

IPAA WA Membership Form

Fax your completed membership form to IPAA WA on **(08) 9360 1410** or mail to **PO Box 288, Bull Creek WA 6149**. Write clearly using BLOCK letters and tick the appropriate boxes. For all enquiries phone (08) 9360 1400 or email members@ipaawa.org.au.

I wish to: Renew my membership Join IPAA WA

PERSONAL INFORMATION

Title Surname

First Name

D.O.B. Gender Male Female

Position

Organisation/Agency

Office/Division

Preferred Mailing Address

Suburb Postcode

Phone

Mobile

Email

I would like to receive a **FREE 6-Month subscription to Business News** (posted fortnightly to the address above)

REASON FOR JOINING IPAA WA

- Career development
- Discount on Training/Events
- Networking
- Support the public sector's only professional body
- Keep in touch with industry trends/updates
- Have a voice in the sector
- Nominated by my employer
- Other (please specify) _____

HOW DID YOU HEAR ABOUT IPAA WA

- Referred by a member
- IPAA WA direct email
- IPAA WA event
- Our website/Internet search
- IPAA WA Training Course
- Friend/Colleague
- Social media
- Other (please specify) _____

MEMBERSHIP TYPE

- | | |
|--|--|
| <input type="checkbox"/> Personal Member
\$150 or \$13 p/month | <input type="checkbox"/> Associate Member
\$60 or \$5 p/month |
| <input type="checkbox"/> Young Professional
(aged 35 & under)
\$130 or \$11 p/month | <input type="checkbox"/> Associate Member Young
Professional - 35 & under
\$60 or \$5 p/month |
| <input type="checkbox"/> Young Professional Regional
\$110 or \$10 p/month | <input type="checkbox"/> Full Time Student
\$60 or \$5 p/month |
| <input type="checkbox"/> Regional
\$110 or \$10 p/month | |
| <input type="checkbox"/> Retired
\$110 or \$10 p/month | |

PAYMENT TYPE

Please select your payment type:

- Monthly Direct Debit
(ongoing and automatic - Credit Card payment only)
- Yearly Direct Debit
(ongoing and automatic - Credit Card payment only)
- One-off payment

PAYMENT DETAILS

- Visa MasterCard

Card Number

Expiry Month Year

Name on Card

Authorised Amount \$
(Yearly one-off amount OR Monthly Direct Debit amount)

Signature _____

Cheque (please post to the address listed at the top of this page)

Electronic Funds Transfer:
Bank: National Australia Bank
ACC Name: Institute of Public Administration Australia (WA)
BSB: 086-006
ACC: 12-523-5911
REF: 'Your Name' and Membership Number if renewing

I agree to the Terms and Conditions of Membership

Please refer to the back of this page or visit <http://www.wa.ipaa.org.au/Terms-and-Conditions.aspx>

OFFICE USE ONLY

EP

PP

EP ID:

BK ID:

Terms & Conditions

IPAA WA Membership

Annual membership fees for Corporate Members are due in full at the end of each financial year and after 12 months from date joined for Personal/Associate Members. The following terms and conditions apply to Institute Membership products and services. Information provided by Institute members will only be used in accordance with our Privacy Policy.

Period

The Institute's Corporate membership year follows the financial year cycle from 1 July to 30 June, and you may join at anytime. Personal and Associate Membership is a 12 month rolling membership, and you may also join at any time.

Benefits

Membership with the Institute entitles members to certain benefits, privileges and/or offerings. The nature and extent of these benefits are detailed in the current Membership brochure and on the website. The Institute may alter the benefits, privileges and/or offerings associated with Membership at any time without prior notice to members.

Failure to pay

Corporate membership fees are due by 30 June, so members are financial from 01 July. If a member does not pay their membership fees by the due date, they will cease to be a member and all benefits and privileges will cease.

If an individual does not wish to renew their membership, they must notify the Institute by sending a written notice or an email to members@ipaawa.org.au no later than 14 days after the renewal date. If an Individual Membership does lapse, the individual must not use the professional post nominal after their name (e.g. MIPAA) or claim to be a member of the Western Australian Institute of Public Administration Australia.

Cancellation/Refund/Transfer policy

The Institute does not provide refunds on membership fees. Institute memberships of any category or type are not transferable.

Changes to membership terms and conditions

The Institute may alter these terms and conditions of membership at any time without prior notice. The Institute will attempt to notify members of any variations but is not liable to do so. If you have any queries regarding any of the above terms and conditions of membership please do not hesitate to contact the Institute on (08) 9360 1400.

Membership Payments

Membership payments may be made via one of the following;

1. Credit Card

Only Visa and MasterCard payments will be accepted. All credit card details and the card holder's signature must be completed on the Membership Invoice and faxed / emailed back to the Institute to process. Personal / Associate Members can pay their membership fees online using their credit card details and an invoice and receipt will be sent once payment has been made.

2. Electronic Funds Transfer (EFT)

For all EFT payments, please send a remittance advice with payment details to accounts@ipaawa.org.au. Payments can be made to:

Bank: National Australia Bank
ACC Name: Institute of Public Administration Australia (WA)
BSB: 086-006
ACC: 12-523-5911
REF: 'Your Name' and Membership Number if renewing

3. Cheque

Mail a copy of your invoice with a cheque for the total membership fee to:

IPAA WA
PO Box 288
BULL CREEK WA 6149

4. Direct Debit

Direct Debit is only available for WA Fellow, Personal and Associate Membership. **Monthly Direct Debit:** Deductions from a Mastercard or Visa credit card account will be processed automatically on the 10th of each month (or first business day after that). You may terminate your monthly direct debit membership at any time after the minimum 12 month membership period has been met, by writing to the Institute at least 14 days before the cancellation date in order for the termination to be processed. **Yearly Direct Debit:** Deductions from a Mastercard or Visa credit card account will be processed automatically once per year on the date your membership is due to expire (or first business day after that). You may terminate your yearly direct debit membership at any time after the minimum 12 month membership period by writing to the Institute at least 14 days prior to your membership expiring. If you terminate your yearly direct debit part-way through your membership, no refund or credit will be provided for your remaining membership period.

Your Responsibilities

- It is your responsibility to ensure that your credit card is valid so that payments can be made on a due direct debit date. If a payment fails to process, it is your responsibility to organise an alternative arrangement to ensure the payment is made. You may also be liable to pay any administrative costs incurred by IPAA WA as a result of this failed payment.
- It is your responsibility to advise IPAA WA of any changes to your credit card details 14 days before the next direct debit date.
- This agreement is binding between yourself and IPAA WA. It will not be cancelled by you before the minimum 12 months have been paid.