibre up to .45" • Rifle of a calibre up to .50" (12.7mm) • Black powder of a calibre up to .75" (approved events only) • Shotgun all gauges using 6-9 shot (approved events only) The following ammunition subtypes are explicitly prohibited: • Armour Piercing • Tracer • Incendiary • Explosive • Steel Cored • Hardened Metal Penetrator
Approved targets	Paper targets or approved event targets

Section 2 – 50m ranges “Range A, Range B, Range C”	
Location	Refer to site plan
Description	50 meter ranges
No. of firing points	24 (3 x 8)
Firing distances	7m, 10m, 15m, 20m, 25m, 35m, 50m (electronically controlled)
Approved Ammunition	**ME not to exceed 7000 joules (5160 ft lbs).** • Air pellet of a calibre up to .50" (12.7mm) • Rimfire of a calibre up to .22" • Pistol of a calibre up to .45" • Rifle of a calibre up to .50" (12.7mm) • Black powder of a calibre up to .75" (approved events only) • Shotgun all gauges using 6-9 shot (approved events only) The following ammunition subtypes are explicitly prohibited: • Armour Piercing • Tracer • Incendiary • Explosive • Steel Cored • Hardened Metal Penetrator
Approved targets	Paper targets or approved event targets

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Approved Ammunition: NSW Police Force/ NSW Department of Corrective Services

1-25m, 3-50m range, ME not to exceed 7000 joules (5160 ft lbs).
.38 Special, (all natures)
.357 magnum (all natures)
.40” Smith & Wesson (all natures)
.223 Remington (5.56 x 45mm NATO), M862 SRT, F1, M855, M855A1)
.308 Winchester (7.62 x 51mm NATO), F4, F1, M80 Ball.
.308 (.300 Blackout) (all natures)
12 Gauge, 70mm (2 ¾), (Solid shot all natures, Buckshot OS/SG, Birdshot 6-9, M1030, Batten, Bean Bag).

Range Classification

This Range is classed as an **"Indoor Range."** This means that the range is fully enclosed within a building with no exterior safety area and relies on the construction of the range and bullet trap stop projectiles departing the range. It is essential that an extremely high standard of shooter discipline be maintained. Shooters must take all possible care to eliminate errant shots.

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SECTION 3. PERSONNEL

Range Safety Officer

The Range Safety Officer (RSO) has authority on the range property to conduct authorised shooting practices and matches.

Range Safety Officers must hold a current NSW firearms licence. RSOs must complete a SMISC Safety Course and must be SSAA NSW RSO Accredited. Reassessment is to be conducted every three (3) years. This is a competent/non-competent assessment.

Range Safety Officers will be identified as such by wearing of SMISC uniform.

External Range Safety Officers (ERSO) or Field Training Officers (FTO) must complete a SMISC Range Safety Induction, and hold SSAA NSW Accreditation (Exemptions to this requirement apply to entities authorised on the SMISC Shooting Range Approval).

External Range Safety Officers will be identified as such by wearing of a vest, shirt, jumper and/or caps marked “Range Officer” or “Range Safety Officer”.

All Range Safety Officers have the responsibility to supervise all personnel (shooting and non-shooting alike) present on the range and may have persons removed from the range at their discretion.

Shooters wishing to use the range
By utilising our facility, a person implicitly agrees to abide by SSAA's Conditions of Entry, SSAA Range Rules, and the Range Standing Orders of St Marys Indoor Shooting Centre.

All firearms licence or permit holders wishing to use the range facilities must sign in at the counter to pay for a range attendance that is digitally recorded. SSAA members will have longarm attendances additionally recorded in the SSAA Electronic Attendance Register.

Shooters wishing to use firearms or accessories registered to a secondary permit (E.g. high calibre pistol, prohibited weapons permit) must declare their intent and present their original permit on signing in.

Shooters must present their original firearms licence or permit(s) to be signed in. Details from these will be recorded. Photographs or photocopies of licences or permits are not accepted. Valid interstate firearms licences are accepted.

Certain approved organisations are exempted from the previous condition but must still present a notarised copy of their permit.

Coaches & Supervisors who are appropriately licenced but do not intend to use firearms may be permitted to access the range to assist, but must sign in at the

counter to have their visit digitally recorded as a non-shooting range attendance and must always obey all instructions of Range Safety Officers.

Archery Participants
Event participants must sign in at the range counter for an archery attendance and are only permitted to access the assigned range for the event.

Hearing Protection must be worn when transiting into designated archery range

Non-Licenced Visitors
Visitors only trafficking the public shop, museum, and spectating areas need not sign in. Non-licenced visitors are not permitted to access any range area.

SECTION 4. RANGE OPERATIONS

Lights

All ranges have a status indicator light on prominent display near range ingress/egress points.

A steady RED light indicates the range is OPEN and live firing is occurring. During range open times, firearms can be handled freely.

A steady GREEN light indicates the range is CLOSED and no handling of firearms is permitted.

Targets

Section 1 and Section 2 — Paper targets or approved event targets. Animal targets may be engaged with longarms only.

Steel event targets may not be engaged with jacketed ammunition.

Thermal targets of a non-chemical basis of operation can be engaged at all distances.

Thermal targets of a chemical basis of operation can only be engaged **at a maximum of 35m**.

At no time are non-approved targets to be used on the range facility without the clearance of the Compliance Manager or their appointed delegate.

Range Register

Each range is to have its own Range Register. This is to be maintained in accordance with the *Firearms Act 1996* and *the Firearms Regulation 2017.* Range Officers are to pay particular attention to the additional recording requirements for handgun ranges.

Range Registers are to be tightly controlled to ensure that unauthorised people cannot access the details within them.

Ammunition

Only the approved ammunition listed on the SMISC SRA, reproduced earlier in this document, is to be used on the range. Any ammunition not listed on this approval is not to be used as it will not be contained within the RDA and may cause danger to life, limb, or property. **Persons who do not comply with approved ammunition requirements are taken to be in breach of range standing orders and will be held accountable for any costs incurred due to damage to range fixtures, or injury to persons and must be reported to NSW Police per SMISC SRA conditions.**

No sub caliber projectiles are to be fired for fire forming purposes; projectiles must match firearm bore size to prevent ricochets. Examples of this include but are not limited to, 12Gauge rifled or saboted slugs, or metallic cartridge loaded with a smaller saboted projectile such as Remington 'accelerator' ammunition where a .224 saboted projectile is loaded in a 30-30 Winchester, 308 Winchester, or 30-06 cartridge case

All spent cartridge cases that fall behind the firing line must be collected and not left on the range. Shooters may retain possession of their own fired brass. If they do not wish to retain the brass, it must be disposed of in a marked blue brass bin. Brass disposed of in this way is property of SMISC. Shooters are not permitted to collect brass not belonging to themselves.

Any brass falling forward of the firing line is deemed lost and not to be collected. Cease fires will not be called to facilitate the collection of brass. Such brass is property of SMISC and will be removed by approved staff members outside of range operating hours. Approved events involving shooting forward of the line are exempted from this rule, and brass collection conditions are as listed in the previous point.

It is strongly recommended that gloves and a mask are used when collecting used brass, and that the shooter washes their hands on completion of the activity at the sink available in each range. Brooms should not be used to sweep up brass for collection if the persons on the range are not in appropriate lead dust hazard PPE (sealed jumpsuit, respirator, gloves).

Permitted Arcs of Fire

Each shooting bay is numbered and has a correspondingly numbered target. Shooters must only engage with their assigned target.

Targets must be appropriately placed to reflect shooting stance. Targets must be placed at a height to ensure the trajectory of the round is flat into the backstop or slightly downwards into the thicker parts of the berm. Targets must be placed in such a way as to maximise the amount of backstop material behind them. Targets must not be placed in a way that would direct an angle of fire towards the ceiling or walls.

Certain authorised events are partly exempted to this rule including IPSC, Service Pistol, SASA and Shotgun events. The arcs of fire will be limited based on firing position such that maximal range safety is achieved, as is minimisation of ricochet risk.

Longarms may be fired either off hand or using benchrest supports.

Pistols may be fired off hand only. Use of benchrests for a pistol is not permitted due to the enhanced risk of a person inadvertently placing the support hand in front of the muzzle due to the limited barrel length. Similarly, a person could inadvertently place their support hand by the forcing cone of a revolver, putting themselves at risk and potentially causing damage to the support rest. This condition is relaxed in a competitive shooting match scenario officiated by a SSAA RSO.

Prone shooting is only permitted on Range C in section 2. Shooters wishing to use the prone position must declare their intent to do so on signing in. The supervisor on duty has overall discretion on allowing/disallowing prone shooting depending on current range conditions.

Firing

The following firing guidelines are applicable to all ranges on the complex:

- Shooting is only to occur between 0900 (9AM) and 2145 (9:45 PM).
- Shooting may only occur when the range is OPEN, as visible by the red range status light.
- Firearms remain the responsibility of the licensed owner at all times.
- Firearms must be fitted with an appropriate sighting device (iron sights, scope, electronic optic, etc.). Firearms not fitted with a sighting device are not permitted for use.
- **Firearms may not be left unattended on the benches unless the firearm is unloaded, the action is left open, and any detachable magazines removed from the firearm.**
- Firearm magazines that the shooter is licensed to possess may be used.
- Firearm magazines are not to be loaded other than at the firing line.
- Any person who believes there may be a risk to people or property must notify a Range Officer who will call a cease-fire.
- Any person who suffers injury or causes property damage whilst using a firearm must immediately report this to the Range Officer and range staff. Refer to section 6 of this document for reporting requirements and pathways.

Considerations relating to unlicensed persons shooting on the range

SMISC does not permit P650 usage on the range outside of internally approved instructors and programs.

Unlicensed possession and use of pistols pursuant to section 6B(1)(A) of *the Firearms Act 1996* and clause 129 of the *Firearms Regulation 2017* is not permitted at the shooting range unless the pistol is securely tethered in such a manner that prevents

the pistol from being turned to the rear or any direction other than towards the designated target area.

Compliance with the previous condition may be dispensed with in circumstances where the range official is satisfied that the unlicensed shooter is a member of the approved pistol club and has successfully completed an approved firearms (pistol) safety training course conducted by an approved pistol club.

Unlicensed persons shooting on the range under the provisions of section 6B of the *Firearms Act 1996* and clause 129 of the *Firearms Regulation 2017* must at all times be under the direct supervision of a suitably licensed supervisor. In this regard, 'direct supervision' is one unlicensed person to one licensed supervisor.

Handling firearms

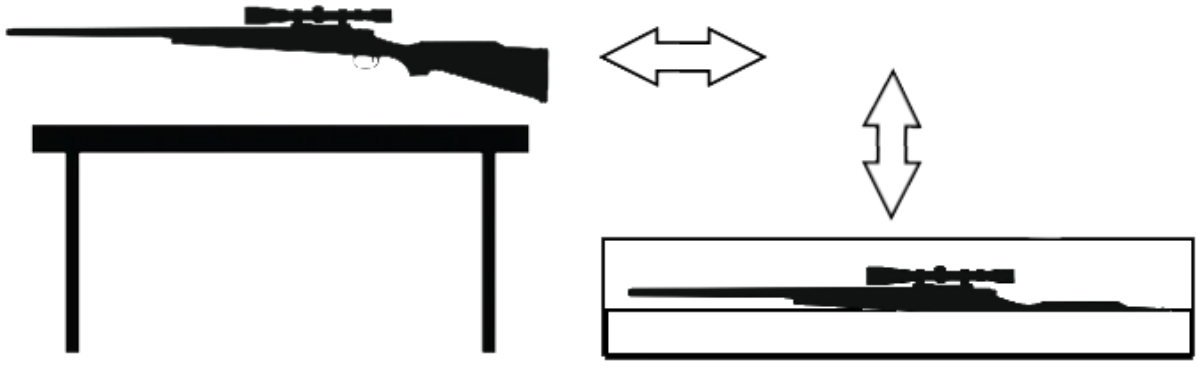
Club Armourers, on-duty SMISC staff, and Range Licence holders are exempt from this section.

Firearms may only be handled on the range itself, at the counter, or in a classroom under direct supervision of SMISC staff or an FTO. For IPSC matches only, firearms may be handled at the nominated ready table external to Range D that is set up for the match. Handling of firearms in all other areas of the facility is prohibited. Firearms must not be handled if any persons are downrange of the firearm.

Safe muzzle direction on the range is flat towards the backstop, to a maximum of a 45-degree downward angle towards the floor. The muzzle of the firearm must not at any point be directed towards the walls, ceiling, or the glass rear of the range.

Firearms must be uncased on the range with the muzzle already pointed downrange. Firearms must be uncased on the benchtop of the lane.

If the firearm case is so large as to make uncasing on the benchtop impractical, the firearm may be removed from the case on the floor provided that the case is brought close to the bench to minimise travel distance, and that muzzle direction considerations are adhered to.



Where firearms in a case or bag are packed in opposing directions, only the firearm with a safe downrange muzzle orientation may be removed. The case or bag must be rotated to bring the muzzle of the other firearm in a safe direction before its removal.

Certain approved events including lever action rifle, Junior Development, and field rifle are partly exempt to the above rule. Cleared firearms may be carried from storage racks to bays with actions open and muzzles oriented towards the ceiling, under supervision of the event RO. Once at the firing position, standard muzzle direction conditions apply once again.

Firearms must always have the action left open unless the shooter has the firearm in their hands. A firearm must not be placed down onto the bench in a loaded condition.

No firearms are permitted to be moved between bays unless the firearm in question has been cleared by the acting range officer and the firearm cased or bagged.

Clearing firearms off the firing line

Range Office call buttons and lights have been provided at every shooting bay.

When a shooter wishes for their firearm(s) to be cleared for removal from the firing line, the following procedure shall apply:

- All firearms must be cleared by a Range Officer. Shooters cannot clear their own, or other people's firearms.
- The firearm must be unloaded of all live ammunition, and the action left open.
- Magazines shall be removed where possible and emptied.
- The shooter shall alert the Range Officer by pressing the Range Officer call button in the bay.
- The Range Officer shall inspect each firearm for open actions, clear chambers, and ammunition removed from the firearm and any magazines.
- The Range Officer will advise the office that all firearm(s) have been cleared and the firearm(s) may be cased or bagged. The muzzle of the firearm must remain pointed downrange at the backstop as it is packed away.

If a shooter experiences a malfunction of firearm or ammunition, they must seek assistance from the Range Officer:

- In the event of a misfire, the firearm must remain with barrel pointed downrange for at least 30 seconds before attempting to clear the firearm.
- The firearm must be unloaded of all live ammunition, and the action left open.
- The shooter shall alert the Range Officer by pressing the Range Officer call button in the bay.
- The Range Officer will assist the shooter where possible and seek assistance from the range staff if necessary. No repairs are to be attempted without the owner's approval.
- If a firearm cannot be made clear with a stuck live round in the chamber, the firearm is to be hotboxed until such a time as the shooter can engage a

qualified gunsmith to retrieve the firearm for repair. The firearm is to be made as safe as possible, and a SMISC Incident Report completed.

Handguns
For fully licensed Category H shooters, when signing in they must present their original firearms license endorsed with category H, and proof of current financial membership of their pistol club such as a membership card.

For probationary pistol licence (PPL) holders who are not yet graduated members of their pistol club, they are not permitted to shoot on the range even under supervision.

For probationary pistol licence (PPL) holders, they may only shoot unsupervised if:

- They present their original probationary pistol licence, and are observed to be in the second six months of issue of their PPL
- They present proof of successful completion of graduation from their pistol club
- They present proof of current financial membership of their pistol club such as a membership card.

High-Calibre Pistol Permit holders must declare their intent to use a high-calibre pistol on the range. They must also present their original High-Calibre Pistol Permit to range staff, who will witness it and record the particulars.

Holster use is not permitted outside of certain approved competitions. Participants must be accredited by a professional/competition body to use holsters.

Cleaning of Firearms on the Range

Firearms may be cleaned within their bays, subject to the following conditions:

- The firearm must be unloaded and made safe
- Muzzle safe direction must be upheld at all times.
- Used patches and other rubbish are to be collected by the shooter and disposed of in one of the provided rubbish bins.
- 'Bore snakes' can be used, however the barrel can only be directed at a maximum of 45 degrees towards the floor to facilitate the weighted end sliding down the barrel and out the muzzle. The firearm must be returned to a horizontal position with muzzle pointed downrange during the drawing out of the snake itself.

SECTION 5 RANGE SAFETY CONSIDERATIONS

RANGE SAFETY COMPLIANCE

St Marys Indoor Shooting Centre (SMISC) conducts business with an ethos of **'Safe Shooting for All'**. A set of rules and procedures are in place which must be adhered to and practiced by all range users. The Range Safety Officer (RSO) on duty, is constantly observing all firearm handling and safety procedures to maintain a safe shooting environment. If an incident of non-compliance or mistake in the safety rules

and procedures occurs, the RSO will approach the shooter to correct the issue and remind/revise the safe practice.

All range users must comply with the RSO's direction. The shooting centre holds a 'Zero Tolerance' policy regarding to abuse or aggression directed at the range staff or centre patrons. Any customer using the range will be given a full safety brief upon their first attendance, at the customer's request for a revision briefing, or at the RSO's discretion when safety becomes an issue. The RSO cannot afford to concentrate their efforts on one or two problematic shooters, so we have a safety control procedure in place.

This consists of three levels of response, ranging from least to worst case scenario.

GREEN ACTIONS (per existing 'Three Strikes' warning procedure)

- Continuous Safe Shooting Practice
- One or two minor safety procedure errors
- One or two minor firearm handling errors

Response

1. Simple Corrective action by the shooter as directed by the RSO
2. No further action required once rectified, and a positive range experience

AMBER ACTIONS

- Repetitions in safety procedure errors already identified and discussed with the RSO
- Repetitions in firearm handling procedure already identified and discussed with the RSO
- Aggressive or defiant response to RSO directions
- Unruly or outrageous behaviour within the range
- Any action that is likely to cause injury or physical damage to property if not corrected

Response

1. Further direction given by the RSO that must be complied with
2. Temporary cessation of firing while RSO delivers the shooter a revision safety brief
3. Possible removal from the range.

RED ACTIONS

Alert Duty Supervisor and/or Centre Management Immediately or as soon as practicable

- Aggressive, anti-social or unruly behaviour

- Unacceptably poor firearm handling awareness
- A medical episode in the range
- An act that has caused physical damage to the range
- An act that has caused injury or harm to self or others
- An act that is illegal or is contrary to the Firearms Act or subordinate Regulations.

Response

1. These actions will result in cessation of firing for the shooter, and possibly everyone on the range
2. The shooter will be removed from the range
3. An incident report will be written by the shift supervisor
4. Safety notes will be entered into the customer account
5. The incident report may be sent to the authorities for further action
6. The shooter may not be able to return to the range until remedial training has been conducted
7. The shooter may be banned from the range permanently
8. The shooter could lose their licence and have their firearms removed

Communications

All sections - Range Safety Officers at all times whilst shooting is being conducted will maintain good visual contact with all shooters.

During pistol matches or practice, only pistol accredited Range Safety Officers or are to be utilised.

Handheld radios are available from behind the counter if required.

Spectators

Spectators must follow all directions given to them by SMISC staff. Spectating is only permitted from outside of the range itself, through the glass. Spectators are not permitted to enter the range at any time.

SMISC takes no responsibility for the supervision of children within the facility. It is strongly recommended that children are under the direct, close, personal supervision of their parent, guardian or an adult at all times.

Hearing and Eye Protection
Wearing of hearing protection is mandatory for all persons wishing to access range areas. Hearing protection must be in place prior to entering the range.

SMISC strongly recommends Australian Standard Class 5 hearing protection. SMISC strongly recommends the use of over-ear hearing protection, as the range is likely to

be a mixed-calibre environment, and a more consistent fitment is typically achievable with over-ear hearing protection.

Eye protection is mandatory for all shooters utilizing the range. Prescription glasses are deemed acceptable.

Footwear
Enclosed footwear is mandatory for all persons entering the range. The intent of this policy is to mitigate the risk of a hot casing burning the foot and distracting the shooter causing negligence in firearm safe handling.

Where a person attends with non-compliant footwear, but the risk can be mitigated with appropriate coverage (by means of socks or similar), this is an acceptable solution.

For persons with a genuine medial inability to wear enclosed footwear (e.g., fracture stabilisation boot) they can be admitted, but it is strongly recommended that exposed areas are covered to prevent ingress of brass to mitigate risk.

Food and Drink
Eating or drinking in any range area is prohibited. Food and drink must be consumed outside of range confines. It is recommended that you wash your hands and face before any consumption of food or drink.

Alcohol/Drugs
St Marys Indoor Shooting Centre has a zero-tolerance policy for drugs and alcohol. Any person deemed by a SMISC Employee to be under the influence of alcohol or drugs will be excluded from the bounds of the Range.

Smoking
Smoking is only permitted in the marked designated smoking area adjacent to the fence near the facility entryway.

Smokers are encouraged to wash their hands after shooting and before smoking due to the hazard posed by the possible ingestion of lead.

All smoking materials (butts, etc.) are to be disposed of in the bin provided.

RANGE STANDING ORDERS

St Marys Indoor Shooting Centre

SECTION 6 – EMERGENCY INFORMATION

As per item 11 of the Shooting Range Approval:

11. *Any incident or accident-causing injury to a person or property damage, involving the possession or usage of firearms on the range must be reported to **NSW POLICE FORCE IMMEDIATLEY** and separately to the **NSW FIREARMS REGISTRY within 48 hours.*** This requirement is legislated under clause 94(1)(c) of the *Firearms Regulation 2017*.

Such incidents must also be immediately reported to the SSAA (NSW) Firearms Regulatory and Compliance Manager, SMISC Compliance Manager, and SMISC General Manager by phone.

For any incidents involving the use of St Marys Pistol Club (SMPC) assets (i.e Club firearms with a PXX format identifier, e.g. P01); in addition to the above reporting pathway, the SMPC President, Captain, and Secretary must receive notification by phone.

A St Marys Indoor Shooting Centre Incident Report is to be completed by the supervisor on duty.

Emergency Phone Numbers

The following are emergency contact numbers:

Fire, Ambulance, Police – 000.

A list of these emergency phone numbers is to be clearly displayed at the Office.

For directions to emergency services, the range is located at 30 Power Street, St Marys, NSW, 2760. Closest cross street is Wordoo Street, off Forrester Road.

Geocode: 33.7520° S, 150.7758° E

Range Orders Approved

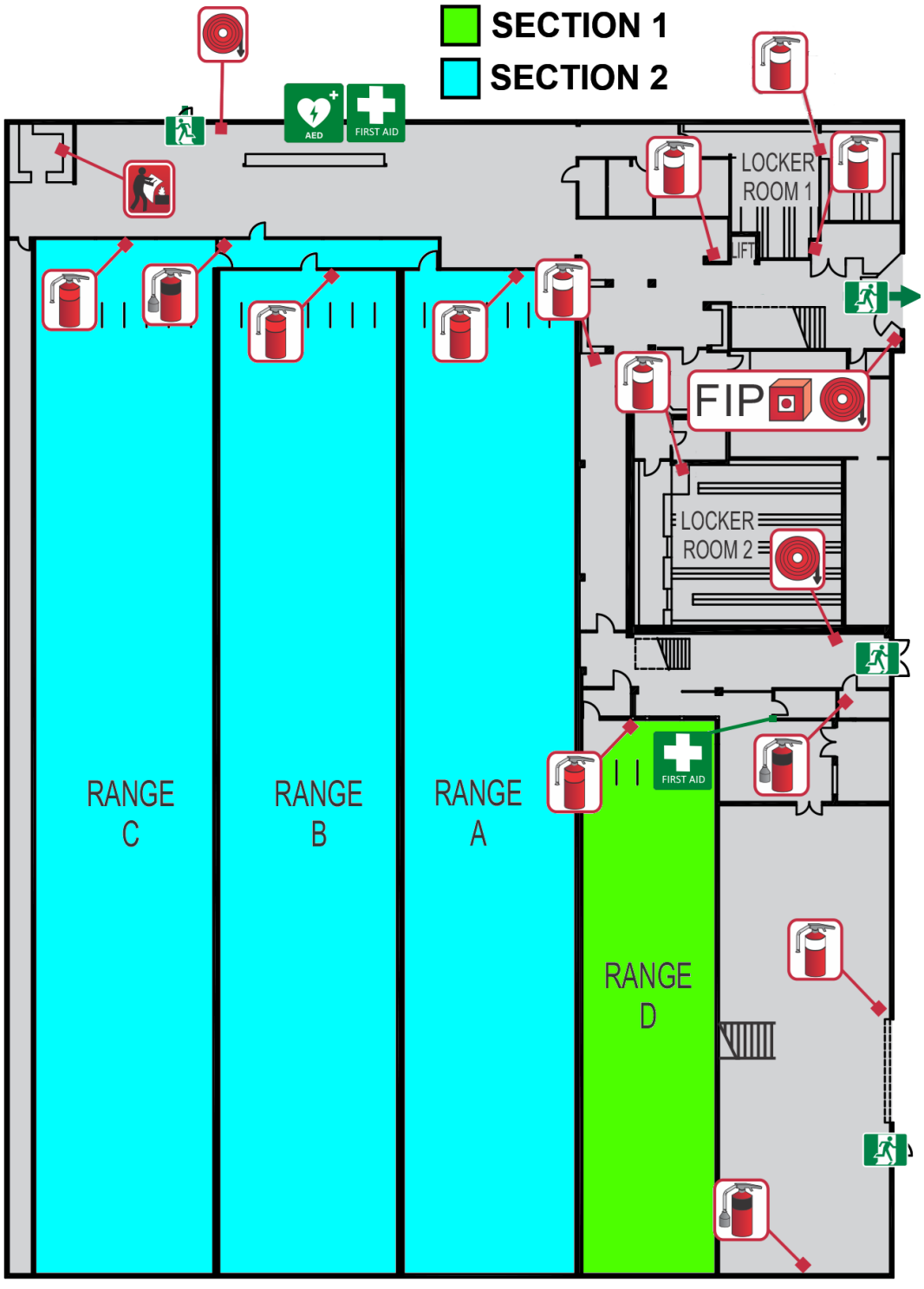
Joshua Lim, Facilities & Compliance Manager:

Date: October 2026

ST MARYS INDOOR SHOOTING CENTRE

Ground

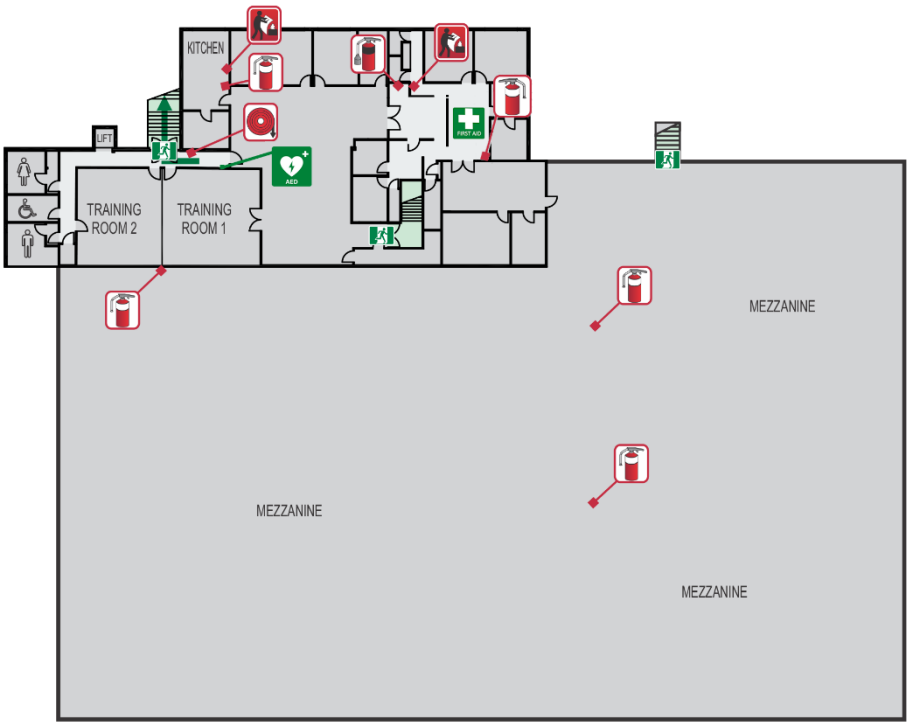
30 Power Street, St Marys, Sydney



EVACUATION SIGN AND DIAGRAM

ST MARYS INDOOR SHOOTING CENTRE
30 Power Street, St Marys, Sydney

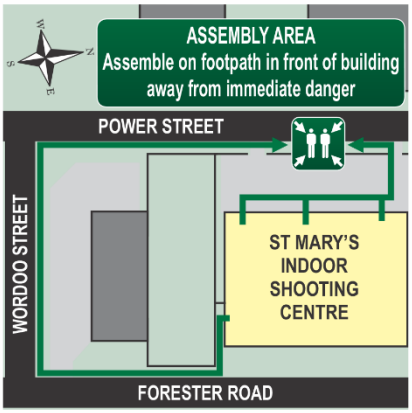
Level 1



LEGEND

- Fire Extinguisher (Dry Chemical Powder)
- Fire Extinguisher (Carbon Dioxide)
- Fire Blanket
- Fire Hose Reel
- Exit
- Egress Path
- AED
- FIRST AID KIT

SITE PLAN



EMERGENCY PROCEDURES

IN CASE OF FIRE *(Remember RACE..!)*

R **REMOVE PEOPLE FROM IMMEDIATE DANGER AREA**
(Do not obstruct Exits and Exit Routes)

A **ALERT OTHER PEOPLE IN VICINITY OF THE FIRE**
Dial 000 and ask for the Fire Brigade

C **CONFINE FIRE AND SMOKE**
Close doors behind you and where practicable, windows also (To contain smoke/ fire)

E **EXTINGUISH/ CONTAIN FIRE**
If contained and if safe to do so, operate appropriate extinguishers/ fire hose reel (EVACUATE)

Should an evacuation of the building be required, follow the exit signs to locate the nearest safe emergency exit and proceed to the designated assembly area.

EMERGENCY SERVICES

Dial 000
In first instance

POLICE
FIRE
AMBULANCE

Advise location and nature of incident

ASSEMBLY AREA INSTRUCTIONS

- Account for people from the building.
- Report any person missing to the Fire Brigade/ Responding authorities.
- DO NOT re-enter the building until the "All Clear" is given by the responding Emergency Services.

PRODUCED BY ST MARYS INDOOR SHOOTING CENTRE NOVEMBER 2025

VALID TO NOVEMBER 2030