SydneyOlympicPark

Sydney Olympic Park Authority
Instrument of Delegation 2026

NSW GOVERNMENT

Sydney Olympic Park Authority Delegations

SOPA Instrument of Delegation 2026

I, Christopher Martin, the Chief Executive of the Sydney Olympic Park Authority (SOPA), on behalf of the Authority, delegate under section 57 of the *Sydney Olympic Park Authority Act 2001* and section 177 of the *Public Works and Procurement Act 1912* the functions of the Authority listed in Schedule 2 to the members of staff of SOPA ("SOPA Staff") occupying roles in the delegation levels listed in Schedule 2, where indicated by a tick-mark, and subject to any dollar limits and other conditions or exclusions noted in that Schedule. Schedule 1 has effect in relation to the operation and interpretation of this instrument, including the terms and conditions on which it is given. Sub-delegation is not authorised.

Dated this 20th day of October 2026.

.....

Chief Executive of the Sydney Olympic Park Authority

1. This Delegation, as amended from time to time, continues in effect until it is expressly revoked. It does not cease to have effect merely because the person who made or amended the Delegation ceases to hold the role of Chief Executive of the Sydney Olympic Park Authority.
2. These delegations are operative from the date they are approved and supersede all previous functional delegations under the SOPA Act, other than delegations from the CEO to NSW Police dated 5 July 2019.
3. The SOPA Instrument of Delegation 2023 and Addenda are revoked.

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^ Denotes limits set by SOPA through this Delegation
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Schedule 1 - Understanding and interpreting SOPA delegations

Why legal and financial authority matters

Staff must have appropriate legal authority before acting on behalf of the Sydney Olympic Park Authority.

Delegations give staff the authority to make decisions, exercise statutory functions and commit public resources within clearly defined limits. They support lawful, accountable and efficient decision making and help ensure that the right decisions are made by the right people.

Two forms of authority

Legal and operational authority	Financial authority
SOPA staff need authority from the Chief Executive Officer of SOPA to exercise relevant functions on behalf of SOPA. This includes functions under the: • *Sydney Olympic Park Authority Act 2001;* • *Sydney Olympic Park Authority Regulation 2018;* and • *Public Works and Procurement Act 1912*, including authority to procure goods and services.	SOPA staff also need an appropriate financial delegation from the Secretary of DPHI under the *Government Sector Finance Act 2018* to commit, incur or pay money. At the time of signing these SOPA delegations, the current DPHI financial delegation is the *Government Sector Finance Act 2018 Instrument of Delegation and Authorisation* signed by the Secretary on 26 June 2025.

This instrument is a delegation to SOPA Staff under section 57 of the SOPA Act and section 177 of the *Public Works and Procurement Act 1912* but is not a *Government Sector Finance Act 2018* delegation or sub-delegation. Sub-delegation under s.57(2) SOPA Act has not been authorised.

How to read this instrument

Financial limits sourced from the DPHI delegation are marked with an asterisk (*) throughout this instrument. The asterisk signals that the limit comes from the DPHI financial delegation and must be read with any applicable conditions or restrictions. Financial limits imposed by the SOPA Chief Executive but not arising from the financial delegation are marked with a carat (^). Delegations granted through a separate instrument are marked with a hash (#) for example, delegations of the Minister's powers under the *Environmental Planning & Assessment Act 1979*.

Before acting, ask:

Do I have authority for this function, is the decision within my role and delegation limit, and have I complied with all relevant conditions, policies and procedures? If the answer is unclear, seek guidance from your manager before proceeding.

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Guidance, Interpretation and Constraints:

GREEN Required or permitted action	**AMBER** Use caution and judgement	**RED** Prohibited or must not occur

All delegations must be exercised in accordance with:
• the *Sydney Olympic Park Authority Act 2001* (the SOPA Act).
• the *Sydney Olympic Park Authority Regulation 2018* (the SOPA Regulation).
• the *Public Works and Procurement Act 1912;*
• the Department of Planning, Housing and Infrastructure (DPHI) Code of Ethics and Conduct.
• any other relevant SOPA and/or DPHI procedures, instructions, or business rules.
• NSW Government policies, including but not limited to:
  ○ Treasurer's Directions
  ○ Premier's Memoranda or circulars
  ○ Procurement Board Directions
	A Delegate must make decisions at appropriate levels, based on risk, and applied consistently across SOPA. Delegates must use judgement in assessing risk with guidance from their manager or any business rules noting funds are public funds and subject to scrutiny and audit.
	
	A Delegate should only exercise a delegation if the delegation falls within the duties and responsibilities of the specific role to which the Delegate has been assigned. If a matter falls within a Delegate's financial or approval limit but is outside their day-to-day functions and responsibilities, the Delegate should not exercise the delegation and should refer the matter to an appropriate Delegate or the CEO.
	
	For example, a staff member in the Asset and Infrastructure Management division, would not normally exercise delegations relating to the Parklands Plan of Management.
		Contractors, contingent labour and consultants cannot exercise nor hold any level of delegated financial or procurement authority.
		
		A Delegate cannot give their delegated authority to someone else (sub-delegation is specifically disallowed).
		
		A person may only exercise a delegation if it has been given to their role, or if they are formally acting in a role that has that delegation. For example, a Director cannot ask a Grade 11/12 employee to use the Director's delegation unless that employee is formally acting in the Director's role.

Delegates may execute all documents that are necessary for, or incidental to, the relevant delegated power or function. The Chief Executive Officer for Sydney Olympic Park Authority (CEO) may mandate business rules to assist in the exercise of the delegations from time to time.	Delegates are to consider the strategic, financial, reputational, legal or other risks in exercising their delegations and if required, consult with their manager, Director or CEO if those matters represent a risk to SOPA business.	A Delegate should generally not approve their own expenditure. For example – the procurement of goods and services or construction services should be initiated by one employee and approved by the correct Delegate. The Delegate should not both initiate and approve the procurement even if it is within their financial delegation. However, using a PCard to pay for immediate expenditure (e.g. – paying for parking or train travel etc) is acceptable.
SOPA operates under four key instruments of delegation: (a) **SOPA Instrument of Delegation**: (this instrument) these delegations apply when a Delegate is exercising a function in accordance with the SOPA Act, the SOPA Regulation and/or the *Public Works and Procurement Act 1912;* (b) **Financial delegations**: the DPHI Instrument of Delegation and Authorisation (*Government Sector Finance Act 2018*) dated 26 June 2025 (as amended or reissued from time to time) gives Department employees the power to spend money on behalf of SOPA, within certain limits and under	A Delegate must satisfy themselves that any financial impact of a function to be exercised, or document to be executed, is within their approved budget, before exercising the function or executing the document. Dollar limits from DPHI Financial Delegations are reflected here for simplicity, and this instrument will be updated if the DPHI Financial Delegations change. All monetary amounts are in Australian dollars and are	Any function of Sydney Olympic Park Authority that is not delegated in this instrument will need the approval of the CEO, pursuant to s.63 of the SOPA Act. Any failure to comply with conditions and instructions may result in disciplinary action.

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certain conditions, which are reflected throughout this document, marked with an *asterisk. The financial delegations are a delegation from the Secretary of DPHI, can be reissued from time to time and specifically exclude sub-delegation; (c) **HR delegations**: the Government Sector Employment Instrument of Delegation (Secretary of the Department of Planning, Housing and Infrastructure) 2024 (as amended from time to time) gives people leaders the power to take actions to recruit and manage staff within certain limits and under certain conditions; and (d) **Planning delegations**: the *Environmental Planning and Assessment Instrument of Delegation (Minister to SOPA) 2022* provides certain planning powers to staff of SOPA.	exclusive of GST. Other than where specified in these Delegations, a variation to an approved project or agreement will require approval from a Delegate with authorisation by reference to the total underlying value of the project or agreement, as varied.	

OTHER PROVISIONS:

- "SOPA Staff" means people employed in a Public Service agency to enable SOPA to exercise its functions, and includes ongoing, term, temporary, casual or other employment, and secondments. Section 59 of the *Government Sector Employment Act 2013* allows people so employed to be referred to as employees or members of staff of the Authority.
- A reference to an employee in a role includes a reference to any employee who is temporarily assigned to the role.
- References to a role or team using the specific title of the role or team includes a reference to a role or team with substantially the same responsibilities.
- References to doing anything include references to deciding or approving the doing of that thing, and deciding not to do or not approving that thing.
- The CEO (Chief Executive per s.63 SOPA Act) may decide any matter relevant to Sydney Olympic Park Authority in accordance with the SOPA Act and SOPA Regulation and does not rely on these Delegations (but is bound by any financial limits imposed by the DPHI Financial Delegations, or other limits imposed by the DPHI GSE Delegations). The reference in these Delegations to delegations held by employees does not apply if the employee is also the CEO.
- In addition to the incidental authority granted to all delegates to execute documents in the exercise of functions delegated by this Instrument, an Executive Director, a Director and a Manager are authorised, as provided for by section 50 of the *Interpretation Act 1987*, to authenticate documents for and on behalf of SOPA.

EXPLANATION OF SCHEDULE 2 DELEGATION LEVELS:

Groups of employees in delegation levels	F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
References to Grades 11/12, 9/10, 7/8, 5/6, etc include staff in other awards who are paid at the same rate as those grades. Senior Executive Bands 1,2,3 are as defined in the *Government Sector Employment Act*.	includes Administrative & Clerical Division Grade 5/6 and equivalent	includes Administrative & Clerical Division Grade 7/8 or 9/10 and equivalent	includes Administrative & Clerical Division Grade 11/12 and equivalent	includes Senior Executive Band 1	Includes Senior Executive Band 2	includes Senior Executive Band 3

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Schedule 2 – Delegated functions

	Description of delegated functions	Delegation levels					
		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
1	**Acquiring land ss 51 and 54 of the SOPA Act**						
1.1	To acquire land: (a) by agreement where the land is available for public sale; or (b) by gift, devise or bequest. **Notes:** • The dollar amounts are in relation to 1.1(a) only "public sale". • "Available for public sale" is defined in section 38 of the *Land Acquisition (Just Terms Compensation) Act 1991* (**Just Terms Act**) and means: ○ the land is advertised by the owner as being available for sale, or ○ the land is listed by the owner with a real estate agent as being available for sale, or ○ the land is otherwise held out by the owner as being available for sale.	✗	✗	✗	✓ $500k*	✓ $2m*	✓ $10m*
2	**Acquiring land (not available for public sale) by agreement or compulsory process s 51 SOPA Act** Note: Section 51 of the SOPA Act provides that SOPA may acquire land by agreement or compulsory process under the *Land Acquisition (Just Terms Compensation) Act 1991* (**Just Terms Act**). Initial approval to acquire by ***compulsory*** process is not delegated, and any exercise of delegation under Delegations 2.1-2.6 is subject to prior written CEO approval for the acquisition of the relevant land and consultation with DPHI Legal.						
2.1	To approve the entry into an agreement for the acquisition of land not available for public sale and to make an offer as to the purchase price/compensation for the land. **Notes:** • This is relevant to a standard acquisition by agreement, under a contract for sale or similar (i.e. not via compulsory process). • This is also relevant to approvals for entry into negotiations with a landowner for the minimum period required by section 10A of the Just Terms Act.	✗	✗	✗	✓ $500k*	✓ $2m*	✓ $10m*
2.2	To approve the issue, withdrawal, or amendment, of a notice of intention to acquire land by compulsory process (proposed acquisition notice or PAN). **Note:** See sections 11-16 of the Just Terms Act, and issue subject to the expiry of the minimum period required under section 10A of the Just Terms Act	✗	✗	✗	✓	✓	✓
2.3	To approve a declaration, by notice to be approved by the Governor and published in the Gazette, that specified land is acquired by compulsory process. **Note:** See section 19 of the Just Terms Act	✗	✗	✗	✓ $500k*	✓ $2m*	✓ $10m*
2.4	Where land has been, or is to be, acquired under section 19 of the Just Terms Act, to approve the entry into an agreement under sections 29 or 30 of the Just Terms Act	✗	✗	✗	✓ $500k*	✓ $2m*	✓ $10m*

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		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
2.5	To approve notice that land has been designated by SOPA for future acquisition by it for a public purpose. **Note:** Such a notice must be approved by the CEO and is to be given to the local authority or other person dealing with an application for development consent or building approval – see section 21(1)(a) Just Terms Act, which forms part of the definition of "*land designated for acquisition for a public purpose*".	✗	✗	✗	✗	✓ CEO approval	✗
2.6	To form an opinion that an owner of land will suffer hardship if there is any delay in the acquisition of *land designated for acquisition for a public purpose*" under the Just Terms Act. Requires CEO approval. **Note:** See section 24 of the Just Terms Act.	✗	✗	✗	✗	✓ CEO approval	✗
3	**Disposing of land ss 13 & 14, 53, 55 SOPA Act**						
3.1	To approve the disposal of land by sale or exchange (including to enter into any agreement to sell, transfer of land agreement, or any other ancillary contract or document, including put and/or call option agreements). **Conditions and notes:** • The amount of consideration or compensation that a Delegate may agree to in relation to the disposal of land is to be supported by a valuation and determined in accordance with any applicable Treasurer's Direction or applicable Treasury policy. • Land within the Millenium Parklands cannot be sold or disposed of by SOPA (s31 of the SOPA Act). • While still in operation, the Government Property Framework (M2024-08 Government Property Framework) must be adhered to.	✗	✗	✗	✓ $500k^	✓	✓
3.2	To approve the surrender or dedication of land not forming part of the Millennium Parklands.	✗	✗	✗	✗	✓	✓
4	**Easements, restrictions and covenants ss 13 &14, 32 SOPA Act**						
4.1	To approve the grant of easements, restrictions or covenants over land vested in SOPA **within** the Millenium Parklands (including the power to consent to variations or conditions). **Conditions and notes:** • The amount of consideration or compensation that a Delegate may agree to for the grant of an easement etc is to be supported by a valuation and determined in in accordance with Treasurer's direction (TD92/2). • The consent of the Minister for Planning and Public Spaces is required for all easements, restrictions and covenants within the Millenium Parklands. • An assessment under the Parklands Plan of Management must be undertaken by the Urban Renewal and Environment team, and appropriate terms drafted prior to seeking Ministerial approval. • Public notice of the proposal must be exhibited per section 32(4) of the SOPA Act.	✗	✗	✗	✓ $500k^	✓	✓
4.2	To approve the grant of easements, restrictions or covenants over land vested in SOPA contained **outside** the Millenium Parklands (including the power to consent to variations or conditions) or	✗	✗	✗	✓ $500k^	✓	✓

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		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
	approve the extinguishment or surrender of easements, restrictions and covenants over land vested in SOPA. **Conditions and notes:** • The amount of consideration or compensation that a Delegate may agree to for the grant of an easement etc is to be supported by a valuation and determined in in accordance with Treasurer's direction (TD92/2). • The Master Plan for Sydney Olympic Park approved by the Minister for Planning and Public Spaces under section 18 of the SOPA Act must be taken into account.						
5	**Developing or subdividing land ss19, 26 and 27 SOPA Act**						
5.1	To approve the development, including subdivision, by SOPA of land vested in SOPA and incur related expenditure, such as the cost for: • development application. • carrying out the development (including works required for subdivision).	✗	✗	✗	✓ $1m*	✓ $2m*	✓ $10m*
5.2	1. To consent to, or refuse, the making of applications by another entity to develop land or subdivide land vested in SOPA. 2. To provide, or not provide, landowner's consent to a lessee's development application. **Note:** This delegation includes giving (or refusing to give) landowner's consent to planning and other applications, such as development applications, under the *Environmental Planning and Assessment Act 1979* and the *Heritage Act 1977*.	✗	✗	✗	✓	✓	✓
6	**Leases and Licences ss 13, 14 and 32 SOPA Act**						
6.1	**SOPA to government** To enter into an agreement (whether a lease, licence, MoU, or otherwise) with a government agency for that agency to use land vested in/owned, leased, or otherwise held, by SOPA. **Conditions and notes:** • Before entering into an agreement with a government agency, Delegates below a Director level must consult with their Director to confirm that entry into the agreement will not adversely affect other SOPA projects. • The financial values stated are for the full term of the agreement (including any option period) and must be valued with reference to the full market value, not any proposed discounted price. • In the case of a variation, the dollar limit must be assessed against the total of the original agreement *plus* the impact of the variation, not just the value of the variation alone. • The rent (or equivalent) payable must be justified against comparable and market factors or otherwise approved by the CFO or CEO. • A lease for "*no or inadequate consideration*" may constitute a gift of government property, requiring Treasurer's authorisation pursuant to s 5.6 of the *Government Sector Finance Act 2018* and Treasurer's Direction TD92.2 where market value must be achieved.	✓ $50k^	✓ $150k^	✓ $250k^	✓ $1m^	✓	✓

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	Outside the Millenium Parklands (ss.13 & 14 SOPA Act): • The delegation of functions under sections 13 and 14 of the SOPA Act relating to leases and licences in respect of land that is vested in or owned by SOPA: (a) must be exercised taking into account the Master Plan for Sydney Olympic Park approved by the Minister for Planning under section 18 of the SOPA Act, and (b) may be exercised only with the Minister's consent under section 16 of the SOPA Act, in the case of any land outside Sydney Olympic Park, and (c) may not be exercised in respect of land within the Millenium Parklands (see below), and (d) may not be exercised for land acquired by gift, devise or bequest, unless: • if the property has been acquired subject to a condition to which SOPA has agreed under section 54(1) of the SOPA Act, in accordance with the condition; or • with the approval of the Minister. Within the Millenium Parklands (s.32 SOPA Act): • Public notice of any proposed lease or licence must be exhibited per section 32(4) of the SOPA Act. • The consent of the Minister for Planning and Public Spaces is required for any licence with a term of over 5 years. • Any Lease must be approved by the Minister for Planning and Public Spaces and must not have a term (including any option periods) exceeding 25 years. • Leases and licences must only be for the provision of public utilities and works associated with or ancillary to public utilities, and/or in accordance with an express authorisation in the plan of management for the Millennium Parklands. • Leases and licences must have an approval under the Parklands Plan of Management and conditions incorporated into the lease or licence terms before CEO and Ministerial approval is requested (see section 12.5 below).						
6.2	**SOPA as Lessor/Licensor (Lease/Licence to non-NSW Government parties):** • To approve the grant of a lease or licence, sub-lease or sub-licence, over land vested in/owned by SOPA. • To approve a variation of lease or sub-lease or licence or sub-licence, where SOPA is lessor, sub-lessor, licensor or sub-licensor. • To approve and/or consent to a third-party subletting, assigning or surrendering leases over land owned by SOPA. • To execute documents such as Lessor Disclosure Statements, as required, for retail leases. • To exercise rights to terminate a lease or licence (or sublease/sublicence) and to execute a surrender of lease or sublease, deed of surrender and deed of release as lessor/sublessor or licensor/sublicensor. • To exercise all rights of the lessor or licensor, under a lease or licence (or sub-lease or sub-	✗	✗	✓ $250k^	✓ $1m^	✓	✓

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		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
	licence), including the granting of consents under leases/licences and sub-leases/sub-licences. • To exercise rights of re-entry under leases/licences and sub-leases/sub-licences. • To execute all necessary and ancillary documents in relation to any of the above dealings or transactions (such as a deed or agreement in relation to make good). • To provide (or decline to provide) landowner's consent to a lessee/licensee or sub-lessee/sub-licensee. **Conditions and notes:** • Conditions and notes are as per section 6.1 above.						
6.3	To approve the mortgage over an existing lease by a tenant. **Conditions and notes:** Matters to be referred to the CEO where the approval sought is for any mortgage or where the matter poses a significant reputational risk for a Minister, the NSW Government and/or the Department.	✗	✗	✗	✗	✓	✓
7	**Agreements for managing tenancies ss 56 and 57 SOPA Act**						
7.1	To approve the engagement of service providers, real estate agents or managing agents to undertake tenancy, leasing, property and facilities management services for SOPA, and execute all documents associated with such engagements, and including any variation to, or novation of, an engagement. **Notes:** • **For variations that stay within the original contract amount:** use the value of the variation only. • **For variations that exceed the original contract amount:** use the total value of the agreement as varied.	✗	✗	✓ $250k*	✓ $1m*	✓ $2m*	✓ $10m*
8	**Execution of documents ss 13 and 14 SOPA Act**						
8.1	To execute caveats, withdrawals of caveats, plans, dealings, memoranda of understanding, and other dealings to be registered by the Registrar General, where incidental to a project or matter which has been authorised by the Minister or by SOPA (including by a delegate under this instrument) **Conditions:** • DPHI Legal staff may exercise this delegation only where no other delegate is reasonably available, or to sign instruments as required in PEXA or similar online dealings platform. Caveats may be executed by a solicitor, where instructed by a SOPA Director or the CEO.	✗	✓ (DPHI Legal staff only)	✓ (DPHI Legal staff only)	✓ (DPHI Legal staff and non-legal Directors)	✓	✓
8.2	Approve and execute documents where the action, project or transaction has been approved by the CEO or a person with delegated authority.	✗	✗	✓	✓	✓	✓

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9 Procurement (including property related services) ss 13, 14 and 56 SOPA Act						

Definitions and notes:

Professional Services are a type of service where external individuals or companies are engaged on a **temporary** basis to provide **expertise**, **experience**, and specialised **knowledge** to help the client implement, manage, or improve a specifi their business.

Consultancy is a subset of Professional Services. A consultant is defined as a person or organisation engaged to provide recommendations or professional advice to assist decision-making by management. Generally, consultants are distingui other professional services contractors by:

- the advisory nature of the work;
- the output reflects the independent view or findings of the consultant;
- the consultant's performance of the work is not, or mostly not, under the client's direct supervision and direction;
- the consultancy being the sole or majority element of the contract in terms of relative value or importance.

Non-consultancy professional services generally involve:

- implementation or delivery of an existing proposal or strategy;
- output that does not represent the independent view of the professional services provider;
- more direct supervision and control by the client.

Professional services engagements sometimes involve both 'consultancy' and 'non-consultancy' elements. In such cases, SOPA should classify the engagement based on the predominant component by value or split the engagement into separ 'consultancy' and 'non-consultancy' contracts. **The classification must be indicated in every professional services engagement contract.**

Delegation of SOPA's procurement functions:

(1) The functions conferred or imposed on SOPA (**SOPA's procurement functions**) pursuant to:

(a) the terms and conditions of SOPA's accreditations by the NSW Procurement Board for the purposes of section 174 of the *Public Works and Procurement Act 1912* (**the Act**), and

(b) directions and policies issued by the NSW Procurement Board under section 175 of the Act,

are delegated, under section 177 of the Act, to the members of staff of SOPA.

(2) SOPA's procurement functions may be exercised by a Delegate only within the monetary limits specified in this section.

(3) SOPA's procurement functions may be exercised by a Delegate only in accordance with SOPA's procurement policies and procedures as amended from time to time.

(4) The delegation does not include authority to procure goods and services valued at and above the following risk based maximum contract values:

(a) $50 million^ and above for a low risk procurement.

(b) $35 million^ and above for a medium risk procurement.

(c) $20 million^ and above for a high risk procurement,

Regardless of SOPA's procurement accreditation, any procurement over $10m will require the approval of the Secretary of DPHI as the financial delegate*.

(5) For the purposes of (4) above, delegates must assess the risk of the procurement with reference to, and in accordance with, the NSW Procurement Board's policy titled Accreditation Program for Goods and Services Procurement – Ac Program Requirements, as amended or replaced from time to time.

9.1	To commit expenditure on all Consultant Professional services engagements (other than property related transactions referred in delegations 9.2 to 9.4 below) and enter into a contract for Consultant Professional services. **Conditions and notes:**	✘	✘	✓ $250k* See condition requiring approval over $50k**	✓ $1m* See condition requiring approval over $50k**	✓ $2m*	✓ $10m*

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	• ** Budget Management Note Feb 2025 states that approval from a Band 2 Executive and above is required to enter into a consultancy agreement over $50,000 (ex GST). CEO approval will be required until this budget management note is revoked or amended (Budget Management Note Control for Managing Consultant Spend and Guidance - February 2025.pdf) • Any relevant directions of the New South Wales Procurement Board must be complied with. • All monetary values are GST exclusive.						
9.2	Engagement of contractors engaged to deliver on-going or recurring services for a defined period, including contingent labour. **Conditions and notes**: • Contingent labour for the purposes of this 9.2 does not include casual employees under the *Government Sector Employment Act 2013 (NSW).* • The delegate must, in relation to contingent labour, comply with the requirements of the Public Service Commission's Contingent Workforce Management Guidelines 2020 and Contingent Workforce Management Guidelines Checklist 2023 as updated from time to time, and any Departmental policies on the engagement of contingent labour.	✗	✗	✗	✓ $1m*	✓ $2m*	✓ $10m*
9.3	To invite tenders (or make other procurement arrangements) and enter into contracts that are incidental to or necessary for goods and services, a dealing, project, the carrying out of SOPA's functions under the SOPA Act or SOPA Regulation, or the management of land and/or buildings including professional services, for example, architectural or other design services, valuation services, real estate agents and legal services (excluding consultancies) etc. **Conditions and notes:** • Only the CEO or above can approve the engagement of Project Management services. • Engagement of professional service providers must be in accordance with the relevant Prequalified Scheme Rules and NSW Procurement Policy Framework. • Includes entering into contract novation deeds/agreements. • All legal services engagements must first be approved and procured by DPHI Legal Services and, other than in exceptional circumstances, must be in accordance with the NSW Government Legal Services Panel arrangement. • All monetary values are GST exclusive.	✗	✗	✓ $250k*	✓ $1m*	✓ $2m*	✓ $10m*
9.4	To design, construct, maintain, repair or refurbish assets, plant or equipment owned, or to be owned, by SOPA, where the works have been included in SOPA's annual Capital Works Program. **Conditions:** • The expenditure committed or incurred in relation to the construction or refurbishment must not exceed the total budget approved by SOPA for the relevant project's capital expenditure for the relevant financial year. • The financial limit applies to a project. Programs which include multiple projects may be escalated for a single approval, provided that each individual project does not exceed the financial limit described. • Variations to the approved total cost of a project will still require approval from the relevant delegate or authorised approver. For example: an employee with a $250k financial delegation cannot approve a $40k variation to a project now costing $290k.	✗	✓ $100k* (9/10)	✓ $250k*	✓ $1m*	✓ $2m*	✓ $10m*

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	Description of delegated functions	Delegation levels					
		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
	• All monetary values are GST exclusive.						
9.5	To approve procurements of Information and Communication Technology (ICT), including entering into contracts or agreements. **Conditions and notes:** • Excludes procurement of consultant professional services (refer to delegation 9.1) • For ICT procurements that do not relate to applications that are pre-approved by DPHI DIO, DPHI DIO must be consulted prior to procurement. • An agreement, contract or licence for a term greater than 5 years must be approved by the CEO. • Any ICT contract over $10m must be approved by the Secretary of DPHI*. • All monetary values are GST exclusive.	✗	✗	✗	✓ $1m*	✓ $2m*	✓ $10m*
9.6	Approve Goods and Services and Construction Procurement Strategies and provide instruction on deemed method of procurement. **Conditions and notes:** • Procurement strategies with an estimated value of **more than $250,000 up to $5 million** (ex GST) must be approved by the Manager Procurement. • Procurement strategies with an estimated value **over $5 million** (ex GST) must be endorsed by the Manager Procurement and approved by the CEO. • Approval must be recorded on the procurement strategy document itself to support compliance with SOPA's procurement accreditation requirements. • The CFO must also endorse the procurement strategy by email or briefing note for procurements over $1 million(ex GST) to confirm that budget is available. • All monetary values are GST exclusive.	✗	✗	✓ $5m^ (Manager Procurement only) $250k^ (all other staff)	✓ $250k^	✓	✗
10	**Legal processes ss 14 and 75 SOPA Act (see also 14.4 below)**						
10.1	To decide to initiate, defend or settle legal action or proceedings, and sign all court documents necessary for that purpose, including a matter before the New South Wales Civil and Administrative Tribunal (NCAT), and instruct legal practitioners in relation to the claim, except where delegation 10.2 applies. **Conditions and notes:** • The monetary limit refers to the value of the claim initiated, received or settled. • Proceedings must be notified prior to commencement or upon receipt of the action to the CEO and DPHI General Counsel. • All figures are GST exclusive. • This delegation may only be exercised to commence proceedings based on legal advice that the proceedings have reasonable prospects of success and where the cost of the legal action is not expected to exceed the potential return to SOPA from the proceedings.	✗	✗	✗	✓ $1m*	✓ $2m*	✓ $10m*
10.2	Where an objection or an appeal has been made to the Land and Environment Court under Division 5 of Part 3 of the Just Terms Act, to defend or settle such action or proceedings, and sign all court documents necessary for that purpose, and to reach an agreement during proceedings regarding the payment of compensation.	✗	✗	✗	✗	✓ $2m*	✓ $10m*

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		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
	Notes: • The monetary limit refers to the value of the compensation amount claimed. • Proceedings must be notified prior to commencement or upon receipt of the action to the Deputy Secretary and DPHI General Counsel. • All figures are GST exclusive. • This delegation may only be exercised to defend proceedings based on legal advice that the proceedings have reasonable prospects of success.						
10.3	Provide instructions to DPHI Legal where a legal claim is: (a) low risk; and (b) under $100,000 (ex GST); and (c) covered under Treasury Managed Fund insurance (iCare); and (d) recommended course of action by DPHI Legal. **Notes:** This includes instructions to engage subject matter experts to prepare reports; serve expert reports; enter informal settlement conference; agree timetable changes; engage a barrister; agree to settle (less than $100k). Limits of $100k have been applied to category D & C delegates by the SOPA CEO notwithstanding their higher limits under the DPHI Financial Delegation.	✗	✓ $100k* (Senior Business Analyst only)	✓ $100k*^ (Office of CEO only)	✓ $100k*^ (Office of CEO only)	✓ $2m*	✓ $10m*
11 Asset Management s14 SOPA Act.							
11.1	To commit or incur expenditure in relation to facilities management for SOPA owned assets. **Note:** Capital expenditure requires a Capital Expenditure Authorisation Limit and inclusion in the Capital Works Program.	✓ $5k*	✓ $100k* (9/10) $25k* (7/8)	✓ $250k*	✓ $1m*	✓ $2m*	✓ $10m*
12 Plan of Management ss 34-37 SOPA Act.							
12.1	To respond in writing to any public submission in relation to proposed amendments to the plan of management during the public consultation period.	✗	✗	✗	✓	✓	✗
12.2	To manage the implementation of the plan of management for the Millennium Parklands.	✗	✗	✓	✓	✓	✗

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12.3	To amend the plan of management or cancel and substitute a new plan of management. **Conditions and notes:** • Must follow the processes set out in the SOPA Act including exhibition and Ministerial approvals.	✗	✗	✗	✓	✓	✗
12.4	To issue a Permit for activities in the Millenium Parklands that, per the Parklands Plan of Management, do not require a licence. **Conditions and notes:** • These permits must be based on assessment criteria detailed in the Parklands Plan of Management. • The Director of the Urban Renewal and Environment (role title may be amended from time to time) and the CEO are the only Delegates that may exercise this delegation.	✗	✗	✗	✓	✓	✗
12.5	Assess a proposed parklands use that requires a licence, recommend whether to grant a licence and propose appropriate conditions for inclusion in the licence. **Conditions and notes:** • Assessment must be undertaken against the criteria detailed in the Parklands Plan of Management. • Only Grade 11/12 staff responsible for the administration of the Parklands and the Director of the Urban Renewal and Environment (role title may be amended from time to time) may exercise this delegation. The CEO may also undertake this function. • The grant of the licence is covered by sections 6.1/6.2 above.	✗	✗	✓	✓	✓ (CEO only)	✗
13 -Functions of a Council or Planning Authority under the Environmental Planning and Assessment Legislation ss 17-27 SOPA Act							
13.1	To: 1. Determine applications for complying development certificates and issue complying development certificates, including fire safety schedules, on land within Sydney Olympic Park. 2. Consider and make decisions regarding the application of the *Building Code of Australia* in accordance with clause 74 of the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021* in relation to a well-founded objection to compliance with the *Building Code of Australia* required under a complying development certificate. 3. Maintain the register of, and keep documents relating to, complying development applications and certificates as required respectively by clauses 241 and 243 of the *Environmental Planning and Assessment Regulation 2021.*	✗	✗	✓	✓	✓	✗
13.2	To: 1. Enter into a voluntary planning agreement under section 7.4 of the *Environmental Planning and Assessment Act 1979* in relation to complying development, and development requiring consent up to a value of $10 million in estimated development cost, for the purpose of requiring contributions from a developer towards a public purpose. 2. Amend or revoke any such voluntary planning agreement to which SOPA is a party.	✗	✗	✗	✓	✓	✗

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		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
	3. Give public notice of a proposed planning agreement, or amendment or revocation of a planning agreement. 4. Keep the planning agreement and contributions registers required under clauses 206 and 217 of the *Environmental Planning and Assessment Regulation 2021*.						
13.3	Issue planning certificates and collect fees for that purpose pursuant to section 10.7 of the *Environmental Planning and Assessment Act 1979* and clause 290 of the *Environmental Planning and Assessment Regulation 2021*.	✗	✗	✗	✓	✓	✗
13.4	Give development control orders concerning development on land within Sydney Olympic Park, including fire safety orders. **Note**: when giving a fire safety order in relation to premises, delegates must comply with Part 10 of the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.*	✗	✗	✗	✓	✓	✗
13.5#	To: 1. Exercise the functions of the Minister as the consent authority under the *Environmental Planning and Assessment Act 1979*, the *Environmental Planning and Assessment Regulation 2021*, the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021* and the *State Environmental Planning Policy (State Significant Precincts) 2005*, as amended from time to time, for development other than State Significant Development on land within the Sydney Olympic Park site. 2. Exercise the functions under Division 2.6 of the *Environmental Planning and Assessment Act 1979* of a planning authority with respect to community participation which apply to the exercise of the Minister's functions as consent authority for development other than State Significant Development on land within the Sydney Olympic Park site. 3. Exercise the environmental impact assessment functions under Division 5.1 of the *Environmental Planning and Assessment Act 1979* of the Minister as a determining authority in relation to activity on Sydney Olympic Park. **Conditions**: • These delegations 13.5 were provided by the Minister for Planning in the *Environmental Planning and Assessment Instrument of Delegation (Minister to SOPA) 2022* • These delegations must not be exercised with respect to any application lodged by SOPA for development that is expected to result in the future realisation by SOPA of income or other economic benefit of over $250,000 per financial year. • These delegations do not include State Significant Infrastructure (Division 5.1).	✗	✗	✗	✓#	✓#	✗
14	**Functions of a Council under the Local Government Legislation ss 14 & 19 SOPA Act, cl 23(c) SOPA Reg**						
14.1	Determine an application for approval, and give, revoke or modify an approval, for the carrying out of an activity specified in the following parts of the Table in section 68 of the *Local Government Act 1993* in accordance with relevant provisions of Part 1 of Chapter 7 of that Act and Part 2 (Approvals) of, and Schedule 1 (Standards relating to approvals) to, the *Local Government (General) Regulation 2021*:	✗	✗	✓	✓	✓	✗

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	• Part A (Structures or places of public entertainment) • Part C (Management of waste) • Part E (Public roads) • Part F (Other activities)						
14.2	Give, revoke or modify orders under, and in accordance with, the following provisions: (a) Part 2 (Orders) of Chapter 7 of the *Local Government Act 1993* (Orders); (b) Part 3 (Orders) of, and Schedule 2 (Standards enforceable by orders) to, the *Local Government (General) Regulation 2021*. **Note**: delegates must comply with the procedural requirements set out in Division 2 of Part 2 of Chapter 7 of the *Local Government Act 1993*.	✗	✗	✗	✓	✓	✗
14.3	Take action to give effect to the terms of an order given under Part 2 of Chapter 7 of the *Local Government Act 1993* where there has been a failure to comply with those terms.	✗	✗	✗	✓	✓	✗
14.4	Instruct legal practitioners in relation to defending an appeal brought in the NSW Land and Environment Court against: • an approval (or refusal of approval), or • modification or revocation of an approval, or • an order, made under Part 7 of the *Local Government Act 1993*. (See also section 10 of the delegations for other legal proceedings).				✓	✓	
15 Roads, Traffic and Wharf Management Functions ss 14, 38-42, 44 and 46 SOPA Act							
15.1	1. Consent (and refuse to consent) to the provision, opening, dedication, closure or realignment of a public road within Sydney Olympic Park. 2. Consent (and refuse to consent) to a private road within Sydney Olympic Park being: (a) provided, opened, closed or realigned; or (b) regulated in its use; or (c) used for a purpose other than a road.	✗	✗	✗	✓	✓	✗
15.2	Exercise the functions of a roads authority under the *Roads Act 1993* in relation to the public roads within Sydney Olympic Park that are vested in SOPA.	✗	✓	✓	✓	✓	✗

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		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
15.3	Exercise the following functions within Sydney Olympic Park in accordance with a traffic management plan that has been approved by TfNSW: 1. Control and regulate traffic, including to: (a) prohibit, regulate, control or refuse the entry of vehicles into Sydney Olympic Park; (b) regulate parking in the public domain by signs; (c) set aside land within the public domain for use by buses or point to point transport vehicles and imposing conditions of such use. 2. Temporarily close a road at any time and for any purpose.	✗	✓	✓	✓	✓	✗
15.4	• Permit entry onto closed roads. • Direct the removal of a vehicle from a closed road. • Permit removal, damage or interference with road closure signs or barriers. (see s 42 SOPA Act) **Conditions and notes:** • Only an Authorised Officer (appointed pursuant to clause 28 of the SOPA Regulation) or a Ranger (appointed pursuant to section 65 of the SOPA Act) can exercise this delegation.	✗	✗	✓	✓	✓	✗
15.5	Exercise the functions of an Authorised Officer with respect to any offence against the SOPA Act or SOPA Regulation that arises from the parking of a vehicle on land at Sydney Olympic Park, other than a road. **Note:** this delegation may only be exercised by the Director of Place Management and Stakeholder Engagement (as the title may be amended from time to time), and no other Director.	✗	✗	✗	✓	✓	✗
15.6	Direct a person authorised by SOPA under s44(2) of the SOPA Act to either move, or remove from Sydney Olympic Park, an unattended motor vehicle or trailer that is: (a) standing unlawfully; or (b) constitutes a danger to persons or property; or (c) is causing an obstruction.	✗	✓	✓	✓	✓	✗
15.7	Exercise the functions of a parking authority under s46 of the SOPA Act in relation to pay parking schemes, parking permits and controlled loading zones within Sydney Olympic Park.	✗	✓	✓	✓	✓	✗

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		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
15.8	Determine the conditions on which a wharf of SOPA may be used to secure vessels.	✗	✗	✓	✓	✓	✗
16	**Appointment of Rangers and regulation of Activities within Sydney Olympic Park and enforcement functions (ss 19, 25, 42, 65 & 78) SOPA Act, SOPA Regulation)**						
16.1	1. Limit the number of persons who may enter Sydney Olympic Park or any part of Sydney Olympic Park. 2. Prohibit or limit categories of persons from entering Sydney Olympic Park or any part of Sydney Olympic Park. 3. Close Sydney Olympic Park or any part of Sydney Olympic Park to the public. 4. Charge admission to Sydney Olympic Park or any part of Sydney Olympic Park. (clause 4 SOPA Regulation) **Conditions and notes:** • Only rangers or Authorised Officers appointed under section 65 of the SOPA Act or clause 28 of the SOPA Regulation can exercise the delegations in this section 16.1 for regulating activities within Sydney Olympic Park.	✓	✓	✓	✓	✓	✗
16.2	Give authorisation as permitted by the provisions of clauses 5, 6, 7, 18 and 38 of the SOPA Regulation, with or without conditions, for a person to do anything at Sydney Olympic Park that would otherwise be prohibited under those provisions of the SOPA Regulation. **Conditions and notes:** • this delegation may be exercised by an Authorised Officer as defined in the SOPA Regulation or a Ranger as defined in section 65 of the SOPA Act. • For activities within the Millennium Parklands, authorisation may only be given following issue of a Parklands Approval permit and/or licence and in accordance with any conditions specified.	✓	✓	✓	✓	✓	✗
16.3	Ban a person from entering into any part of Sydney Olympic Park for a period if the person contravenes any provision of the SOPA Regulation. (clause 11 SOPA Regulation) **Note:** • This delegation may be exercised by an Authorised Officer as defined in the SOPA Regulation or a Ranger as defined in s65 of the SOPA Act. • A separate instrument of delegation dated 5/7/2019 covers use of banning by NSW Police.	✗	✓	✓	✓	✓	✗

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16.4	Require a person to whom an authorisation under the SOPA Regulation is proposed to be given to give security for fulfilment of the person's obligations under the conditions of that authorisation. (clause 38 SOPA Regulation)	✗	✗	✗	✓	✓	✗
16.5	Set aside reserved areas of a sportsground. (clause 17 SOPA Regulation)	✗	✗	✗	✓	✓	✗
16.6	Issue tickets for: (a) entry into a sportsground; or (b) entry into a reserved area within a sportsground; or (c) occupation of reserved seating. (clause 17 SOPA Regulation)	✗	✗	✓	✓	✓	✗
16.7	Take a photograph or make another form of image of a person who is removed from a sportsground under the Regulation. (clause 21 SOPA Regulation)	✗	✓ Grade 9/10 only	✓	✓	✓	✗
16.8	Appoint a person to be a ranger for the purposes of the Act. (Section 65 SOPA Act)	✗	✗	✗	✓	✓	✗
16.9	• Control and direct rangers. • Sign identification cards to be provided to rangers. (clause 29 SOPA Regulation and section 65 SOPA Act)	✗	✓ Grade 9/10 only	✓	✓	✓	✗
16.10	• Issue a penalty notice pursuant to section 79 of the SOPA Act and schedule 1 of the SOPA Regulation. **Conditions and notes:** • Only an Authorised Officer (appointed pursuant to clause 28 of the SOPA Regulation) or a Ranger (appointed pursuant to section 65 of the SOPA Act) can exercise this delegation. • Clause 31 of the SOPA Regulation deems that a ranger appointed under the SOPA Act is taken to	✓ Ranger/ Authorised Officer only	✓ Ranger / Authorised Officer only	✓ Ranger/ Authorised Officer only	✓ Ranger/ Authorised Officer only	✓ Ranger /Authorised Officer only	✗

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	be an authorised person under the SOPA Regulation.						
16.11	Serve penalty notices for penalty notice offences under section 9.58 of the *Environmental Planning and Assessment Act 1979* other than the penalty notice offences which may only be enforced by persons authorised by the Minister or Planning Secretary. **Conditions and notes:** • Only an Authorised Officer (appointed pursuant to clause 28 of the SOPA Regulation) or a Ranger (appointed pursuant to section 65 of the SOPA Act) can exercise this delegation.	✗	✗	✗	✓	✓	✗
16.12	Exercise powers of entry, inspection and investigation under Part 2 of Chapter 8 of the *Local Government Act 1993* for the purposes of enabling SOPA to exercise its functions as a council under that Act. **Conditions and notes:** • Only an Authorised Officer (appointed pursuant to clause 28 of the SOPA Regulation) or a Ranger (appointed pursuant to section 65 of the SOPA Act) can exercise this delegation.	✗	✗	✓	✓	✓	✗

16.13	• Serve penalty notices for penalty notice offences under section 679 of the Local Government Act 1993.
	• Exercise the functions conferred on Authorised Officers by the following provisions of the Local Government Act 1993:
	  ○ Section 680 - power to demand offender's name and report to council;
	  ○ Section 681A – power to confiscate specified recreational equipment used in the commission of specified offences in accordance with section 681A.
	
	Conditions and notes:
	• Only an Authorised Officer (appointed pursuant to clause 28 of the SOPA Regulation) or a Ranger (appointed pursuant to section 65 of the SOPA Act) can exercise this delegation.
		✗	✗	✓	✓	✓	✗

17	**Write off, waiver and disposal**						
17.1	Approve the write-off or waiver of debt or losses **Conditions and notes:** • Approval must be given consistently with any Treasurer's Directions, and Treasury or Departmental Policies. • The writing-off of a debt as irrecoverable is also subject to any applicable Treasurer's directions under the *Government Sector Finance Act 2018*.	✗	✗	✗	✓ $20k* -debt $100k* - losses	✓ $100k* – debt $500k* -losses	✓ $1m* – debt & losses

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		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
	• Before approving the whole or any part of a debt owing to SOPA to be written off as irrecoverable, at least one of the following conditions must be satisfied: (a) the debtor cannot be located; (b) the estimated costs of recovery action in court exceeds the amount to be recovered; (c) the medical, financial or other circumstances of the debtor at the time do not warrant the initiation of recovery action; (d) legal advice is given that recovery action in court is likely to be unsuccessful or legal proceedings actually taken in court proved unsuccessful.						
17.2	Approve the transfer, disposal, destruction and write off of assets that are surplus to requirements or beyond economic repair **Note:** Approval must be given consistently with any Treasurer's Directions, and Treasury or Departmental Policies	✗	✗	✗	✓ $50k*	✓ $100k*	✓ $5m*
18 Expenditure of money, contract management, charging fees and other financial matters s14 SOPA Act							
18.1	1. Exercise the following functions in respect of money held and controlled by SOPA including pay parking fees which belong to SOPA by virtue of clause 96 of the *Road Transport (General) Regulation 2021*: (a) commit such money for expenditure; (b) incur expenditure of such money; (c) make payments of such money (including for the purposes of repaying any borrowing by the Corporation). 2. Enter into contracts and agreements in the exercise of SOPA's functions, including contracts for: (a) the provision of maintenance services for land (including buildings) vested in SOPA; and (b) the provision of the goods, services and facilities listed in clause 37 of the Regulation. 3. Manage contracts and agreements to which SOPA is a party, including to assert SOPA's rights under those contracts and agreements. **Condition:** • Expenditure must be supported by a budget control limit (refer TPG24-35). • Limits are assessed against amounts excluding GST. • Where a contract or agreement does not involve the expenditure of money, the CEO is not limited to the dollar amount specified.	✓ $5k*	✓ $100k* (Grade 9/10) $25k* (Grade 7/8)	✓ $250k*	✓ $1m*	✓ $2m*	✓ $10m*
18.2	Make payments for SOPA expenditure, if the expenditure has already been approved by an authorised Delegate*#.	✓	✓	✓	✓	✓	✓

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	Conditions and notes: • This delegation can only be exercised if the item being paid has previously been validly committed or incurred by an authorised delegate. • For payments with no prior approvals, 18.1 applies. • For example – if a Purchase Order has been duly authorised under 18.1, then payments for goods and services received under that Purchase Order can rely on 18.2. • This delegation is intended to apply to DPHI and Government Shared Services staff to the extent they are employed to enable SOPA to perform its functions, as authorised by the *SOPA Instrument of Delegation (Banking Functions) 2021* issued by the Chief Executive in relation to the operation of SOPA bank accounts# and/or the DPHI Financial Delegations.						
18.3	Determine the amount of a fee which may be charged under clauses 32 and 36 of the SOPA Regulation. **Conditions and notes**: • SOPA's Fees, Charges and Revenue Generation Policy must be adhered to. • the relevant factors specified in clause 33 of the Regulation must be taken into consideration when determining the amount of a fee.	✗	✗	✗	✓ CFO only	✓	✗
18.4	Charge and recover a fee: (a) for any authorisation given or any service provided under the SOPA Act or Regulation; and (b) in addition to any fee determined under legislation other than the SOPA Act or Regulation (except where prohibited by such other legislation). **Note**: this delegation does not include the authority to determine the amount of any fee which may be charged and recovered under clauses 33 and 36 of the SOPA Regulation – see item 18.3 above.	✗	✗	✗	✓	✓	✗
18.5	Reduce a fee, prior to imposition, for reasons of hardship or other approved discounts such as charities. **Note:** any reduction of fees must be in accordance with SOPA's "Discounts on Fees and Charges Policy" and requires the approval of both the CFO and the CEO.	✗	✗	✗	✓ CFO approval required	✓ CEO approval required	✗
18.6	Payment of a refund or reimbursement of money. **Notes:** • This does not include discount and waiver of fees as per the Discounts on Fees and Charges Policy. • A waiver requires a clear source of authority because it involves deciding not to collect money that would otherwise be payable to SOPA. A refund also requires authority, but is linked to defined circumstances such as cancellation, overpayment, error or failure to provide the relevant service. For example: A person pays a $200 permit fee, but the event is cancelled and SOPA returns the money. This is a **refund**. If SOPA decides that a community organisation does not need to pay the $200 permit fee, this is a **waiver**.	✗	✗	✓ $50k*	✓ $100k*	✓ $1m*	✓ $2m*

* Denotes limits set by DPHI Financial Delegations dated 26 June 2025
^ Denotes limits set by SOPA through this Delegation
# Denotes delegations granted through a separate instrument

	Description of delegated functions	Delegation levels					
		F (5/6)	E (7/8, 9/10)	D (11/12)	C (Director)	B (CEO / Exec. Director)	A (Deputy Secretary)
18.7	Use of purchase card (Pcard) for SOPA expenditure. **Conditions:** The purchase card can only be: • Used in accordance with the DPHI Financial Delegations; and • For a purpose for which it is issued and in accordance with any policy or direction of the Treasurer or the Secretary.	✓ Within approved card limit	✓ Within approved card limit	✓ Within approved card limit	✓ Within approved card limit	✓ Within approved card limit	✓ Within approved card limit
19	**Protection of SOPA name and regulation of NSW Government Use of Olympic Games related copyright ss67 & 68 SOPA Act**						
19.1	Give written consent for: 1. a person to use the name "Sydney Olympic Park" for a commercial purpose; or 2. a public authority to make an arrangement with an Olympic organisation for use of any matter for which the Olympic organisation owns or controls the copyright.	✗	✗	✗	✓	✓	✗

* Denotes limits set by DPHI Financial Delegations dated 26 June 2025
^ Denotes limits set by SOPA through this Delegation
# Denotes delegations granted through a separate instrument