



# Membership Form

Apply online at [www.wa.ipaa.org.au](http://www.wa.ipaa.org.au) or fax your completed membership form to IPAA WA on **08 9221 3733**. Write clearly using BLOCK letters and tick the appropriate boxes. For all enquiries phone 08 9221 1177 or email [members@ipaawa.org.au](mailto:members@ipaawa.org.au).

I wish to:  Renew my membership  Join the Institute

## PERSONAL INFORMATION

Title \_\_\_\_\_ Surname \_\_\_\_\_  
 First Name \_\_\_\_\_  
 D.O.B. \_\_\_\_\_  
 Position \_\_\_\_\_  
 Organisation/Agency \_\_\_\_\_  
 Office/Division \_\_\_\_\_  
 Preferred Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_

I would like to receive a FREE 6 month WA Business News subscription

## SECTOR

- Local government
- Federal government
- University
- Self-employed
- Student
- Unemployed
- State government
- Private sector
- Not-for-Profit
- Retired
- Statutory body
- Other

## 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
- PS News
- Other (please specify) \_\_\_\_\_

Name of IPAA WA Member who referred you to the Institute: \_\_\_\_\_

## MEMBER PROFILE

AGE \_\_\_\_\_  
 18-24     25-35     36-45  
 46-55     56-65     66+  
 GENDER \_\_\_\_\_  
 Male     Female

## MEMBERSHIP TYPE

- Personal Member**  
\$150 or \$13 p/month
- Young Professional - 35 & under  
\$130 or \$11 p/month
- Young Professional Regional  
\$110 or \$10 p/month
- Regional  
\$110 or \$10 p/month
- Retired  
\$110 or \$10 p/month
- Associate Member**  
\$60 or \$5 p/month
- Associate Member Young Professional - 35 & under  
\$60 or \$5 p/month
- Full Time Student  
\$60 or \$5 p/month

## REFERRAL REWARD

Please include the names of colleagues who might be interested in becoming IPAA WA members. You will earn a CREDIT to the value of \$25 for each new member who names you as the IPAA WA member who referred them. CREDITS can be redeemed for discounts on IPAA WA events or training courses and are valid for 12 months. \*Not redeemable for cash and excludes special events as deemed by IPAA WA.

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

## PAYMENT TYPE

Please select your payment type:

- One-off payment
- Monthly Direct Debit (Credit Card payment only)

## PAYMENT DETAILS

- Visa
- MasterCard
- Cheque
- Electronic Funds Transfer (see reverse)

Card Number

Expiry Month   Year

Name on Card \_\_\_\_\_

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

Signature \_\_\_\_\_

## TERMS & CONDITIONS

- I agree to the Terms and Conditions of my Membership. Please view the back of this form or visit [www.wa.ipaa.org.au](http://www.wa.ipaa.org.au). Membership is valid for 12 months from the date of payment.

## OFFICE USE ONLY

- EP \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- PP \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- PS \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# 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](mailto: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) 9221 1177.

## 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](mailto:accounts@ipaawa.org.au). Payments can be made to:

Bank: National Australia Bank  
ACC Name: WA Institute of Public Administration  
BSB: 086-006  
ACC: 12-523-5911  
REF: 'Your Organisation' 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 5789  
St Georges Tce, Perth WA 6831

### 4. Direct Debit

Direct Debit is only available for Personal and Associate Membership. 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 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.

### 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.