

**Policy Title: Employee / Employer Matching Community Contributions****Policy Statement:**

The Mindarie Regional Council (MRC) recognises that employees may as a group wish to support the broader community through various charitable causes and organisations that are of importance to them. In support of its employees the MRC will match employee contributions to approved initiatives on a dollar for dollar basis for monetary donations.

**Procedure:**

1. All permanent employees may apply to have their personal contributions to an approved community based charity or cause matched, dollar for dollar by the MRC.
2. The total contributions by the MRC under this policy are limited to \$5,000 per financial year, in aggregate.
3. The minimum application amount for matching is \$100.
4. All applications must:
  - a. Be in writing, addressed to the Chief Executive Officer (CEO);
  - b. Support a recognised charity or community organisation;
  - c. Be supported by at least 4 additional employees.
  - d. State the matching amount requested;
  - e. State the organisation's cause or benefit;
  - f. Impact the WA community.
  - g. Be accompanied by proof of employee personal contribution e.g. tax receipt.
3. The CEO is authorised to approve which charities or causes the MRC will support and to accept or decline any application.
4. Donations made under this policy will be reported to Council via the Members' Information Bulletin annually.
5. Applications that fall outside this policy may be referred to Council at the discretion of the CEO for determination.

<b>Legislation</b>	N/A
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	
<b>Review History</b>	13/08/2019, 18/06/2020
<b>Next Review Date</b>	01/08/2021
<b>Delegation to the Chief Executive Officer</b>	13/08/2019 no change