

CORPORATE RESPONSIBILITY FRAMEWORK

Background

Sydney Olympic Park Authority (SOPA) was established under the *Sydney Olympic Park Authority Act 2001* (SOPA Act). The Act requires SOPA to carry out its functions with consideration to best practice in ecologically sustainable development, ensuring the protection and enhancement of the Millennial Parklands, enhancing the natural and cultural heritage of the Park, and providing a vibrant and secure precinct for members of the public.

Purpose

This framework is intended to provide the background to enable Sydney Olympic Park Authority (SOPA) to maintain its culture of corporate and social responsibility through integrating corporate governance and social responsibility into our values and practices.

Organisational Governance

SOPA will undertake its functions in line with the following principals:

- **Accountability** through reporting to our stakeholders
- **Transparency** through information we make available about our policies, decisions and activities for which we are responsible
- **Ethical behaviour** by acting in accordance with the values of honesty, equity and integrity and through a concern for people, animals and the environment and a commitment to address the impact of our activities and decisions on stakeholders' interests
- **Respect**, consider and respond to the interests of our stakeholders
- **Respect for the rule of law**
- **Respect for international norms** of behaviour
- **Respect for human rights** and recognize both their importance and their universality.

In its governance, SOPA incorporates the principles of social responsibility into decision making and implementation. It will consider the following subjects when reviewing or establishing new systems or processes:

Human Rights – SOPA will exercise due diligence to identify, prevent and address actual or potential human rights impacts resulting from its activities or the activities of those with which we have relationships.

Labour Practice – through our policies and procedures, we will:

- Respect workers' right to collective bargaining
- Practise non-discrimination
- Promote consultation and cooperation among employers and workers
- Ensure workers' occupational health and safety
- Provide reasonable notice of major changes,

Environment – Though its environmental management system SOPA will monitor, evaluate and verify environmental, health and safety impacts of activities and objectives.

Fair Operating Practices – In accordance with NSW State Government requirements, and our own internal policies on procurement, ethics and conduct SOPA will ensure fair operating practices in our dealings with other organizations and stakeholders.

Consumer issues – When dealing with our customers we will apply the principles of: safety, keeping our customers informed, offering choices, providing opportunities to be heard, provide a means of redress, deliver education and a healthy environment. We will also respect the customers’ right to privacy.

Community Involvement and Development – Though our programs and stakeholder engagement plans we will encourage local capacity building through close co-operation with the local community.

Related Policies

Internally, SOPA has established the following policies which assist in meeting our commitment to corporate social responsibility.

Policy Name	Core Subject
Legislative Compliance Policy	Organisational governance
Financial Policies	Organisational Governance
Financial Procedures Manual	Organisational Governance
Aboriginal Cultural Protocols and Practices Policy	Human Rights
Child Protection Policy	Human Rights
Disability - Adjustment Policy For Persons With Disability	Human Rights
Disability Inclusion Action Plan	Human Rights
Workforce Diversity Policy July 2018	Human Rights
Acting Opportunities and Arrangements Policy	Labour Practice
Discrimination, Harassment and Bullying Free Policy	Labour Practice
Employee Assistance Program	Labour Practice
Equal Employment Opportunity Policy	Labour Practice
Exit Procedures - Staff, Service Contractors and Agency Personnel	Labour Practice
Grievance Handling Policy	Labour Practice
Performance Development Program (PDP) Policy	Labour Practice
Work Health and Safety (WHS) Injuries Reporting and Management of Workplace Injuries	Labour Practice
Work Health and Safety (WHS) Management Policy	Labour Practice

Work Health and Safety (WHS) Management System Procedure	Labour Practice
Recruitment Procedures	Labour Practice
Work Health and Safety (WHS) First Aid Management	Labour Practice
Environmental Management - Cat Management Policy	Environment
Environmental Management: Biodiversity Management Policy	Environment
Environmental Management: Brickpit Access Procedures	Environment
Environmental Management: Environmental Assessment of SOPA Works and Activities	Environment
Environmental Management: Invasive Environmental Weeds Policy	Environment
Environmental Management: Newington Nature Reserve Access Procedures	Environment
Environmental Management: Pesticides Use Notification Policy	Environment
Environmental Management: Pollution Incident Notification Policy	Environment
Environmental Management: Pollution Incident Response Management Plan - Water Reclamation and Management Scheme (WRAMS)	Environment
Environmental Management: Pollution Incident Response Management Plan - Wilson Park Bioremediation System	Environment
Environmental Management: Recreational Fishing Policy	Environment
Environmental Management: Register of Legal and Other Environmental Requirements	Environment
Environmental Management: Remediated Lands Management Policy	Environment
Mosquito Management and Communication Procedure	Environment
Parklands Statutory Compliance Policy - March 2007	Environment
Remediated and Contaminated Land Development Policy	Environment
Return to Work Program	Environment
Stormwater Management & Water Sensitive Urban Design	Environment
Advertising Procedures - Tenders, Recruitment, Notices and Campaigns	Fair Operating Practices

Affordable Housing Allocation and Management Policy	Fair Operating Practices
Authorities Manual - Delegations (Authority)	Fair Operating Practices
Code of Ethics and Conduct	Fair Operating Practices
Corporate Hospitality Policy	Fair Operating Practices
Corruption Prevention Strategy	Fair Operating Practices
Development Applications and Section 96 Applications - Assessment and Determination Procedures Manual	Fair Operating Practices
Direct Negotiations Guidelines	Fair Operating Practices
Engagement of Service Contractors and Consultants	Fair Operating Practices
Gifts Benefits & Hospitality Policy	Fair Operating Practices
Information Technology Security - Policy for Suppliers (SOPAISMS_P5)	Fair Operating Practices
Procurement Manual	Fair Operating Practices
Procurement Policy - Goods, Works & Services	Fair Operating Practices
Closed Circuit Television (CCTV) Protocol - Sydney Olympic Park Authority	Consumer Issues
Feedback and Complaints Policy	Consumer issues
Government Information (Public Access) (GIPA) - Agency Proactive Release Information Review Procedure	Consumer issues
Government Information (Public Access) (GIPA) - Processing Formal Access Applications	Consumer issues
Government Information (Public Access) (GIPA) - Processing Informal Applications	Consumer issues
Government Information (Public Access) (GIPA) Policy	Consumer issues
Information Security - Information Security Policy (SOPAISMS_PO)	Consumer issues
Information Technology Security - Management System Policy (SOPAISMS_P1)	Consumer issues
Privacy Protocol - Sydney Olympic Park Authority	Consumer issues
Privacy Management Plan - Sydney Olympic Park Authority	Consumer issues
Homeless People Protocol	Community Involvement and Development
Lighting of the Olympic Cauldron at Sydney Olympic Park Policy	Community Involvement and Development
Major Event Impact Assessment Guidelines	Community Involvement and Development

Reporting

Through our publicly available Annual Report, SOPA will continue to report on the following matters:

- State of the Environment Report including
 - Water Conservation
 - Energy Manager
 - Pollution Control
 - Waster and Materials Sustainability
 - Biodiversity
 - Public open spaces
 - Transport
 - Authority operations

- Disability inclusion action plan
- Government Information (Public Access) Act applications
- Digital information security
- Human resource reporting including:
 - Workforce diversity
 - Recruitment and training
 - Performance management
 - Industrial Relations, work health and safety
- Agreements with the Community Relations Commission
- Multicultural policies and service program
- Workforce diversity
- Customer response
- Community Involvement and development

Contact Officer

Any enquiries relating to this framework should be addressed to:

Executive Director, Business Support
Sydney Olympic Park Authority
5 Olympic Boulevard
SYDNEY OLYMPIC PARK NSW 2127
Phone: 9714 7300
Email: enquiries@sopa.nsw.gov.au