

Handy Contact Information

Unions

The Media Entertainment & Arts Alliance is the union and professional organisation which covers everyone in the media, entertainment, sports and arts industries. Its 22,000 members include people working in TV, radio, theatre & film, entertainment venues, recreation grounds, journalists, actors, dancers, sportspeople, cartoonists, photographers, orchestral & opera performers as well as people working in public relations, advertising, book publishing & website production ...in fact everyone who works in the industries that inform or entertain Australians. Before engaging cast and crew, it's vital to meet with the MEAA to confirm correct industrial practices in areas such as, terms and conditions of employment for Australian cast and crew and importing cast and crew.

Melbourne Branch:
Level 3, 365 Queen St
Melbourne, VIC 3000
Telephone: +61 3 9691 7100
<http://www.alliance.org.au/>

Child Employment

Information and advice on the employment of Children (less than 15 years of age) can be obtained from a Child Employment Officer at Industrial Relations Victoria.

Level 3/55 Collins Street
Melbourne VIC 3000
Toll Free: 1800 287 287
Telephone: +61 3 9651 9200
http://www.business.vic.gov.au/BUSVIC/STANDARD/PC_50575.html

Additional useful information can be found at the following:

- Child Employment Act 1993: www.dms.dpc.vic.gov.au
- Mandatory Code of Practice for the Employment of Children in Entertainment: www.irv.vic.gov.au
- Child Employment Regulations: www.dms.dpc.vic.gov.au

Occupational Health & Safety

Film Victoria Occupational Health & Safety Management System.

This film and television industry Safety Plan uses preventative measures to eliminate or minimise risk and injury to persons and property. The tool provides practical assistance and advice enabling employers to manage health and safety for their productions and ensure regulatory compliance in the State of Victoria.

<http://ohs.film.vic.gov.au/>

Animal welfare

The code of practice for the Welfare of Film Animals covers the treatment of animals in entertainment. For additional information please contact Department of Primary Industries Customer Service Centre.

1 Spring Street
Melbourne, VIC 3000
Toll Free: 136 186
Telephone: +61 3 9658 4000
Email: customer.service@dpi.vic.gov.au
www.dpi.vic.gov.au

Visas

The Federal Government's support of the film industry extends to providing an efficient immigration process for film makers who wish to visit Australia.

Visitors to Australia who are planning to work in the film industry require passports and visas, with two main types of visas available, dependent upon the nature of your stay. For short visits, such as location surveys or business meetings, a Business Visa is required. If you plan to shoot in Australia, an Entertainment Visa is needed.

To obtain comprehensive information about these and other visas, please contact Department of Immigration and Multicultural and Indigenous Affairs (DIMIA).

Entertainment Visa Unit
Level 2, 26 Lee Street
Sydney, NSW 2000
Telephone: +61 2 9893 4025
Email: entertainment.visas@immi.gov.au
Website: www.immi.gov.au

Insurance

One of the most important aspects in the making of a film is the implementation of insurance that will adequately protect the particular production. Holland Insurance Brokers Pty Ltd is a registered General Insurance Broker that transacts all classes of general insurance and is able to assist with specialist cover including film producers indemnity, negative film risk, public liability, multi risks, extra expense and errors & omissions.

The Company is a member of the National Insurance Brokers Association (NIBA) and the Insurance Brokers Network of Australia (IBNA), and will advise on, explain and arrange insurance programs specific to the needs of its film clients.

Holland Insurance Brokers
Mt Eliza, VIC 3930
Telephone: +61 3 9775 2832
Email: broker@hollib.com.au
Website: www.hollib.com.au


ATA Carnet

The ATA Carnet is an international customs document that permits duty-free temporary import of goods for up to one year. VECCI is the only approved body in Victoria to issue ATA Carnets.

An ATA Carnet will allow your goods to enter and exit the country free of duty for particular situations.

The ATA Carnet operates under international customs conventions administered by the World Customs Organisation (WCO) and is managed by the World ATA Carnet Council in co-operation with WCO.

A Carnet dispenses of the need for raising bonds or depositing duty at customs posts in different countries. The Carnet contains the appropriate customs clearance documentation, and is generally preferred by customs authorities.

 [ATA Carnet No Scheme Explanatory Notes 2009](#)

 [ATA CARNET Application Form and Undertaking](#)

More information

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