



**Australian Government**  
**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: AR2005/215-[118N]**

Mr Geoff Brown  
Executive Director  
Screen Producers Association of Australia  
34 Fitzroy Street  
SURRY HILLS NSW 2010

Dear Mr Brown

**Re: Screen Producers Association of Australia  
Annual Return of Information for Year 2005**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2005 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 2003. Such information must, in respect of the year 2005, be lodged (preferably by email via the AIRC eFiling site at [www.airc.gov.au](http://www.airc.gov.au) or by facsimile on (03) 9654 6672) in the Industrial Registry before **31 March 2005**.

**Summary of Requirements - see attached table**

The table attached to this letter summarises the requirements and refers to relevant legislation. You may wish to use the table as a checklist in preparing your return. You can find the legislation on our website [www.airc.gov.au](http://www.airc.gov.au) under the heading "Procedures and Legislation".

**Format of Declarations Accompanying Return**

You no longer need to lodge witnessed "statutory" declarations. However you must still lodge:

- a declaration certifying the matters referred to in s233(1) (a) and (b) of the RAO Schedule.

A declaration must be signed by the secretary or other prescribed officer. It need not be witnessed.

**Ongoing Reporting Obligations**

You must also notify this office of any changes made to such records within 35 days of the changes made, which include changes to:

- List of Offices
- List of Office-holders
- List of Branches
- Addresses of Organisation and Branches

The secretary or other prescribed officer must sign a declaration certifying the notification is a correct statement of the changes made refer [s233(2) and reg. 151].

## Private Addresses of Office-holders

Annual Returns lodged in the Industrial Registry will be available on the AIRC website for viewing by your members and the public. You may wish to ensure the privacy of your office-holders by providing their work postal addresses only in your return.

## Information about Registered Organisations on AIRC website

Information about registered organisations is available on our website at: [www.airc.gov.au](http://www.airc.gov.au), under the heading Organisations, click on the link 'Electronic Organisations Files'.

Your organisation, its members and the public will now be able to view on-line copies of documents filed in the Industrial Registry, including annual returns. Copies of any documents on line can be downloaded and printed.

## Electronic lodgment of Registered Organisation information

It is possible for all registered organisations to electronically lodge any documents which are required or permitted by the AIRC Rules to be lodged with the Australian Industrial Registry (refer rule 70A).

I strongly encourage your organisation to take advantage of the electronic lodgment service. It offers greater convenience to you and will help us quickly finalise your matter.

If you decide to lodge electronically you have these choices:

- register as a user and then lodge your documents via the eFiling page on the AIRC website.
- send an email with the documents you wish to lodge attached to: [melbourne@air.gov.au](mailto:melbourne@air.gov.au)
- send your documents by fax to: 03 9654 6672.

Please note that any of your email attachments which include documents requiring signatures should include those signatures. You may find that scanning the documents into a TIF or PDF format and attaching them to the email is the easiest option.

When lodging in the Registry the annual return or any subsequent notification of a change to records please quote: **AR2005/215**.

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](mailto:lynette.markovski@air.gov.au)

24 January, 2005

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

Information	Key Contents
<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> - see Note 2	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> - see Note 2	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> - see Note 2	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> - see Note 2	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]*.

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3. The above requirements apply to documents required to be lodged from 1 January 2004.

OR



14 April 2005

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

Dear Ruth

**ANNUAL RETURN INFORMATION 2005**

Please find enclosed signed documentation for the Screen Producers Association of Australia (SPAA) Annual Return 2005, for processing.

Thank you very much.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alex Jones', is written over the typed name.

Alexandra Jones  
Membership Services and Events Manager



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



Maintenance of Register of Members [s233(1)(a)]

COMMONWEALTH OF AUSTRALIA

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 Schedule 1B to the Workplace Relations Act 1996:

- That during the immediately preceding calendar year, the Register of Members has been kept and maintained in as required by ss230(1) (a) and (2) of Workplace Relations Act 1996. As at 1 January 2005 the records show 380 members.
• The attached information regarding List of Offices, Office Holders, List of Branches, New Branches, Old Branches, Addresses of Organisation and Branches, Elections in Organisation and Branches, Elections in Organisation and Branches and Statement Concerning Numbers 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 2005.

Stephen F. Smith (handwritten signature)
Stephen F. Smith

Declared at Sydney

on 5 day of April 2005

(Handwritten signature)
Signature

President
Title

34 Fitzroy Street
Surry Hills NSW 2010 Australia
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**List of offices [Sub Section 230(1)(b)]**

<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
Animation and New Media	x 1



**List of office-holders [s230(1) c ]**

Screen Producers Association of Australia

Councillors 2004 - 2005

(AEC election no.3055 of 2004)

<b>Position</b>	<b>Name</b>	<b>Occupation</b>
President	Stephen F. SMITH	Managing Director, Frameworks
Vice President - appointed by Council	Nick MCMAHON	Chief Executive Officer, Crawfords Australia
Feature Film Division Councillor	Trish LAKE	Producer, Freshwater Productions
Feature Film Division Councillor	Vincent SHEEHAN	Producer, Porchlight Films
Documentary Division Councillor	Cathy HENKEL	Producer, Hatchling Productions
Documentary Division Councillor	Brian BEATON	Producer, Artemis International
Service & Facilities Division Councillor	Rick SCHWEIKERT	Managing Director, Frame, Set and Match
Service & Facilities Division Councillor	Anni BROWNING	Completion Guarantor, Film Finances, Inc.
Television Programme Division Councillor	Steve ROSSER	Business Affairs Manager, Grundy TV
Television Programme Division Councillor	Jenny LALOR	Head of Business and Legal Affairs, Burberry Productions
Television Commercial Division Councillor	Peter CUDLIPP	Producer, The Sydney Film Company
Animation and New Media Division	Tim BROOKE HUNT	Executive Producer, Pacific Vision

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)

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**List of Branches - [s230(1)(d) and reg 147(a) ]**

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)

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**New Branches - [s230(1)(d) and reg. 147(b) ]**

No New Branches of SPAA commenced operation in the previous 12 months.

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**Old Branches - [s230(1) (d) and reg. 147(c) ]**

SPAA does not have branches so the above is not relevant to SPAA.

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## **Elections in Organisations and Branches [ (S230(1)(d) and reg. 147(e)]**

The following elections are conducted each year:

- President and Vice President
- Councillors

The new Council takes office each September at the Annual General Meeting.

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**Addresses of Organisation and Branches [s230(1) (d) and Reg. 147(d) ]**

The SPAA 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>

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**Statement concerning number of members – S230(1) (d) and Reg. 147(f) and (g)]**

That during the immediately preceding calendar year, the Register of Members has been kept and maintained in as required by ss230(1) (a) and (2) of Workplace Relations Act 1996. As at 1 January 2005 the records show 380 members.

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**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Ms Alexandra Jones  
Membership Services and Event Manager  
Screen Producers Association of Australia  
34 Fitzroy 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 2005/215)**

I have received the declaration made by Mr Stephen Smith dated 5 April 2005 providing information in accordance with subsection 233(1) of Schedule 1B of the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 20 April 2005.

The documents lodged cover the required information for the **2005** Annual Return of the organisation.

The documents have been filed.

Yours sincerely,

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

Lynette Markovski  
Statutory Services Branch

26 April 2005