

OCV AFFILIATE MEMBERSHIP APPLICATION

1 July 2009 to 30 June 2010

Application Process

The following steps will occur during the OCV membership application process:

- Membership application, including supporting documentation and \$90 non refundable application fee (where applicable) provided to Owners Corporations Victoria Inc., Membership Coordinator, 30 Peel St, Collingwood, 3066
- As per the Constitution, membership applicant name will be circulated to members via advertising names in the members section of the web site. Existing members have 30 days to notify Council of any relevant matters.
- After these 30 days the application will be considered at the first opportunity at the meetings of the Council of OCV.
- The Membership Subcommittee will be provided a copy of the application and supporting documents for review.
- Once application has been considered by the Council of OCV the applicant will be informed of the result.

Checklist of Supporting Information and Documentation

Below are the items to be included in your membership application:

Please note: All supporting documentation must be with OCV at least 14 days prior to the meeting to be considered.

- Please tick when attached
- Completed membership application (pages 1-3)
- Details of education undertaking (Rising Star Chapter only)
- Application fee of \$90 (inclusive of GST): the application fee is non-refundable. Once membership has been approved the membership fee will be invoiced. *The application fee is applicable for affiliate members joining the owners corporation chapter and support staff chapter.*

Membership Category

Please tick the box for the category of membership you are applying for.

Affiliate member an individual who is not employed by or involved with an organisation that could reasonably be expected to be a corporate or associate member.

- Owners Corporation Chapter for nominated committee member of an owners corporation (e.g. Chairperson).
Annual membership fee is: < 50 lots - \$265; > 50 lots - \$525.
- Rising Star Chapter for inexperienced members seeking employment within the owners corporation management industry.
Annual membership fee is: \$90
- Support Staff Chapter For an individual who is employed by a corporate member but does not fulfil the role of owners corporation manager.
Annual membership fee is: \$90

Special Conditions of Membership

1. An Affiliate member is an individual who is not employed as a practicing owners corporation manager or employed by a company that is an associate member.
2. If an affiliate member is employed by or involved with an organisation that could reasonably be expected to be a corporate member, then the company must apply for the membership of the appropriate category. Failure to comply will result in affiliate membership cessation.
3. An affiliate member selecting the rising star chapter must provide evidence of education being undertaken to develop skills in owners corporation management.
4. An affiliate member, selecting the rising star chapter can only be a member for 1 year, unless evidence is provided education is continuing, in this situation an additional 1 year membership may be granted.

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Payment

This document becomes a tax invoice for GST when payment is received (ABN 91 066 558 592).
Membership application will not be processed until payment is received.

- **Cheque**

Amount: \$ _____ Drawer: _____

- **Direct Deposit**

Macquarie Bank Limited. BSB 183 334 Account Number 2456 55691

Amount: \$ _____ Date of transfer: ____/____/____

- **Credit Card**

Name on Credit Card : _____

Credit Card Number : _____ Exp Date ____/____

CVV Number (Last 3 digits on back of the card) _____ Amount: \$ _____

Signature : _____

Personal Information

Title: _____ Applicant Name: _____

Mailing Address: _____

Suburb: _____ Postcode: _____

Ph: _____ Fax: _____

E-mail address: _____

D.O.B.: ____/____/____ Gender: Male Female

Owners Corporation Chapter Only

BCP No: _____

Name of building (if applicable): _____

Position on the owners corporation committee:

Number of lots in owners corporation:

Rising Star Chapter Only

Employment status:

Full time *please specify company* _____

Part time *please specify company* _____

Casual *please specify company* _____

Not currently employed

Education status related to owners corporation management:

Studying full time, *please specify course and institution in the space below.*

Studying part time, *please specify course and institution in the space below.*

Short course *please specify course and organisation in the space below.*

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Enrolled in course but yet to commence, *please specify in the space below.*

Support Staff Chapter Only

Position Title _____

Company Name _____

Declaration

- | | Yes | No |
|---|--------------------------|--------------------------|
| ❖ Have you been convicted of any offence involving a criminal charge, or is there any charge pending? | <input type="checkbox"/> | <input type="checkbox"/> |
| ❖ Are you or have you ever been a debtor in any Sequestration Order, Deed of Assignment, Composition, or Deed or Arrangement under the provisions of the Bankruptcy Act? | <input type="checkbox"/> | <input type="checkbox"/> |
| ❖ Are you or have you ever been a Director of a company to which a Receiver, a Provisional Liquidator, a Liquidator, a Scheme Manager, or an Official Manager has been appointed while you were a Director, or within six months after you ceased to be a director? | <input type="checkbox"/> | <input type="checkbox"/> |
| ❖ Have you ever been refused membership of a statutory, professional or other body in respect of your professional capacity? | <input type="checkbox"/> | <input type="checkbox"/> |
| ❖ Have you ever been subject to disciplinary proceedings by a statutory, professional or other body in respect of your professional capacity? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered "yes" to any of the above questions, please provide full details.

(Note: A positive answer to any of the above questions will not automatically result in rejection of the application. Each application will be considered on its merits).

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Conditions of Membership

Membership Fees

Membership fees are due from 1 July each year and are charged on a pro-rata basis in the year of application. Membership renewal will not be accepted unless accompanied by payment of cheque or directly credited to OCV bank account.

If payment is not received within 3 months of invoice date the membership may be cancelled.

Advertising as a member

Affiliate members may not advertise OCV membership.

"Advertising as a member" means publicly announcing or displaying, either orally or in writing, the relationship of the individual to OCV as a member of any membership category.

Member Resources

Affiliate members will have access to OCV resources eg. members only website, however, commercial use of these resources is prohibited. Use of resources is only for educational purposes.

Voting Rights

Affiliate members shall not carry the right of voting at any meeting of OCV.

Certificate of Membership

The Council may issue a Certificate of Membership to members indicating their class of membership.

The Certificate of Membership shall remain the property of OCV and shall be returned to OCV on demand or upon cessation of membership.

Change of Details

Members must notify the OCV if any details change from this membership application. Details include but are not limited to address, phone number, email address and company you work for.

Cancellation of Membership

Membership may be cancelled either by OCV or the affiliate member as set out in the OCV Constitution.

Change of Membership Type

Should an affiliate member become employed by or involved with an organisation that could reasonably be expected to be a corporate or associate member; the affiliate must make an application to change to the appropriate membership type. Failure to comply will result in cessation of membership.

I HEREBY DECLARE THAT

1. The information provided in this application is true and correct.
2. I have read and agree to abide by the members conditions listed above
3. If admitted as an affiliate, I shall be bound by the constitution of OCV and any other guideline or standard formally approved and adopted by OCV.
4. I have read and agree to abide by OCV's Code of Professional Conduct and actively support the activities conducted by OCV.

Signature..... Date.....

PRIVACY

OCV is required to comply with the Privacy Act and respects your right to privacy. The information you provide in this renewal and application form will be used to process your application, ensure compliance with the constitution of the OCV and provide members with access to information about current and future member benefits. To access or update your personal information please contact OCV. Please tick the box if you DO NOT wish to receive promotional correspondence from time to time about products and services of OCV and its supplier partners.

Complete & return this section only



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Member Benefits

The Voice of the Owners Corporation Industry

OCV is the pre-eminent professional association of the owners corporation industry, and was formed in 1990 to provide a forum for improved standards and education in the industry. Supporting more than 65% of all owners corporation management firms it is the only organisation solely focussed upon representing this increasingly significant industry, and reaches and represents 250 owners corporation professionals who manage approximately 200,000 lots. It also represents industry suppliers and owners corporations, making it the voice of all with an interest in the management of owners corporations.

OCV has undergone significant development and change with the establishment of a permanent secretariat to support members and development of a 5 year strategic vision and plan and in the last year has:

- Updated Contract of Appointment
- Relunched OCV web site as a key source of information
- Responded to the government's review of the governing owners corporation legislation and regulations
- Developed a benchmarking study in conjunction with the National Community Titles Institute – to enable owners corporation management firms to improve their business performance in key practice management areas such as profitability, expenses, staffing, and output.
- Participated in the development of national competency standards for the industry which will lead, for the first time, to the offering of national recognition and qualifications for practitioners.

What does OCV offer?

- Representation to Government and Statutory authorities
- Promotion of the activities of practitioners to the community
- Establishment of professional practice guidelines and ethical standards
- Professional development through seminars, workshops, conferences and regularly publishing bulletins on items of professional interest.
 - Amongst other Best Practice guidelines, this includes an endorsed Contract of Appointment with a Recommended Schedule of Fees & Charges
- Members only services on a new and expanded web site
 - e.g. Best Practice guidelines, benchmarking, businesses for sale, legal service, valuation and planning service
- Greater training and professional development options with the introduction of national competencies
- New membership chapters provide more support for what you need in your circumstances

.....All aimed at supporting members

Who should become a member?

Owners corporation managers and their staff	Real Estate Agents
Service providers to the industry	Accountants
Solicitors	Engineers
All people with an interest in owners corporations – whether a management or ownership interest	Surveyors

- ❖ Only organisation dedicated to the owners corporation industry – it's our core reason for existence
- ❖ Strengthen your voice and protect your interests by representing to government on governing Acts and Regulations
- ❖ Membership gives credibility – with a Code of Professional Conduct and Ethical Standards
- ❖ Promotion to the general public makes your job easier by raising the profile and public awareness of the industry
- ❖ Develop your skills and deepen your knowledge through Best Practice guidelines, training, conferences and newsletters
- ❖ Expand your thinking – research publications and information update you on the state of the industry
- ❖ Build relationships that will help you succeed
- ❖ OCV provides the link to and membership of the national body, the NCTI, for national issues.

...a local focus but an international network

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Owners Corporations Victoria Inc. provides services and representation to professional owners corporation managers in Victoria but also brings to members a national and international perspective that is vital in a growing and dynamic industry.

Member Benefits (continued)

OCV is an affiliate member of the National Community Titles Institute, which represents practitioners throughout Australia. The NCTI has formal links with the Community Associations Institute of the USA.

Grow your skills and tap into national and international trends.

A growing sector: about the owners corporation industry in Victoria

Changing lifestyle choices of Victorians and demographic shifts have led to rapid growth in higher density dwellings and the strata industry. With over 65,000 Bodies Corporate in Victoria and about 1,000,000 Victorians or 1 in 4 people living in or affected by Bodies Corporate, they comprise residential properties ranging from 2 units in a suburban street to many hundreds of units in an urban tower block. Owners corporations also encompass commercial, retail, lifestyle resorts, retirement villages, car parks, storage facilities, industrial and, increasingly, mixed developments comprising more than form of development.

Protecting & Managing Assets

The size, complexity and value of owners corporation properties are escalating – along with their management issues and challenges.

A professional owners corporation manager can help property owners meet these challenges and ensure the valuable assets of Victorians are:

- ❖ Well managed
- ❖ Well maintained
- ❖ Appropriately insured

POST NOMINALS ...It's all in a name

Owners Corporations Victoria Inc. awards individual members with an entitlement to use post nominals following an assessment of their competency and ethical standing within the profession.

The awarding of post nominals is designed to:

- Differentiate the credentials of members
- To assure the public of the high ethical and professional standards maintained by OCV members

Members must meet the criteria each year to maintain the awarded post nominal, failure to meet requirements will result in post nominals being revoked and membership reverting to provisional.

The post nominals follow a person's name, for example John Citizen CPSM, and can be used on business cards, the signature block on correspondence and similar material.

The Council have endorsed the use of four post nominals for members of OCV, these being:

Post Nominal	Description
APSM (Accredited Practising Strata Manager)	Managers that have been an OCV member for at least 1 year, commenced the Cert IV in Property (Operations) and have shown a commitment to ongoing professional development through adherence to the CPD program
CPSM (Certified Practising Strata Manager)	Managers that have been an OCV member for at least 1 year, completed the Cert IV in Property (Operations) and have shown a commitment to ongoing professional development through adherence to the CPD program
FSM (Fellow Strata Manager)	Managers that have been an OCV member for at least 5 year, have been awarded post nominal CPSM and have made significant contribution to the industry and OCV.
ASM (Associate Strata Manager)	For Associates that have been members for at least 1 year and have shown a commitment to ongoing professional development through adherence to the CPD program

** The post nominal requirements were reviewed in August 2006, a staggered implementation plan is being undertaken.*

** As per the implementation plan, the only post nominal being awarded in 2006 and 2007 is APSM and ASM. All levels of post nominal will be available in 2008. * The post nominal requirements were developed with the assumption the Certificate IV in Property (Operations) will be available in 2007*

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Code of Professional Conduct

1.0 Preliminary

The recognition attached to being a member of OCV depends on the reputation of its members. Each member must maintain the high standard of ethical behaviour and professional conduct required by OCV.

2.0 Definitions

- a. "Constitution" means the Constitution of OCV
- b. "Council" means the governing Council of OCV acting in accordance with the Constitution
- c. "Client" means individuals, firms, organisations, and owners corporations who utilise members' services
- d. "OCV" means the Owners Corporations Victoria Inc.
- e. "Logo" means any symbol approved by OCV as an identifying mark of OCV
- f. "Member" means a person or company admitted to membership of OCV, in any category as defined in the Constitution
- g. "NCTI" means the National Community Titles Institute
- h. "Owners corporation" means a owners corporation as defined by the Owners Corporations Act 2006
- i. "Owners corporation manager" means a person or company who, for reward, exercises functions of an owners corporation
- j. "Act" means Owners Corporations Act 2006
- k. "Regulations" means the Owners Corporations Regulations 2007

3.0 Principles

The code is not intended to cover all aspects of ethical conduct and professional practice. Appropriate conduct requires observance of unwritten conventions. As a general guide, members should at all times conduct themselves in a dignified and responsible manner consistent with the following principles:

Integrity

Members should be straightforward, honest and sincere.

Objectivity

Members must be fair and must not allow prejudice or bias to override their objectivity.

Independence

Members should be free, and should appear to be free, of any interest that might be regarded as being incompatible with integrity and objectivity, and should disclose any direct or indirect conflict of interest.

Technical Standards

Members should carry out their work in accordance with the technical and professional standards relevant to that work.

Competence

Members have a duty to maintain their level of competence. They should only undertake work which they can expect to complete competently and in a timely manner.

4.0 Logo

Members may display the OCV members' logo, but must comply with the rules regarding display of the OCV members logo advised from time to time by the Council.

5.0 Secret Commission

Members must not directly or indirectly pay or accept an undeclared commission in any form.

6.0 Ethical Conduct

- a. A member must refrain from any conduct that might bring discredit to OCV, or its members.
- b. It is unethical for a member to induce or attempt to induce a breach of contract between a Client and its owners corporation manager.
- c. A member must not denigrate another member, nor any individual, company or profession in general.

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Code of Professional Conduct (continued)

7.0 Delivery of Books and Records

- a. If a member ceases to be a owners corporation manager for a Client, they must, within one month after satisfactory provision is made for the remuneration of the owners corporation manager, make available for collection by a person or company authorised in writing by the owners corporation, all records and property of the owners corporation
- b. The member must produce records upon request from an authorised representative of the Client, and must co-operate in the transfer of all types of records which are the property of the Client, including without limitation, electronic records.

8.0 Advertising

Members must not advertise in a way which:

- a. Creates false or unjustified expectations of favourable results; or
- b. Consists of self-laudatory or misleading statements that are not based on verifiable facts;
- c. Contains unidentified testimonials.

9.0 NCTI Code

OCV is an Affiliate member of the National Community Titles Institute (NCTI) and it is intended that this code be consistent with the Code of Conduct of the NCTI.

10.0 Additional Requirements

- a. A member shall at all times observe the Constitution of OCV and any other guideline or standard formally approved and adopted by OCV.
- b. A member must at all times conduct their owners corporation business in accordance with the Owners Corporations Act 2006 and Owners Corporations Regulations 2007
- c. Members are expected to promote the aims and objectives of OCV and strive for the highest degree of professionalism in the practice of owners corporation management
- d. Members are expected to be active in OCV and willingly share with fellow members the lessons of their experience
- e. A member shall be responsible for actions of their employees in their business relations with fellow members and clients
- f. If a member attends a meeting of a owners corporation managed by another owners corporation manager, that the visiting owners corporation manager shall at the first available opportunity disclose their name, their company and their reason for attendance at the meeting (e.g. proxy, invitation, etc.).

11.0 Continuing Professional Development (CPD)

- a. Members must conform to any CPD training as may be required by the Council from time to time to retain membership of OCV or the appropriate chapter
- b. Members must conform to any additional CPD training as may be required by their professional or trade association.

12.0 Discipline

If the Council resolves to discipline a member, the council must implement the procedure provided in the Constitution.

13.0 Contact details for OCV

Postal: 30 Peel St, Collingwood, Vic, 3066

Telephone: 03 9416 4688

Fax: 03 9416 4788

e-mail: info@ocv.org.au

Web: www.ocv.org.au

ABN: 91 066 558 592