

education seminar



REGISTRATION FORM – TAX INVOICE

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

Seminar: _____ Date: ____/____/____

REGISTRATION DETAILS

Company Name _____

Name of Attendees	MEMBER	NON MEMBER
1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>

	RATE (Inc GST)	NO.	TOTAL
MEMBER RATES			
Member			
Members Group (4+ from same company)			
Member Attendance + DVD Recording			
DVD Recording Member			
NON MEMBER RATES			
Non Member			
DVD Recording Non Member			
TOTAL (Inc GST)			

Registrations close 7 days prior to the event. Registrations will not be accepted without payment.

DIRECT DEPOSIT

Macquarie Bank Limited, BSB: 183 334 Acc Number: 2456 55691

Amount: \$ _____

Date of transfer: ____/____/____

Reference: _____

CHEQUE:

Amount: \$ _____

Drawer: _____

REGISTRATION FORM TO BE SENT TO:

Owners Corporations Victoria Inc
 Membership Coordinator
 30 Peel St, Collingwood, 3066
 Fax: 03 9416 4788
 Email: events@ocv.org.au

www.ocv.org.au

WHERE DID YOU FIND OUT ABOUT THIS SEMINAR?

- OCV website
 OCV eNewsletter
 Printed calendar of events

Other: _____



"...the voice of the owners corporation industry..."

OCV 2009 education seminar calendar

OCV (formerly IBCMV) is offering a range of continuing professional development (CPD) opportunities including seminars and major events. These are aimed at ensuring you are continually updating your industry knowledge and have opportunities to network with other owners corporation managers and suppliers to the industry. CPD and training is a way of professionalizing the industry and encouraging higher standards. Ongoing professional development teaches new skills and knowledge. This helps you to respond to changes and adopt new work practices as required by changing laws and consumer requirements.

It is widely recognised that attracting and retaining staff is a key issue facing the industry. Your staff are your business and you should train and develop your most important asset. Well rounded, well skilled staff can perform better and help others perform better. In addition they are better skilled when dealing with clients resulting in happy, satisfied clients.

2009 Major Events

PRINCIPALS FORUM: THEME: LIFE AS WE KNOW IT

Thursday 22 October 2009

This will be a members only 1 day forum open to principals and senior owners corporation managers only.

During the event, delegates will be able to discuss the "business" of owners corporation management. An awards night will also be part of the dinner.

SYMPOSIUM: THEME: LIFE AS WE KNOW IT

Friday 23 October 2009

This will be a members only event, open to all members (Principals & employee OCM's).

During the 1 day event delegates will be able to:

- Discuss the 'practice' of owners corporations management
- Attend presentations by respected industry speakers
- Mingle with peers and sponsors

Venue: Novotel Creswick Forest Resort

OCV would like to acknowledge the July 2008 – June 2009 sponsors for their generous support.

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OCV 2009 education seminar calendar

DATE	TIME	TOPIC	CONTENT	PRESENTERS	COST	CPD
Friday 13 Feb	3:00 - 5:00pm for 3:15pm start <i>includes tea & coffee on arrival</i>	Accounting for owners corporations 	Business software solutions specific to the OC industry may do the "accounting" for you but it is important to understand the theory so correct practises are adopted. It will cover: • Accrual or cash reporting • Separation of Annual and Maintenance Fund accounts & what should be treated as Maintenance Fund expenditure • GST treatment and reconciling • Insurance – treat as prepayment? • Treatment of special levies raised but not spent by balance date • Assets – purchases • Accounts receivable • Presentation of accounts – minimum standards. <i>Following this, drinks & canapés will be provided</i>	Michael Nugent <i>Bencorp OCM</i>	\$50	2
Friday 20 Mar	1:00 - 5:00pm <i>includes afternoon tea & Arrival Tea & Coffee</i>	Managing Performance	Getting the best from your business' most important asset - your people - is one of the toughest challenges you face as a manager or supervisor. But it's one made easier by an effective performance management system. This program provides the knowledge and practical skills you need to design or review a performance management system, plus practical methods for successfully implementing and operating performance management processes. Core to getting better performance from staff is to make sure there's clarity on what's expected. Sounds pretty simple, but the 2008 MBL Strata Industry Survey showed many staff (59%) do not have written position descriptions or agreed short term performance objectives. Also one in two staff members have not had formal performance reviews in the past 12 months (if at all), so allocating incentives such as performance bonuses when the goal may not be clear becomes subjective. Better outcomes for the business and the employee would be achieved by documenting goals and regularly tracking progress. <i>Who should attend: Principals & Senior personnel</i>	Macquarie Bank	\$110	4
Friday 01 May	7:30 - 9:00am <i>includes breakfast</i>	legal / ethical obligations 	This will explore philosophical concerns such as the legal obligations of an OCM towards the OC and lot owners, ethical obligations under the Legislation and Regulations and the OCV Code of Professional Conduct, and illustrate issues, problems and solutions with examples. Providing insight into the problems that can arise like conflicts of interest, breach of statutory and contractual obligations, remedies available to other parties, charging fees and resolving disputes.	Francesco Andreone, <i>Andreones Lawyers & President ACCAL</i>	\$60	2
Friday 29 May	2:00 - 5:00pm for 2:15pm start <i>includes afternoon tea & Arrival Tea & Coffee</i>	Disputes (Part 10) & Debt Recovery 	Leslie will cover the Part 10 dispute process – including the internal "1st tier" and the CAV "2nd tier". Jonathan will address applications to VCAT regarding recovery of outstanding fees and charges as part of the "3rd tier". This will provide an update on: jurisdiction, who bears costs, learning from cases, and recommended approach.	Leslie Clements <i>Clements & Co Lawyers,</i> Jonathan Cohen <i>LMS Lawyers</i>	\$70	3
Friday 19 June	7:30 - 9:00am <i>includes breakfast</i>	Common Property Defects 	Common property defect rectification, Practice Guideline, examples and issues with the resolution of disputes.	Andrew Whitelaw <i>Rigby Cooke Lawyers</i>	\$60	2
Friday 24 July	3:00 - 5:00pm for 3:15pm start <i>includes tea & coffee on arrival</i>	The "Basics" of OCM 	This will cover the fundamentals of managing owners corporations such as meetings [notices, agendas, procedures], resolutions, minutes, records minutes, records and postal ballots. <i>Following this, drinks & canapés will be provided</i>	Ian Ross <i>BCS,</i> Stephen Raff & Julie McLean <i>Ace BCM</i>	\$50	2
Friday 14 Aug	1:00 - 5:00pm <i>includes afternoon tea & Arrival Tea & Coffee</i>	People Skills & Communicating the Message	This workshop will help get your message across effectively and appropriately, and will cover: • How and when to communicate bad news • How to slow down email warfare • Getting the best message across in a letter, email or at a meeting • Presentation of written correspondence • Who should you talk to - Committee or owners? • When does a matter move from being a message between owner and manager to one of manager and committee or OC? • How to deal with difficult, disruptive, rude, timid or shy people • How to keep control of a meeting • How to keep control of written warfare • When is the phone best? • Putting and getting it in writing	TBA	\$110	4
Friday 11 Sep	7:30 - 9:00am <i>includes breakfast</i>	Leases & Licences	Leases & licences of common property of the OC to a lot owner or other person are vitally important particularly when lots are sold and assignment is required, They require a special resolution, and are important for the records, register and certificate. eg it is common place that car parking spaces are actually designated on common property, so to deal with this it is necessary for a unit to have a lease on the car space.	Leslie Clements <i>Clements & Co Lawyers</i>	\$60	2
Thu 22 Oct	9:50am - 5:00pm	Principals Forum Theme: Life as we know it	• The "business" of owners corporation management • A forum for OCV member Principals & Senior OCMs <i>register separately pre-event activity on Wed 21 Oct – OCV/CHU Golf Day</i>	Venue: Novotel Creswick Forest Resort	TBA	5
Fri 23 Oct	9:50am - 5:00pm	Symposium Theme: Life as we know it	• The "practice" of owners corporation management • Open to all OCV members [Principals, OCM's & employees]	Venue: Novotel Creswick Forest Resort	TBA	5
Friday 20 Nov	9:00am - 1:00pm <i>includes morning tea & Arrival Tea & Coffee</i>	Developing, Reviewing and Assessing Strata Plans	Sometimes referred to as the Bible of the OC, as managers you must understand plans because it determines in many ways how your OCs operate. This will provide insight into how plans are developed and how to read and interpret plans. You will hear the manager, surveyor and legal perspectives. This will be an interactive session with the opportunity to use your examples.	Ian Ross <i>BCS,</i> Paul Brotchie <i>McKean Park Lawyers,</i> David Monahan <i>Barker Monahan Land Surveyors</i>	\$110	4
WINNERS OF 2009 AWARDS – 1 DAY WORKSHOP						
Friday 04 Dec	9:30am - 4:30pm <i>include lunch, morning & afternoon tea & Arrival Tea & Coffee</i>	Contract Management	Entering into a contract (through selling or procurement of product or services, sponsorship or funding agreement, among others) is a daily activity within organisations. Almost everyone in an organisation who is involved in negotiating and signing off agreements with external parties is faced with the responsibilities and risks required in managing contracts including managing variations, disputes and possible litigation. This full day workshop provides the participants with the basic principles of managing contracts. <i>Exclusive for winners of 2009 Awards only</i>	VECCI	No Charge	5

- Prices quoted are standard member rates. Group discounts are available. Prices include GST. • Venue: Manningham Convention Centre, 1 Thompsons Road, Bulleen, unless otherwise stated.
- Amendments – Although every effort will be made to keep seminars as represented, OCV reserves the right to make any necessary changes to the calendar program. • Registrations close 7 days prior to the event.
- Non member employees of corporate members may attend 2 seminars per membership year at the member rate. Further seminars attended in that membership year will be payable at the non membership rate.

TYPE	MEMBER	NON MEMBER	MEMBER GROUP RATE (4+ FROM SAME COMPANY)	MEMBER ATTENDING SEMINAR + PURCHASING DVD	DVD RECORDING - MEMBER	DVD RECORDING - NON MEMBER
Breakfast Education Seminar	\$60	\$120	\$55	\$80	\$55	\$110
Afternoon Education Seminar	\$50	\$100	\$45	\$70	\$55	\$110
½ day Seminar	\$110	\$220	\$100	\$165	\$120	\$240
Major Event	See event brochure for complete pricing details					

CPD REQUIREMENTS

CPD is not mandatory for OCV membership but is a requirement for the awarding of Post Nominals.

Undertake 10 hours structured Continuing Professional Development per annum with a minimum of 5 hours to be attained through OCV activities.

CPD REQUIREMENTS IF YOU HAVE BEEN AWARDED POST NOMINAL CPSM OR FSM AND BEEN A MEMBER FOR MORE THAN 5 YEARS:

Undertake 6 hours structured Continuing Professional Development per annum with a minimum of 3 hours to be attained through OCV activities.

REGIONAL MEMBERS

Undertake 5 hours structured Continuing Professional Development per annum with a minimum of 3 hours to be attained through OCV activities.

ASSOCIATE MEMBERS

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.

Please refer to the OCV website for further details.

POST NOMINAL REQUIREMENTS - DIFFERENTIATE YOURSELF

POST NOMINAL	REQUIREMENTS
APSM (Accredited Practising Strata Manager)	<ul style="list-style-type: none"> • OCV member for at least 1 year • Comply with CPD requirements • Completed at least 4 modules of Cert IV Property Services (Operations)
CPSM (Certified Practising Strata Manager)	<ul style="list-style-type: none"> • OCV member for at least 1 year • Comply with CPD requirements • Completed Cert IV Property Services (Operations)
FSM (Fellow Strata Manager)	<ul style="list-style-type: none"> • Must be a CPSM • Comply with CPD requirements • Has made significant contribution to OCV and the industry • OCV member for at least 5 years
ASM (Associate Strata Manager)	<ul style="list-style-type: none"> • OCV member for at least 1 year • Comply with CPD requirements

Please refer to the OCV website for further details.

POST NOMINALS, CPD & CERTIFICATE IV

As above, the recently launched Cert IV Property Services [Operations] CPP07 PDSM qualification is tied to the OCV criteria for post nominals that differentiate members. The qualification will not be a mandatory condition of OCV membership.

There is a staggered implementation plan, as shown in the Post Nominals document on the OCV web site.

Long term and experienced OCMs [eg greater than 5 years membership, complied with CPD requirements, etc] may be granted Post Nominal grandfathering without the qualification.

Managers may make an application to OCV for grandfathering, with a sunset date of the application being received by 1 July 2009.

A sub-committee will consider applications, based on various criteria but with flexibility to deal with each application on its merits.

OCV is also calling for members interested in being on this sub-committee.