

DISTANCE LEARNING

Dear Member,

Council resolved to make the unedited recordings of seminars generally available to those unable to physically attend. People may purchase distance learning modules including the recording and any handout notes and papers as well as receiving the CPD points.

We are please to include details of the past education seminars available, together with a standardised order form. Future seminars will also be available where applicable.

Yours Sincerely

Rob Beck
 General Manager

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.

Additional Information on this package can be found on the OCV website, a specific brochure is available for download.

The DVD's shaded in the list below highlight the DVD's included in this package. The Contract of Appointment DVD is only available if being purchased by an OCV member.

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DVD DISTANCE LEARNING MODULES

ITEM CODE	SHORT TITLE/DESCRIPTION	LEARNING CATEGORY	CPD POINTS
1864	<p>Domestic Building Contracts (18/06/2004)</p> <p>This afternoon seminar covered the following topics. Tim Graham, Senior Associate – Rigby Cooke Lawyers discussed the responsibilities of bodies corporate regarding the Domestic Building Contracts Act. Examples of work considered “building Work” under the act: the requirement for “building work” to be covered by a Building Permit: the Need for a formal Domestic Building Contract to be entered into by a body corporate and its builder: and the requirement for the builder to provide insurance for “building work” was covered.</p>	B	2
2374	<p>On-selling electricity (23/07/2004)</p> <p>This breakfast seminar covered the following topics. Vincent D’Agostino – Intermoco discussed the opportunities under recently introduced regulation By the Essential Services Commission of body corporate managers and bodies corporate to Purchase electricity wholesale and on-sell. Commercial opportunities now exist for bodies Corporate to take advantage of this electricity exemption regulation to generate new revenue Streams, improved service levels and offer discounts. How it works, the benefits, factors and risks consider, when is it most compelling, the steps involved in doing this, what to look for in engaging Service providers, and an example business case and sensitivity analysis for a typical residential Apartment complex was covered.</p>	B	2
1794	<p>Assessing your Lift’s Assessment (17/09/2004)</p> <p>This breakfast seminar covered the following topics. Your lift company has assessed your lift and you have a list of “must do’s” that exceeds the body corporate budget. Its time to assess the assessment.... Sean Tobias, Senior Vertical Transportation Engineer, from Norman Disney & Young Engineering Consultants discussed this and other areas of particular interest such as: code requirements, risk & hazard identification, OH&S, management responsibilities, maintenance and breakdowns. Lifts are an integral part of a building’s infrastructure and their maintenance is of great importance To bodies corporate and body corporate managers.</p>	B	2
845	<p>Insurance – FSRA & Compliance Audits (08/04/2005)</p> <p>This breakfast seminar covered the following topics. The Financial Services Reform Act (also known as Chapter 7 of the Corporations Act) has been Fully effective from 11 March 2004, and in regard to Insurance Services, every Body Corporate Manager must comply if you want to talk about insurance / process insurance claims / seek quotations for insurance / or for that matter anything to do with insurances apart from write out the cheque for the premium. Non-compliance is not an issue, if you and your business desire to remain in business.</p> <p>What is FSRA? What are “arrangers”? What is Authorised Representative Status? What training and compliance audits are required? What is Cross Endorsement? What do you do if the body corporate wants to deal with a provider with whom you are not an A/R? Including examples, scripts and penalties, these are other issues were presented by Lyn Helwig from CHU. This was followed by a panel including CHU and Whitbread Insurance Brokers</p>	B	2

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2755	Finance & Maintenance Funds for Bodies Corporate (27/05/2005)	B	2
<p>This breakfast seminar covered the following topics.</p> <p>The need for appropriate maintenance of the common property assets of bodies corporate is a Major issue for professional body corporate managers. This impacts significantly on the smooth Operation of bodies corporate, maintaining capital value and enhancing the lifestyle of occupiers.</p> <p>There have always been (and probably always will be) three forms of funding available for strata communities – maintenance (or sinking) funds, special levies, and borrowing. However, there is no such thing as “the best form of funding” – it always depends on circumstances. This presentation enabled body corporate managers to clearly distinguish the advantages and disadvantages of each funding option and how to apply these to each situation.</p> <p>Body corporate managers often have to perform a balancing act, keeping in mind the desires of Various owners, the costs of various expenditures, the amount of funds available, and the competing demands for the funds.</p> <p>Many buildings have significant problems, but have not been able to agree on the work they should do or how they should pay for it. Solving the funding issues removes one critical impediment to important capital works being undertaken. This reduces the problem in the building and makes them easier to manage.</p> <p>Presented by Paul Morton of Lannock Strata Finance & James Freestun of Solutions ie.</p>			
2465	Case Developments in Body Corporate Law (24/06/2005)	B	2
<p>This afternoon seminar covered the following topics.</p> <p>Jonathon Cohen and the team from Jerrard & Stuk Lawyers presented the current legal issues facing bodies corporate, covering:</p> <ul style="list-style-type: none"> • Domestic building works & insurance, by Daniel Oldham • Recent developments in body corporate law, highlighting topical court decisions, by Suzanne Mason • Avoiding unfair body corporate service agreements, focusing on the right to terminate Unfair agreements pursuant to the Trade Practices Act, by Miriam Zanker 			
2975	Legal & Tax Requirements (29/07/2005)	B	2
<p>This breakfast seminar covered the following topics.</p> <p>Herman Klein of Victoria Body Corporate Services presented the issue of body corporate Legal & Tax Requirements, covering the critical issues of:</p> <ul style="list-style-type: none"> • ABN • GST • Income Tax 			

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2685	Valuations (26/08/2005)	B	2
	This afternoon seminar covered the following topics. Peter Hay from Hay Property Consultants will address building valuations for reinstatement & loss of rent, and cover how to change lot entitlement and liability. Lyn Helwig of CHU will then discuss the impact of valuations on insurance.		
2815	Debt Recovery (28/10/2005)	B	2
	This afternoon seminar covered the following topics. <ul style="list-style-type: none"> • What is the process, right through to the Magistrates Court? • Do you charge the debtor for all the administration and legal costs? • When is a process server used and for what purpose? • Will the body corporate recover all costs? • Do you use a solicitor or debt collection company? 		
2515	Building Services & Maintenance Contracts (25/11/2005)	B	2
	This breakfast seminar covered the following topics. <ul style="list-style-type: none"> • Lift contracts • Major building works contracts • Maintenance of pools & spa contracts • Cooling towers • Pay TV contracts • Individual water meter contracts 		
1026	OH&S: What a Body Corporate Manager Needs to Know and Do (10/03/2006)	B	2
	OCV (previously IBCMV) consulted with OH&S specialists to develop a Practice guide for members to assist in meeting their OH&S requirements. The seminar provided an explanation of Minimum Practice guide, safety audits and work orders. This seminar is invaluable for Body Corporate Managers and support staff working with maintenance contractors.		
1036	Form 3 Body Corporate Certificates (10/03/2006)	B	2
	Using a simple template David Binks from Binks and Associates will guide you through preparing a Form 3 Body Corporate Certificate.		

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2436	Recruit, Retain, and Indemnify Your Greatest Assets (24/03/2006) * Members Only	B	4
	<p>As a principal of a Body Corporate Management company you have other responsibilities than just managing bodies corporate.</p> <p>How do you find the right staff? Recruitment in-house or employment agency? What can you do to retain your staff? What do you do if you have a poor performing staff member? Dean Courtenay from Quadrant People Solutions P/L will provide valuable information on human resource management. He will also outline OCV's (formerly IBCMV) new member benefit program of a HR and recruitment service offering.</p> <p>Finding the right Professional Indemnity Insurance for your company can be difficult and time consuming. OCV (formerly IBCMV) has worked with Whitbread Insurance Brokers to develop a specific market offering for OCV (formerly IBCMV) members a Professional Indemnity Insurance Best Practice Guide. This session will provide details of the Best Practice Guide.</p>		
3136	Form 4 Management Agreement (31/03/2006) * Members Only	B	4
	<p>All members are entitled to use OCV's (formerly IBCMV) endorsed Management Agreement at no cost as a benefit of membership and as a key differentiator between you and non-members.</p> <p>OCV has developed additional versions of the agreement including Company Share Basis Flat Scheme and Service Companies. The seminar will take you through the use of all versions of the agreement along with discussion of transfer of agreement, committee instrument of delegation and schedule 3 charges.</p>		
1666	Body Corporate Law – An Update (16/06/2006)	B	2
	<p>Jonathon Cohen and Les Schwarz from LMS Lawyers will present the current legal issues facing bodies corporate including an overview of the effect of the Owners Corporation Bill</p>		
1476	Common Property Defects and Building Disputes (14/07/2006)	B	2
	<p>Andrew Whitelaw and team from Rigby Cooke Lawyers addressed:</p> <ul style="list-style-type: none"> • Body Corporate rights and responsibilities in relation to defects • How to make a claim upon insurers for individuals & BC • Design compared to construct defects • The VCAT process • Other dispute options, including approaching developers and builders 		
2876	Conducting Effective Body Corporate Meetings (28/07/2006)	B	2
	<p>R Evans – The Knight, & S Raff – Ace Body Corporate Management addressed:</p> <ul style="list-style-type: none"> • Notice of Meeting • Inaugural meeting, AGM, SGM, & Committee meeting • Minutes of meetings • Postal ballots • Resolutions • Meeting procedures • Additional rules 		

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1186	Managing False Fire Alarms (11/08/2006)	B	2
	Jo Rosenhain from MFB addresses: <ul style="list-style-type: none"> • False alarms: background and impact • Automatic alarms: monitoring, alarm generation • Statistics on all false alarms and those generated by sites managed by body corporates • Prevention methods for mitigating false alarms • Public safety: maintaining alarm connection, legalities • False alarm charges and statistics 		
8096	Managing a New Body Corporate (08/09/2006)	B	2
	S Raff – Ace Body Corporate Management presented on: Managing a body corporate is complex, understand your responsibilities. What do you need to know when taking over a body corporate? What needs to occur when transferring a body corporate? What do you need to do when taking on management of a body corporate from a developer?		
2996	Developing, reviewing and assessing plan (29/09/2006)	B	4
	Sometimes referred to as the Bible of the body corporate, as managers you must understand plans because it determines in many ways how your bodies corporate operate. This seminar provides an insight into how plans are developed and how to read and interpret plans		
30106	Have you got the power to act (30/10/2006)	B	4
	Leslie Clements – Clements & Co presents on: Don't assume that you have the power to act, know what you can and can't do. Covering: <ul style="list-style-type: none"> • Plans and ownership • Meetings and postal ballots • Levies • Easements • Including examples, traps and case law 		
10116	What does the future hold? (10/11/2006)	B	2
	Presented by Julie McLean Ace Body Corporate Management (Mentone) and Michael O'Connell - Alternative Technology Association. Do you intend to be a body corporate manager for at least another 5-10 years? Find out what the future will hold for the industry. What changes will there be? What do you need to know to prepare your business and bodies corporate?		
09027	The Process of Repairs and Maintenance (09/02/2007)	B	2
	Presented by – Bernie Herbert – Melbourne Body Corporate Management – Box Hill & Ian Ross Body Corporate Services This workshop style seminar provides participants with the opportunity to discuss the process and practicalities of repairs and maintenance including how to deal with contractors and when to get experts involved. Participants had the opportunity to explain problems they had encountered and solutions were discussed.		

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02037	Maintenance of Essential Services (02/03/2007)	B	2
<p>Presented by: N Winn – Fire Protection Association Australia Maintenance of essential services ensures the safety systems mainly dealing with fire situations within a building remain at the required operational level throughout the life of the building. This seminar explained the requirements of maintaining essential services including explanation to the new standard – Maintenance of Fire Protection Systems and Equipment.</p>			
18057	Facilities Management (18/05/2007)	B	2
<p>Presenters: David Duncan – CEO FMA Australia, Byron Price- A.G Coombs and Director FMA Tim Carrigg – Cambridge Management Services</p> <p>There are substantial synergies between Body Corporate Managers and Facilities Managers. What are the similarities and the differences? This seminar explained the role of a facilities Manager, and discussed how Body Corporate Managers and Facilities Managers can work together.</p>			
29067	Insurance Workshop (29/06/2007)	B	2
<p>Presenters: Lyn Helwig – CHU and Angela Whitbread – Whitbread Insurance Brokers This interactive session included :</p> <ul style="list-style-type: none"> • Distributors v's authorised representatives • Commercial/ retail v's residential policies • FSRA • Excesses • Top up insurance • When do managers need to notify insurers of potential claims liability 			
20077	Common Property Defects (20/07/2007)	B	2
<p>Presenters: Andrew Whitelaw & Bryan Thomas – Rigby Cooke Lawyers</p> <p>Common Property Defects can be complex, particularly if you are unaware of the process to be followed.</p> <p>Rigby Cooke Lawyers presented an interactive seminar to ensure that you understand how to effectively deal with common property defects.</p>			
12107	Managing Industrial, Commercial & Mixed Use bodies corporates (12/10/2007)	B	2
<p>Presenters: David Barton Kliger Wood Real Estate & Trish Blackman Acumen Owners Corp Management</p> <p>While the majority of bodies corporate are residential, bodies corporate can also involve commercial & mixed use. Find out what you need to consider when managing these types of properties. What are the advantages and disadvantages of these in your portfolio?</p>			

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30117	Prepare for New Legislation (30/11/2007)	B	2
	Presenters: Julie McLean – Ace Body Corporate Management (Mentone), Stephen Raff – Ace Body Corporate Management & Ian Ross – Body Corporate Services Presented a discussion paper on what owners corporation managers should be doing to prepare themselves for the introduction of the new laws		
08028	OC Certificates & Contracts of Appointment – OC Manager (08/02/2008)	B	2
	Presenters: David Binks – Binks and Associates, Jonathon Cohen - LMS Lawyers & Ian Ross - Body Corporate Services David Binks will present a session on OC Certificates, covering: owners corporation certificates, updated practice template & an analysis of time and effort involved. Jonathan Cohen will share his insights into the OCV endorsed approved form of Contract of Appointment (updated to take into account the Owners Corporations Act 2006) and practice guidelines. And finally, Ian Ross will present a session on Additional Services.		
14038	Essential Safety Measures (14/03/2008)	B	2
	Presenter: Barry Nicholl – City of Monash Barry Nicholl from the City of Monash presented on such topics as: <ul style="list-style-type: none"> • Form 10 / Essential Services Compliance changes • Occupancy Permit [OP] • Approved plans versus “as built” • Appropriate record/keeping of maintenance inspections under the OP and standards 		
09058	OC laws – “Classes” & Maintenance Plans (09/05/2008)	B	2
	Presenter : Andrew Whitelaw – Rigby Cooke Lawyers Panel: Paul Morton - Lannock Strata Finance, Terry O’Donoghue – Buildcheck, & Peter Corcoran – Roscon <ul style="list-style-type: none"> • SIZE - explanation of different “classes” and their requirements [small, medium & large] • What should be included in a Maintenance Plan? 		
13068	Insurance Workshop (13/06/2008)	B	2
	Presenter : Lyn Helwig – CHU & Whitbread Insurance Brokers <ul style="list-style-type: none"> • Fundamentals for new and inexperienced managers • Intermediate and complex issues for experienced managers 		

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25078	Domestic Building Contracts (25/07/2008)	B	2
<p>Presenter : Andrew Whitelaw Rigby Cooke Lawyers Panel : David Binks – Binks and Associates, Terry O'Donoghue – Buildcheck & Fab Corelli - Tymaline</p> <p>To better understand Domestic Building Contracts, OCV will present an educational seminar covering the following</p> <ul style="list-style-type: none"> • Building Act 2006 & Building Regulations 2007, Domestic Building Contracts Act 1995 • Practice Guideline • Owners corporation works agreement – building contract for smaller building works • Pro formas eg OCV, HIA, MBAV • Q&A to expert panel, facilitated by David Binks, (eg combined essential services building report with OH&S audit?) 			
07118	Multiple Owners Corporations (07/11/2008)	B	2
<p>Andy Dawson, Michael Jeans & Michael Nugent presented on Multiple Owners Corporations [& staged developments] under the new OC laws Differences, mechanics of management, & legal problems Interaction where there are multiple OCMs Unlimited v Limited OCs Budgets, financial structure, Special Rules, AGM requirements, Committee requirements, litigation, leasing & licensing issues</p>			
28118	Research Project Reports (28/11/2008)	B	2
<p>Julie McLean reported on three current projects involving our industry and requiring your involvement.</p> <ol style="list-style-type: none"> 1. Jan Warnken – Griffith University will report on the first comprehensive strata title data base for Australia and the potential of Strata and Community Title to provide On-Site solutions to Water Management in Large Urban Communities. 2. Simon Dunstall - CSIRO will tell us about their flagship research project to determine the Implications of decentralized power generation and its use, for example, in heating, cooling and powering commercial buildings using a combination of solar panels, gas turbines, fuel cells and electricity from the grid. 3. Kevin Fregon – Moreland Energy Foundation Limited (MEFL) invited us to participate in the Take Action project. Take Action is a research project looking at the delivery of hot water within flats and apartments. Hot water has been identified as an area of significant potential for reducing greenhouse gas emissions. 			

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ITEM CODE	DESCRIPTION	\$ Price inc GST Per recording	
		Member	Non-Member
2 HOUR SEMINAR EDUCATION		\$45.00	\$90.00
1864	Domestic Building Contracts (18/06/2004)		
2374	On-selling electricity (23/07/2004)		
1794	Assessing your Lift's Assessment (17/09/2004)		
845	Insurance – FSRA & Compliance Audits (08/04/2005)		
2755	Finance & Maintenance Funds for Bodies Corporate (27/05/2005)		
2465	Case Developments in Body Corporate Law (24/06/2005)		
2975	Legal & Tax Requirements (29/07/2005)		
2685	Valuations (26/08/2005)		
2815	Debt Recovery (28/10/2005)		
2515	Building Services & Maintenance Contracts (25/11/2005)		
1026	OH&S: What a Body Corporate Manager Needs to Know and Do (10/03/2006)		
1036	Form 3 Body Corporate Certificates (10/03/2006)		
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1186	Managing False Fire Alarms (11/08/2006)		
8096	Managing a New Body Corporate (08/09/2006)		
10116	What does the future hold? (10/11/2006)		
09027	The Process of Repairs and Maintenance (09/02/2007)		
02037	Maintenance of Essential Services (02/03/2007)		
18057	Facilities Management (18/05/2007)		
29067	Insurance Workshop (29/06/2007)		
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12107	Managing Industrial, Commercial & Mixed Use bodies corporates (12/10/2007)		
30117	Prepare for New Legislation (30/11/2007)		
08028	OC Certificates & Contracts of Appointment – OC Manager (08/02/2008)		
14038	Essential Safety Measures (14/03/2008)		
09058	OC laws – “Classes” & Maintenance Plans (09/05/2008))		
13068	Insurance Workshop (13/06/2008)		
25078	Domestic Building Contracts (25/07/2008)		
07118	Multiple Owners Corporations (07/11/2008)		
28118	Research Project Reports (28/11/2008)		
½ DAY SEMINAR EDUCATION		\$100.00	\$200.00
2436	Recruit, Retain, and Indemnify Your Greatest Assets (24/03/2006) * Members Only		
3136	Form 4 Management Agreement (31/03/2006) * Members Only		
2996	Developing, reviewing and assessing plan (29/09/2006)		
30106	Have you got the power to act (30/10/2006)		
DVD Package		\$525.00	\$600.00
1206	Introduction to Owners Corporation Management (11 DVD's for Non-members, 12 DVD's for members). DVD's included in package are shaded in grey in the descriptions and price list		

PLACING AN ORDER / MAKING A BOOKING

Simply complete the Order/Booking Form and **mail** or **fax** or **email** to OCV

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