

## DISTANCE LEARNING

# Introduction to Owners Corporation Management

The introduction to Owners Corporation Management distance learning package provides the opportunity to learn the important aspects of owners corporation management at your own pace.

Topics covered include, running effective owners corporation meetings, taking over management of an existing owners corporation, how to read strata plans, legal & tax requirements, building and maintenance contracts, and common property defects process.

When purchasing this package you receive 11 DVD's and associated notes, and a copy of the legislation governing owners corporations.

### Course Objective

Provide people interested in entering owners corporation management industry an opportunity to learn all the vital aspects of owners corporation management at their own pace.

### Who should purchase this package?

Anyone interested in working as an owners corporation manager.

### DVD Topics Include

Managing a Body Corporate	Essential Safety Measures
Reading Strata Plans	The Process of Repairs & Maintenance
Conducting Effective Meetings	Legal & Tax Requirements
Form 3 Body Corporate Certificates	Insurance Workshop
OH &S	Common Property Defects, Building Disputes & Domestic Building Contracts
Prepare for New Legislation	

As a bonus to OCV members an additional DVD – Contract of Appointment & Owners Corporation Certificates. This topic explains the OCV endorsed Contract of Appointment.

### Written Material Included

- Notes accompanying each DVD
- Owners Corporation Act 2006
- Owners Corporation Regulations 2007
- Subdivisions Act 1988
- **Extra Assistance**

Purchasers of this package will be provided access to the OCV discussion forum to have any questions that may arise answered by other OCV members.

### Cost

Members \$525.00	Non Members \$600.00
------------------	----------------------

# Introduction to Owners Corporation Management

## ORDER FORM – TAX INVOICE

Tis document becomes a tax invoice for GST when payment is received. ABN 91 066 558 592

### Registration Details

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

	Rate inc GST	No	Total
OCV Member	\$525.00		
Non Member	\$600.00		
Assessment Task Only	\$100.00		
		<b>Total Inc GST</b>	

*\*Non members wishing to join OCV and pay the member rate must send a completed application form with this order.  
# Assessment tasks can only be purchased after a full set of DVD's is purchased. Assessment tasks only is aimed at a company wishing to have a number of employees complete the task*

**Join OCV now and pay the member rate. OCV memberships commence at \$85.00\***

Details of OCV membership and the application forms can be found at [www.ocv.org.au](http://www.ocv.org.au)

### PAYMENT OPTIONS

*Orders will not be accepted without payment*

#### **Direct Deposit**

Macquarie Bank, BSB: 183 334

Account Number 2456 55691

Amount: \_\_\_\_\_

Date of Transfer: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Or**

#### **Credit Card (Visa & MasterCard only)**

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_

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

Signature \_\_\_\_\_

Order form to be sent to:

Owners Corporations Victoria Inc.

Anne Stevens

30 Peel Street, Collingwood 3066.

Fax: 03 9416 4788

Email: [Anne.Stevens@ocv.org.au](mailto:Anne.Stevens@ocv.org.au)

\*OCV has strict membership categories and guidelines. If considering purchasing a membership please consider what membership is appropriate for your situation. Further details available at [www.ocv.org.au](http://www.ocv.org.au) or contact Membership Coordinator on [Anne.Stevens@ocv.org.au](mailto:Anne.Stevens@ocv.org.au) or ph 03 9416 4688.