

CPA AUSTRALIA, NEW ZEALAND INTEGRATED REPORTING AWARDS 2020

TERMS AND CONDITIONS DATED 18 June 2020

New Zealand

A) THE AWARDS

1. By submitting an Entry to CPA Australia, New Zealand Integrated Reporting Awards 2020 (“**Awards**”) you acknowledge that you have read, understand and fully agree to these terms and conditions below (“**Terms and Conditions**”). Entrants may withdraw an Entry from the Award prior to the Award Draw by emailing the Promoter at integratedreporting@cpaaustralia.com.au with the subject heading ‘withdraw from CPA Australia, New Zealand Integrated Reporting Awards 2020’ by no later than 5:00PM Wednesday 30 September 2020.
2. The Promoter of the Awards is CPA Australia Ltd (ABN 64 008 392 452) of Level 20, 28 Freshwater Place Southbank VIC 3006 (“**Promoter**”).
3. The Awards open on Wednesday 1 July 2020 at 9.00am (NZDT) and close on Wednesday 30 September 2020 at 5:00pm (NZDT) (“**Promotional Period**”).

B) ELIGIBILITY CRITERIA & ENTRY REQUIREMENTS

4. Entry into the Awards are open to entities that meet the following eligibility criteria:
 - a. Must be incorporated or registered in New Zealand (For-Profit and Not-for-Profit) OR public sector organisation; and
 - b. Must publish their integrated reports (or equivalent) with financial statements that have been audited or reviewed.
 - c. Must publish their reports between 1 August 2019 and 30 September 2020.(“**Eligible Body**”)
5. There will be 3 Award categories being, ‘For-Profit’; ‘Not-for-Profit’; and ‘Public Sector’ (“**Award Category**”). Each Entry will fall into one of the above categories based on the financial statement disclosures that have been made.
6. In order to enter the Awards, an Eligible Body must submit the following by email to integratedreportingawards@cpaaustralia.com.au within the Promotional Period:
 - a. A copy of its integrated report (together with its financial statements if they were published separately) in PDF format; and
 - b. Responses to the following questions in MS Word or PDF format:
 - (i) Why did your organisation move to <IR>?
 - (ii) How have the <IR> capitals have been incorporated into your <IR> and why?
 - (iii) How did adopting <IR> change stakeholders’ perception of your organisation?
 - (iv) How does your organisation’s governance structure support your ability to create value in the short, medium and long term?
 - (v) How far along the <IR> journey are you?
 - (vi) What makes your integrated report unique?(“**Entry Requirements**”)
7. An Eligible Body that makes a submission in accordance with the Entry Requirements will be deemed an Award entrant in their relevant Award Category (“**Entrant**”). A submission by an Entrant will be deemed a valid Award entry upon receipt of entry confirmation email from the Promoter (“**Entry**”). An Entrant may only submit 1 Entry in the Awards.



8. Should an Entrant's contact details change during the Promotional Period, it is the Entrant's responsibility to immediately notify the Promoter at integratedreporting@cpaaustralia.com.au and request to access or modify any information provided in an Entry.

C) JUDGING CRITERIA, SELECTION OF WINNERS & PRIZES

9. The Entries will be judged on the following criteria
 - a. How closely Entries adhere to the principles of the <IR> framework
 - b. How the guiding principles have been applied to Entries as well as the quality of the content elements, relative to the size and experience of each organisation.
 - c. Whether Entries contain the fundamental concepts and elements of the <IR> framework.
 - d. How Entries have articulated their strategy in terms of capitals
 - e. Transparency of the integrated report (e.g. could be both positive and negative)
("Judging Criteria")
10. The Awards will be judged by a panel of four subject matter experts including Jane Diplock AO (Director), Dr. Carolyn Fowler (Victoria University of Wellington), Warren Allen (Formerly External Reporting Board) and Todd Beardsworth (Office of the Auditor-General) (**"Judging Panel"**). Judges may be substituted if the abovenamed judges are not available to judge.
11. Judging will be conducted in private on 14 October 2020 by the Judging Panel. Entries in each Award Category will be scored out of a possible score of 10 where 10 represents the highest score possible and 1 the lowest score possible.
12. The Entry with the highest score out of 10 in each Award Category will be an Award Category winner (**"Category Winner"**).
13. In the event that two or more Entrants receive the highest score in their Award Category, the earliest Entrant in time to submit their Entry will be deemed the Category Winner.
14. Each Category Winner will receive the following prizes
 - a. A profile in the CPA Australia publication INTHEBLACK
 - b. A framed certificate
 - c. Feedback session from the expert Judging Panel their 'Integrated Reports'
 - d. Recognition on the CPA Australia website that will include details on what it took to bring their integrated report together.
("Category Award Prize")
15. Category Winners (**"Award Winners"**) will be announced on 20 October 2020. All Award Winners will also be notified in writing within 24 hours of the CPA Congress announcement.
16. If an Award Winner does not claim their Category Award Prize or cannot be contacted (following reasonable attempts by the Promoter) by 5:00PM (NZDT) on 20 October 2020, the Award Winner will forfeit their entitlement to their Award Prize.
17. If an Award Winner forfeits their entitlement to an Category Award Prize or is disqualified, the Category Award Prize will be awarded to the underscorer in the relevant Award Category. If there are two or more underscorers with the same score, the Category Award Prize will be awarded to the earliest Entrant in time to submit their Entry.
18. Award Prizes are not exchangeable for another prize or redeemable for cash/credit.
19. If an Award Prize is unavailable, for any reason whatsoever, the Promoter reserves the right to substitute the Award Prize for a Prize of equal or greater value, subject to law.

D) GENERAL TERMS

20. The Promoter, and each of its related bodies corporate, officers, employees and agents accept no responsibility and disclaims all liability for any late, lost or misdirected Entries due to technical disruptions, network congestion or for any other reason whatsoever.
21. The Promoter will not be liable to any person or organisation (including Entrants) for cancelling or postponing the Awards if such cancellation or postponement: (a) is beyond the reasonable control of the Promoter, including but not



limited to epidemics, vandalism, power failures, tempests, natural disasters, acts of God, civil unrest, strike, war, act of terrorism; (b) due to infection by computer virus, bugs, tampering, unauthorised intervention, fraud, technical failures, which corrupt or affect the administration, security, fairness or integrity or proper conduct of the Awards; or (c) in the reasonable opinion of the Promoter, the Awards may harm the Promoters reputation or cause or likely to cause the Promoter to breach any arrangements with third parties or New Zealand law.

22. Subject to any liability which cannot be excluded at law, the Promoter, and each of their related bodies corporate, officers, employees, agents and contractors will not be liable for any loss or damage (including but not limited to indirect or consequential loss) whatsoever which is suffered by any Entrant, Award Winners or any other person associated with this Awards, that arises out of or is connected with the Awards and/or the Award Prizes including, but not limited to; (a) any incorrect or inaccurate information associated with this Awards; (c) the Promoters use of any audio and/or visual media containing the name of an Entrant (or its Agents) or Award Winner or (d) any technical error that may occur in the course of the administration of the Awards including any omission, interruption, deletion, defect, delay in operation or transmission, communications line or telephone, mobile or satellite network failure, theft or destruction or unauthorised access to or alteration of Entries.
23. Except for the copyright in Entries, all Entries become the property of the Promoter. Subject to the Privacy Statement below, the Promoter may use the Entrant's names, address(es) and telephone number(s) for future marketing and publicity purposes in any media worldwide without notice.

E) PRIVACY STATEMENT

24. The personal information of each person acting on behalf of an Entrant ("**Agent**") that is collected by the Promoter for the Awards ("**Personal Information**") is collected and used to:
 - a. conduct the Awards;
 - b. process an Entry into the Awards;
 - c. identify and notify Award Entrants as Award Winners;
 - d. facilitate future Award marketing campaigns;
 - e. conduct analysis or market research;
 - f. provide Agents with information on the Promoter's partner/affiliation products and services; and
 - g. generally provide Entrants with information on the Promoter's products, services, events or Awards.
25. The Promoter may disclose an Agent's Personal Information to external service providers to which the Promoter has contracted out functions such as printers, mailing houses, IT companies and media and advertising companies, but only for the purposes described in this Privacy Statement. The Agent's Personal Information may be transferred or stored outside the country where the information was collected for the purposes stated above.
26. The Promoter may contact Agents by e-mail, SMS, telephone or post for the purpose(s) described in this Privacy Statement.
27. Agents have the right to access or correct any Personal Information the Promoter holds about them (subject to any applicable legal exceptions) and can do this via the "Update my profile" service on the Promoter's website at www.cpaaustralia.com.au. The Promoter will generally provide Agents with access to their Personal Information.
28. Entrants consent to the disclosure of Personal Information by the Promoter where the disclosure of Personal Information is mandated by New Zealand law.