

SCA (VIC) ASSOCIATE MEMBERSHIP APPLICATION

1 July 2016 to 30 June 2017

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 provided to Strata Community Australia (Vic) Inc., Membership Coordinator, 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 application has been considered by the Council of SCA (Vic) 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 SCA (Vic) 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 owners corporations.

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)

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Special Conditions of Membership

1. Membership in the class of associate member or provisional associate member of SCA (Vic) 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 SCA (Vic) 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 SCA (Vic) 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 SCA (Vic) 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 SCA (Vic) 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 SCA (Vic) will be circulated to members giving them thirty days to notify the Council of SCA (Vic) 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 SCA (Vic).
 - 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 SCA (Vic).
 - 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 SCA (Vic) 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 SCA (Vic) nor vote at any meeting of SCA (Vic).
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.

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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

Membership Category

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 SCA (Vic) affairs. The fee is **\$1025** for one nominee.

Associate Practising member

Associate practising membership may be granted to additional nominees of an associate member. The fee is **\$160** 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 **\$1025**.

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.

All prices include GST

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? | | |
| ❖ 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 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 Associate and Associate Practising Members are entitled to advertise their membership of SCA (Vic).

Provisional 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

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 SCA (Vic) Professional Development Program every two years is required.

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 and company you work for.

Cancellation of Membership

Membership may be cancelled either by SCA (Vic) or the corporate member as set out in the SCA (Vic) 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 SCA (Vic) and any other guideline or standard formally approved and adopted by SCA (Vic).
4. I have read and agree to abide by the Code of Professional Conduct of, and actively support the activities conducted by, SCA (Vic).

Signature..... Date.....

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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Optional Online Services

Associate Directory

As a member of SCA (Vic) 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 (one classification only).

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

Website Address: www. _____

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 – made out to Strata Community Australia**

Amount: \$ _____ Drawer: _____

- **Direct Deposit**

Macquarie Bank Limited

BSB 182 222 Account Number 303108401

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: \$ _____