

Employment Conditions Procedure - Standing for Public Office

Section 1 - Purpose

(1) This procedure sets out the conditions and approval processes for Charles Sturt University (the University) employees standing for election to parliament or local councils.

Scope

(2) This procedure applies to all university employees.

Section 2 - Policy

(3) See the [Code of Conduct](#).

Section 3 - Procedure

(4) Employees who nominate for election to parliament or local council must notify the Executive Director, People and Culture in writing of the decision to nominate.

(5) For elections to parliament:

- a. Employees must take leave without pay (subject to subclause 5b) from the date on which the writs are issued until the date the poll is declared by the returning officer, unless the employee publicly concedes the election on an earlier date. The Vice-Chancellor may approve a longer period of leave without pay or the use of long service leave or annual leave, provided that all conditions for granting such leave are fulfilled.
- b. If elected to parliament, the employee must resign from the University effective from the date on which the poll is declared by the returning officer.

(6) For elections to local council:

- a. Employees may continue to perform normal duties at the University during the election and if elected to a local government council.
- b. The Vice-Chancellor may approve the use of leave without pay, long service leave or annual leave prior to the conduct of the poll.
- c. Employees elected to a position of a local council may use special leave to attend meetings of the local council, subject to Vice-Chancellor (or their nominee) approval. The minimum leave taken must be one-quarter day's duration.
- d. The [Conflict of Interest Procedure](#) must be followed for any actual, potential or perceived conflicts of interest.

Section 4 - Guidelines

(7) Nil.

Section 5 - Glossary

(8) The following terms are defined for the purpose of this procedure:

- a. Parliament - means any state, territory or Commonwealth Parliament, such as House of Representatives or Senate of the Commonwealth of Australia, a state or territory Legislative Council or Legislative Assembly, or equivalent public offices in countries outside of Australia.
- b. Local Council - means the local or regional government, elected through local elections, of any state or territory in Australia, or equivalent public offices in countries outside of Australia.

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