



FOI in WA Conference

Building our FOI capacity

Terms and Conditions

The FOI in WA Conference (**the Conference**) is presented by the Office of the Information Commissioner (**the OIC**). Event management services – including registrations – are being provided by the Institute of Public Administration Australia WA (**IPAA**).

Eligibility to register

Registration is limited to West Australian State and local government employees.

Payment

Registration is to be paid in full before attending the Conference. Online registrations are preferred and payment must be made by credit card at the time of registration. If required please email events@ipaawa.org.au to register and an invoice will be provided prior to payment by Electronic Funds Transfer. A remittance advice must be sent to accounts@ipaawa.org.au. Registrations that are not paid by credit card at the time of registration will attract a 2% administration charge.

Invoices & Receipts

All registered persons will receive a confirmation email. A tax invoice will be sent to the email address of the person nominated on the registration page. If a confirmation email and/or a tax invoice is not received within two business days of your registration, please contact IPAA at events@ipaawa.org.au or 9360 1400.

Cancellation and refund policy

No refunds will be provided for cancellations made after COB on 10 July 2017. Cancellation requests prior to COB on 10 July 2017 should be provided by email to events@ipaawa.org.au for a refund to be arranged.

Substitutes are welcome in lieu of a cancellation. Changes to registration details should be emailed to events@ipaawa.org.au. Note that the Conference is restricted to West Australian State or local government employees.

Changes

It may be necessary for the OIC to change the content and timing of: the conference; programme; speakers; date; or venue. In the unlikely event of the conference being cancelled by the OIC, a full refund will be made to paid-up registrants. The liability of OIC shall be limited to the amount of the fee actually paid.

Privacy and security

If all the relevant information is not provided at registration, including a valid email address, your registration may not be confirmed. IPAA is managing the registrations for

the Conference on behalf of the OIC and will collect information as required in order to administer and manage registrations for the Conference. IPAA is committed to protecting the information collected for this purpose and registration details will only be made available to the OIC for the sole purpose of administering the Conference. IPAA will not make available personal details of attendees to any other third party.

Requests for attendees to access their registration information or for any other queries in relation to the way IPAA handles registration details, should be directed to IPAA at [<events@ipaawa.org.au>](mailto:events@ipaawa.org.au) or (08) 9360 1400.

Office of the Information Commissioner

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Freecall (WA country): 1800 621 244

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