



GUIDELINES

Community Donations, Sponsorships & Partnerships

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1. DEFINITIONS

Community investment options include donations, sponsorships and partnerships and are defined as:

- **Donations** - This may be a one off contribution or it may recur (typically annually). It is made without any associated expectation of a direct benefit to the business, other than to be an active and responsible corporate citizen. The contribution may be in cash or in-kind.
- **Sponsorships** - This is an investment in a one off or recurring event where BMA is entitled to expect a return through positive recognition. The contribution is generally in cash, and in response to a request. The impact of the sponsorship must be measurable and the results of any evaluation, feedback or measurement activities will need to be provided to BMA as part of the sponsorship agreement.
- **Partnerships** - This is an arrangement whereby the company joins with one or more other organisations (government, community, NGO, business or voluntary) to undertake activities of benefit to the community as a whole, or to a significant section of the community. It is an expectation that all partners involved will also contribute resources (e.g. financial, time, expertise, in-kind, etc) to the project. Partnership investment can also be used to leverage other forms of funding (e.g. government) and in this case, BMA’s funding will be provided on an ‘in principle’ basis only. Once again, applications for partnership need to state how they will measure the outcomes of the program upfront and provide results of any evaluation, feedback or measurement activities to BMA as part of the agreement.

2. PRIORITY GUIDELINES FOR COMMUNITY INVESTMENT

Community investment requests should be submitted to BMA on the **Community Investment Request Form** and should specifically target BMA's communities across the Bowen Basin and the Mackay/Hay Point region.

3. WHAT MAY BE SUPPORTED

As a broad indicator this section outlines what BMA Community Donations, Sponsorships and Partnerships may support.

Arts Entertainment and Culture	Locally organised events and activities with broad community appeal, for example Arts and Craft Fair.
Business and Skills Training	Funding towards business and skills training programs.
Community Welfare	Community development and participation programs for example support for charitable; community and welfare organisations such as the Girl Guides and Scouts.
Environment	Funding towards environmental projects and groups; sustainable development objectives; community education; conservation and volunteer programs for example town beautification.
Safety, Health and Wellbeing	Local safety, health and wellbeing programs for example Women's Lifestyle Expo.
Sport and Recreation	Junior and senior development programs; clinics and regional carnivals held locally for example Junior Tennis Tournament.
Youth Support	Funding towards programs that provide support and development of youth for example school literacy support.
Individual / Team Scholarships	In some circumstances, scholarship support is available for family members of employees and/or local residents to assist meeting the costs of competing at nationally recognised mainstream events at state or national level for example sport; education. This type of support is only offered once per calendar year per applicant. Support provided in any one year does not guarantee future support.

Note: As part of the individual/team scholarship process, financial gains or gifts greater than \$500 that are awarded to individuals and or teams who have received funding from BMA to attend an event/carnival must be donated to a recognised not for profit association.

4. WHAT WILL NOT BE SUPPORTED

Appeals from Bodies	Funding towards events run by organisations that are in themselves grant making or funding bodies.
Cultural Sensitivity	Funding to organisation and groups who discriminate or limit membership based on race, gender, beliefs, class or cultural considerations
Employee fundraising:	The BHP Billiton Employee Matched Giving Program supports the community and charitable activities of permanent BMA employees by matching volunteering, fundraising and direct donations.
Media	Advertising; distribution of advertising material or website support (including production) other than for BMA purposes.
Political Organisations or Campaigns	Contributions or support for any political party/campaign, politician, elected official or candidate for public office in any country. For example, sponsorship or hosting of functions or events organised by or associated with any political party; use of BMA premises for political activities, paying of wages for an employee to attend political activities
Religious activities	Corporate guidelines prohibit the support of religious organisations undertaking religious activities however, programs offered by the welfare branches of religious organisations are eligible for example St Vincent De Paul; Anglicare; Centacare and the Salvation Army.

In addition BMA will not generally support a project or program that would ordinarily be funded in total by local, state or commonwealth government funding.

5. COMMUNITY INVESTMENT SELECTION CRITERIA GUIDELINES

Each request will be assessed on its own merit and according to the following BMA community investment criteria and should contain as much information as possible to allow appropriate decision making.

Organisations and groups must be:

- Reputable and aligned with the BHPB Charter and Code of Conduct.
- Formally recognised and/or registered with the appropriate government bodies.
- Have appropriate and effective governance structures.
- Have the capacity, financial stability and leadership to support the project that funds are requested for.
- Supported by key community stakeholders.

Preference will be given to:

- Organisations and groups who demonstrate 'self help' for example have actively pursued other sources of funding and/or undertaken fund raising activities.
- Organisations and groups who utilise the BHP Billiton Employee Matched Giving Program.
- Local projects that fit the focus categories outlined in section three of this guideline.
- Particular projects or events as opposed to providing general funding or support without clear identification of how the money is to be spent.
- Local community organisations whose activities are of value/interest/benefit to the broader community as well as organisation members.
- Organisations and groups who actively participate in community fundraising opportunities.
- Projects that provide BMA with appropriate recognition for example BMA branding on sporting club uniforms and equipment.

Event sponsorship:

- If seeking event partnership options from BMA, approval must be obtained from the Community Investment Committee at least three months prior to the commencement of the event.
- If the nature of the partnership requires BMA to be involved in the organisation and coordination of the event then a community representative from BMA shall be invited to be a member of the planning committee.
- As part of the One BMA approach, sites actively work together to support the various community organisations and events in the local township. The above points are consistent with and support our 'One BMA approach' for our communities of interest.

Other considerations:

- Where a request is for in-kind assistance, this will be evaluated and counted as a cash equivalent when monitoring the level of support given to the recipient organisation.
- Requests for in-kind assistance should be specific, outlining the type of assistance required.
- BMA may assist with funding requests towards organisations for projects with an 'in principle' amount to the total value of 33%; if the organisation has obtained funding from other bodies and/or makes an individual contribution to the project. For assistance with sourcing appropriate community funding options and grant applications, contact your regional Council.

- Ongoing projects will need to outline how they will be sustainable beyond the funding period to ensure BMA support does not create or enhance dependency.
- BMA will not loan equipment to organisations due to safety and legal considerations, but may consider paying for the cost to hire the equipment as part of the funding request.
- The selection committee reserves the right to decide not to fund a project even if it meets all stated criteria.

6. COMMUNITY INVESTMENT AWARDS PRESENTATION

- Successful funding applicants will be invited to a Community Investment Awards Presentation.
- At the presentation, location/site General Managers or their alternate will hand over investment cheques to successful applicants.
- The presentation will provide BMA with the opportunity to take photos and obtain appropriate promotional material for successful community investment applicants.

7. PROMOTIONAL COVERAGE

Successful applicants are required to recognise BMA's contribution of the sponsored project. This should include any one or more of the following methods:

1. Flyers, brochures, event programs
 2. Local print media (includes school newsletters, community newspapers, flyers, brochures)
 3. Launch of the event which involves attendance of BMA representatives
 4. Radio station (s)
 5. Television station (s)
 6. Printed merchandise
 7. Signage
 8. Acknowledgment in speeches/formalities
 9. Electronic media - websites
 10. Other (please specify)
- If the BMA logo is required for printed and electronic promotional material, contact the site community representative who will advise the guideline requirements and approval process for use of the BMA logo.
 - Successful applicants with donations of \$300 or above will be required to display a BMA banner at their event and liaise with the operations community representative regarding promotional/media coverage.
 - BMA banners are also potentially available for use. The operations community representative can advise whether it is available.

8. EVALUATION AND FEEDBACK

It is a requirement that all successful applicants who receive funding from BMA submit an evaluation form or provide a feedback letter including a photo and supporting article of the event/support within two months of the project completion date.

Requirements:

1. A feedback letter is required for funding over \$300 and under \$1,000.
2. A Community Investment Evaluation Form is to be completed for any funding greater than \$1,000 but less than \$100,000 (this form is available from your operations community representative).
3. For community investment funding over \$100,000 per annum the community representative will advise the appropriate evaluation mechanism.

9. COMMUNITY INVESTMENT REQUEST PROCEDURE

Community investment requests are to be submitted by the first Friday of February, May, August and November. Requests are then reviewed quarterly by the location/site Community Investment Committee to determine successful applications.

The committee evaluate community investment requests and recommendations, which are then put forward to the location/site General Managers and other appropriate BMA representatives for approval and sign off.

1. Applications should be submitted with both a funding request letter and a completed Community Investment Request Form. The application must be specific regarding the level and purpose of donation or other assistance requested.
2. Applications must indicate the cash amount (or nature of in-kind contribution) and specify the purpose for which the contribution has been requested. The application also needs to indicate the applicant organisation’s membership base and the level of benefit derived by the community from the organisation’s activities.
3. If requesting funding for a community event a minimum lead time of three months must be given in writing to BMA.
 - a. If BMA are involved in coordinating a community event in partnership with other bodies, a community representative from BMA shall be invited to form part of the planning committee.
4. Each funding request received will be acknowledged in writing, advising when the next community investment review period will take place.
5. If the Community Investment Committee requires further information before making a decision, the additional information will be sought immediately and the organisation will be kept informed of progress. The committee may approve a request ‘subject to confirmation’ of additional information, or the request may be deferred and readdressed at the next meeting.
6. Successful funding applicants will need to complete an evaluation process as outlined in section 8.
7. All requests and associated decisions (including the cash value assessment of in-kind donations) will be stored on a Community Investment database.

10. KEY DATES

Community Investment Applications	Community Investment Awards Presentation
<p>Community investment requests are reviewed on a quarterly basis. To be eligible for consideration during that quarter, applicants should submit their request by the first Friday of the following months:</p> <ul style="list-style-type: none"> • Quarter 1: February • Quarter 2: May • Quarter 3: August • Quarter 4: November 	<p>Community investment presentations and cheque handovers will be held on a quarterly basis, the first Wednesday of the following months:</p> <ul style="list-style-type: none"> • Quarter 1: March • Quarter 2: June • Quarter 3: September • Quarter 4: December
<p><i>Both successful and unsuccessful applicants will be notified by mail by the second Friday of the above month.</i></p>	

11. KEY CONTACTS

All community investment enquiries can be directed to one of the contacts below. Community investment applications should be emailed or mailed to one of the following locations:

Moranbah and Surrounds

Community Contact

BMA Broadmeadow Mine

Private Mail Bag 1003

MORANBAH QLD 4744

Email: Shaylea.Nichols@bmacoal.com

Phone: 07 4940 4338

Community Advisor

BMA Goonyella Riverside Mine

Private Mail Bag

MORANBAH QLD 4744

Email: Leah.Cavanagh@bmacoal.com

Phone: 07 4940 4009

Community Contact

BMA Peak Downs Mine

Private Mail Bag

MORANBAH QLD 4744

Email:

Beverley.Guymer@BHPBilliton.com

Phone: 07 4968 8211

Community Contact

BMA South Walker Creek Mine

Locked Mail Bag 1014

NEBO QLD 4742

Email:

Natasha.S.Hodges@bmacoal.com

Phone: 07 4949 4500

Community Contact

BMA Poitrel Mine

Private Mail Bag 1007

MORANBAH QLD 4744

Email: Cynthia.Rigano@bmacoal.com

Phone: 07 4968 8717

Dysart

Community Advisor

BMA Norwich Park Mine

Private Mailbag

DYSART QLD 4745

Email: Leah.T.Fay@bmacoal.com

Phone: 07 4968 9290

Community Advisor

BMA Saraji Mine

Private Mailbag

DYSART QLD 4745

Email: Brodie.Hanton@bmacoal.com

Phone: 07 4968 9873

Blackwater

Community Contact

BMA Blackwater Mine

Private Mail Bag

BLACKWATER QLD 4717

Email: Simon.Pukk@bmacoal.com

Phone: 07 4980 5814

Mackay/Hay Point

Community Contact

BMA Hay Point Services

Mail Services 283

MACKAY QLD 4740

Email:

Cheryl.E.Regan@bmacoal.com

Phone: 07 4943 5201

Community Contact

BMA Mackay Supply

PO Box 974

MACKAY Q 4740

Email: Kim.Twining@bmacoal.com

Phone: 07 4969 3188

Emerald/Capella

Community Contact

Gregory Crinum Mine

PO Box 1526

EMERALD QLD 4720

Email: Mary.K.Bulger@bmacoal.com

Phone: 07 4980 3300

Gladstone

Manager Southern Coal Chain
Logistics and Analytical Services

BMA Gladstone Operations

PO Box 5165

Barney Point Coal Terminal

Cnr Powe and Barney Streets

GLADSTONE QLD 4680

Email: Mark.Henrich@bmacoal.com

Phone: 07 4976 0701

Brisbane

Manager Communities

BMA Brisbane Office

GPO Box 1389

BRISBANE QLD 4001

Email: Fiona.Martin@bmacoal.com

Phone: 07 3226 0512