

Corporate Governance Charter



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1 INTRODUCTION

1.1 IPAA National

In 1981 the Institute of Public Administration Australia (IPAA) established a national organisation based on a Federal structure.

IPAA State and Territory Divisions are the members of IPAA. They appoint the National Council, which is accountable to them. Each IPAA Division has retained its separate, independent Charter, its Constitution and its Council and is accountable to its own State or Territory membership.

Individuals are members of IPAA through their membership of an IPAA Division, which, in turn, is a member of the national organisation. National Council, in being accountable to its member Divisions, is also expected to be responsive to individual members of IPAA across Australia.

IPAA is the professional association for those who see public administration as their profession, whether working within the public sector, in academia or in the private (for profit and not for-profit) sector. These are the people it seeks to attract as its individual members. IPAA's objectives concern the quality, integrity and outcomes of public administration across Australia.

IPAA's national organisation and IPAA Divisions have complementary roles and functions. Broadly, the national organisation focuses on supporting the National President to provide 'leadership on national issues' and 'public statements' in consultation with the Divisions, the annual National Conference, and other events concerning national issues, Australia wide public administration policy matters, national awards and national and international partnerships.

The National President has a role as the spokesperson and hence is the public face of IPAA.

The Divisions host most IPAA events and activities and provide extensive training opportunities for members and others involved in public sector work.

1.2 Governance

Governance arrangements for National Council revolve around the formal requirements of the Constitution which is established under the *Associations Incorporation Act 1991* of the Australian Capital Territory and functions, such as the preparation and monitoring of a Strategic Plan, the undertaking of external reporting and ensuring that the affairs of the Council are in accordance with the Constitution

It recognises the administrative autonomy of each State and Territory Division, and National Council does not seek to influence the day-to-day decision-making processes of any Division or its management. National Council does, however, actively promote close co-operation between Divisions and with the national organisation, to support IPAA's aims and objectives; and it provides leadership and strategic direction for IPAA as a whole.

2 NATIONAL COUNCIL

2.1 Functions and Powers

The Council, subject to the *Associations Incorporation Act 1991 of the Australian Capital Territory*, and to any resolution passed by the Institute in a general meeting has a broad range of powers and objectives which are detailed in the constitution and exercised through the functions detailed in Attachment 1 but can be summarised as being: -

- shall control and manage the affairs of IPAA National;
- may exercise all such functions as may be exercised by the Institute other than those functions that are required by the Constitution to be exercised by the Institute in general meetings;
- has power to perform all such acts and do all such things as appear to the Council to be necessary or desirable for the proper management of the affairs of the Institute.

2.2 Constitution

The Constitution which is based upon the *Associations Incorporation Act 1991 of the Australian Capital Territory* and The Australian Charities and Not-for-profits Commission (ACNC) sets out the matters that would normally be addressed in the Constitution of a corporate body.

Function	Constitutional Reference
Aims Objectives and Powers	Clause 2 and Clause 11
Membership	Clauses 6 - Clause 10
Office Bearers	Clause 13
Secretariat	Clause 18
Independence of Council Members	Clause 21
Voting and Decisions	Clause 23
Meeting Arrangements and Annual General Meeting	Clause 25 - Clause 35
Annual General Meeting	Constitution Clauses (26) and (27)
Administrative Arrangements including Funding	Clause 36 - Clause 44

3 CORPORATE GOVERNANCE CHARTER

While the Constitution provides the legal framework for IPAA National, the day to day operations are set out in this Governance Charter, which has been endorsed by National Council.

The National Council is responsible for regularly reviewing the Charter to ensure it reflects Council functions and recognised practice

4 PROCEDURES MANUAL

The National Secretariat will be responsible for establishing and maintaining a Procedures Manual detailing the format of the procedural documents, policies and processes referred to in this governance charter.

5 COUNCIL STRUCTURE

5.1 Council Membership

IPAA is an incorporated association and is not aligned with any Commonwealth, State or Local Government department or agency. All national strategic planning and policy decisions are made by the IPAA National Council.

The structure of the IPAA National Council comprises:

Office Bearers

- President
- Treasurer
- Secretary

Members

One member from each Division, nominated from time to time by the Division. (A Division may, at any time, by special resolution of its members, resign from membership of the Institute. The form and effect of the resignation are detailed in the constitution).

Attendees

The Executive Director, National is not a member of the Council, but shall attend all Council meetings and provide all necessary services to help the Council perform its functions.

Divisional Executive Directors and CEOs are not a member of the Council, but shall attend all Council meetings by invitation and provide support for their Divisional Council members

5.2 Appointment and Tenure

5.2.1 The President

Subject to the Constitution, the President holds office until the conclusion of the second Annual General Meeting following the date of the office-bearer's election and is eligible for re-election up to a third term only (i.e. a maximum of six years total continuous terms of office).

5.2.2 The Secretary and the Treasurer

These office holders shall, subject to the Constitution, hold office until the conclusion of the second Annual General Meeting following the date of the office-bearer's election or appointment and are eligible for re-election.

A person is not eligible: -

- to hold two or more positions as office-bearer of the Institute at the same time.
- to hold a position as office-bearer and ordinary Council member at the same time. and, if an ordinary Council member is elected as an office-bearer, he or she shall resign from the office of ordinary Council member.
- to hold two or more positions as office-bearer of the Institute at the same time.

5.2.3 Office Bearers - Election

Each State and Territory Division can nominate an individual to serve on the IPAA National Council however the election of office bearers and manner of nomination is detailed under clause 13 of the constitution.

5.3 Alternative Members Proxies

A Divisional member is entitled to appoint a person who is a member of the same Division or another Division as proxy for attendance at a council meeting by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

The State and Territory Divisions should, where possible, nominate one person who is the standard proxy for that Divisional member. This person should be an elected member of a Divisional Council.

The notice appointing the proxy shall be in the form as set out in Attachment 2.

5.4 Vacation of Office

The constitution defines when a vacancy occurs and provides for casual vacancies. For ordinary council members and office bearers. The condition applicable to office bears will apply to casual vacancies and casual vacancies will be valid until their permanent appointment at the next Annual General Meeting.

5.5 Office Holders Role

Best practice dictates that the office bearers undertake certain activities in the interest of the National Council while their roles may be subject to change through organisational and constitutional requirements the minimum duties they are expected to undertake are detailed in Attachment 3.

5.6 Responsibilities of Council Members

National Council members have a responsibility to raise issues concerning their Division, but as members of the IPAA National Council, are obliged under the Constitution to act in the interests of IPAA National as a whole.

Council members are not bound to comply with any directions given to him/her by the State or Territory Division of which he/she is a nominee or member in relation to the performing of any functions or exercising any powers as a member of the Council.

5.7 Conflict of Interest

Councillors must disclose to the Council actual or potential conflicts of interests which may exist, or might reasonably be thought to exist, between the interests of the Councilor in carrying out the activities of the Council.

Council will determine the best way to handle conflicts as they arise.

6 COUNCIL MEETINGS

6.1 Meeting Frequency

The IPAA National Council is Constitutionally required to meet face-to-face at least twice each calendar year. Additional meetings of the Council may be convened by the President. At least one of the Council's face to face meetings shall be in person and the others by audio or video-conferencing.

One meeting is normally held in conjunction with the National Conference. The meeting to develop and review the strategic plan is normally held separately from the Council meeting at a time determined by Council.

6.2 Notices of Meeting

Oral or written notice of a meeting of the Council shall be given by the Secretary to each member of the Council at least 14 days (or such other period as agreed by the members of the Council) before the time appointed for the holding of the meeting.

Written notice of a meeting shall specify the general nature of the business to be transacted at the meeting and no business, other than that business shall be transacted at the meeting, except business which the Council members present at the meeting unanimously agree to treat as urgent business.

6.3 Agenda

The Executive Director, National should draft the Agenda with the Secretary for consultation with, and ratification by the President. Councillors can request that matters are put on the agenda by advising the Executive Director, National or Secretary. The agenda with supporting Council papers will then be circulated to all members so that it would be received in the normal course at least a week prior to the meeting.

The form of the agenda will be determined by the Secretariat.

6.4 Council Reports and Submissions

There are standard reports which should be provided at each normal council meeting. These are

- Presidents Report
- Treasurers Financial Report
- Secretary Report
- Secretariat Report
- Any Committee Reports

Policy submissions covering any changes to the way IPAA performs its statutory functions regarding its own organisation and/or policy submissions on the public sector as a whole. All Council submissions requiring a decision should be presented in writing in a format as determined by the secretariat.

The format of the President's, Secretary's and Treasurers' Reports will be determined by the office holders and the Secretariat to meet the governance requirements of Council.

Major correspondence should be detailed at Council Meeting 'for noting'. Any member can ask for any item of correspondence to be discussed.

The Secretariat shall maintain a register of all formal correspondence between IPAA National and other parties.

6.5 Attendees

Attendees will comprise all Council members. The President, or a majority of members, may request the attendance at any meeting of the Council any person who, in their opinion, may be able to assist the Council in any matter under consideration.

6.6 Quorum

For a decision to be valid, a quorum of members must be present. The number of the Council members to constitute a quorum for the transaction of the business of a meeting of the Council shall be a majority plus one.in person or by telephone.

6.7 Voting and Decisions

Questions arising at a meeting of the Council or of any sub-committee appointed by the Council shall be determined by a majority of the votes of members of the Council or sub-committee present at the meeting.

Voting entitlements at a meeting of the Council are Office Bearers shall have one vote each while Ordinary Council members shall have two votes each.

In the event of an equality of votes on any question, the person presiding may exercise a further or casting vote.

An ordinary Council member is entitled to appoint a proxy to exercise his or her powers, including the power to vote, at a meeting of the Council.

6.8 Recording of Decisions

The Constitution requires that all decisions will be recorded in the minutes by means of a formal resolution. The minutes of the Council shall only record the motions and amendments moved.

The minutes shall be structured in such a way that they shall standalone (in conjunction with the item heading) from any report. Accordingly, each motion and/or amendment shall generally have enough detail to be acted upon without reference to the report associated with the minute.

The format of the minutes will be determined by the Secretary in accordance with the provisions of the Constitution.

6.9 Motions of Dissent and resolutions

All motions of dissent shall be procedural motions and shall be recorded in the minutes without a need for a seconder. Councillors who dissent can ask to have their dissent and the reasons therefore noted in the minutes. Such requests shall not be refused.

Where a draft resolution as recommended in the Council papers is not adopted, then a summary of the reasons for the alternative course of action is noted in the minutes if requested by a majority of Councillors.

In addition, if a Councilor raises a point that is not found in the supporting papers, a summary of that point will be recorded in the minutes if the Councilor asks it to be noted.

6.10 Approval of Minutes

Minutes will be prepared in draft form by the Secretary and provided to the National President for review within one week of the meeting. Once the draft minutes have been approved by the President (normally within fourteen days), the Secretary will circulate the draft minutes to all Councillors.

The minutes may not be amended once the Council has adopted them.

The Executive Director, National will maintain a complete set of Council papers, as provided by the Secretary.

7 FLYING MINUTES

Council members, or their proxies, must agree to the recommendation/s of a flying minute before it can be acted upon. Written agreement by fax or email will be accepted. If no written response is received by the due date, this would be implied as agreement.

Unless the decision is unanimous, the issue should come back to the Council at its next meeting.

The collated copies of written agreements received shall be the record of the decision until the next Council meeting. At the Council meeting immediately following the 'flying minute', the decision made shall be ratified and entered in the minute book as a single entry.

8 REIMBURSEMENTS OF EXPENSES

Reimbursement of expenses for attending council meeting will be made in accordance with the approved policy maintained by the secretariat at the time of application.

9 ANNUAL GENERAL MEETING

IPAA National shall, at least once in each calendar year and within a period of 5 months after the expiration of each fiscal year of the Institute, convene an Annual General Meeting of its members. The Annual General Meeting shall be conducted in accordance with the provisions of the Constitution which states what needs to be included.

The procedural arrangements for general meetings will apply. If it is practical to do so, the annual general meeting is held at the same time as the annual National Conference.

9.1 Annual Report and Financial Statements

As the governing body of National IPAA, the IPAA National Council routinely reviews its financial performance and seeks the independent view of external auditors for all annual general-purpose financial statements.

While the Constitution is silent on the audit of the general-purpose financial statements, Part 5 of the *Association Incorporation Act 1991 (ACT)* prescribes the form of accounts which must be kept by an association, the way it must be audited and the auditor's responsibilities.

Performance of the national organisation against the strategies and targets in the Strategic Plan during the preceding year is included in the Annual Report which is approved by National Council and presented to the Annual General Meeting of members.

The Annual Report is published on the IPAA National website.

10 STRATEGIC PLAN

The National Council provides effective leadership to IPAA through the development of a strategic plan every three years.

The National Strategic Plan sets out the Institute's medium-term directions, strategies and targets. It forms the basis by which National Council can review performance, the results of which are published in the Annual Report.

It guides the operations of the National Council and the Executive Director, and each year National Council approves its budget, and may develop and approve subordinate operational plans based upon the Strategic Plan.

Broadly, the Divisions take most responsibility for training and other professional development activities, while the national takes responsibility for publications and representing the voice of the profession. However, the Strategic Plan is designed to provide guidance to Divisions in establishing their own plans so that, between national activities and divisional activities, the maximum achievement of the Institute's aims, and objectives can be met.

11 DELEGATIONS OF AUTHORITY

From time to time, the Council may determine to establish (or abolish) standing, specific

purpose, ad hoc Committees or Working Parties in accordance with Clause 22 of the Constitution. The membership of these groups shall be as determined by the Council as and when necessary.

The National Secretariat is responsible for maintaining a register of such delegations.

12 SECRETARIAT

The Secretariat consist of the Executive Director, National and such other staff as supplied through arrangements with a Division or external provider.

The Executive Director, National shall be responsible for the day to day management of the Secretariat and shall report through the Council in relation to that management.

The functions of the Secretariat are administrative in nature and are set out in the Contract of Engagement and be enough for ensuring that the day to day needs of the Executive Director, National and Council are met so that they can perform their role satisfactorily.

12.1 Secretariat Evaluation

The Secretariat is the primary support for IPAA's National Council. As such, a special relationship exists between the Executive Director, National and the Council.

The President and the Council set KPIs and undertake an evaluation annually of the National Council Secretariat and prior to any new or renegotiation of the Contract of Engagement.

12.2 Executive Director National

The Executive Director, National may make any operating payments whose purpose is covered within the IPAA budget provided that the total IPAA expenditure for the financial year in which the payment accrues does not exceed the budget limit set by the Council. If the payment is to exceed the budget limit, it must be authorised by the Treasurer.

The Executive Director, National may also make any payments from IPAA accounts consistent with policies and Council resolutions and adhoc payments up to a value of \$500. All such payments must be listed and reported to National Council as part of the Financial Reports.

13 AWARDS

The Council may agree to present awards to individuals or organisations in recognition of their contribution to the study or promotion of the goals and objectives of the Council. The terms and conditions and administration of awards will depend on the type, duration and specific nature of the award. The Standing awards are detailed on Attachment 4.

14 NATIONAL CONFERENCE

IPAA's National Conference is the showpiece for IPAA National. It provides an opportunity to bring together IPAA members and other interested people from across Australia and from other countries to:

- Address key issues in public management;
- Facilitate networking opportunities between practitioners, academics and others interested;
- Market IPAA National's work; and
- Demonstrate the benefits of membership to IPAA.

The timing and location of the conference is decided by Council and responsibility for elements of the National Conference lies with the nominated Division's ED/CEO under the NC Protocols which are maintained by the Secretariat.

15 PRIVACY

A statement has been prepared for use by the IPAA National Office. The statement sets out IPAA's privacy policy in respect to personal information which people may provide on becoming an individual member. (Attachment 5).

ATTACHMENT 1 - SPECIFIC OR PRINCIPAL FUNCTIONS AND RESPONSIBILITIES OF NATIONAL COUNCIL.

Without intending to limit the general role and Constitutional aims, objectives and powers of the Council, the specific or principal functions and responsibilities are: -

- Acting as an interface between IPAA and public-sector stakeholders
- Setting the goals of IPAA including short-term, medium-term and long-term objectives
- Providing the overall strategic direction of IPAA
- Deciding all policies and standards relating to IPAA
- Publication and distribution of the Australian Journal of Public Administration (AJPA)
- Publication of reports on various aspects of public administration, based on findings from research and conference presentations.
- Supporting the National President, helping facilitate the National Conference and (with the agreement of Divisions) providing leadership on national issues.
- Listing relevant conference materials on a dedicated website www.ipaanationalconference.org.au
- Publication of various reports, interviews and findings on the IPAA National website www.ipaa.org.au
- Appointing and approving the terms and conditions of the appointment of the Division hosting the Secretariat
- Reviewing and providing feedback on the performance of the National Secretariat.
- Approving the remuneration of the Secretariat and out of pocket expense allowances of all members of the Council
- Establishing and determining the powers and functions of the Committees of the Council as required from time to time
- Approving the annual budget and long-term budget forecasts of IPAA
- Reviewing the annual progress and performance of IPAA in meeting the objectives of the organisation, including reporting the outcome of such reviews.

ATTACHMENT 2 - FORM OF APPOINTMENT OF PROXY

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA (Inc.)

FORM OF APPOINTMENT OF PROXY

I,[insert full name]

of.....[address]

-being a voting delegate of..... [insert full name of Division]

hereby appoint [full name of proxy]

of.....[address]

as my proxy to vote on behalf of the above Division at the general meeting of the Institute (Annual General Meeting or other general meeting as the case may be) to be held on the

..... day of20....., and at any adjournment of that meeting.

+My proxy is authorised to vote* in favour of/*against the resolution (insert details)

.....

(Signature of member

appointing proxy) Date:

.....

.....

(+ to be inserted as desired)

Note

- 1: A proxy for a voting delegate may only be given to a person who is a member of a State or Territory Division of the Institute.

ATTACHMENT 3- ROLE OF OFFICE BEARERS

President

- Representing IPAA national's interest and promoting its public profile by making public statements via media releases and interviews.
- Consulting with the Divisions on any public statements that they intend to make.
- Chairing and providing leadership at Council meetings
- Supervising the Secretariat through IPAA National's CEO.
- Assist National Council to develop and implement its strategic direction, with responsibilities for providing the public face for the profession, promoting thought leadership, fostering partnerships with key stakeholders and assisting the national organisation to build its capability.

Secretary

- Organising the annual Council meetings and any other meetings considered necessary by the President either individually or in conjunction with the secretariat.
- Reviewing and circulating Council agendas prepared by the President and the IPAA National Secretariat prior to meetings to obtain member input before finalising.
- Chairing the Awards Panels, and ensuring it is conducted properly, on time and with integrity.
- Ensuring Flying minutes are submitted to Council for ratification at the first Council Meeting after their circulation.
- Preparing draft Minutes for circulation to council members for review before submitting to National President and ensuring ratification at the next Council Meeting.
- Maintaining Minutes in accordance with Clause 15 of the constitution

Treasurer

- With the assistance of the CFO, preparing and submitting financial statements
- With the assistance of the CFO and external auditor, preparing and submitting audited annual financial statements in accordance with recognized accounting standards to the Council as soon as possible after the end of the financial year.
- Preparing a financial report to accompany the annual financial statements for inclusion in the annual report.
- Preparing and submitting an annual operating budget to the Council in advance of a new financial year.
- Controlling all payments to ensure that total expenditure does not exceed budget unless a variation to the budget is approved by the Council.
- Undertaking effective treasury management of cash reserves by ensuring that there are enough funds for working capital in bank call deposits with the balance of reserves invested in bank term deposits.

ATTACHMENT 4 - AWARDS

4.1 National Fellow

Overview

The award of IPAA National Fellow of the Institute is an honour bestowed on a number of members of State or Territory Divisions or individual who have made an outstanding contribution to the practice and/or study of public administration. The contribution by individuals to the Institute is also to be taken into consideration, but only in support of the main criteria.

Any person so appointed shall be entitled to use the title 'Fellow of the Institute of Public Administration Australia' and the letters FIPAA after his/her name.

Nomination criteria include:

- confirmation that each nominee is a current individual financial member of the nominating Division and detailing the number of years they've been a member;
- a covering letter from the President of the Division, proposing and endorsing the nomination;
- contribution to the study and/or practice of public administration,
- consider areas of new initiative or reforms, influence on decision making forums, influence on research or writing on public administration.
- contribution to public sector development at local, State, National and/or international levels
- contribution to relevant IPAA division
- current curriculum vitae

Nominations, Selection and Announcements

- a) the IPAA National Council shall appoint a Chair of the Assessment Panel, who will be an existing IPAA National Fellow for arranging the IPAA National Fellow Award process.
- b) the Chair of the Assessment Panel shall appoint further members to the panel, of whom two (2) must be existing IPAA National Fellow existing fellows;
- c) in appointing the IPAA National Fellow Assessment Panel, the Chair will ensure that three (3) panel members are from different State or Territory Divisions;
- d) the Chair will circulate a list of nominated IPAA National Fellows to the IPAA National Council for endorsement by 'flying minute';
- e) State and Territory Divisions will only advise successful nominee(s) that they have been nominated for an IPAA National Fellow Award in order to encourage them to attend the National Conference to accept the award in person;
- f) the Chair on behalf of the IPAA National Fellow Assessment Panel, will only announce the successful nominations, and advise the States and Territory Divisions privately of the unsuccessful nominees;
- g) IPAA National Fellows are to be announced at the IPAA Annual National Conference by the National President.
- h) Those IPAA National Fellows not able to be at the IPAA Annual National Conference should be presented with their certificates at a State or Territory Divisional function. The function should include participation by previous IPAA National Fellows of that State or Territory Division and the presentation should be made by an IPAA National Council nominee or State or Territory Divisional IPAA National Fellow, where possible.

4.2 Divisional Fellows

National Council has agreed that Divisions may award State or Territory Fellowships, as less prestigious awards than National Fellowships, if they use a selection committee of National Fellows and the awardees are financial members of IPAA. Such Fellowships are not to attract a post- nominal title.

4.3 IPAA / UC Research Trust Fund

Overview

This fund was established in 1986 by the Institute and the University of Canberra. Its objective was to support research projects aimed at advancing the study and practice of public administration in Australia. Under the Fund's Trust Deed, a management committee was established, to comprise two Institute and three University representatives, it being understood that at least one of the latter would be a person who is also a member and active in the affairs of the Institute. There were foundation donations by the Institute's National Council and the University, and these have been augmented by donations from individuals and organisations, including several of the State and Territory Divisions of the Institute.

The Trust Deed was rewritten in 1992 in recognition of an extremely generous capital donation of \$50,000 (since augmented by a further capital donation of \$5,000) by Dr Sam Richardson. The Fund is able to use the interest earned from this capital to assist in its ongoing work. This trust fund is held at the University of Canberra.

National Council has in recent years, allocated \$10,000 a year to the Trust to ensure its capacity to support valuable research.

The Fund published reports from time to time in the *Australian Journal of Public Administration* (AJPA) and more recently *Public Administration Today* (Today) detailing its research grants and subsequent reports and publications.

4.3 The Dr Sam Richardson Award

In 1993 the Committee managing the Research Trust Fund, with IPAA National Council's approval, decided to institute an award for the most important or influential article published each year in the *Australian Journal of Public Administration* (AJPA)

The Award was named after Dr Sam Richardson, the principal benefactor of the Fund. It is presented annually and announced at the annual IPAA National Conference.

Following a review of the selection processes in 2009, the winner of the Dr Sam Richardson Award is determined in two stages:

1. A subcommittee of the AJPA Editorial Board will determine a short list (of a maximum of six articles) from the last year's publications.
2. The short-listed articles will then be voted upon by a judging panel consisting of the full Editorial Board, plus a nominee from each State or Territory Division (preferably a Young Professional).

The winner of the Award is notified by a representative from the Research Trust Fund.

ATTACHMENT 5 – PRIVACY POLICY AND COLLECTION STATEMENT

PRIVACY POLICY

This statement sets out IPAA's privacy policy in respect to personal information which you may provide to a State or Territory Division of IPAA. IPAA Divisions recognise that your privacy is very important to you and we are committed to promoting confidence in which your personal information is handled by us.

IPAA Divisions will update this Privacy Policy and Collection Statement as required. If it is changed, the updated document will be posted on the relevant State or Territory website so that you are always aware of the type of information collected, how the information may be used, and under what circumstances it may be disclosed by IPAA Divisions.

Type of Information Collected

A State or Territory Division of IPAA may collect information about you in different ways:

- (a) When you become a member of our Institute we collect your contact details and profile information about you so that we can facilitate and improve our services to you as a member. Information you deem sensitive in nature will be optional.
- (b) When you register for an event / function so that IPAA Divisions can confirm your registration details and advise you of all necessary information regarding that event / function.
- (c) When you request that information be sent to you.
- (d) From other publicly accessible government databases.

What is the Information Used For?

- (a) Provide membership related services.
- (b) Send you information that you request.
- (c) Send you information that is related to your career and work environment and which may be from sources other than IPAA Divisions. All material is vetted for relevance to our members.
- (d) Inform you of other IPAA Divisional products and services.
- (e) Help improve the services we deliver to you and to measure consumer interest in IPAA Divisional services.
- (f) Register you for courses and events/functions.

Who else receives your information

IPAA Divisions will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you without your knowledge and consent.

IPAA Divisions be requested to ask their members to share their personal information in accordance with privacy laws of that jurisdiction.

IPAA Divisions may, from time to time, provide lists of participants at events / functions where your details will appear. These details will consist of your name, position and organisation only.

IPAA Divisions may provide your information to a third-party provider in order to conduct an event/function or other IPAA Divisional activity. This third party will be subject of IPAA's privacy policy.

Security of Personal Information

IPAA Divisions have security measures designed to protect against the loss, misuse and/or alternation of the information under its control.

These security measures are:

- (a) Restricted access to the database where information is stored.
- (b) A back up security system to protect against loss of information collected.
- (c) Hard copies are kept in locked filing cabinets and/or stored in locked room

Correcting and Updating your Profile

The following options are available to access and modify information previously provided by you:

- (a) You may gain access to information by contacting the State or Territory Division listed below. There will be no charge to you to provide updated information
- (b) You may be able to update your personal details online (subject to individual State and Territory Divisional website arrangements).
- (c) Hard copy detail update forms which may be sent to you annually.

Disposal of information

We will take reasonable steps to destroy or permanently delete personal information if it is no longer needed for any purpose for which the information may be used.

Membership information is kept for archival historical purposes and is retained in a secured place. If you do not wish your information to be retained for these purposes, please let us know in writing.

Contact

For questions about the Privacy Policy please contact:

[Name of State or Territory Division]

[Postal Address]
[Phone]
[Fax]
[Email]

COLLECTION and PRIVACY STATEMENTS

The following statements are provided for use on specific material produced by State and Territory Divisions of IPAA.

Members and Customers

IPAA [insert Division name] is committed to protecting the privacy of information collected about its member and clients. [insert any legislative requirements here]. Your personal information is not shared, sold, rented, traded or otherwise supplied to third parties. Course participant lists may be shared with other course participants. IPAA [insert Division name] Privacy Policy is on our website [insert web address]

Website

No personal information is collected when you browse our website. Personally, identifiable information, such as name and contact details, are required when you make an enquiry, place an order, register for an event / function, apply for membership or update your details with us. Information collected is kept for as long as it is needed to provide services and products to you. IPAA [insert Division name] Privacy Policy is on our website [insert web address].