



Charles Sturt University

Governance (Council Allowance) Rule 2006 No 5

A Rule for the purpose of determining allowances for members of Council and its committees under the Act.



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Division 1 Introduction

1 Name of Rule

This Rule is the *Governance (Council Allowance) Rule 2006 No 5*.

2 Commencement

This Rule commences on 1 July 2006 (approved on 6 June 2006 CNL06/54).

3 Purpose

This Rule is established to provide for the payment of an allowance to members of the Council and its committees to cover the reasonable expenses of members.

4 Authority

This Rule is made pursuant to authority granted to the Council under section 20 and 32 of the Act.

Notes

The Council may delegate all or any of its functions under section 20 of the Act. Section 32 of the Act states that the Council may make rules for the good government of the University.

5 Definitions

In this Rule, unless the contrary intention appears:

Act means the *Charles Sturt University Act 1989*.

By-law means the *Charles Sturt University By-law 2005*.

eligible member means a member of the Council, who is not an employee of the University, who is:

- (a) appointed as the Chancellor,
- (b) appointed under section 9 (1) (b) of the Act,
- (c) appointed under section 9 (1) (c) of the Act,
- (d) elected under section 9 (1) (f) of the Act,
- (e) appointed under section 9 (1) (g) of the Act, and
- (f) an external person appointed by the Council to membership of a committee of the Council.

committee of the Council means:

- (a) Audit and Risk Committee,

- (b) Compliance and Commercial Activities Committee,
- (c) Corporate Governance and Nominations Committee, and
- (d) Executive Committee.

Council means the University Council established under section 9 of the Act.

Secretary means the University Secretary appointed under clause 19 of the By-law.

6 Notes and Headings

- (1) The notes in the text of this Rule do not form part of this Rule.
- (2) Headings do not form part of this Rule.

7 Principle

To the extent practicable, the allowances set out in this Rule shall be commensurate with the rate of allowance approved by the NSW Government under the *Crown Employees (Public Service Conditions of Employment) Award 2002* and relevant Premier's Department circulars.

Division 2 Equipment

8 Computer and printer

- (1) Eligible members, other than members elected under section 9 (1) (f) of the Act, may apply for the provision of a computer and printer by the University, of the type and specification determined by the Secretary from time to time, for use in the conduct of University business.
- (2) Computers and printers supplied under this clause shall be depreciated over a four year period in accordance with the normal depreciation schedule of the University for computing equipment.
- (3) At the end of the four year depreciation period, an eligible member may retain the computer and printer or return them to the University.
- (4) Where an eligible members' term of appointment expires prior to the end of the depreciation period, and the member wishes to acquire the computer and printer, the eligible member may purchase the equipment by paying to the Secretary the residual value as determined by the Secretary.
- (5) Usage of computer and printers supplied under this clause shall be in accordance with the University's rules, policies and procedures.

- (6) An eligible member may apply a computer or printer supplied under this clause for reasonable personal use.

Division 3 Allowance

9 Meeting Allowance

- (1) Eligible members may claim a Meeting Allowance to the maximum annual amount set out in Schedule 1 for personal attendance by the eligible member at a meeting of the Council (not including a committee of the Council) for which notice has been given.
- (2) Eligible members shall be entitled to claim, and be paid, a *pro rata* amount for each meeting of the Council attended by the member in person each year.
- (3) The Secretary shall adjust the amount of the Meeting Allowance payable under this clause where the number of meetings held exceeds the number of meetings scheduled by the Council to ensure that members do not receive a sum greater than the maximum Meeting Allowance payable per annum.
- (4) The Meeting Allowance is provided to cover the cost legitimately incurred by eligible members attending to official University business as set out in Schedule 1 and includes amounts to cover the cost of attendance by eligible members at meetings of committees of the Council and other Council and University functions.
- (5) The Secretary shall pay to each eligible member a Meeting Allowance where the eligible member's name is recorded in the official Minutes of the meeting of the Council as being in attendance at that meeting in person.

10 Meeting Allowance Loading

- (1) In addition to the Meeting Allowance payable to eligible members, an additional maximum annual loading may be claimed, and paid, to officeholders of the Council as set out in Schedule 2 to reflect the additional costs incurred by officeholder arising from the duties of their positions.
- (2) A loading is payable on the same terms as set out in clause 9.

11 Motor Vehicle Allowance

- (1) The Secretary may authorise an eligible member to use a motor vehicle maintained by the eligible member for private purposes for attendance at official Council meetings or functions in accordance with this clause.
- (2) Where an approval is granted under sub-clause (1), eligible members may claim a Motor Vehicle Allowance set out in Schedule 3 for travel from their ordinary place of residence for personal attendance at:

- (a) meetings of the Council for which notice has been given by the Secretary,
 - (b) meetings of committees of the Council for which notice has been given by the Secretary,
 - (c) official meetings of committees or bodies of the University to which the member of Council has been formally appointed by resolution of the Council,
 - (d) official meetings of other bodies to which the member has been formally appointed by resolution of the Council,
 - (e) other official Council functions approved by the Secretary,
 - (f) graduations of the University, or
 - (g) other meetings or functions approved by the Chancellor (or in the case of the Chancellor, by the Vice-Chancellor).
- (3) Eligible members may not claim a Motor Vehicle Allowance for:
- (a) attendance at a meeting or function by teleconference or by other electronic means, or
 - (b) attendance at or sitting on committees, boards or other bodies of the University where the eligible member has not been formally appointed to that body by formal resolution of the Council, or
 - (c) attendance at Regional Consultative Committee meetings, or
 - (d) attendance at any other function (other than functions listed in sub-clause (2)), including University functions, unless prior approval has been granted by the Chancellor (or in the case of the Chancellor, by the Vice-Chancellor), or
 - (e) where alternative travel arrangements have been organised by the Secretary.
- (4) An eligible member using a motor vehicle for official Council business must have for the vehicle a valid Third Party insurance policy and a comprehensive motor vehicle insurance policy to an amount and in a form approved by the Secretary.
- (5) Use of a motor vehicle maintained by the eligible member for private purposes for travel from their ordinary place of residence on official Council business shall be at the sole risk of the eligible member.

- (6) The maximum distance for which a Motor Vehicle Allowance may be claimed under this clause is the distance between Albury and Dubbo in New South Wales (1200 kilometers).

12 Meal Allowance

- (1) An eligible member who is required to travel in order to attend a meeting or function set out in clause 11 (2) of this Rule may claim a Meal Allowance in accordance with the rates set out in Schedule 4 as follows:
- (a) the breakfast allowance when the eligible member is required to begin their journey at or before 6.00 am and at least 1 hour before the start of the meeting or function to which the claim relates,
 - (b) the lunch allowance when required to travel a total distance on the day of at least 100 km and take their lunch at least 50 km from their normal work place, and
 - (c) the evening meal allowance when required to travel until or after 6.30 pm.
- (2) An eligible member may not claim a Meal Allowance where a meal has been supplied.

Division 4 Miscellaneous

13 Travel and accommodation arrangements for Council meetings

- (1) The Secretary's office will be responsible for making all arrangements for travel and accommodation for attendance by members at meetings of the Council.
- (2) In general, the Secretary's office will book and pay for accommodation, official meals and air transport for members as required.

14 Limits on costs for air travel

- (1) The maximum amount the University will pay towards the cost of air travel for attendance by a member at a meeting of the Council for which notice has been given is an amount equivalent to an ordinary return economy airfare between Dubbo and Albury via Sydney.
- (2) Unless otherwise approved by the Secretary in his or her absolute discretion, where an air fare exceeds the limit under sub-clause (1) the member shall be responsible for contributing the additional cost of an air fare prior to booking of the air travel by the Secretary.

15 Email account

- (1) All members of the Council, and committees of the Council, shall be provided with a University email account.

- (2) The use of a University supplied email account, and other computer services, shall be in accordance with the University's rules, policies and procedures.
- (3) An eligible member may use an email account supplied under this clause for reasonable personal use.

16 International travel

Eligible members shall be entitled to an allowance equivalent to the allowance approved for members of the professorial staff of the University for international travel.

17 No double claims

A claim shall not be made or paid twice with respect to the same meeting or function.

18 Members may elect not to claim some or all allowance

An eligible member may elect not to claim some or all the allowances payable under this Rule at any time and may revoke that election at any time.

19 Eligible members responsible for obtaining own advice

- (1) Eligible members are liable for the payment of any taxation that may be payable on any allowance claimed, or received, under this Rule.
- (2) Eligible members are responsible for obtaining such advice as may be appropriate with respect to the taxation or legal obligations of the eligible member with respect to any claim under this Rule.

20 Payment to member only

Payment of an allowance under this Rule shall be made to the eligible member and may not be made to any other person or corporation.

21 Disputes

- (1) Except as provided in sub-clause (2), a decision of the Secretary under this Rule is final.
- (2) Where an eligible member disputes a decision of the Secretary under this Rule, the eligible member may refer the dispute to the Chancellor who may substitute his or her own decision.

Historical notes

Abbreviations

The following abbreviations are used in the Historical notes:

Am	Amended	P	page
Cl	clause	pp	pages
Cll	clauses	Rep	repealed
Chpt	Chapter	Sch	Schedule
Chpts	Chapters	Schs	Schedules
Ins	inserted	Subst	substituted
No	number		

Table of amendments

Amendment	Date	Short Description

Schedule 1 - Meeting Allowance

The Meeting Allowance is comprised of the following items and is payable as a *pro rata* allowance based on attendance in person at meetings of the Council:

Item	Description	Quantity	Unit rate	Total
Printer Paper	Paper for printing of agendas, minutes and other material using University supplied computer	10	\$5.20	\$52.00
Toner Cartridge	Toner Cartridges for HP Laserjet 1320 or equivalent printer supplied by University (Hewlett Packard Q5949A - Print Toner Cartridge 2,500 Pages Average Yield)	2	\$105.00	\$210.00
Laundry and Maintenance	Clause 49(a) of the <i>Crown Employees (Public Service Conditions of Employment) Award 2002</i> and NSW Premier's Department Circular 2004-18	52	\$3.57	\$185.64
Room Used as Home Office	Clause 44 (a) of the <i>Crown Employees (Public Service Conditions of Employment) Award 2002</i> and NSW Premier's Department Circular 2004-18	1	\$678.00	\$678.00
Broadband Installation and Subscription Charges	Allowance for installation of standard broadband connection per year (includes line rental, email account and charges for internet usage and downloads) per year	1	\$600.00	\$600.00
Telephone and Facsimile Calls	Contribution to cost of calls made for official University business using private home telephone or facsimile per year (note: majority of calls will be STD given wide distribution of members across regional locations)	1	\$100.00	\$100.00
Mobile Telephone	Contribution to cost of purchase and maintenance of private mobile telephone and usage of telephone for calls for University business per year	1	\$100.00	\$100.00
Parking Fees	Allowance for parking fees incurred for parking of private or University vehicle at parking station (eg. airport) calculated at	3	\$50.00	\$150.00

	\$50.00 for 3 meetings			
Taxi Fares	Allowance for taxi fares to travel to and from airport or for travel to and from accommodation to University or within a location per year calculated at \$25.00 for 3 meetings	3	\$25.00	\$75.00
Entertainment	Allowance for private entertainment of community, business or government representatives (otherwise than during official University delegations) to promote CSU or to facilitate improved relations with benefactors and supporters.	1	\$1000.00	\$1000.00
MAXIMUM ANNUAL ALLOWANCE				\$3150.00
TOTAL PRO RATA MEETING ALLOWANCE (based on 6 meetings per annum)				\$525.00

Schedule 2 - Meeting Allowance Loading for Position-holders

The following loadings apply to the specified office-holders.

Officeholder	Loading
Chancellor	\$2000.00 per annum
Deputy Chancellor	\$1000.00 per annum
Chair of a committee of the Council (except where the Chair is the Chancellor or Deputy Chancellor)	\$500.00 per annum

Schedule 3 - Motor Vehicle Allowance

The Motor Vehicle Allowance is the official business rate as set out in clause 37 (d) of the *Crown Employees (Public Service Conditions of Employment) Award 2002* and NSW Premier's Department Circular 2004-18 as set out in the Table below:

Use of private motor vehicle	Cents per kilometre
Official business	
Engine capacity-	
over 2700cc	77.4
1600cc to 2700cc	72
under 1600cc	51.6
Motor cycle allowance	
Normal business	34
During transport disruptions	17

Schedule 4 - Meal Allowance

The Meal Allowance is the official business rate as set out in clause 28 of the *Crown Employees (Public Service Conditions of Employment) Award 2002* and NSW Premier's Department Circular 2004-18 as set out in the Table below:

Meal Expenses	
Capital cities	
Breakfast	\$18.40
Dinner	\$35.40
Lunch	\$20.55
Country Centres	
Breakfast	\$16.40
Dinner	\$32.40
Lunch	\$18.75