



Broome Therapy Dogs Pty Ltd

ABN 50 690 041 804

Postal: PO Box 7485, Broome WA 6725

Ph: +61 412 100 515

Web: www.broometherapydogs.au

Email: enquiry@broometherapydogs.au

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Broome Therapy Dogs (“BTD”) Workplace Giving Program Employer Guide

About Broome Therapy Dogs

Broome Therapy Dogs (BTD) provides **free therapy dog services** to people in need across the Broome community. In parallel, BTD raises funds for four local charities working across children’s welfare, women’s safety, men’s mental health, and animal welfare.

Workplace giving is an important, sustainable way for employers and employees to support this work while strengthening community connection and employee engagement.

What is Workplace Giving?

Workplace giving allows employees to make **voluntary, regular donations** to Deductible Gift Recipient (DGR) charities through payroll. Donations are typically deducted pre-tax, making them **simple and tax effective for employees** – reducing the employee’s taxable income and PAYG withholding each pay cycle.

For employers, workplace giving is a practical way to support corporate social responsibility (CSR), employee wellbeing and community impact with minimal administration once established.

Benefits of Workplace Giving

For Employers

- ✓ Supports employee wellbeing and engagement
- ✓ Reinforces organisational values and CSR commitments
- ✓ Strengthens community connection and reputation
- ✓ Low ongoing administration

For Employees

- ✓ Immediate tax benefit via payroll
- ✓ Simple and automatic once established
- ✓ Flexible – can vary or cease at any time (minimum donation is the equivalent of \$5 per week per employee)
- ✓ Supports causes with visible local impact

For Charities

- ✓ Predictable, regular funding
- ✓ Lower fundraising costs
- ✓ Improved sustainability of vital services



Making Workplace Giving Successful

Employers who see the strongest participation typically:

- ✓ Clearly communicate that participation is voluntary
- ✓ Provide simple opt-in processes
- ✓ Encourage leadership participation
- ✓ Share regular impact updates
- ✓ Consider optional employer co-contributions (matched giving)

Why Choose the BTD Program

- ✓ Local Broome-based impact
- ✓ Supports **four local and worthy charities**, not just one
- ✓ Transparent fund flows
- ✓ Minimal cost structure
- ✓ Regular communications and updates
- ✓ Optional workplace dog visits and engagement activities

Fundraising Platform – MyCause

BTD uses the **MyCause platform** to administer workplace giving.

Key points:

- Donations are made to **The Trustee for My Cause Gift Fund (ABN 43 106 238 101)**
- Each supported charity is a DGR in its own right
- Funds are disbursed **equally and monthly** to the four charities
- **BTD receives no portion of donations**

Tax & Compliance (ATO-Aligned)

- Employee donations are made by the **employee**, not the employer – via deductions from their pre-tax income
- Donations are deducted pre-tax, and the tax benefit is applied through payroll
- Donations **should not be claimed again** in the employee's income tax return
- Employer matched donations are treated as a **business expense**

Next Steps for Employers

1. Confirm participation internally
2. Nominate payroll contact
3. Receive MyCause onboarding from BTD
4. Launch program to staff with BTD support as required

If you have any questions, contact Broome Therapy Dogs.

Broome Therapy Dogs

Email: workplacegiving@broometherapydogs.au

Phone/Text: 0412 100 515

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