

Discounts on Fees and Charges Policy

Purpose of this policy

This policy establishes the principles and governance framework for considering discounts to fees and charges applied by the Sydney Olympic Park Authority (SOPA), pursuant to section 34 of the *Sydney Olympic Park Authority Regulation 2018*.

The policy is intended to ensure that decisions to discount fees:

- are transparent, consistent, and accountable
- align with SOPA's statutory role as a steward of a State significant precinct
- support public, strategic or precinct outcomes
- do not undermine SOPA's financial sustainability

This policy operates in conjunction with the Fees, Charges and Revenue Generation Policy (POL02/6), which governs the setting of fees and charges.

To whom this policy applies

This policy applies to all employees, consultants and contractors of SOPA involved in assessing, recommending, or approving discounts to SOPA fees and charges.

Discounts must **not** be offered, agreed, or implied without approval from the relevant delegate in accordance with this policy.

What does this policy apply to

This policy applies to discounts requested against SOPA's published fees and charges in the *Fees, Charges and Revenue Generation Policy*.

This policy does not apply to:

- Regulatory fees and charges.
- Revenue associated with the disposal, lease, or long-term occupation of assets, as defined in the Fees, Charges and Revenue Generation Policy.
- Fees, charges, or costs associated with third-party operators or SOPA-operated programs, memberships or coaching services.

- User charges relating to the hire or use of sporting venues or open space, where the parties have entered a separately negotiated agreement or framework, due to the precinct's state level strategic priorities.
- Fees and charges related to parking within Sydney Olympic Park, including casual, event rate, parklands and long-term parking.

Eligibility is determined strictly based on the applicant's circumstances at the time the assessment and determination is made. Retrospective or backdated discounts will not be considered.

Policy statement

Sydney Olympic Park Authority (SOPA) charges fees for the use of its venues, spaces, and services in accordance with the SOPA Fees and Charges Schedule, published and updated annually.

SOPA may consider a discount in limited circumstances where it determines the activity delivers a clear public, community, cultural or precinct benefit aligned with the Objects of the Sydney Olympic Park Authority Act 2001. Discounts are:

- not automatic;
- not an entitlement; or
- considered on a case-by-case basis, in accordance with this policy.

SOPA is not funded to provide financial assistance or subsidies through its fees and charges. Any discount reflects a policy decision to support a specific activity or outcome and does not create an ongoing or future entitlement.

All requests and any subsequent discount is subject to availability and operational capacity at the time of assessment. Submission of a request does not guarantee access to a venue or date.

How discounts are determined

Requests for discounts are assessed by reference to:

- whether the applicant falls within an eligible category; and
- the purpose of the activity, including its alignment with SOPA's statutory objectives and the benefit delivered to the precinct or broader community.

Discounts are applied within published discount tiers, which set discount levels to ensure consistency, transparency, and equity.

SOPA does not negotiate bespoke discounts or assess:

- financial capacity;
- revenue generated or surplus use; or
- ongoing social or economic impact.

Cost responsibility

Any discount applies only to the base SOPA fee, which is published in the SOPA Fees and Charges schedule, unless expressly stated otherwise.

All hirers remain responsible for paying outgoings and additional costs, including but not limited to staffing, utilities, cleaning, security, traffic management, reinstatement, and third-party charges.

Transparency and fairness

This policy is designed to ensure that:

- similar activities are treated consistently;
- decisions are transparent and equitable; and
- SOPA's commercial sustainability is protected.

Approval of a discount applies only to the specific activity approved and does not establish a precedent for future activities.

Discount structure and assessment framework

Eligible cohorts

Only applicants within the eligible cohorts as outlined in Table 1 will be considered for a discount.

Table 1 – Eligible Cohorts Table

Groups	Definition
Charitable organisations	Applies where the applicant is endorsed by the Australian Taxation Office as a registered charity for tax concession purposes found on the Australian Charities and Not-for-profits Commission register: https://www.acnc.gov.au/charity/charities
Not for profit	Applies where the applicant is a registered and incorporated organisation that holds “not for profit” status on

	the Australian Charities and Not-for-profits Commission register: https://www.acnc.gov.au/charity/charities
Community groups or cultural or volunteer organisations	Applies to initiatives led by organised groups of individuals who share common interests, values, or heritage, and who come together to promote cultural expression, social interaction, and community development.
NSW Government agencies (non-commercial)	NSW Government agencies, excluding State Owned Corporations (SOCs) and Public Non-Financial Corporations (PNFCs), undertaking activities for a public, civic or policy purpose.
Local Councils	Local government authorities established under the Local Government Act 1993 (NSW) undertaking activities for a public or community purpose, and not acting in a commercial, cost-recovery or event promoter capacity.

Discount tiers

Discounts are applied by reference to the Tiers outlined in Table 2.

Table 2 – Discount Matrix

Tier	Purpose of activity	Criteria	Discount
A	Strategic or public purpose activities	Applies where the activity: - is initiated, endorsed, or co-delivered by SOPA or a non-commercial NSW Government agency, or a Local Council for a public, civic or community purpose; and - delivers a clear precinct-wide or NSW-wide public benefit aligned with SOPA's statutory objectives.	25%
B	Community or cultural activities	Applies where the activity: is primarily intended to foster community participation, cultural	50%

		expression, inclusion, education, or social connection and is delivered by an eligible community, cultural, charitable, or not-for-profit organisation • is open to the public or a clearly defined community group • aligns with SOPA's statutory objectives without a primary commercial purpose	
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Hybrid activities

Where an eligible applicant partners with a commercial entity, the activity will be assessed based on its primary purpose and beneficiary, and may be deemed ineligible if commercial benefit is dominant.

Non-eligible cohorts

- Applicants that do not fall within the Eligible Cohorts at Table 1;
- Applicants that are:
 - subject to separate commercial or venue agreements;
 - commercial operators; or
 - third-party program providers;
 - School-based activities, including but not limited to school carnivals, sports days, interschool competitions, and other curriculum or extracurricular school events;
- Sporting organisations or governing bodies that may operate on a not-for-profit basis but are not registered under the ACNC; or
- Organisations that provide a private or commercial benefit to a closed, or restricted, audience, including ticketed or commercial activities.
- State Owned Corporations
- Public Non-Financial Corporations

Costs payable by the hirer

Any discount approved under this policy applies only to the base SOPA fee specified in the published Fees and Charges, unless expressly stated otherwise.

Discounts do not apply to outgoings or additional costs incurred by SOPA in connection with the hire or activity. Regardless of whether a discount is approved, hirers remain responsible for paying all applicable outgoings and additional costs, including but not limited to:

- utilities (including electricity, water, and waste services)
- staffing costs (including security, cleaning, operations, and event support staff)
- traffic management, crowd control, or safety services
- equipment hire, consumables and temporary infrastructure
- reinstatement, damage rectification, or cleaning costs
- third-party charges or passthrough costs incurred by SOPA

These costs must be paid in full and are not subject to discount under this policy.

Prohibited approaches

In applying this policy, SOPA will not:

- apply automatic discounts based solely on organisational type;
- assess financial capacity, revenue levels, or surplus use;
- negotiate discounts outside the published tiers; or
- apply retrospective or backdated discounts.

Approval and discretion

Discounts must be approved by the Chief Financial Officer and are subject to the ultimate discretion of the Chief Executive Officer, including any exceptional circumstances.

To support transparency, accountability and auditability, SOPA will maintain a formal record of all discretionary decisions made under this Policy, including the rationale, approval authority and any associated financial impact. This record will provide an auditable trail to ensure consistency and integrity in decision-making.

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.

Review timeframe

Office of the CEO 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:

- Fees, Charges and Revenue Generation Policy (POL02/6)

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	24 April 2026
Approver	Chief Executive Officer, Sydney Olympic Park Authority
Group	Property Workplaces and Development
Division	Department of Planning, Housing and Infrastructure
Policy owner	Chief Financial Officer
Branch	Finance
Document location	SOPHIE (SOPA Intranet)
Next review date	Apr 2029
Associated procedure	Discounts on Fees and Charges Procedure
Superseded document	Nil
Further information	sopa.coord@sopa.nsw.gov.au
Document Reference	POL26/1

Version control

Table 2. Version Control

Version	Date issued	Change
1.0	24 Apr 2026	
1.1	25 May 2026	Inclusion of NSW Government and Local Councils as eligible cohorts

Appendix 1 – Definitions

Table 3 - Definitions

Community or cultural activities	Activities that are primarily intended to foster community participation, cultural expression, inclusion, education, or social connection.
Exceptional circumstances	Circumstances that are unusual, rare, and compelling, and that justify the CEO exercising discretion to consider additional eligibility requirements that achieve the public interest or a critical outcome for the precinct or the NSW Government. Exceptional circumstances must be specific to the proposed activity and supported by clear evidence, and may include where: • a significant, time-critical whole-of-government or precinct requirement arises (including urgent civic, safety, or emergency-related uses), or • there is a material reputational, stakeholder, or strategic risk to SOPA or the NSW Government if the activity cannot proceed at SOPA without the discretion being exercised, and • the decision does not undermine SOPA’s commercial sustainability, and all outgoings and additional costs remain payable by the hirer. Exceptional circumstances do not include an applicant’s financial position, revenue levels, or a request for bespoke discounting outside the published tiers.
Private or commercial benefit activities	Activities that are primarily intended to deliver private benefit to an organiser, sponsor, members-only group, or a closed audience, and/or that are commercial in nature (including where the activity is designed to generate profit, promote a brand or product, or support a commercial marketing objective). This includes ticketed, fee-for-service, corporate, or fundraising activities where any community access or precinct benefit is incidental rather than the primary purpose.

Strategic or public purpose activities	Activities that are initiated, endorsed, or co-delivered by Sydney Olympic Park Authority (SOPA), a NSW Government non-commercial agency or a Local Council that deliver a clear precinct-wide or NSW-wide public benefit aligned with SOPA’s statutory objectives. These activities are undertaken primarily to advance public, government, or precinct outcomes (rather than to provide private or commercial benefit to the organiser) and are typically open to the public or accessible to a broad audience, subject to reasonable operational and safety requirements.