

# SCA (Vic) MEMBERSHIP APPLICATION

## 1 July 2018 to 30 June 2019

### Application Process

The following steps will occur during the SCA (Vic) membership application process:

- Membership application, including supporting documentation and \$90 non refundable application fee should be sent to:  
Strata Community Australia (Vic),  
Membership Coordinator,  
Carringbush Business Centre, Suite 106/134-136 Cambridge Street,  
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 SCA (Vic).
- The Membership Subcommittee will be provided a copy of the application and supporting documents for review.
- Once the application has been considered by the Council of SCA (Vic) the applicant will be informed of the result, including returning the original police record check certificate (if not previously returned).

### 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 SCA (Vic) at least 14 days prior to the Council meeting to be considered.*

Please tick when attached

Completed membership application (pages 1-5)

Proof of BLA Registration & PI Insurance.

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** if it is a Vic Police Check; Form can be downloaded from SCA (Vic) website and must be sent directly to Victoria Police. NB – We now accept CV Check – **the only online check that we will accept.**

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

SCA (Vic) 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 SCA (Vic) and provide members with access to information about current and future member benefits. To access or update your personal information please contact SCA (Vic). Please tick the box if you **DO NOT** wish to receive promotional correspondence from time to time about products and services of SCA (Vic) 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 **\$555** 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 **\$805** includes the nominee as the practising member;

Large owners corporation management firms: has four or more practising owners corporation managers. Membership fee of **\$1280** 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 SCA (Vic)'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 SCA (Vic).

#### Practising member – Not applicable for new members

To be considered for practising membership, you must be a member of SCA (Vic) for at least 1 year before being considered for practising membership. The fee for this category is **\$265**.

#### Provisional member

Members applying for SCA (Vic) 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 **\$265**

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 SCA (Vic) as practising owners corporation managers but who are not employees of a Corporate Member. Personal membership fee is **\$555**. Personal Members possess voting rights but are not entitled to advertise as members of SCA (Vic).

#### Honorary membership

SCA (Vic) may award honorary membership in recognition of exceptional service. An honorary member may vote at meetings of SCA (Vic).

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### Company and Contact Information

Title: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Position: \_\_\_\_\_

ABN: \_\_\_\_\_

Registered Company Name: \_\_\_\_\_

Registered Business Name (if any): \_\_\_\_\_

NB: To avoid brand confusion applications will not be accepted for businesses with the acronym 'SCA'.

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 attend any of our Special Interest Group Meetings Free of Charge

- Master Planned Estates Special Interest Group
- Principals Special Interest Group
- Young Professionals Special Interest Group
- Women in Strata Special Interest Group
- Retirement Villages Special Interest Group
- Rising Star Special Interest Group
- Round Table Discussions

### Declaration

- |   | Yes | No |
|---|-----|----|
| ❖ Have you been convicted of any offence involving a criminal charge, or is there any charge pending?   |     |    |
| ❖ 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?  |     |    |
| ❖ 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? |     |    |
| ❖ Have you ever been refused membership of a statutory, professional or other body in respect of your professional capacity?  |     |    |
| ❖ Have you ever been subject to disciplinary proceedings by a statutory, professional or other body in respect of your professional capacity?   |     |    |

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, Visa, MasterCard or Amex, or directly credited to SCA (Vic) bank account.

**If payment is not received within 2 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 SCA (Vic). Provisional and Personal Members **may not** advertise themselves as members of SCA (Vic).

"Advertising as a member" means publicly announcing or displaying, either orally or in writing, the relationship of the individual to SCA (Vic) as a member of any membership category.

#### Voting Rights

Provisional and Corporate Members shall not carry the right of voting at any meeting of SCA (Vic).

#### 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 SCA (Vic) and shall be returned to SCA (Vic) 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 SCA (Vic) activities. Consideration is given to long term members and regional members. Refer to CPD program information sheet.

#### Change of Details

Members must notify the SCA (Vic) 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 SCA (Vic) or the corporate member as set out in the SCA (Vic) Constitution.

#### Transfer of Membership

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

If the new company is not a member of the SCA (Vic) 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 SCA (Vic) and any other guideline or standard formally approved and adopted by SCA (Vic).
4. I have read and agree to abide by SCA (Vic)'s Code of Professional Conduct and actively support the activities conducted by SCA (Vic).

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 182 222 Account Number 303108401

Amount: \$ \_\_\_\_\_ Date of transfer: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please forward remittance advice to [info.vic@stratacommunity.org.au](mailto:info.vic@stratacommunity.org.au)

- **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 SCA (Vic) your company name, suburb and phone number will be included on our website free of charge.

Web site address: \_\_\_\_\_

All prices include GST.

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### **Member Profile - Only to be completed by those applying for corporate membership.**

The following information shall remain confidential by SCA (Vic) staff. By Council resolution SCA (Vic) 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 SCA (Vic)'s position represents the majority of this significant industry. It is also important so SCA (Vic) 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:

Residential      Commercial      Industrial      Retail      Mixed Use

No. of Owners Corporations Managed: \_\_\_\_\_ No. of lots: \_\_\_\_\_

No. of Owners Corporation Managers in your firm: \_\_\_\_\_ No. of employees: \_\_\_\_\_