



## 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: AR2004/282-[118N]**

Mr Geoff Brown  
Executive Director  
Screen Producers Association of Australia  
Ground Floor  
351 Crown Street  
SURRY HILLS NSW 2010

Dear Mr Brown

**Re: Screen Producers Association of Australia  
Annual Return of Information for Year 2004**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2004 in respect of the body specified above.

In accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*), each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept and maintained by the organisation under section 230 and regulation 147 of the Workplace Relations (Registration and Accountability of Organisations) Regulations. Such information must, in respect of the year 2004 be lodged before 31 March 2004.

Please note that as a result of changes made to the Act on 12 May 2003, an organisation must also keep and lodge:

- ◆ a record of the name of each branch that commenced operation in the previous 12 months;
- ◆ a record of the name of each branch that ceased operation in the previous 12 months;
- ◆ a record of each election that must, under the rules of the organisation, be held during each year commencing 1 January for an office in the organisation and for an office in a branch of the organisation; and
- ◆ a record of the number of members on 31 December in the previous year;

**Note:** ► Previously, the requirement to lodge a record of each election that must be held applied to each year commencing 1 April.

**Note:** ► Previously, the requirement to lodge the number of members only applied to an organisation of employees and was related to the number of persons who were, on 1 January, both members and employees or independent contractors. The new

requirement will apply to an organisation of employers as well as an organisation of employees.

The obligation to lodge a “statutory declaration” signed by the secretary or other prescribed officer to accompany documents required to be lodged annually has been replaced with an obligation to lodge a “declaration” [s233(1)].

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 233(2) and regulation 151 are also summarised in the accompanying document.

When lodging in the Registry the annual return or any subsequent notification of a change to records please quote: **AR2004/282**.

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

A handwritten signature in cursive script that reads "L. Markovski".

Lyn Markovski

E-mail: [lynette.markovski@air.gov.au](mailto:lynette.markovski@air.gov.au)

13 January, 2004

**Recurring Obligations To Keep And Lodge Information Under Schedule 1B to the Workplace Relations Act 1996 (RAO Schedule) and the RAO Schedule Regulations**

<b>Information</b>	<b>Key Contents</b>
<b>Maintenance of Register of Members</b>	A declaration by the secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) <i>[s233(1)(a)]</i>
<b>List of Offices</b> <i>- see Note 2</i>	A list of the offices in the organisation and each branch (note the definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(b)]</i>
<b>List of Office-holders</b> <i>- see Note 2</i>	A list of the names, postal addresses and occupations of the persons holding the offices (note definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(c)]</i>
<b>List of Branches</b> <i>- see Note 2</i>	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
<b>New Branches</b>	A record of the name of each branch that commenced operation in the previous 12 months <i>[s230(1)(d) and reg. 147(b)]</i>
<b>Old Branches</b>	A record of the name of each branch that ceased operation in the previous 12 months <i>[s230(1)(d) and reg. 147(c)]</i>
<b>Addresses of Organisation and Branches</b> <i>- see Note 2</i>	A record of the address of the office of the organisation and the office of each branch <i>[s230(1)(d) and reg.147(d)]</i>
<b>Elections in Organisation and Branches</b>	A record of each election that must, under the rules of the organisation, be held during each year commencing 1 January for an office in the organisation and branch of the organisation <i>[s230(1)(d) and reg. 147(e)]</i>
<b>Statement concerning number of members</b>	A record of the number of members on 31 December in the previous year. If the organisation has entered into an agreement under ss151(1) of the Schedule - a record of the number of members of the organisation who were, on 31 December in the previous year, ineligible State members in relation to the organisation, within the meaning of s150 of the Schedule. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

**Please note:**

1. A copy of the above records must be lodged in the Industrial Registry, once in each year, at any time during the period of 3 months commencing on 1 January, certified by declaration signed by the secretary or other prescribed officer to be a correct statement of the information contained in that record *[s233(1)(b) and [reg 149]*.
2. In the event of any change to certain of the abovementioned records, an organisation must, within 35 days of the change, lodge in the Industrial Registry, a notification of such change certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made *[s233(2)and reg. 151]*.
3. The above requirements apply to documents required to be lodged from 1 January 2004.



Screen  
Producers  
Association  
of Australia

COMMONWEALTH OF AUSTRALIA

STATUTORY DECLARATION

I, Stephen F. Smith, President of the Screen Producers Association of Australia, 34 Fitzroy 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 2004, the records show 410 members.

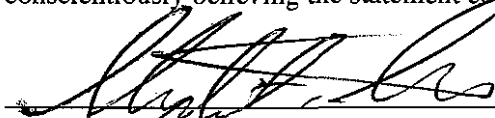
- The attached list of offices being attachment "A" is true and correct
- The attached list of office holders being attachment "B" is true and correct
- The attached list of branches being attachment "C" is true and correct

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 2004.

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

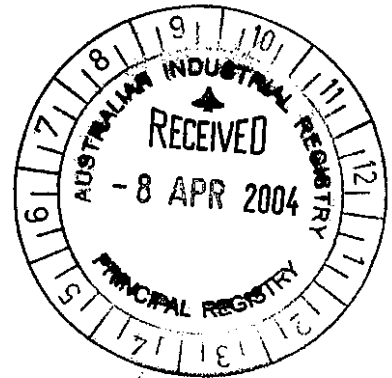
Declared at Chateauwood

On 5<sup>th</sup> Day of March 2004

Before me  J.P.

Signature A. J. WEBB

Title JUSTICE OF THE PEACE



34 Fitzroy Street  
Surry Hills NSW 2010 Australia  
**Telephone +61 2 9360 8988**  
Facsimile +61 2 9360 8977  
email spaa@spaa.org.au  
www.spaa.org.au  
ABN 46 091 470 324

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

Screen Producers Association of Australia

<b>Offices</b>	<b>number</b>
President	x 1
Vice President	x 1
Feature Film Division Councillor	x 2
Documentary Division Councillor	x 2
Service & Facilities Division Councillor	x 2
Television Programme Division Councillor	x 2
Television Commercial Division Councillor	x 1

Screen Producers Association of Australia

Councillors 2003 - 2004

(AEC election no.3055 of 2003)

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	Vincent SHEEHAN	Producer, Porchlight Films
Documentary Division Councillor	Tony WRIGHT	Producer, December Films
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 Pictures
Television Programme Division Councillor	Steve ROSSER	Business Affairs Manager, Grundy TV
Television Programme Division Councillor	Adrienne PECOTIC	Executive Director, Grundy TV
Television Commercial Division Councillor	Peter CUDLIPP	Producer, The Sydney Film Company

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

c/- SPAA  
34 Fitzroy Street Surry Hills NSW 2010  
URL <http://www.spaa.org.au>  
Phone 02 9360 8988  
Fax 02 9360 8977  
Email [spaa@spaa.org.au](mailto:spaa@spaa.org.au)

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

Screen Producers Association of Australia

The Secretariat is located at 34 Fitzroy St, Surry Hills, NSW 2010  
SPAA Councillors' **correspondence** to be directed to:

c/- SPAA

34 Fitzroy St

Surry Hills, NSW 2010

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

Phone 02 9360 8988

Fax 02 9360 8977

Email [spaa@spaa.org.au](mailto:spaa@spaa.org.au)



**COMMONWEALTH OF AUSTRALIA**  
**STATUTORY DECLARATION**

I, STEPHEN SMITH, President of the Screen Producers Association of Australia, 34 Fitzroy St, 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 2003 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 Smith



Declared at Blairwood  
on 5<sup>th</sup> day of March 2004

Before me ALLEN J. WEBB

  
Signature

Justice of the Peace  
Title

Screen Producers Association of Australia  
Councillors 2003 - 2004  
(AEC election no.3055 of 2003)

<b>Position</b>	<b>Name</b>	<b>Occupation</b>
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Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Mr Stephen F. Smith  
President  
Screen Producers Association of Australia  
34 Fitzroy Street  
SURRY HILLS NSW 2010

Dear Mr Smith,

**Re: Screen Producers Association of Australia  
Annual Return of information contained in records kept by organisation  
(AR 2004/282)**

I have received your 2004 annual return information and notification of changes dated 5 March 2004. The documents were lodged in the Industrial Registry on 8 April 2004. I note that the documents refer to subsection 268 of the Workplace relations Act (the Act). That section has been repealed.

As a result of changes made to the Act on 12 May 2003 you are required to lodge annual return information in accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*). You are required to lodge in the Industrial Registry certain information relating to records required to be kept and maintained by the organisation under section 230 and regulation 147 of the Workplace Relations (Registration and Accountability of Organisations) Regulations.

The obligation to lodge a "statutory declaration" signed by the secretary or other prescribed officer to accompany documents required to be lodged annually has been replaced with an obligation to lodge a "declaration" [s233(1)].

Please note that as a result of changes made to the Act on 12 May 2003, you must also keep and lodge a record of each election that must, under the rules of the organisation, be held during each year commencing 1 January for an office in the organisation.

**Note:** ► Previously, the requirement to lodge a record of each election that must be held applied to each year commencing 1 April.

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 233(2) and regulation 151 are also summarised in the accompanying document. No further action is required in respect for the subject documents.

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

Yours sincerely

Lynette Markovski

14 April 2004

**Recurring Obligations To Keep And Lodge Information Under Schedule 1B to the Workplace Relations Act 1996 (RAO Schedule) and the RAO Schedule Regulations**

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**Please note:**

1. A copy of the above records must be lodged in the Industrial Registry, once in each year, at any time during the period of 3 months commencing on 1 January, certified by declaration signed by the secretary or other prescribed officer to be a correct statement of the information contained in that record *[s233(1)(b) and [reg 149]*.
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3. The above requirements apply to documents required to be lodged from 1 January 2004.