



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: AR2003/226-[118N]

Mr Geoff Brown
Executive Director
Screen Producers Association of Australia
Level 7,
235 Pyrmont Street
PYRMONT NSW 2009

Dear Mr Brown

**Re: Screen Producers Association of Australia
Annual Return of Information for Year 2003**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2003 in respect of the body specified above.

In accordance with subsection 268(3) of the *Workplace Relations Act 1996*, each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept by the organisation under subsection 268(1) and regulation 102 of the Workplace Relations Regulations. Such information must be lodged once in each year at any time during the period of three months commencing 1 January.

A summary of the information required to be lodged annually is set out in the accompanying document. Notifications of changes to the annual information required to be lodged under subsection 268(4) are also summarised in the accompanying document.

Please do not hesitate to contact me on (03) 8661 7988 if you wish to discuss the requirements for the Annual Return of Information or notifications of changes to such information.

Yours sincerely

Lyn Markovski
E-mail: lynette.markovski@air.gov.au

13 February, 2003

Annual Return of Information required under the Workplace Relations Act 1996 and Regulations

<p>Statement concerning number of members [reg 43(1)] <i>(federal offices of employee organisations only)</i></p>	<p>A statement, signed by an officer of the organisation who is authorised to sign it, that shows: -</p> <p>(a) the number of persons who were, on 1 January in that year; both:</p> <p style="padding-left: 40px;">(i) members of the organisation; and</p> <p style="padding-left: 40px;">(ii) employees or independent contractors; and</p> <p>(b) if the organisation has entered into an agreement under ss202(1) of the Act - the number of members of the organisation who were, on 1 January in that year, ineligible State members in relation to the organisation, within the meaning of s202 of the Act</p>	<p>Once in each year, not later than 1 March [reg 43(1)]</p>
<p>Maintenance of Register of Members [s268(3)(a)]</p>	<p>A statutory declaration by the secretary or other prescribed officer [reg 104] certifying that the register of members has, during the immediately preceding calendar year; been kept and maintained as required by s268(1) and (2)</p>	<p>Once in each year, at any time during the period of 3 months commencing on 1 January [reg 103]</p>
<p>List of Offices [s268(3)(b)]</p>	<p>A copy of the list of the offices in the organisation and each branch [s268(1)(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record [note definition of "office" in s4(1)]</p>	<p>As above</p>
<p>List of Office-holders [s268(3)(b)]</p>	<p>A copy of the list of the names, postal addresses and occupations of the persons holding offices in the organisation and each branch [s268(1)(c)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record</p>	<p>As above</p>
<p>List of Branches [s268(3)(b)] <i>(federal offices of organisations only)</i></p>	<p>A copy of the record of the name of each branch of the organisation [s268(1)(d) and subreg 102(a)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record</p>	<p>As above</p>

Addresses of Offices of Organisation and Branches [s268(3)(b)]	A copy of the record of the address of the organisation and the office of each branch [s268(1)(d) and sub-reg 102(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record	As above
Record of each Election that must be held during year [s268(3)(b)]	A record of each election that must, under the rules of the organisation, be held during each year commencing 1 April for office positions in organisations and its branches [s268(1)(d) & sub-reg 102(c)] certified by statutory declaration by the secretary or other prescribed officer to be a correct statement of the information contained in that record	As above

Notification of Changes made to records - subsection 268(4) of the Act

Changes in List of Offices [s268(4)]	Notification of any change to the list of offices [s268(1)(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made [note definition of "office" in s4(1)]	Within 35 days after the change [reg 105]
Changes in List of Office-holders [s268(4)]	Notification of any change to the list of the names, postal addresses and occupations of the persons holding offices [s268(1)(c)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above
Changes in List of Branches [s268(4)] <i>(federal offices of organisations only)</i>	Notification of any change to the record of the name of each branch of the organisation [s268(1)(d) and subreg 102(a)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above
Changes in the Addresses of Offices of Organisation and Branches [s268(4)]	Notification of any change to the record of the address of the office of the organisation and the office of each branch [s268(1)(d) and subreg 102(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above



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80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr Geoff Brown
Executive Director
Screen Producers Association of Australia
Level 7 235 Pyrmont Street
PYRMONT NSW 2009

Dear Mr Brown,

**Re: Screen Producers Association of Australia
Outstanding 2003 Annual Return of Information**

In accordance with subsection 268(3) of the *Workplace Relations Act 1996*, each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept by the organisation under subsection 268(1) of the Act and regulation 102 of the *Workplace Relations Regulations*. Such information must be lodged once in each year at any time during the period of three months commencing 1 January.

From the records held in the Industrial Registry it would seem that the information appearing on Annexure A to this letter is outstanding from the organisation.

As there is a mandatory obligation on organisations to supply this information, you are requested to lodge the outstanding information under cover of a statutory declaration by **27 June 2003**.

Detailed advice as to the information required to be lodged under subsections 268(3) and (4) of the Act is set out in the attachment.

Should you wish to discuss this matter, please do not hesitate to contact me on (03) 8661 7988.

In reply please quote: **AR 2003/226**.

Yours sincerely,

Lynette Markovski
Research, Information and Advice

11 June 2003

Annexure A

The outstanding information required is detailed below:

2003

Screen Producers Association of Australia

- ◆ Certification in respect of the register of members of the organisation.
- ◆ List of the offices in the organisation and of the persons holding those offices, including their occupations and addresses.
- ◆ Address of the organisation.
- ◆ Any elections scheduled for year 2003.



27 June 2003

Ms Ruth Hansen
Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
MELBOURNE Vic. 3001

Dear Ms Hansen

In accordance with subsection 268(4) of the Workplace Relations Act 1996, attached you will find a statutory declaration duly signed by SPAA's President, Mr Stephen F. Smith, advising the Results of AEC election no. 3055 of 2002

You will note that each Councillor's occupation has been listed next to their name and all correspondence for Councillors should be directed to the national secretariat at the address shown on this letterhead and noted at the bottom of the List of SPAA Councillors 2002/2003.

I trust this documentation complies with your request.

Yours sincerely

Alexandra Jones
Member Services and Events Manager

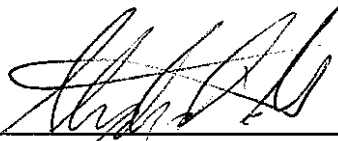
COMMONWEALTH OF AUSTRALIA

STATUTORY DECLARATION

I, Stephen F. Smith, President of the Screen Producers Association of Australia, Ground Floor, 351 Crown Street, Surry Hills, NSW, 2010, do solemnly and sincerely declare the following in accordance with the requirements under the Workplace Relations Act 1996:

The Australian Electoral Commission conducted election no. 3055 for 2002 and the office holders listed on attachment 'A' were elected.

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959 and subject to the penalties provided by that Act for the making of false statements in statutory declaration conscientiously believing the statement contained in this declaration to be true in every particular.

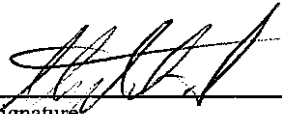


Stephen F. Smith

Declared at Sydney

on 1 day of July 2003

Before me J. Laban JP NSW



Signature

President

Title

Attachment A
List of office-holders [s268(3)(b)]

Screen Producers Association of Australia
Councillors 2002 - 2003
(AEC election no.3055 of 2002)

Position	Name	Occupation
President	Stephen F. SMITH	Managing Director, Frameworks
Vice President - appointed by Council	Nick MCMAHON	Chief Executive Officer, Crawfords Australia
Feature Film Division Councillor	Nigel ODELL	Producer, Instinct Entertainment
Feature Film Division Councillor	Jonathan SHTEINMAN	MD, Ocean Pictures
Documentary Division Councillor	Mark HAMLIN	Executive Producer, Film Australia
Documentary Division Councillor	Brian BEATON	Producer, Artemis International
Service & Facilities Division Councillor	Rick SCHWEIKERT	Managing Director, Frame, Set and Match
Service & Facilities Division Councillor	John FLEMING	General Manager, AAV Digital
Television Programme Division Councillor	James TALBOT	Business Affairs Manager, Southern Star
Television Programme Division Councillor	Adrienne PECOTIC	Executive Director, Grundy TV
Television Commercial Division Councillor	Jude LENGEL	Producer, Film Graphics

SPAA Councillors' **correspondence** to be directed to:

c/- SPAA
Ground Floor 351 Crown Street Surry Hills NSW 2010
URL <http://www.spaa.org.au>
Phone 02 9360 8988
Fax 02 9360 8977
Email spaa@spaa.org.au

COMMONWEALTH OF AUSTRALIA

STATUTORY DECLARATION

I, Stephen F. Smith, President of the Screen Producers Association of Australia, Ground Floor, 351 Crown Street, Surry Hills, NSW, 2010, do solemnly and sincerely declare the following in accordance with the requirements under the Workplace Relations Act 1996.

That during the immediately preceding calendar year, the Register of Members has been kept and maintained in accordance of section 268 of the Workplace Relations Act 1996. As at 1 January 2003, the records show 525 members.

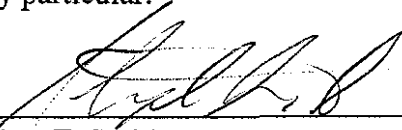
- The attached list of offices being attachment "A" is true and correct
- The attached list of office holders being attachment "B" is true and correct
- The attached list of branches being attachment "C" is true and correct

The following elections are due to be conducted during this year:

- President and Vice President
- Councillors

The new Council will take office at the Annual General Meeting scheduled for September 2003.

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959 and subject to the penalties provided by that Act for the making of false statements in statutory declaration conscientiously believing the statement contained in this declaration to be true in every particular.

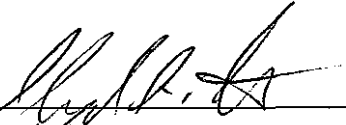


Stephen F. Smith

Declared at Sydney

On 1 Day of July 2003

Before me J. Lambert J.P. NSW.



Signature

President

Title

Attachment A
List of offices [s268(3)(b)]

Screen Producers Association of Australia

Offices	number
President	x 1
Vice President	x 1
Feature Film Division Councilor	x 2
Documentary Division Councilor	x 2
Service & Facilities Division Councilor	x 2
Television Programme Division Councilor	x 2
Television Commercial Division Councilor	x 1

Attachment B
List of office-holders [s268(3)(b)]

Screen Producers Association of Australia

Councilors 2002 - 2003

(AEC election no.3055 of 2002)

Position	Name	Occupation
President	Stephen F. SMITH	Managing Director, Frameworks
Vice President - appointed by Council	Nick MCMAHON	Chief Executive Officer, Crawfords Australia
Feature Film Division Councilor	Nigel ODELL	Producer, Instinct Entertainment
Feature Film Division Councilor	Jonathan SHTEINMAN	MD, Ocean Pictures
Documentary Division Councilor	Mark HAMLYN	Executive Producer, Film Australia
Documentary Division Councilor	Brian BEATON	Producer, Artemis International
Service & Facilities Division Councilor	Rick SCHWEIKERT	Managing Director, Frame, Set and Match
Service & Facilities Division Councilor	John FLEMING	General Manager, AAV Digital
Television Programme Division Councilor	James TALBOT	Business Affairs Manager, Southern Star
Television Programme Division Councilor	Adrienne PECOTIC	Executive Director, Grundy TV
Television Commercial Division Councilor	Jude LENGEL	Producer, Film Graphics

SPAA Councilors' **correspondence** to be directed to:

c/- SPAA

Ground Floor 351 Crown Street Surry Hills NSW 2010

URL <http://www.spaa.org.au>

Phone 02 9360 8988

Fax 02 9360 8977

Email spaa@spaa.org.au

Attachment C
List of branches [s268(3)(b)]

Screen Producers Association of Australia

The Secretariat is located at

Ground Floor 351 Crown Street

Surry Hills NSW 2010

URL <http://www.spaa.org.au>

Phone 02 9360 8988

Fax 02 9360 8977

Email spaa@spaa.org.au



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Ms Alexandra Jones
Member Services and Events Manager
Screen Producers Association of Australia
Ground Floor
351 Crown Street
SURRY HILLS NSW 2010

Dear Ms Jones,

**Re: Screen Producers Association of Australia
Annual Return of information contained in records kept by organisation
(AR 2003/226)**

I have received your letter dated 27 June 2003 and statutory declaration declared by Mr Stephen F. Smith on 1 July 2003 providing information in accordance with subsection 268(3) of the Workplace Relations Act 1996. The documents were lodged in the Industrial Registry on 4 July 2003.

The documents lodged cover the following information for the 2003 Annual Return of the organisation: -

- certification in respect of the register of members of the organisation.
- list of offices in the organisation and the names and postal addresses of the persons holding those offices.
- address of the organisation.
- information in respect of elections in the organisation.

The documents have been filed.

Yours sincerely,

Lynette Markovski
Statutory Services Branch

7 July 2003