

Work Permit Policy

Purpose of this policy

The purpose of this policy is to assist SOPA to perform the Precinct Coordination functions set out in Sections 13 and 14 (1) of the Sydney Olympic Park Authority Act 2001 and such other relevant functions as are conferred or imposed on SOPA by or under this or any other Act.

In the above context the work permit policy is taken to be authorised by Section 14 (2) of the Sydney Olympic Park Authority Act 2001 as a supplemental, incidental or consequential action necessary or expedient for the exercise of SOPA's functions.

To whom this policy applies

This policy applies to all employees, consultants and contractors of the department. It also applies to employees, consultants and contractors of all departmental entities that have people employed in or through the department.

Policy statement

The requirement for a Work Permit is triggered by any works or activities (Works) that are undertaken within the public domain or parklands at Sydney Olympic Park, with the exception of Exempt Work. For the purposes of this policy Work Permit includes, road occupancy permits, road opening permits, hoarding permits and vehicle permits.

Any Works carried out in the Public Domain must:

- have a valid Work Permit issued by Sydney Olympic Park Authority,
- must be undertaken in accordance with the terms of the Work Permit; and
- must adhere to other legislative, regulatory or statutory instruments as relevant for the Works.

The responsible SOPA Manager for the Works must make sure the relevant contractor/agency/service providers are aware of all other duties, obligations and responsibilities that are already enforceable under other legislative, regulatory or statutory instruments, in addition to any Work Permit requirements.

Conditions may be applied to a Work Permit, with regards to:

- matters directly associated with informing the community and customers of proposed Works,
- avoiding asset damage,
- protecting public safety,
- minimising customer experience and stakeholder conflicts,
- formalising pedestrian and/or traffic management arrangements,
- addressing operational and precinct coordination risks, or
- other precinct coordination matters.

Conditions must not re-state or modify existing statutory or other legal duties or obligations - such duties or obligations apply without being included as conditions.

As part of the Work Permit approval process, the relevant SOPA functional area will have an opportunity to review the work permit applications to check whether their own area of interests/activities will be impacted upon/. Where applicable, the functional managers may suggest alternatives and/or advice of mitigation actions- directly to the responsible SOPA Manager for them to consider (i.e. the Site Works & Development Coordinator has no role to play in this regard).

The responsible SOPA Manager for the Works should address any clarifications or issues of concern (if any) related to the Works and their area of responsibility.

For term contractors with Works or activities of a consistent nature that will occur according to a schedule over a defined period of time and area, a single Work Permit may be issued for their contract term in accordance with the Work Permit Procedure.

Where an external party independent of SOPA requires a work permit (i.e. utility authorities) then the Site Works & Development Coordinator or Precinct Coordination Team Leader is for the purposes of this procedure the responsible SOPA Manager.

Contact Officer

Any enquiries relating to this Sydney Olympic Park Policy should be addressed to the Senior Manager, Operations on 9714 7900.

Failure to comply with this policy

If you fail to comply with this policy, corrective action may be taken in accordance with the Code of Ethics and Conduct. All employees, and others covered by the code, are expected to adhere to the ethical and behaviour standards outlined in the code.

Individuals may also be subject to infringements and fines in accordance with the Sydney Olympic Park Authority Regulation 2018.

Review timeframe

SOPA will review this policy no later than 3 years from the date the document is approved. The document may be reviewed earlier in response to post-implementation feedback, changes to legislation, or as necessary.

Related documents

Other policy documents that should be read in conjunction with this policy:

- Work Permit Procedure

Legislation that should be read in conjunctions with this policy:

- Sydney Olympic Park Authority Act 2001
- Sydney Olympic Park Authority Regulation 2018

Policy metadata

Table 1. Policy metadata

Category	Description
Status	Final
Date of approval	September 2023
Approver	Director, Place Management & Stakeholder Engagement
Group	Homes, Property and Development
Division	Sydney Olympic Park Authority
Policy owner	Manager, Precinct Manager
Branch	Place Management & Stakeholder Engagement
Document location	SOPA Intranet and website
Next review date	January 2023
Associated procedure	Work Permit Procedure
Any additional applicability	N/A
Superseded document	SOPA Policy POL04/2
Further information	michael.copping@sopa.nsw.gov.au
Document Reference	POL04/2

Version control

Table 2. Version Control

Version	Date issued	Change
1		
2	November 2007	
3	June 2007	
3.1	November 2012	Reviewed
4	January 2014	Major Update
5	April 2014	Reviewed, Senior Manager Operations
5.1	February 2017	Reviewed, Senior Manager Operations
5.2	June 2018	Reviewed, Senior Manager Operations

Version	Date issued	Change
5.3	September 2019	Reviewed, Senior Manager Operations
5.4	August 2020	Reviewed, Senior Manager Operations
5.5	October 2021	Reviewed, Senior Manager Operations
6	September 2023	Review and update to new format and separation of former Work Permit Policy into Policy and Procedure.

Appendices

Appendix 1 – Definitions

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Table 3 - Definitions

Exempt Work	Emergency works by Sydney Water, AusGrid, Telstra, AGL, Vodafone, Optus, Jemena, emergency activities by a Fire Brigade, Ambulance, Police, State Rail, RMS and works identified from time to time as exempt by the Executive Group.
Precinct Coordination	Refers to all those matters directly associated with optimising the operational effectiveness and efficiency of the public domain as it functions in support of the local community and customers, major events, property development, and a sustainable environment. Such matters include but are not limited to promoting a positive customer experience, keeping community, stakeholders and customers informed of potential impacts, avoiding asset damage; promoting public safety; minimising activity conflicts; impacts on events; formalising pedestrian access controls and traffic management arrangements.
Public Domain	Refers to all the roads and lands that comprise Sydney Olympic Park that are not private premises or within public venues.
Responsible SOPA Manager	The most appropriate SOPA staff member that has responsibility for the relevant work for which a Work Permit is sought. Such staff member may be self-selected or appointed but can never be an external party.
Work Permit	A permit issued by SOPA that authorises Work in the Public Domain. For the purposes of this policy Work Permit includes, road occupancy permits, road opening permits, hoarding permits and vehicle permits.
Works	<p>Work refers to any works or activities within the public domain of Sydney Olympic Park, including (but not limited to):</p> <ol style="list-style-type: none"> a) the use of the land for public events, sports or other public gatherings, not covered by a License Agreement, b) the use of the land for development site access or construction support activities, c) the excavation of the land or other hard or landscape surface disturbance d) the physical interference with, access to, or connection into public infrastructure, e) the opening or closing or other restriction on access to roads or road like places, f) the erection or demolition of a building or building related services, g) the carrying out of asset maintenance or replacement activities, and h) any other act, matter or thing that may impact on the safe and efficient function of the public domain.