**Policy No: CP15 Reference:** D-25-0004853

# 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:
   1. Be in writing, addressed to the Chief Executive Officer (CEO);
   2. Support a recognised charity or community organisation;
   3. Be supported by at least 4 additional employees.
   4. State the matching amount requested;
   5. State the organisation’s cause or benefit;
   6. Impact the WA community.
   7. Be accompanied by proof of employee personal contribution e.g. tax receipt.
5. The CEO is authorised to approve which charities or causes the MRC will support and to accept or decline any application.
6. Donations made under this policy will be reported to Council via the Members’ Information Bulletin annually.
7. Applications that fall outside this policy may be referred to Council at the discretion of the CEO for determination.

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| **Legislation** | N/A |
| **Responsible Officer** | Chief Executive Officer |
| **Council Meeting Date** | 24 April 2025 |
| **Review History** | 13/08/2019, 18/06/2020, 12/08/2021; 29/09/2022; 21/09/2023 |
| **Next Review Date** | 01/05/2026 |
| **Review History** | 13/08/2019 no change  12/08/2021 no change  19/08/2022 no change  15/08/2023 no change  30/05/2024 no change  08/04/2025 no change |
| **Delegation to the Chief Executive Officer** | Yes |