

Commercial Activities Procedure - Enterprise Discounts

Section 1 - Purpose

(1) This procedure outlines the various discounts available at Charles Sturt University enterprises.

Section 2 - Document Context

Scope		This procedure applies to products and services provided to staff, students, and alumni through all Charles Sturt University enterprises
Compliance drivers		Charles Sturt University Act 1989
Policy suite	Policy	Commercial Activities Policy
	Procedure	Commercial Activities Procedure - Enterprise Discounts (this document)
	Guidelines	Finance Guidelines - Entertainment, FBT and Private Expenditure
Related documents		As indicated in text or as listed on the Associated Information tab
Review requirements		As per Policy Framework Policy
Document class		Governance

Section 3 - Procedure

(2) Where a component of the service offered at Charles Sturt University enterprises is carried out for teaching or educational purposes, and performed by a student, heavily discounted rates are applied to the standard pricing amounts. These rates reflect the additional time patients or clients will experience at the Enterprise while the student is learning under strict supervision. Student-led services are applicable to physiotherapy, dentistry, podiatry, and veterinary clinics.

(3) Standard pricing is determined by analysing actual costs, industry benchmarks, inflation trends, and overall market competitiveness.

(4) Reasons for offering discounts in non-student led services may include:

- a. quote has exceeded the original amount estimated
- b. additional work carried out not authorised by client
- c. a component of the total service was carried out for teaching or research purposes, and/or
- d. incentives to attract additional business to the enterprise.

(5) Discounts available for staff, student and alumni are listed in the table below. Appropriate identification in the form of staff card, student card or alumni card must be presented to the enterprise at the time of the service or purchase.

(6) Payment for discounted products or services must be made to the enterprise on the same day, or within the specific payment terms. If payment is received outside of the payment terms, the discount may be rescinded.

(7) The discounted price must cover the cost of providing the product and/or service therefore the minimum charge allowable should be cost plus 25%.

(8) Discounts offered to staff, students and alumni at Charles Sturt University Enterprises:

	Enterprise	Staff	Student	Alumni
Charles Sturt Winery and Cellar Door	- All full price wine bottle purchases - except Reserve Range and Limited Release wines	10%	10%	10%
CHEERS	Centre for Professional Development accommodation - Bathurst - Applies to staff booking for private arrangements only. - Bookings made for staff who are staying for work purposes are dealt with outside this procedure	10%	0%	0%
Childcare		0%	0%	0%
Community Engagement & Wellness Centre	- No additional discounts offered as CEW only provides heavily discounted student-led treatments.	0%	0%	0%
Dental and Oral Health Clinics	- All treatment items – Private Clinics only - Cap of \$1,000 discount received per staff member for 12 month period – April to March - No additional discounts offered in the student-led clinics due to already heavily reduced treatments provided.	10%	10%	10%
Environmental and Analytical Laboratories (EAL)	- Analytical Work	0%	15%	0%
Residence Life		0%	0%	0%
Veterinary Clinical Centre (VCC)	Professional Fees – staff and students	15%	15%	0%
	Consumables and drugs – VCC staff only - Must be registered client of VCC - Discount must be applied to retail price	15%	0%	0%
Veterinary Diagnostic Laboratory (VDL)		0%	0%	0%

(9) Discounts must be clearly listed on each invoice once approval has been granted by the enterprise budget manager.

(10) Discounted amounts must be able to be reported on separately through the use of a special line item or item code, unless a written exception is in place due to system restrictions.

(11) Fringe Benefits Tax will apply to enterprise discounts offered to staff members, with the exception of staff members who received a discount within the FBT year less than \$1,000.

(12) Each enterprise must provide the relevant staff ID number, the date and value of the discount, the retail value of the discount, and the GST amount applied to the transaction.

(13) Each enterprise must audit their discount procedures and allocations annually and report their findings periodically through to their governance board, committee, or line management.

(14) There may be occasions where it is necessary for the enterprise to charge a price which varies to those listed above. These exceptional circumstances must be approved by the appropriate delegated officer (delegated authority

to approve commercial activities under [Delegation Schedule C - Finance](#)) and reported to the relevant governance board, committee, or line management.

Section 4 - Glossary

(15) For the purpose of this procedure:

- a. Commercial activity – has the same meaning as section 24A of the [Act](#) which is:
 - i. any activity engaged in by or on behalf of the University in the exercise of commercial functions of the University
 - ii. any other activity comprising the promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on behalf of the University, that is for the time being declared by the guidelines to be a University commercial activity.
- b. Controlled entities - means an entity of the University as described by the [Commercial Activities Policy](#).
- c. Discount – means a deduction from the usual price.
- d. Enterprise – means a University activity or a project that produces services or products.
- e. Fringe benefits tax (FBT) – a tax paid by employers on certain benefits provided to employees in respect of their employment. This tax is separate from income tax and is calculated at the highest marginal tax rate. FBT reporting is annually to 31 March.

Status and Details

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