

WOODSIDE COMMUNITY SOCIAL INVESTMENT PROGRAM

– Employee Volunteering Request Form –

Participating in Woodside’s volunteering program is easy. On approval from your line manager, you can either gather a team of Woodside employees or chose to use your skills to individually give back to the community.

If you are organising a team event, volunteering is a great way to build team spirit while giving something back to our communities. If you prefer to use your skills to help build the capability within the not-for-profit sector, you can review the available skills-based projects via the online portal. In recognition of the benefit volunteering has, the Board endorsed 12 hours of paid volunteering leave per employee each year. In support of this Vice-Presidents are now required to report their groups volunteering time each quarter in their scorecards.

To make volunteering as easy as possible, Woodside sponsors two organisations – Volunteering WA (VWA) and Conservation Volunteers Australia (CVA) – through our social investment program to provide groups and individuals with volunteering opportunities in Karratha and Perth.

What is included for each team activity?

- ✓ Transport to and from the project for all Woodside teams (pick & drop-off at the office)
- ✓ Fully trained and qualified first aid officers (from the volunteering organisation)
- ✓ First-aid equipment
- ✓ Project risk assessment
- ✓ Accident and public liability insurance
- ✓ A number of team leaders to coordinate and supervise volunteers
- ✓ Administrative support and volunteer management
- ✓ Woodside volunteering shirt, hat and satchel
- ✓ Lunch

How can your team take part?

Volunteering is at no cost to your BU/Function (all food, transport and gear is included). This initiative is part of Woodside’s Corporate Social Investment Program. To book your day, email the **approved** [Team Volunteering Request Form](#) to [Communities inbox](#).

What happens next?

Once your team has selected an activity and confirmation has been given by the Communities team, your details will be passed onto Volunteering WA or Conservation Volunteers Australia and a representative will contact your team contact to finalise the arrangements.

Team size

Suggested team size for Volunteering WA days is 15 employees and Conservation Volunteers Australia is 30 employees. We understand that there are a lot of large work groups at Woodside and most of the time these teams want to take part in a volunteering day together. Please note that if you do wish to select a large team activity for your volunteering day, you will restrict your team to certain activities which are often less meaningful i.e. road rubbish collection.

Alternatives for large teams:

- Select a project which can be completed over a number of days by members of your group broken up into smaller teams. At the end of the project the team can come back to view the collective work as a whole with the host organisation or by hosting a presentation back at the office; or
- Select a Volunteering WA day and Conservation Volunteering Australia day and allow your team members to select the project which allows them to work on their own personal areas of interest.

The benefits of selecting the above alternatives for large teams are:

- Your whole team are not out of the office on the same day;

- Employees can select the day which best works in their calendar;
- BU/Function Manager can select the teams to ensure people get to meet and work with a cross section of people in their group;
- A smaller group allows employees to learn about and interact with the host organisation on a more personalised basis; and
- Provides meaningful individual contributions.

Volunteering Partnerships

Our two volunteering partnerships are with:

Volunteering WA aims to build strong communities through volunteering and provides a range of resources, services and support so that people in Western Australia are aware of, and understand, the nature and scope of volunteer activity. Because of these connections, in 2010 we partnered with Volunteering WA to provide employees with a broader range of opportunities for team volunteering in order to support causes which our employees believe are important. Volunteering days with Volunteering WA will be organised once a Woodside team selects the type of volunteering activity they would like to take part in, date and team size. Further information on Volunteering WA can be found at www.volunteeringwa.org.au.

Conservation Volunteers Australia (CVA) are a not-for-profit community based organisation that aim to attract and manage a force of volunteers in practical conservation projects for the enrichment of the environment. Volunteers team up with local community groups to give hands-on assistance to pressing biodiversity protection projects. CVA volunteering opportunities are set for the year well in advance, so when selecting your project you can plan your team day around any key dates for your BU/Function. Further information on CVA can be found at www.conservationvolunteers.com.au.

Process Overview

Team-Based volunteering

1. Email the **approved** [Team Volunteering Request Form](#) to the [Communities inbox](#).
2. Once reviewed, you will be contacted by Volunteering WA or Conservation Volunteering Australia to finalise the arrangements.
3. Allocate a Group Leader, Start Smart Instructor, and Team Communicator for the day.
4. Confirm team shirt sizes for volunteering packs to be ordered.
5. Review Job Hazard Analysis and Photography disclosure provided by our volunteering partner.
6. Enter volunteering leave into ESS.
7. Catch the bus on the day and enjoy giving back to the community.

Skills-Based volunteering

1. Complete a profile on the Volunteering WA portal
2. View volunteering skills-based projects currently available.
3. Express your interest to the relevant projects.
4. Your expression of interest will be reviewed by Volunteering WA and if your skills are suited to the project, you will be contacted to finalise arrangements.
5. An introductory meeting will be scheduled by Volunteering WA for you to meet the host organisation to discuss the work scope further.
6. Volunteering WA will send a placement letter confirming all the project details and deliverables to you and the Not-For-Profit Organisation for signoff.
7. Work to commence. If you require any support throughout the placement you can contact [Volunteering WA](#) or [Communities](#).
8. On completion, a Project Summary is circulated by Volunteering WA to your Line Manager, Communities team and the Not-For-Profit Organisation. The Project Summary will also be published to the Volunteering WA Portal and [Volunteering Intranet page](#) unless advised otherwise.

For more information on Woodside's Community Social Investment Program, please visit <http://connect/Organisation/CommunityRelations/Pages/default.aspx>

What kind of volunteer experience would the team prefer? Please select the type of activity your group would like to take part in. Volunteering WA or Conservation Volunteers Australia will find a suitable project for you, depending on community need, size of group and availability.

✓	Type of activity*	Description
<input type="checkbox"/>	Garden maintenance	Involves anything from a garden tidy to a full garden makeover. Might take place at a home or facility for frail-aged, youth, or those with a disability.
<input type="checkbox"/>	Support organisations	Involves working with organisations that assist people in the community, including the aged, homeless, youth, people with disabilities. Activities can include direct contact with clients, facility maintenance, food rescue and program support.
<input type="checkbox"/>	Special event	Involves holding an event such as a Valentine's Day, Christmas in July, Melbourne Cup, Footy Finals, Christmas Party. Could include decorating, bringing crafts/activities, singing or playing music, serving food and interacting with clients (frail-aged or people with a disability).
<input type="checkbox"/>	Maintenance at native animal rescue centres	Involves assistance with the maintenance of enclosures for animals, habitat restoration, food preparation, and various other tasks. On occasion, animals can be handled if the team is interested; however, this is an optional educational component and not always available.
<input type="checkbox"/>	Renovating a facility	Can include painting, cleaning/preparation, minor landscaping, flat pack furniture assembly and other renovation activities. Many of these projects are with disabled care facilities and aged care homes.
<input type="checkbox"/>	Conservation activity * Minimum of 25 people required for this activity.	Coastal Guardians Program providing hands-on assistance to pressing biodiversity protection projects with local community groups. Scheduled locations and dates are on the Conservation Volunteering Australia page on the Volunteering Intranet page .
<input type="checkbox"/>	Suggestion? _____ _____	Perhaps your team already has a placement in mind. Let us know and we will try and make it happen.

Suggested date: <i>Please suggest a date range or most suitable days of the week</i>	
Team contact name:	
Contact details (phone and email):	
Function / Business Unit:	
Estimated number of participants: <i>(This is what your quote will be based on)</i>	
Duration of event: <i>(Full or half day)</i>	

Line Manager:	
Signature:	

Please note all volunteering needs to be entered into ESS to go towards your VPs score card. It is at your discretion if non-Woodside employees attend, as their time cannot be captured.

Please ensure your line manager has approved this request prior to sending to communities@woodside.com.au.