



woodside

■ WOODSIDE'S
**SOCIAL INVESTMENT
GUIDELINES**



What type of funding is available

Woodside provides opportunities throughout the year for not-for-profit organisations to apply for the following types of funding

- [Woodside Development Fund](#)
- Community grants
- Corporate partnerships

Open applications will be promoted through our communities hub,

[Canvas](#) – www.canvas.woodside.com.au

Helping you decide to apply

Our goal is to fund initiatives that deliver a measurable benefit to a broad range of people in the communities in which we operate.

We will not fund any programs that conflict with our code of conduct or our regulatory, licensing or any other statutory commitment.

It is important to note that we do not provide Social Investment funding for:

- Political donations;
- Requests from individuals - including those seeking support for academic studies, medical treatment, accommodation etc;
- Commercial requests including funding for private or public companies;
- membership of organisations;
- Woodside branded teams,
- General fundraising appeals,
- Religious activities;
- Indirect fundraising activities, for example charity golf days, dinners, magazine advertising;
- Activities that involve paying a third party; and
- Activities requiring ongoing operating funds or create financial dependency on Woodside.

How to apply

When applying, there are four key documents that you should read and complete as necessary. These are available at www.woodside.com.au:

- Social Contribution Guidelines (this document);
- The Application form or concept form
- Code of Conduct Policy; and
- Anti-Bribery and Corruption Policy.

Applications should only be accompanied by your organisation's most recent audited financial report and deductible gift recipient status. Applications without a completed form will not be considered.

For more information on Woodside's Social Investment visit www.woodside.com.au or email your queries to communities@woodside.com.au

■ KEY QUESTIONS AND ANSWERS

What are Woodside's key focus communities and why?

We look to support initiatives that occur in communities hosting our operations or business interests. For information on our locations, please refer to the [Our Business](#) section of the Woodside website.

For initiatives occurring in Perth we look for those impacting the whole metro area or more specifically the CBD.

These are our focus areas as we want to help contribute to building robust communities supporting our operations. Importantly, we want to make these areas a better place to work and live for our employees and the wider community.

How much money can my organisation apply for?

Each application type has different amounts allocated. Woodside will specify criteria and values during its call for applications.

There are a number of general factors we take into consideration when assessing funding requests. These include:

- The cost of the initiative versus its measurable outcome;
- How the initiative compares to other initiatives of a similar nature;
- Whether the initiative is local, regional, state or country-wide;
- If the initiative duplicates or is similar to an existing service;
- How the initiative will be sustainable, including how the initiative will continue to develop after funding ceases;

- The proportion of administrative costs and overheads in comparison to measurable outcomes;
- Community support the organisation receives including volunteers and in-kind support;
- History of funds raised for programs and their sources; and
- Woodside's level of involvement in the community the funding is sought for.

All of these factors are considered to ensure our funding is in proportion to the reach and measurable impact of program. The most important consideration in our funding allocation is the initiative's outcomes. i.e what the initiative seeks to achieve. It is important for the outcomes to be measurable and verifiable.

Woodside rarely begins a relationship with significant levels of funding as it is important for our company and a community organisation to work together and get to know each other's priorities and working habits before we expand our financial commitment.

What do Woodside look for in assessing applications?

We are looking for initiatives and programs that align with our key focus areas. For example, social contribution in Timor-Leste is concerned with capability building, health and wellbeing and education.

When assessing an application, we look for clear, long-term plans to ensure the organisation is financially and operationally sustainable without Woodside's support.

We also look to see if the initiative addresses a need within the local community, the impact of the initiative on the community and the support available within the community.

The application form asks you to address questions in several broad areas. Your answers to these questions will help us understand your organisation and your proposed initiative.

If you can demonstrate a history of successfully delivering similarly sized programs on time and within budget in your application, this information will help to support your application.

We will not fund any program that conflicts with our Code of Conduct, Anti-Bribery and Corruption Policy or our regulatory, licensing or any other statutory commitment. You can find a link to our Code of Conduct and Anti-Bribery and Corruption Policy in the Funding applications section of the Woodside website. Note: you must read the Code of Conduct and Anti-Bribery and Corruption Policy prior to completing the Social Contribution Application Form.

How can I measure the benefits of my initiative?

We recognise this can be difficult. We're not looking for how many people heard about or participated in the initiative, but what has measurably improved as a result of the initiative.

To make it easier, think about these four points:

- How does the initiative increase skills and capacity of the local community?
- How your organisation benefits from delivering the initiative? Does it help your organisation consolidate or develop?
- What has increased? How does the initiative increase positive behaviours in the community?
- What has decreased? How does the initiative decrease negative impacts on the community?

An important starting point is to assess and/or quantify the current situation in the community before the initiative begins. This will provide a baseline of information which your organisation can measure the impact of the initiative. For example – what is the current school attendance rate? What is the target rate of school attendance after your initiative has occurred?

We also look to see how the initiative has had a positive flow on effect in other areas of the community. For example, an initiative may introduce a service to the community which meets a specific need, with a flow on effect of training residents to allow them to increase the services of the community.

You can address measurable benefits in Section 7 of the Application Form, for example:

Benefits to People Possible Outcomes

Increased attendance at school

How will this be measured?

Truancy rates decreased through school and police reports

Benefits to Organisations Possible Outcomes

Increased/improved public profile

How will this be measured?

Media reports, increased number of advertising in brochures

Environmental benefits Possible Outcomes

Protect and/or replant tree stocks

How will this be measured?

The number of trees planted in program

Business benefits Possible Outcomes

Opportunity to involve staff through skilled-volunteering

How will this be measured?

Woodside employees provide their expertise by volunteering to support the community program

I am currently employed by Woodside or a joint venture participant. How may this affect my application?

If you are an employee of Woodside, an employee of a joint venture participant or a contractor to either organisation/s, this will not necessarily hinder your application. However, you should be prepared to disclose all relevant

information on your position or level of participation with the relevant organisation or initiative.

This also includes any individual who is an immediate family member of an individual working for or contracted to Woodside or a joint venture participant.

This will ensure any perceived conflict of interest can be considered and managed during the assessment process.

How long does Woodside provide funding for?

Woodside assesses each application on its own merit against the priority areas for each of our locations and its life-cycle stage.

In addition to this, we look for initiatives that can be sustainable beyond Woodside's funding contribution.

Sustainability includes empowering local organisations and communities to continue to develop after the initiative has been implemented.

The steps and resources available to achieve the initiative must be realistic and within the proposed timeframe.

However, we start this process with an initial commitment of one year to enable us to build a relationship with you before we consider expanding our commitment. It is very important for you to identify if the funding requirements for your initiative last more than one year so the proposal can be assessed with that in mind.

What will my application need to address?

Your application will need to address a range of criteria as specified on the application form. To start the application process your organisation could ask itself:

- What is the current status of the issue we want to address?
- How will our initiative address this issue?
- What do we want to achieve by the end of our initiative?
- Do we have baseline information on this issue we can compare the end results with?
- How will people get involved?
- What are the steps we must take to achieve this?
- When will each step happen?
- Who will be involved in each part of the initiative?
- How will we know when we've achieved our goal?

Answering these questions is important as it helps us see the big picture; and get an understanding of how you'll measure the benefit in the community, who will be involved and identify the key steps along the way. Please keep in mind that we are interested in an overview and not pages of details.

Can I include other attachments and supporting documents with my applications?

If you are an Australian-based organisation, please only include a copy of the deductible gift recipient status certificate and your most recent audited financial account.

If you are an organisation based outside of Australia, please include a copy of any relevant business (or other entity) registration documentation e.g. Timor-Leste Business Registration.

If we need any additional information for your application we will contact you directly.

What do you look for in assessing applications?

The application form asks you to address questions in several broad areas. Your answers to these questions will help us understand your organisation and your proposed initiative.

Organisation structure

- Is the organisation established with a proven history of successfully delivering similar initiatives?
- Does the organisation have experience in working with other corporate companies?
- Does the organisation have a separate board and management? Are they independent?

Governance and accountability

- Is the organisation (if Australian-based) an ATO recognised Deductible Gift Recipient and/or registered as a not-for-profit organisation?
- Will the funds be paid directly to the proposed sponsored organisation?
- What is the organisation's financial stability?
- Code of Conduct

Value

- What is the proportion of requested Woodside funding compared to the overall cost of the initiative?
- Does the level of funding requested seem reasonable given the benefits to Woodside, its stakeholders and the community?
- Does the proposal create a short or long term dependency on Woodside for further funding?

- How will Woodside funds be spent on the program?

How do you define a significant officer?

A significant officer is an individual in the position of chief executive officer, chairperson, director, treasurer, company secretary project manager, key adviser or any personnel managing funds or individual in a key decision making role of the organisation.

How do you define a government official?

A government official is defined as:

- any political party, party official or candidate of political office;
- any official or employee of a government (whether national, state/provincial or local) or agency, department or instrumentality of any government or any government-owned or controlled entity (including state owned enterprises); Note: A government employee includes a teacher, policeman, nurse, etc.
- any official or employee of any public international organisation;
- any person acting in an official function or capacity for such government, agency, instrumentality, entity or organisation;
- any person who holds or performs the duties of any appointment created by custom or convention or who otherwise acts in an official capacity (including in some countries, some indigenous or tribal leaders who are authorised and empowered to act on behalf of the relevant group of indigenous peoples and members of royal families); and
- any person who holds themselves out to be an authorised intermediary of a government official.

For example, in Timor-Leste a government official could be a minister, vice minister or secretary of state or a senior public servant such as a director general or adviser.

If you require further clarity on what constitutes a government official, please contact your relevant country manager or Woodside representative.

How do you define a close relative of a government official?

A close relative can be defined as the individual's spouse, grandparent, parent, sibling, child, niece, nephew, aunt, uncle or first cousin. This also includes the spouse of a relative or any individual who shares the same household.

If you require further clarity on what constitutes a close relative, please contact your relevant country manager or Woodside representative.

I am related to a government official, will this affect my application?

This will not necessarily hinder your application however you should be prepared to disclose your relationship to the individual and the name of the individual. This will ensure any conflict of interest can be considered and managed during the assessment process.

For example, in Timor-Leste you should disclose any relationship to a current or former government official (i.e. minister, vice minister or secretary of state).

Why do I need to list a former government official if they are no longer in a government position?

As a former government official, the individual may still continue to participate in government activities, perform in a decision-making role or have the ability to influence others. This can be identified as a perceived conflict of interest.

Providing the name of the individual in your application will enable Woodside to manage any perceived conflict of interest.

My initiative involves a number of organisations. Who do I list on my application form?

If your initiative involves a number of organisations, you will need to disclose details of all of the organisations involved and how they contribute in your application form.

You will also need to identify the organisation primarily responsible for delivering the program and/or service so that any agreement can be structured with the most appropriate organisations.

What is an agent or intermediary?

An agent or intermediary is an individual or organisation acting between persons or parties. For example, using an organisation or an individual not employed by your organisation to negotiate for or acquire services or goods, process documents or provide other information to government bodies and officials relevant to a Woodside-funded initiative.

We do not have a policy or guidelines directly relating to ethical business practices. What can I provide?

If you do not have a policy or guidelines you can provide us with information on how you will ensure funding is used solely in furtherance of the program without misappropriation.

An example of how you could do this is:

1. Assigning a treasurer or financial manager to manage all funding received and payments made.
2. Ensuring all payments are recorded and correct documentation is retained including all invoices and receipts.
3. Audit bookkeeping system monthly to ensure all funds received and payments made are recorded correctly and there are no discrepancies.

What internal checks will Woodside complete on our organisation, significant officers and/or key individuals involved in our initiative?

Due to Australian and international legislative requirements (and are part of its internal controls system), Woodside is required to complete due diligence on organisations and key individuals to ensure the organisation complies with our Code of Conduct, Anti-Bribery and Corruption Policy and any other relevant regulatory, licensing and statutory requirements.

This includes key searches to identify if an organisation or any of its significant officers or key individuals has been identified as restricted, blocked or a Specially Designated National by the UN, Australia, EU, UK, Canada or the US. This includes appearing on Office of Foreign Assets Control (OFAC)

List of Specially Designated Nationals, the US Commerce Department's List of Denied Parties, the HM Treasury Consolidated List or the Australian DFAT Consolidated List.

Initiative benefits

- Is the initiative a local solution to a local challenge or opportunity? What level of local consultation has occurred and how will the local community and potentially Woodside staff participate?
- How does the initiative empower local organisations and communities to continue developing after the initiative has been implemented?
- Are the steps and resources available to achieve the initiative realistic within the timeframe provided and sustainable if Woodside ceases funding?
- How will the initiative's success be measured and can it be verified?

Alignment and support

- Does the application address a key Woodside Social Contribution priority area?
- Would the initiative duplicate or be similar to an existing service?
- Who will see the initiative as responding to issues of concern to them? Will it help more than one part of the community?
- How will Woodside's support be recognised beyond logo placement? Will employees be involved? Is the application seeking a more in-depth relationship than just a transfer of funds?
- What extra resources might be needed to ensure Woodside makes the most of the initiative?

Comparison

- In relation to all the other applications received in the annual call, how does this one rate? Is it among the best?

What doesn't Woodside provide funding for?

We will not fund any programs that conflict with our Code of Conduct, available at www.woodside.com.au, or our regulatory, licensing or any other statutory commitment.

It is important to note that we will not provide funding for:

- Political donations
- Requests from individuals - including those seeking support for academic studies medical treatment, accommodation, education etc
- Commercial requests including funding for private or public companies
- Funding for membership of organisations
- Woodside branded teams
- Travel
- General fundraising appeals
- Religious activities
- Indirect fundraising activities, for example, charity golf days, dinners, magazine advertising
- Conferences
- Activities that involve paying a third party
- Activities requiring ongoing operating funds or create financial dependency on Woodside

Travel permitted as part of an application?

When assessing initiatives, we will consider providing funding for travel when it is to deliver an initiative that addresses an issue or opportunity in a regional community and the organisation is not based in the area.

Importantly, the travel is part of the overall budget to ensure the initiative can be effectively delivered.

For example, a Perth-based organisation with an initiative addressing marine conservation and research in an area near our operations can apply for funding to conduct the research with travel as a component of the application.

For initiatives based outside of Australia, Woodside may consider travel costs if it is a key component to enable the delivery of a social contribution program with capacity building benefits for long-term sustainability. For example, travel costs for an international educator to train staff for a period of 6 months. Travel may also be considered where the program delivers benefits to regional areas outside of where the organisation is based in country e.g. an organisation based in Dili, Timor-Leste delivering an outreach program in Baucau.

Can I come in to meet someone about my initiative before I apply?

If you are based in country, you can request to meet with the country manager or community relations adviser from the local office to discuss your application. Contact can be made via communities@woodside.com.au

Please note we get lots of requests to meet about initiatives, we unfortunately we will not be able to meet with everyone. Its best to complete the concept note, we will seek additional information if required after reviewing.



Woodside's Social Investment Guidelines

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