

OCV ASSOCIATE MEMBERSHIP APPLICATION

1 July 2010 to 30 June 2011

Application Process

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

- Membership application, including supporting documentation and \$90 non refundable application fee 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 1-5)
- Professional Indemnity Insurance: proof of currency must be supplied (except for employees where that cover is an employer responsibility), registrations and licenses relating to the particular industry. (Refer to Industry Examples).
- Two written references or testimonials from customers, clients or suppliers.
- Details of professional experience with bodies corporate.
- Application fee of \$90 (inclusive of GST): the application fee is non-refundable. Once membership has been approved the membership fee will be invoiced.

INDUSTRY EXAMPLES

Banking industry

5 key points any banking industry organisation should be able to demonstrate in order to qualify as a member.

1. Offer an effective payment system with multiple payment options for owners corporations management businesses.
2. Banking/payment systems to be compatible with industry software.
3. Should already have a substantial owners corporation manager client base.
4. Should be able to 'add value' at an industry level - e.g. Benchmarking.
5. Must be prepared to lend money on owners corporation management business solely (i.e. able to take a view on the business without need for property as security, etc.)

Legal Industry

1. Proof of current Practising Certificate (attach)
2. Proof of Professional Indemnity insurance cover

Building practitioners (e.g. plumbers, engineers, quantity surveyors etc.)

The following information should accompany your application together with supporting documents.

Profession/Trade: _____

Registration Authority: _____
(e.g. Building Practitioners Board, Plumbing Industry Board)

Registration Number: _____

Public Liability Cover: Amount: \$ _____ (\$5million min.)
(Attach Copy of Policy) Insurer: _____

Professional Indemnity: Amount: \$ _____
(Attach Copy of Policy) Insurer: _____

O H & S Induction: Provider: _____
Card No: _____

Other Affiliations: _____ (_____ years)

OCV ASSOCIATE MEMBERSHIP APPLICATION

1 July 2010 to 30 June 2011

Special Conditions of Membership

1. Membership in the class of associate member or provisional associate member of OCV may be granted to a company, partnership or firm (whether a sole trader or otherwise) or trading entity (the applicant) which is able to nominate one or more persons in their business who can satisfy the criteria set out in paragraph 2(b) below and are able to provide the supporting information and documentation set out in paragraph 3 below to represent them on the Institute.
2. The applicant for membership must be able to:
 - a. demonstrate to the satisfaction of the Council of OCV an association with owners corporations other than as a practising owners corporation manager and that the business of the applicant is of benefit or relevance to the owners corporation industry;
 - b. and nominate one or more persons in their business (who may be the applicant) who can:
 - i. in the case of an application for associate membership demonstrate to the satisfaction of the Council of OCV that a significant proportion of their work or business has for a continuous period of at least one year immediately prior to the application been of benefit or relevance to the owners corporation industry and has involved the provision of services to the owners corporation industry; or
 - ii. in the case of an application for provisional associate membership demonstrate to the satisfaction of the Council of OCV that a significant proportion of their work or business has immediately prior to the application been of benefit or relevance to the owners corporation industry and has involved the provision of services to the owners corporation industry.
3. Applications for membership or to nominate an additional or substitute person to represent a member of OCV must be made on the approved form signed by the applicant, must address the requirements of paragraph 2 (a) above and paragraph 2 (b) (i) or (ii) above whichever is applicable, be accompanied by the appropriate application or nomination fee and be supported by:
 - a. for the applicant in the case of an application for membership and each nominee two written references or testimonials from customers, clients or suppliers; and
 - b. certificates confirming that each nominee has satisfied the professional admission or trade requirements of their particular industry; and
 - c. for each nominee proof of current accreditation to practise, work or conduct business in their particular industry; and
 - d. for the applicant in the case of an application for membership and for each nominee (except where cover is the applicant's responsibility) proof of current professional indemnity or public liability cover; and
 - e. any other required information or documentation.
4. Applications for membership or to nominate a substitute or additional person to represent a member of OCV will be circulated to members giving them thirty days to notify the Council of OCV of any matters relevant to the application. The Council will at the first opportunity following the expiration of the thirty day period consider an application and decide on acceptance or rejection.
 - 5.1 An Associate Member or Provisional Associate member may nominate a substitute or additional person or persons in their business to represent them in OCV.
 - 5.2 The person or persons nominated must satisfy the applicable requirements in paragraphs 2(b) and 3 above.
 - 6.1 Associate membership will lapse if at any time an associate member ceases to have in their business at least one person who has been nominated under paragraph 2(b)(i) above and accepted by the Council of OCV.
 - 6.2 If there remains in the business an associate member whose membership has lapsed pursuant to paragraph 6.1 above at least one person who has been nominated under paragraph 2 (b) (ii) above and accepted by the Council of OCV their membership reverts to that of provisional associate member.
 - 6.3 Provisional Associate membership will lapse if at any time a provisional associate member ceases to have at least one person in their business whose work or business is of benefit or relevance to the owners corporation industry and involves the provision of services to the owners corporation industry.
7. The entitlements of associate members and provisional associate members are identical except that a provisional associate member may not advertise their membership of OCV nor vote at any meeting of OCV.
8. Application fees and annual fees for associate membership and provisional membership or to nominate a substitute or additional person are as determined by the Council from time to time.

Membership Category

OCV ASSOCIATE MEMBERSHIP APPLICATION

1 July 2010 to 30 June 2011

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

Associate member

Associate membership may be granted to those who are not practising owners corporation managers but who wish to involve themselves in OCV affairs. The fee is **\$830** for one nominee.

Associate Practising member

Associate practising membership may be granted to additional nominees of an associate member. The fee is **\$135** for each additional nominee.

Provisional Associate member

Provisional membership will be provided to an associate who has less than 1 year owners corporation experience. The fee for this category is **\$830**.

A provisional member does not have an entitlement to vote and may not advertise as a Practising Member but may apply for upgrading after obtaining the qualifications and other prerequisites of a practising member.

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 the Supplier / Industry Partners Chapter free of charge.

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).

OCV ASSOCIATE MEMBERSHIP APPLICATION

1 July 2010 to 30 June 2011

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

Provisional 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

Associate Members are required to show proof of their continued professional development through their associated primary industry body or aligned professional development activity that would be recognised as beneficial to the industry. Attendance at one OCV Professional Development Program every two years is required.

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 corporate member as set out in the OCV Constitution.

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.....

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.

OCV ASSOCIATE MEMBERSHIP APPLICATION

1 July 2010 to 30 June 2011

Optional Online Services

Associate Directory

As a member of OCV your company name, suburb, phone number and classification will be included on our website free of charge. Please tick below the classifications applicable to your company.

<input type="checkbox"/> Building Services	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Caretaking	<input type="checkbox"/> OH&S
<input type="checkbox"/> Computer Systems & Software Solutions	<input type="checkbox"/> Banking
<input type="checkbox"/> Legal	<input type="checkbox"/> Security
<input type="checkbox"/> Insurance	<input type="checkbox"/> Cleaning
<input type="checkbox"/> Communications	<input type="checkbox"/> Facilities Management
<input type="checkbox"/> Environmental Consulting	<input type="checkbox"/> Energy Management
<input type="checkbox"/> Business Services (purchasing, reception, etc)	<input type="checkbox"/> Engineers
<input type="checkbox"/> Credit services (debt collection, etc)	<input type="checkbox"/> Surveyors
<input type="checkbox"/> Heating, Ventilation & Air Conditioning	<input type="checkbox"/> Valuer
<input type="checkbox"/> Sinking Fund Forecasts	<input type="checkbox"/> Finance
<input type="checkbox"/> Elevators	<input type="checkbox"/> Replacement Windows
<input type="checkbox"/> Other _____	

If you would like to advertise your web site address as a hyperlink in the directories (\$80/yr), please provide the web site address: _____

The \$80/yr will be invoiced with your membership fee upon approval of your membership application.

Payment

This document becomes a tax invoice for GST when payment is receipted (ABN 91 066 558 592).

Membership application will not be processed until payment is received.

▪ Cheque

Amount: \$ _____ Drawer: _____

▪ Direct Deposit

Macquarie Bank Limited, Branch 101 Collins Street Melbourne.

BSB 183 334 Account Number 2456 55691

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

▪ Credit Card (Visa / MasterCard only)

Credit Card Number _____ Exp Date ____/____

Name on Card _____

Signature _____

CVV Number (Last three digits on back of card) _____

Amount: \$ _____

Complete & return this section only _____



OCV ASSOCIATE MEMBERSHIP APPLICATION

1 July 2010 to 30 June 2011

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 350 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 has:

- Developed a Contract of Appointment
- Maintained 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 eNewsletters on items of professional interest.
 - Amongst other Best Practice guidelines, this includes the Contract of Appointment with a Recommended Schedule of Fees & Charges
- Members only services on the web site
 - e.g. Best Practice guidelines, benchmarking, 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

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.

OCV ASSOCIATE MEMBERSHIP APPLICATION

1 July 2010 to 30 June 2011

Grow your skills and tap into national and international trends.

A growing sector: about the strata 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 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 the Institute, these being:

Post Nominal	Description
APSM (Accredited Practising Strata Manager)	Managers that have been an OCV member for at least 1 year, 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 years, 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.*

OCV ASSOCIATE MEMBERSHIP APPLICATION

1 July 2010 to 30 June 2011

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 corporation who utilise members' services
- d. "OCV" means Owners Corporations Victoria Inc.
- e. "Logo" means any symbol approved by the Institute 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 an owners corporation as defined by the Subdivision Act 1988
- 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 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.

OCV ASSOCIATE MEMBERSHIP APPLICATION

1 July 2010 to 30 June 2011

7.0 Delivery of Books and Records

- a. If a member ceases to be an 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 Corporation Act 2006 and the Owners Corporation 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 OCVV

Postal: 30 Peel St, Collingwood, 3066

Telephone: 03 9416 4688

Fax: 03 9416 4788

e-mail: ocv.info@ocv.org.au

Web: www.ocv.org.au

ABN: 91 066 558 592