

OCV 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 should be sent 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, including returning the original police record check certificate.

Checklist of Supporting Information and Documentation

Below are the items to be included in your membership application: *Please note: All papers supporting an application must be with OCV at least 14 days prior to the Council meeting to be considered.*

Please tick when attached

- Completed membership application (pages 1-5)
- Professional Indemnity Insurance: proof of currency must be supplied (except for employees where that cover is an employer responsibility).
- Authorised Representative Status: proof of Authorised Representative status of insurance company/companies/broker/s holding an Australian Financial Services Licence.
- Details of your owners corporation management experience
- Police Record Check (National Name Check): must be the original Police Record Certificate. The original will be returned to the Applicant at the conclusion of the new membership process. Form can be downloaded from OCV website and must be sent directly to Victoria Police.
- Application fee of \$90 (inclusive of GST): the application fee is non-refundable. Once membership has been approved the membership fee will be invoiced.

Initial individual applications on acceptance are admitted as Provisional Members.

Special Conditions of Membership

- Practising and Provisional membership applications can only be accepted where the company you work for is either an existing corporate member or is applying for corporate membership.
- Corporate applications can only be accepted where **80%** of owners corporation managers are either existing practising members or are applying for practising membership.

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 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.

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Membership Category

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

Corporate membership

- Sole trader: has one practising owners corporation manager and is the Company Director. Membership fee of **\$430** with the right to nominate the sole trader as a practising member at no additional fee;
- Small owners corporation management firms: has one to three practising owners corporation managers. Membership fee of **\$635** includes the nominee as the practising member;
- Large owners corporation management firms: has four or more practising owners corporation managers. Membership fee of **\$999** includes the nominee and one additional owners corporation manager as practising members (the additional owners corporation manager must complete an application form)
- Corporate Practising this membership category is for the second nominee of a large owners corporation firm. This membership category has no additional charge.

Corporate members are subject to compliance with OCV's constitution and Guidelines for Professional Practice. They do not have a vote (although any Practising members employed by a corporate member may vote) however a corporate member may advertise its membership of OCV.

Practising member – Not applicable for new members

To be considered for practising membership, you must be a member of OCV for at least 1 year before being considered for practising membership. The fee for this category is **\$199**.

Provisional member

Members applying for OCV membership are accepted as Provisional members. After 1 year of membership and upon meeting set criteria (explained in the post nominal requirements) members may apply to be considered for practising membership. The fee for this category is **\$199**.

A provisional member does not have an entitlement to vote and may not advertise as a Practising Member.

Personal membership

Personal membership may be granted in special circumstances to individuals who may make a contribution to OCV as practising owners corporation managers but who are not employees of a Corporate Member. Personal membership fee is **\$430**. Personal Members possess voting rights but are not entitled to advertise as members of OCV.

Honorary membership

OCV may award honorary membership in recognition of exceptional service. An honorary member may vote at meetings of OCV.

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Company and Contact Information

Title: _____ Applicant Name: _____

Position: _____

ABN: _____

Registered Company Name: _____

Registered Business Name (if any): _____

Company Shareholder: Yes No Company Director: Yes No

Work Mailing Address: _____

Suburb: _____ Postcode: _____

Ph: _____ Fax: _____

E-mail address: _____

Private Mailing Address: _____

Suburb: _____ Postcode: _____

Ph: _____ Fax: _____

Preferred mailing address: Work Private

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

Special Interest Chapters

Your membership entitles you to membership of one (1) Special Interest Chapter free of charge. Membership of the Rising Stars Chapter to those who qualify is free. Please tick the chapter you wish to belong to.

- Rising Stars Chapter for younger and/or inexperienced members
- Principals Chapter for owners of firms
- SoHo Chapter for members running small offices or home offices
- Support Staff Chapter for employees who are not practising owners corporation managers but are responsible for specialised functions of owners corporation management e.g. Repairs and Maintenance
- Owners Corporation Chapter for nominated committee member of an owners corporation (e.g. Chairperson). Membership fee for Associate members of this Chapter is: < 50 lots - \$265; > 50 lots - \$525.

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

Only Corporate, Practising and Associate Members are entitled to advertise their membership of OCV.

Provisional and Personal Members **may not** advertise themselves as members of OCV.

"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.

Voting Rights

Provisional and Corporate 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.

Continuing Professional Development

The Continuing Professional Development (CPD) program is not compulsory for membership; however, complying with the CPD program is one of the criteria to become a practising member.

The requirements are: undertake 10 hours structured continuing professional development per annum with a minimum of 5 hours to be attained through OCV activities. Consideration is given to long term members and regional members. Refer to CPD program information sheet.

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, company you work for, number of owners corporation managers practising in company.

Cancellation of Membership

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

Transfer of Membership

Individual memberships are portable. Where a member changes the company he/she works for the OCV must be notified within 1 month of commencing with the company.

If the new company is not a member of the OCV a membership application must be lodged within 3 months of the commencement of employment. Failure for the company to lodge an application may result in the individual membership ceasing.

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 a member/associate, 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.....

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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 : _____

Optional Online Services

Owners Corporation Managers Directory

As a member of OCV your company name, suburb and phone number will be included on our website free of charge.

If you would like to advertise your web site address as a hyperlink in the directories (\$79/yr), please provide the web site address: _____

The \$79/yr will be invoiced with your membership fee upon approval of your membership application.

Business for Sale

In the members' only section of the web site you may advertise a business for sale at around \$95/month. If you would like more information, please tick the box:

Employment Register:

In the members' only section of the web site you may advertise an employment vacancy at around \$99/month. If you would like more information, please tick the box:

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Member Profile

The following information shall remain confidential by OCV staff. By Council resolution OCV staff are not permitted to disclose this information to other parties including Council members in a manner that would identify an individual firm.

It is vital to be able to advocate on your behalf to government that OCV's position represents the majority of this significant industry. It is also important so OCV may negotiate group deals that leverage the buying power of members and in turn provide valuable member services eg insurances.

Types of owners corporations managed:				
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Retail	<input type="checkbox"/> Mixed Use
No. of Owners Corporations Managed: _____		No. of lots: _____		
No. of Owners Corporation Managers in your firm: _____		No. of employees: _____		
PI insurance cover:	Value \$ _____	Premium: \$ _____		
<i>Attach claims history</i>				
Value of Assets under Management: \$ _____				
Insured Value of Assets under Management: \$ _____				
Gross Annual Income or Turnover (\$'000):				
<input type="checkbox"/> < \$150	<input type="checkbox"/> \$150 – 500	<input type="checkbox"/> \$500 - 1,000	<input type="checkbox"/> \$1,000 – 5,000	
<input type="checkbox"/> \$5,000 – 10,000	<input type="checkbox"/> \$10,000 – 20,000	<input type="checkbox"/> \$20,000 – 50,000	<input type="checkbox"/> > \$50,000	
Salary Range:				
<input type="checkbox"/> < \$35,000	<input type="checkbox"/> \$35 - \$45,000	<input type="checkbox"/> \$45 - \$55,000	<input type="checkbox"/> \$55 - \$75,000	
<input type="checkbox"/> \$75 - \$90,000	<input type="checkbox"/> \$90 - \$115,000	<input type="checkbox"/> \$115 - \$150,000	<input type="checkbox"/> > \$150,000	

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 80% of all owners corporation management firms it is the only organisation solely focussed upon representing this increasingly significant industry, and reaches and represents 300 owners corporation professionals who manage approximately 250,000 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 the 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 Agreement 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.

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...a local focus but an international network

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.

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 Owners Corporations in Victoria and about 1,000,000 Victorians or 1 in 4 people living in or affected by Owners Corporations, 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 Institute 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 the Institute, 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 the Institute.

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. "Institute" means Owners Corporations Victoria Inc. (OCV).
- 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 the Owners Corporation Act 2006.
- k. "Regulations" means the Owners Corporation 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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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

The Institute 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 the Institute 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