



ANNUAL REPORT  
2010 - 2011

NSW Architects Registration Board

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NSW Architects Registration Board

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NSW Architects Registration Board  
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Hours of business 9am to 5pm Monday to Friday

The NSW Architects Registration Board administers the Architects Act 2003, the legislation regulating architects in NSW. The Board's key role is to protect consumers of architectural services. The Board

- maintains an accurate Register of Architects and a List of Architect Corporations and Firms
- operates a fair, effective, and open procedure for investigating and hearing complaints
- sanctions architects who breach the Architects Act and individuals or firms who represent themselves as an architect when they are not entitled to do so
- conducts examinations
- administers scholarships and awards
- promotes a better understanding of architectural issues in the broader community.

As of 30 June 2011 there are 4232 architects in NSW (3510 in the practising category and 722 in the non-practising category). There are 1321 architect corporations and firms listed in the NSW Register as having nominated architects responsible for the provision of architectural services.

### 2010 Sydney Architecture Festival

Modeled on the London Architecture Festival and the San Francisco Architecture Festival, the Sydney Architecture Festival ran from 20 October - 7 November and included 60 talks, tours, exhibitions and workshops presented by cultural organisations, universities, professional associations and architecture practices. The Festival is presented by the Australian Institute of Architects and the Board supported by Festival funding from the City of Sydney.

[www.sydneyarchitecturefestival.org](http://www.sydneyarchitecturefestival.org)

### [www.architectureinsights.com.au](http://www.architectureinsights.com.au)

The Board's contributor driven website [www.architectureinsights.com.au](http://www.architectureinsights.com.au) connects the general public, students, architects and others with information about architecture and events and fosters partnerships, collaborations and debate about architecture and the built environment in NSW. The Board continues its investment in developing the site. This year has seen an increase in the number of events being listed and an increase in the number of architects describing projects to explain how architecture works.

### My Neighbourhood

The Board, the Historic Houses Trust and the Sydney Region of the NSW Department of Education and Training have embarked upon an innovative project to develop children's connections to architecture and the built environment in their neighbourhood. The programme will be used as a model for programs in neighbourhoods across the State; and included as a resource on [www.architectureinsights.com.au](http://www.architectureinsights.com.au)

### [www.reducingcarbonemissions.org](http://www.reducingcarbonemissions.org)

This year the Board reviewed the website developed in 2008 that provides guidance for all small architectural firms wishing to reduce their carbon emissions. These guidelines are the result of the real experiences of the participating firms who worked with the Board on this project. The review resulted in an update of the case studies, templates and user information.

### Visual Arts and Architecture

A partnership project between the Board and Object Gallery this project will provide a series of case studies focusing on *architects as practitioners*. These case studies link back to the NSW Visual Arts Syllabus and include explicit guidance for teachers on how to link the study of architecture into the Visual Arts Syllabus in Stages 5 and 6 (Years 11 and 12). Project material will be available on line before the end of 2011.

### 60<sup>th</sup> anniversary of the Byera Hadley Travelling Scholarships

2011 celebrates the 60<sup>th</sup> anniversary of the first Byera Hadley Travelling Scholarship. Architect and educator Byera Haley established a Trust fund to enable recipients to undertake study, research or other activity approved by the Board. The recipients must be students or graduates of architecture programs from NSW universities. Over the past 60 years more than \$1 million has been awarded to over 140 recipients many of who have gone on to contribute enormously to the profession and the broader community.

See [www.architectureinsights.com.au](http://www.architectureinsights.com.au) for more information.

## NSW Architects Registration Board Members

The Board includes six architects and five members who are not architects:

**Richard Thorp** architect appointed by the Minister for Finance and Services and Board President

**Ingrid Pearson**, elected architect member

**Peter Sarlos**, elected architect member

**Brian Zulaikha**, immediate past president of the Australian Institute of Architects NSW Chapter

**Kirsten Orr**, University of Technology Sydney academic architect representative

**Peter Mould**, *ex-officio*, NSW Government Architect, and elected Deputy President

**Michael Bampton**, legal practitioner and partner of the legal firm Henry Davis York – expertise in building and construction law

**Marianne Foley**, Principal Fire Safety Engineer and Sydney Leader of the consulting firm Arup- expertise in the building industry

**Penelope Holloway**, General Manager of North Sydney Council - knowledge and awareness of views of local government in respect of the quality of building

**Kerry Robinson**, from Landcom, expertise in the property industry

**Kate St James**, is an interior designer and magazine editor - public interest in architectural matters and represents the views of home owners as consumers of architectural services

### Board Meeting Attendances for Year Ending 30 June 2011

NAME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
R THORP (A/M)	LOA	LOA	✓	✓	✓	✓	N/M	✓	✓	✓	✓	✓	9/11
M BAMPTON (A/M)	✓	LOA	✓	✓	✓	✓	N/M	✓	✓	LOA	✓	✓	9/11
P ARMSTRONG (A/S)	LOA	✓	✓	✓	✓	✓	N/M						5/6
K ORR (A/S)								✓	✓	LOA	✓	✓	4/5
T CARFRAE (A/M)	LOA	✓	LOA	LOA			N/M						1/4
M FOLEY (A/M)						✓	N/M	✓	✓	✓	✓	✓	
D DEARING (EX-O)	✓	LOA	LOA	✓	✓	LOA	N/M	✓					4/7
B ZULAIKHA (EX-O)									LOA	✓	LOA	LOA	1/4
A TSIREKAS (A/M)	✓	✓	✓	✓	✓	LOA	N/M						5/6
P HOLLOWAY								LOA	✓	✓	✓	✓	4/5
P MOULD (EX-O)	✓	LOA	✓	✓	✓		N/M	✓	✓	✓	✓	✓	9/11
I PEARSON (E)	LOA	✓	✓	✓	✓	✓	N/M	✓	✓	✓	✓	✓	10/11
K ROBINSON (A/M)	LOA	✓	✓	✓	✓	✓	N/M	✓	✓	✓	✓	✓	10/11
P SARLOS (E)	✓	✓	LOA	✓	✓	LOA	N/M	✓	✓	✓	✓	✓	9/11
M WAKELY (A/M)	✓	✓	LOA	✓			N/M						3/4
K ST JAMES								✓	✓	✓	LOA	LOA	3/5
H LOCHHEAD (deputy for P Mould)		✓				✓							2/2
J AGIUS (deputy for B Zulaikha)									✓		✓		2/2
<i>E</i>	<i>Elected</i>		<i>Ex-O</i>	<i>Ex-Officio</i>		<i>A/M</i>	<i>Appointed By Minister</i>						
<i>A/S</i>	<i>University Appointee</i>		<i>N/M</i>	<i>No Meeting</i>		<i>LOA</i>	<i>Leave Of Absence</i>						

An honorarium is paid to each Board member for their board and other related committee work. These fees are in line with the policies established by the Premier's Office.

The Board meets every third Wednesday of each month. In addition to monthly board meetings each member participates on one or more of the Board's Standing Committees or Work Groups to oversee projects.

## Board Examiners and Assessors

The Board draws upon the services of architects to serve as examiners and assessors for the Architects Accreditation Council of Australia Architectural Practice Examination, the Review of Academic Equivalence for the assessment of architectural qualifications gained overseas, and the NSW Built Work Program of Assessment. Fees are paid to examiners assessing candidates for these purposes.

### Architectural Practice Examination Panel

T Alexander	P Atkin	J Baker	S Bathgate
M Bayl-Smith	M A Beattie	G Bensen	J Bilton
R Blackmore	M Boffa	P Briggs	G M Brock
R Brennan	M Bullen	A Chistiakoff	L Cockburn
J Cockings	R Costa	J Delohery	R Edgar
G Evans	P Fung	P Gallagher	M Gaston
C Goodwin	L Gosling	D Gosper	C Griffiths
C Gunton	R Hawkins	M Heath	T Helyar
D Holm	R Hudson	E Insausti	S Jamison
E Jansen	M E Jones	A Kaplun	J Ladd-Hudson
M Levy	F Lewis	L Lim	J Lukazcewicz
D Mayes	I McCaig (Convenor)	B McDonald	P McNevin
J Moorcroft	N Nicotra	S O'Neill	E M Prineas
M Raad	J Rayner	P Reed	M Roberts
S Rofail	J Ryan	D Russell	J Schneller
B Scott	M Sheldon	M Shoolman	B Sonter
M Standley	R Stevens	A Thomas	M Thornton
A Tribe	D van der Breggen	H Warren	H Webster
D Wilson	R Yuen		

### NSW Review of Academic Equivalence

P Bardsley	C Griffiths	K Orr	M Pullinger
A Boddy	J Ladd-Hudson	P O'Carrigan	H Webster
P Briggs	S Morgan	J Poiner	

### Built Work Program of Assessment Panel

J Ladd-Hudson	D van der Breggen
D Russell	K Orr

### Staff

Registrar	K Doyle
Deputy Registrar	M Cruz
Finance Officer	N Roberts
Administration	Marilyn Gaffney
Projects	Siobhan Abdurahman
architectureinsights	Katarina Murray

The Board is open for business from 9am to 5pm, Mondays to Fridays.

### Address and Contact

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The work of the Board derives from the objectives and functions of the Board included in the Act. There are specific Board delegations outlined in the Act. The operational priorities are identified in the Corporate Plan which is reviewed annually. The Board has a Committee structure in place with defined responsibilities. The Board has in place a Risk Management Plan which is reviewed and updated by the Board twice per year. The Board's OH&S policy and procedures are reviewed regularly in line with relevant legislative procedures. The next review is due for completion before the end of 2011.

The Board maintains appropriate insurances including Workers' Compensation, Public Liability and Contents insurances, Association Liability insurance for the protection of Board Members. These insurances are reviewed annually to ensure appropriate cover.

The Board contracts the services of external consultants to maintain plant (the separate air conditioning system) and IT equipment and software. A back-up system for IT records is in place and so is a Disaster Recovery Plan that is maintained by our external consultant. The Board maintains and updates annually the asset register.

Independent legal advice is sought as required and accounting services are provided on a consultancy basis by the Service First, Department of Finance and Services. Other professional advice is sought on an as needs basis.

Authority for making decisions rests with the Board unless specifically delegated to a Committee or the Registrar. There is a financial delegation of \$5,000 in place in relation to expenditure by the Registrar without referral to the Board. Specification delegations arise out of Board recommendations and decisions minuted at each Board meeting.

The Board currently utilises a risk based audit plan and in this reporting year the Board established an Audit and Risk Committee. While the Board has Ministerial approval to seek an exemption from compliance with NSW Treasure Internal Audit and Risk Management Policy TPP09-05 at this stage the Board will remain part of the DFS Audit and Risk Committee Related Entities Sub-Committee to support the Board's Governance structure.

### Committees and workgroups

Under the provisions of S 62 (1) of the Architects Act *the Board may establish Committees to assist it in connection of any of its functions. And (2) it does not matter that any or all of the members of the committee are not members of the Board. [Note: this provision does not apply to Complaint Committees established by the Board]*

Board Committees are supported by the Registrar and staff as appropriate. Generally the Registrar attends all Committee and Work Group meetings unless otherwise agreed by the Committee

As at 30 June 2011 the following Committees were in operation.

#### Complaints Committee

The Complaints Committee oversees the statutory obligations imposed upon the Board relating to disciplinary complaints against the conduct of architects, and complaints about individuals, corporations and firms representing themselves to be architects.

Members: Michael Bampton (chair), Marianne Foley, Peter Sarlos, Penelope Holloway, Ingrid Pearson, Kerry Robinson, Richard Thorp.

## Finance and Remuneration Committee

The Finance and Remuneration Committee oversees the financial management and reporting functions to the Board and advises the Board on issues relating to the Registrar's remuneration.

Members: Richard Thorp (Chair), Michael Bampton, Kerry Robinson and Peter Mould.

## Audit and Risk Committee

The Audit and Risk Committee oversees and monitors the Board's governance, risk and control frameworks and its external accountability requirements and assist the Board in liaising with the Department of Finances and Services Audit and Risk Related Entities Sub-Committee.

Members: Kerry Robinson, (Chair), Richard Thorp, Penelope Holloway, and Peter Mould

## Work Group to oversee the Board's response to the Architects Act

This Work Group was formed to oversee the Board's contribution to the review of the Architects Act

Members: Michael Bampton (Chair), Richard Thorp, Kerry Robinson, Peter Mould, Peter Sarlos

The Board also establishes Work Group from time to time to oversee specific projects. In the reporting year Work Groups were formed for the Sydney Architecture Festival and the 60<sup>th</sup> anniversary of the Byera Hadley Travelling Scholarships.

## Income

The Board is entirely funded by fees levied upon architects and architect corporations and firms and examination fees. The annual registration fee is \$200. There is a one off listing fee of \$60 and an annual voluntary publication fee of \$120 for corporations and firms listing the architect/s responsible for the provision of architectural services.

Fees collected fund the administration of the Board and include contingencies for legal costs, development of information for consumers and general administration. The Board administers any reserves in the "Architects Fund" to meet the fourth objective identified in the Architects Act 2003 – *to promote a better understanding of architectural issues in the community*. The Board has determined that at least nine months of operational funds should be kept in reserve.

## Review of the Architects Act

The review of the Architects Act by the Minister for Finance and Services was not complete by the 30 June 2011. The termination date of the Architects Regulation has been extended until 1 September 2012.

Information for architects, consumers and the public

The Board's website is the primary means of communicating with the public and the profession. The site is regularly updated to reflect legislative and policy changes and has been revamped to include a search facility and other general improvements to the functionality of the site.

The searchable databases containing the NSW Register of Architects and the List of Architect Corporations and Firms are available on the Board's website and are published each year in hard copy and electronic formats.

The Board publishes Information Sheets and Circulars of Information on the following responsibilities of the Board:

- The Architecture Practice Examination
- The Built Work Program of Assessment
- Illegal representation as an architect
- Complaints against Architects
- CPD for Architects

The leaflet *Working with an Architect* is an important source of information for consumers, and is also available in hard copy and electronic formats.

Also published are the procedures for applying for registration and/or re-registration as an architect, student awards, and the Byera Hadley Travelling Scholarships. Application forms for all Board processes are published together with “how to apply” information.

A bi-monthly e-newsletter is sent to architects and architect corporations and firms highlighting important issues and updates on matters of interest for architects and the general public. All newsletters can be downloaded from the Board’s website.

## National and International Connections

### The Architects Accreditation Council of Australia

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The Architects Accreditation Council of Australia (AACA) is the national organisation responsible for establishing, coordinating and advocating national standards for the registration of architects in Australia and for the recognition of Australian architects overseas by the relevant Registration Authorities.

AACA is constituted of nominees from each of all the State and Territory Architects' Registration Boards in Australia. The President and Registrar are members of AACA. The Registrar is currently a Director of the AACA Executive.

Key priorities of the AACA include overseeing the review of the process undertaken to determine the Academic Equivalence of Overseas Qualifications for the purpose of registration and identifying a strategy to move towards common requirements in all jurisdictions for continuing registration. A Registrars' Network comprising the Registrars from the State and Territory Registration Boards from around Australia shares information and facilitates, within the constraints of respective State and Territory legislation, streamlining administrative procedures that must be followed by architects and architect corporations across Australia.

The AACA reviews and ratifies the appointment of examiners, assessors and monitors for the Review of Academic Equivalence (RAE), Architectural Practice Examination (APE) and the National Program of Assessment (NPrA). AACA also facilitates the examination of professional practice throughout Australia. On satisfactory completion of the APE, AACA issues a certificate that may be used by a State/Territory Board, in addition to their respective legislative requirements, as the basis for determining eligibility for registration.

## Statutory Obligations

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The Board is aware of Government policy of commitment to equal employment opportunity, and the Principles of Cultural Diversity and ensures that these principles are observed in the recruitment and management of staff and dealings with the public.

The Board integrates the Community Relations Priorities Statement into the Board's recruitment processes.

The Board also acts on behalf of the Architects Accreditation Council of Australia, in assisting migrant architects to be assimilated into the professional environment in New South Wales. This process is facilitated through viva voce interviews with a view to accreditation of overseas gained qualifications in terms of equivalence with Australian academic qualifications, and setting of examinations in architectural practice, both being legal prerequisites to registration as an architect. The success rate of applicants is relatively high, indicating that the principles of cultural diversity as espoused by the Commission are generally being met in this area of the Board's responsibility.

The Board keeps under review the Ethnic Affairs Priorities Statement (EAPS) and takes account of the requirement of the Community Relations Commission when developing future objectives and strategies.

### Internal Audit and Risk Management Statement

The NSW Architects Registration Board has internal audit and risk management processes in place that are, in all material respects, compliant with the core requirements set out in Treasury Circular NSW TC 09/08 *Internal Audit and Risk Management Policy*.

The Audit and Risk Committee for the Board is constituted and operates in accordance with the independence and governance requirements of Treasury Circular NSW TC 09/08. The Chair and Members of the Audit and Risk Committee are:

- Mr Peter Whitehead, Independent Chair (period of appointment from 1 September 2009 to 31 August 2012)
- Ms Carolyn Burlew, Independent Member (period of appointment from 1 September 2009 to 31 August 2011)
- Dr Gul Izmir, Independent Member (period of appointment from 8 October 2009 to 7 October 2011)
- Ms Anne Skewes, Non-independent member (period of appointment from 24 March 2010 to 23 March 2013)
- Mr Michael Silk, Non-independent member (period of appointment from 24 March 2010 to 23 March 2013)

These processes provide a level of assurance that enables the senior management of NSW Architects Registration Board to understand, manage and satisfactorily control risk exposures.

### The Government Information (Public Access) Act (GIPA) 2009

The Board provides information to the public in compliance with the Act.

## Privacy report

The Board collects information about architects for the purposes of registration as allowed under the provisions of the Architects Act 2003. In doing so, the Board complies with the Privacy and Personal Information Protection Act. There have been no requests for privacy reviews in the reporting year.

## Board Financial Management Framework

The Board *Financial Management Framework* outlines the Board's financial policies and procedures for handling all financial matters in the Board. The Framework is updated regularly to reflect Government policies, Directives and Memorandums, Board decisions and relevant policies, and is reviewed regularly to incorporate appropriate improvements proposed by staff.

## Public Finance and Audit Regulation 2010 and Annual Reports Legislation — Reporting on Payment of Accounts

In accordance with Clause 13 of the Public Finance and Audit Regulation 2010, the Annual Reports Legislation and the NSW Treasurer's Directions (TD 219.01), the Board has a statutory obligation to report on the prompt payment of accounts, including disclosure of payment performance as outlined in Treasury Circular 06/26 December 2006, and the following information is provided in relation to payment of accounts:

Aged analysis at the end of each quarter - does not include refunds for overpayment of roll fees etc and Scholarship monies distributed by the Board on behalf of Trustees

QUARTER	CURRENT (i.e. within due date) \$	Less than 30 days overdue \$	Between 30 and 60 days overdue \$	Between 60 and 90 days overdue \$	More than 90 days overdue \$
September 2010	215,607.17	-	-	-	-
December 2010	285,053.19	-	-	-	-
March 2011	218,646.16	638.77	-	-	-
June 2011	289,248.72	-	-	-	-

Accounts paid on time within each quarter (including refunds, overpayments, scholarship monies etc)

QUARTER	TOTAL ACCOUNTS PAID ON TIME			TOTAL AMOUNT PAID \$
	TARGET %	ACTUAL %	\$	
September 2010	100	100	237,832.17	237,832.17
December 2010	100	100	334,303.19	334,303.19
March 2011	100	99	244,101.16	244,739.93
June 2011	100	100	324,753.72	324,753.72

The Board's office was closed over the Christmas period and as a result two payments made in January 2011 did not fall within the 7 day payment terms.

## Annual Reports (Statutory Bodies) Regulation 2010

In accordance with the Annual Reports (Statutory Bodies) Regulation 2010 (469), Clause 10(2) (a) the following information is provided in relation to the production of this Annual Report:

1. Number of copies printed – 100
2. Average cost of producing each copy - \$50

Annual reports are published in the Board's website.

## Registration as an architect in NSW

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### Qualifications for admission to the Register

Uniform minimum standards of education and training have been adopted by all States and Territories in Australia for registration as an architect. These are the five-years of study from an Australian university or its equivalent, an approved period of practical experience and successful completion of the AACA Architectural Practice Examination (APE). These standards are agreed nationally by the AACA which is a company limited by Guarantee. The Members of the AACA include the Chair and Registrar of each Architect Registration Board in each State and Territory in Australia.

### Approved academic qualifications

In New South Wales the schools of architecture of the Universities of Newcastle, New South Wales, Sydney and the University of Technology, Sydney offer approved courses leading to the Master of Architecture degree, being the academic qualification prescribed by the Act.

Academic courses from NSW universities, receive annual visits from a joint Australian Institute of Architects and Registration Board Visiting Panels. Additionally, National Visiting Panels recommend continuing accreditation of qualifications to the Board for a maximum period of five years and provide advice and recommendations on the standard and conduct of the courses.

### Architectural Practice Examination (APE)

The final qualification for registration as an architect in NSW is the successful completion of the Architectural Practice Examination, established by AACA and administered by the State/Territory Registration Boards. In New South Wales 191 candidates were admitted to the examination and 123 were successful for the period 1 July 2010 to 30 June 2011.

### Mutual Recognition

Providing a registrant is in good standing, this Act facilitates freedom of movement of architects registered in other States and Territories of Australia between the respective jurisdictions. The Board normally approves an applicant for registration in New South Wales on completion of the prescribed application form and payment of the applicable fee. In the reporting year, 51 interstate architects were admitted to the NSW Register under the terms of the Mutual Recognition Act.

### Trans Tasman Mutual Recognition Agreement (TTMRA)

As a result of the Federal Government's passage of legislation mirroring that of the New Zealand Government, the TTMRA allows mutual recognition of registration between Australia and New Zealand. In the reporting year 3 architects from New Zealand were admitted to the NSW Register under the terms of the TTMRA.

### Built Work Program of Assessment (BWPrA)

There was 1 application for admission into the program in 2010-11.



## NSW Register of Architects

### Profile of Architects In NSW as at 30 June 2011

Number of registrants									
2006	2007	2008	2009	2010	2011				
3748	3769	3907	4000	4168	<b>4232</b>				
Practising /Non-Practising					<b>3510 / 722</b>				
New enrolments									
207	215	244	203	233	182				
Location of registrants as of 30.6.10 (Practising and Non-Practising)									
	NSW	ACT	Q	V	SA	WA	TAS	NT	O'SEAS
Prac	3013	56	154	130	20	12	13	4	108
NonPrac	610	5	30	22	6	7	0	0	42
<b>Total</b>	<b>3623</b>	<b>61</b>	<b>184</b>	<b>152</b>	<b>26</b>	<b>19</b>	<b>13</b>	<b>4</b>	<b>150</b>
Total Registered Architects in NSW who are active as at 30.06.2011									<b>4232</b>

Age range of registrants	Full Registration				Non-Practising		
	M	F	% of F	Total	M	F	Total
90 +	0	0		<b>0</b>	1	0	<b>1</b>
80 to 89	7	0		<b>7</b>	61	3	<b>64</b>
70 to 79	130	5		<b>135</b>	145	10	<b>155</b>
60 to 69	639	34		<b>673</b>	223	28	<b>251</b>
50 to 59	865	133		<b>998</b>	85	17	<b>102</b>
40 to 49	641	258		<b>899</b>	42	46	<b>88</b>
30 to 39	448	289		<b>737</b>	20	37	<b>57</b>
20 to 29	32	29		<b>61</b>	1	3	<b>4</b>
<b>Total</b>	<b>2762</b>	<b>748</b>		<b>3510</b>	<b>578</b>	<b>144</b>	<b>722</b>
Overall Total			21%				<b>4232</b>

## Architect corporations and firms

Under the Architects Act an architect corporation or firm must ensure that at all times there is at least one architect listed with the Board as the responsible or *nominated* architect for the provision of architectural services. Corporations and firms may comprise one architect or many. The one off listing fee is \$60, and to be included in the List of Architect Corporations or Firms available on the Board's website an additional annual fee of \$120 is payable. Sole traders are not required under the Act to list a nominated architect with the Board.

Since September 2004 the Board has listed 1634 architect corporations and firms of which 1321 remain active at 30 June 2011.

Corporations and Firms in NSW with nominated architects listed to date	
Number of Corp/Firms listed since 09/04	1634
Number of active Corp/Firms as at 30.06.10	1321

## Complaints against the professional conduct of architects

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There were thirteen matters received in the previous reporting year that were held over into the current year. Ten matters were dismissed, and in three matters the Architect was found guilty of unsatisfactory professional conduct.

**Bruce Swalwell** Registration Number 3315 Pursuant to section 43(2) of the Architects Act 2003 the Board finds the Architect guilty of unsatisfactory professional conduct in that he breached his obligation under Part 2 4 Provision of architectural services generally ... (1) In providing architectural services, an architect should: (a) act with integrity and reasonable care.

*The Board issues a reprimand in relation to the Architect's conduct and orders that the Architect file with the Board within 28 days of this decision taking effect a full schedule of the debts and the payment regime he proposes.*

*The Board will review the Architect's compliance to the regime he supplies to the Board and reserves the right to further consider the matter.*

**Vivian Montales-Cook** Registration Number 6370

Pursuant to section 43(4) the Board finds that the Architect is guilty of unsatisfactory professional conduct.

Pursuant to section 43(4) (a) of the Act the Board orders that Vivian Montales-Cook, Architect, be reprimanded.

*The Board further orders Vivian Montales-Cook, Architect, to report in writing to the Board on her architectural practice at three (3) monthly intervals for the next twelve (12) months with the first report due three months from the date of this determination taking effect. Such reports are to include the protocols in place to ensure an appropriate system of disclosure is in place when undertaking the dual roles of architect and builder.*

**Pragati Goswami** Registration Number 6607

Pursuant to section 43(4) of the Architects Act the Board finds that the Architect is guilty of unsatisfactory professional conduct in that she failed to comply with Section 7 of the NSW Architects Code of Professional Conduct (Client Agreements); and that the Architect breached Section 32 (h) of the Architects Act

(h) any other conduct of the architect that demonstrates incompetence, or a lack of adequate knowledge, skill, judgment or care in the practice of architecture.

*Pursuant to Section 43(4) (a) of the Act the Board orders that Pragati Goswami, Architect, be reprimanded. The Board further orders Pragati Goswami, Architect, to report in writing to the Board on her architectural practice at three (3) monthly intervals for the next twelve (12) months. Such reports are to include the protocols in place to ensure compliance with the NSW Architects Code of Conduct, and steps in place to ensure that the Architect's architectural practice meets the accepted level of knowledge, skill, judgment and care of competent professional practice.*

In the current reporting year ten complaints were made against the professional conduct of an architect. Of these, seven are still under investigation, two were dismissed and one was found.

**Michael Blakeney** Registration 2414

Pursuant to section 43 (4) of the Act the Board finds Michael Blakeney guilty of unsatisfactory professional conduct and orders that prior to the Board considering an application for restoration to the NSW Register of Architects Michael Blakeney submits a statutory declaration to the Board reporting on the measures put in place to improve his architectural practice.

## Offences relating to the practice of architecture Section 9 and 10 of the Act

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The use of the title 'architect' is protected by the Architects Act 2003, and can only be used by persons who are on the NSW Register of Architects. If architectural services are provided by a corporation or firm, then the entity must have nominated at least one person who is responsible for the architectural services provided. This person or persons (known as the 'nominated architect/s') must be on the NSW Register of Architects.

Architects have professional qualifications, completed a period of practical experience in architecture and have passed the Architectural Practice Examination before applying to be enrolled on the NSW Register. Architects are bound by the NSW Architects Code of Professional Conduct (Architect Regulation 2004). Architects must maintain professional indemnity insurance appropriate to the services they provide and must undertake a minimum of 20 hours of continuing professional education in each year.

The Board has no jurisdiction over investigating the conduct of persons providing design services if they are not architects.

The Board expresses no view about the quality of design services provided by architects and others, but endeavours to ensure that consumers' choices on providers of building design services are based upon accurate information about the registration status of the service provider. The pamphlet *Working with an Architect* is published by the Board to guide consumers on the architects' roles and obligations to their clients, and vice versa, the role of the clients to assist the realisation of their project. The Board's on line searchable database of architect and architect corporations is also used by the public to confirm the status of a person or corporation or firm.

The Board investigates reports of persons or entity reportedly representing themselves or others as architects, and monitors classified advertising to check compliance with S 9 and 10 of the Architects Act. In cases where a potential breach is identified, the individual or entity is given the opportunity to remedy the matter. Where the representation isn't remedied, the Board may take action against the individual or entity in the Local Court.

No. of Complaints received	61		
Complied	29	Undertaking Received	20
		Corporation Listed	4
		Re-registered	1
		Website changed	4
No further action required	30	Mail returned	5
		No breach established	25
Outstanding/ongoing	2		

## Scholarships and awards

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### Architect's Medallion

The Architect's Medallion is awarded annually by the Board to a graduate in architecture in this State who has achieved distinction throughout the last two years of the Bachelor of Architecture course. Four candidates were nominated by the respective Heads of the four schools of architecture in NSW.

The 2010 Architects Medallion was awarded to Felicity Stewart, a graduate of the University of New South Wales.

The Board is a major supporter of the graduating students' exhibitions in each of the four schools of architecture in universities in NSW.

### Byera Hadley Travelling Scholarships (BHTS)

The Byera Hadley Travelling Scholarships (BHTS), bequeathed by the Estate of the late Byera Hadley, are administered by the NSW Architects Registration Board, to enable winners to undertake *"a course of study, research or other activity approved by the Board as contributing to the advancement of architecture"*. The Board incurs nominal costs in administering and promoting the Scholarships and has accepted this obligation as an important component of its role in promoting the discussion of architecture in the community. The Board publishes synopses of previous winners' reports on [www.architectureinsights.com.au](http://www.architectureinsights.com.au).

Scholarships are open to graduates of the four schools of architecture in New South Wales and those who are currently enrolled as students in a course offered by of the four schools of architecture in New South Wales.

The Board awarded the following scholarships in 2010:

#### **Student Category**

##### **Andrew Daly**

Lanes, Pockets & Spaces Left-Over the Development of a Fine-Grained Urban Density

#### **Graduate Category**

##### **Lachlan Delaney**

Sago Studio – Design driven approaches to Community Development"

##### **Christian Williams**

Decorating the Duck Learning from Environmental Graphic Design to Enable Architecture

##### **Tim Williams**

Le Grand Pari(s): a model process to design a sustainable Metropolis

##### **Tone Wheeler**

In-between housing: Finding a new mix of density, occupation and ownership



GPO BOX 12  
Sydney NSW 2001

## INDEPENDENT AUDITOR'S REPORT

### NSW Architects Registration Board

To Members of the New South Wales Parliament

I have audited the accompanying financial statements of the NSW Architects Registration Board (the Board), which comprises the statement of financial position as at 30 June 2011, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information.

#### Opinion

In my opinion, the financial statements:

- give a true and fair view of the financial position of the Board as at 30 June 2011, and of its financial performance for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 41B of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2010.

My opinion should be read in conjunction with the rest of this report.

#### The Board's Responsibility for the Financial Statements

The members of the Board are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the PF&A Act and for such internal control as the members of the Board determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on my audit. I conducted my audit in accordance with Australian Auditing Standards. Those standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the members of the Board, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

My opinion does *not* provide assurance:

- about the future viability of the Board
- that it has carried out its activities effectively, efficiently and economically
- about the effectiveness of its internal control
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.

### Independence

In conducting my audit, I have complied with the independence requirements of the Australian Auditing Standards and other relevant ethical pronouncements. The PF&A Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their role by the possibility of losing clients or income.



David Nolan  
Director, Financial Services

10 October 2011  
SYDNEY

## STATEMENT BY MEMBERS OF THE BOARD

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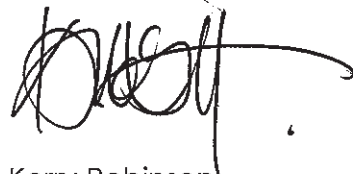
Pursuant to Section 41C (1B) & (1C) of the Public Finance and Audit Act, 1983, and in accordance with the resolution of the members of the NSW Architects Registration Board, we declare on behalf of the Board that in our opinion:

1. The accompanying financial statements and notes exhibit a true and fair view of the financial position of the NSW Architects Registration Board as at 30 June, 2011 and transactions for the year then ended.
2. The financial statements and notes have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983, the Public Finance and Audit Regulation 2010, applicable Australian Accounting Standards (which include Australian Accounting Interpretations), and the Treasurer's Directions.

We further declare that we are not aware of any circumstances which would render any particulars in the financial statements and notes to be misleading or inaccurate.



Peter Mould  
Vice President



Kerry Robinson  
Board Member

10 October 2011



# **NSW Architects Registration Board**

## **Financial report for the year ended 30 June 2011**

**NSW Architects Registration Board  
Statement of Comprehensive Income  
For the Year Ended 30 June 2011**

	Notes	Actual 2011 \$	Actual 2010 \$
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related expenses	2(a)	421,143	392,268
Other operating expenses	2(b)	611,560	532,419
Depreciation and amortisation expenses	2(c)	28,864	28,811
Grants	2(d)	<u>25,000</u>	<u>30,082</u>
<b>Total expenses excluding losses</b>		<u><b>1,086,567</b></u>	<u><b>983,580</b></u>
Less:			
<b>Revenue</b>			
Fees	3(a)	862,564	872,620
Investment revenue	3(b)	51,540	38,088
Architects Accreditation Council Examination / Built Work Program of Assessment Fees	3(c)	126,750	142,586
Other revenue	3(d)	<u>19,749</u>	<u>20,964</u>
<b>Total Revenue</b>		<u><b>1,060,603</b></u>	<u><b>1,074,258</b></u>
<b>(Loss) on disposal</b>	4	<u><b>(436)</b></u>	<u><b>-</b></u>
<b>Net Cost of Services</b>		<u><b>(26,400)</b></u>	<u><b>90,678</b></u>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>		<u><b>(26,400)</b></u>	<u><b>90,678</b></u>
Other comprehensive income for the year		<u><b>-</b></u>	<u><b>-</b></u>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u><b>(26,400)</b></u>	<u><b>90,678</b></u>
		<u><b>(26,400)</b></u>	<u><b>90,678</b></u>

The accompanying notes form part of these financial statements.

**NSW Architects Registration Board  
Statement of Changes in Equity  
For the Year Ended 30 June 2011**

	Accumu- lated Funds \$	Total \$
<b>Balance at 1 July 2010</b>	<b>1,335,252</b>	<b>1,335,252</b>
<b>Surplus / (deficit) for the year</b>	<b>(26,400)</b>	<b>(26,400)</b>
<b>Total other comprehensive income</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>	<b>(26,400)</b>	<b>(26,400)</b>
<b>Balance at 30 June 2011</b>	<b>1,308,852</b>	<b>1,308,852</b>

	Accumu- lated Funds \$	Total \$
<b>Balance at 1 July 2009</b>	<b>1,244,574</b>	<b>1,244,574</b>
<b>Surplus / (deficit) for the year</b>	<b>90,678</b>	<b>90,678</b>
<b>Total other comprehensive income</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>	<b>90,678</b>	<b>90,678</b>
<b>Balance at 30 June 2010</b>	<b>1,335,252</b>	<b>1,335,252</b>

**NSW Architects Registration Board**  
**Statement of Financial Position**  
as at 30 June 2011

	Notes	Actual 2011 \$	Actual 2010 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	5	449,242	391,529
Receivables	6	44,832	21,194
Other financial assets	7	1,048,559	1,088,546
<b>Total Current Assets</b>		<u>1,542,633</u>	<u>1,501,269</u>
<b>Non-Current Assets</b>			
- Office Equipment	8	25,227	34,802
- Office Fitout	8	52,094	67,860
<b>Total Non-Current Assets</b>		<u>77,321</u>	<u>102,662</u>
<b>Total Assets</b>		<u>1,619,954</u>	<u>1,603,931</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	9	198,554	150,384
Provisions	10	90,139	102,186
<b>Total Current Liabilities</b>		<u>288,693</u>	<u>252,570</u>
<b>Non-Current Liabilities</b>			
Provisions	10	22,409	16,109
<b>Total Non-Current Liabilities</b>		<u>22,409</u>	<u>16,109</u>
<b>Total Liabilities</b>		<u>311,102</u>	<u>268,679</u>
<b>Net Assets</b>		<u>1,308,852</u>	<u>1,335,252</u>
<b>EQUITY</b>			
Accumulated funds		<u>1,308,852</u>	<u>1,335,252</u>
<b>Total Equity</b>		<u>1,308,852</u>	<u>1,335,252</u>

The accompanying notes form part of these financial statements.

**NSW Architects Registration Board  
Statement of Cash Flows  
For the Year Ended 30 June 2011**

	Notes	Actual 2011 \$	Actual 2010 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee related		(423,308)	(365,106)
Grants		(25,000)	(30,082)
Other		(647,324)	(594,710)
Byera Hadley Travelling Scholarships		(129,125)	(111,450)
<b>Total Payments</b>		<u>(1,224,757)</u>	<u>(1,101,348)</u>
<b>Receipts</b>			
Fees received		1,066,591	1,110,493
Interest received		54,850	28,418
Byera Hadley Travelling Scholarships		125,000	138,000
<b>Total Receipts</b>		<u>1,246,441</u>	<u>1,276,911</u>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	13	<u>21,684</u>	175,563
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of investments		266,285	172,373
Purchases of office equipment		(3,959)	(10,545)
Purchases of investments		(226,297)	(375,112)
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>		<u>36,029</u>	<u>(213,284)</u>
<b>NET INCREASE / (DECREASE) IN CASH</b>		<u>57,713</u>	<u>(37,721)</u>
Opening cash and cash equivalents		391,529	429,250
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	5	<u>449,242</u>	<u>391,529</u>

The accompanying notes form part of these financial statements.

## 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### (a) Reporting entity

The NSW Architects Registration Board (the Board) is prescribed as a statutory body under Schedule 2 of the *Public Finance and Audit Act 1983*. Effective from 30 June 2004, the Board and its functions operated under the *Architects Act 2003*.

The Board's role is protecting consumers of architectural services by ensuring that architects provide services to the public in a professional and competent manner, disciplining architects who have acted unprofessionally or incompetently, accrediting architectural qualifications for the purpose of registration, informing the public about the qualifications and competence of individuals or organisations holding themselves out as architects and promoting a better understanding of architectural issues in the community. The Board is a not-for-profit entity.

The financial statements for the year ended 30 June 2011 have been authorised for issue by the Board on 10 October 2011.

### (b) Basis of preparation

The Board has kept proper accounts and records for all of its operations as required under Section 41(1) of the *Public Finance and Audit Act 1983*. The Board's financial statements are general purpose financial statements and have been prepared in accordance with:

- applicable Australian Accounting Standards (which include Australian Accounting Interpretations);
- the requirements of the *Public Finance and Audit Act 1983* and *Regulation*; and
- Treasurer's Directions

Judgements, key assumptions and estimations management has made are disclosed in the relevant notes to the financial report.

The Statement of Comprehensive Income and the Statement of Financial Position have been prepared on an accrual and historical cost basis, unless otherwise stated.

The Statement of Cash Flows has been prepared on a cash basis using the direct method, and includes all receipts and payments made during the year.

The activities of the entity are exempt from income taxation.

All amounts are expressed in Australian dollars.

### (c) Statement of compliance

The financial statements and notes comply with Australian Accounting Standards, which include Australian Accounting Interpretations.

### (d) Accounting for the Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except that:

- the amount of GST incurred by the Board as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense and
- receivables and payables are stated inclusive of GST.

Cash flows are included in the cash flow statement on a gross basis. However, the GST components of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office are classified as operating cash flows.

### (e) Income recognition

All revenues arise from operating activities consistent with core operations. Revenue is recognised when the Board has control of the good or a right to receive, it is probable that the economic benefits will flow to the Board and the amount of revenue can be measured reliably. Additional comments regarding the accounting policies for the recognition of revenue are discussed below.

## 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

### (e) *Income recognition (cont'd)*

#### (i) Sale of goods and services

Revenue is derived mainly from the levying of annual registration and examination fees. These charges are recognised as revenue when the Board obtains control of the assets that result from them.

#### (ii) Investment income

Interest revenue is recognised using the effective interest method as set out in *AASB 139 Financial Instruments: Recognition and Measurement*

### (f) *Assets*

#### (i) Acquisitions of assets

The cost method of accounting is used for the initial recording of all acquisitions controlled by the Board. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

#### (ii) Capitalisation thresholds

Plant and equipment costing \$1,000 and above individually are capitalised.

#### (iii) Revaluation of property, plant and equipment

For all Plant and Equipment, the Board uses depreciated historical cost as a surrogate for fair value. These assets have short useful lives. This policy is consistent with the "Guidelines for the valuation of Physical Non Current Assets at Fair Value" (TPP 07-01).

#### (iv) Depreciation of property, plant and equipment

Depreciation is provided on a straight line basis for all depreciable assets to allocate their costs over their estimated useful lives.

The following depreciation rates are used:

<b>Depreciation Rates</b>	<b>30 June 2011 % Rate</b>
Personal Computers	25
Furniture	20
Major Software	20
Office Fitout	10

In accordance with AASB 5 Assets Held for Sale are not depreciated.

#### (v) Impairment of property, plant and equipment

At each reporting date, the Board reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

## 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

### (f) Assets (cont'd)

#### (vi) Leased assets

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor retains all such risks and benefits.

Operating lease payments are charged to the Statement of Comprehensive Income in the periods in which they are incurred.

#### (vii) Receivables

Sundry debtors are recognised as amounts receivable at balance date. Collectability is reviewed on an ongoing basis. Debts, which are known to be uncollectable, are written off. A provision for doubtful debts is raised when some doubt as to collection exists. The credit risk is the carrying amount (net of any provisions for doubtful debts). No interest is earned on sundry debtors. The carrying amount approximates net fair value.

#### (viii) Other financial assets

##### *Financial Assets Held to Maturity*

The Board has placed funds in fixed term deposits with Westpac Banking Corporation. These deposits have an average maturity of 236 days and interest rates of 3.75% to 6.05% per annum (3.8% to 6.0% in 2009/10).

### (g) Liabilities

#### (i) Payables

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set in Treasurer's Direction 219.01.

If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. Treasurer's Direction 219.01 allows the Minister to award interest for late payment. No interest was applied during the year.

#### (ii) Employee benefits and other provisions

##### Salaries and wages, annual leave, sick leave and on-costs

Liabilities for wages, salaries and annual leave are recognised and measured as the amount unpaid at the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

Unused non vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the entitlements accrued in the future.

The outstanding amounts of fringe benefits tax and workers' compensation insurance premiums, which are consequential to employment, are recognised as liabilities and expenses where the employee entitlements to which they relate have been recognised.

##### Long service leave

Long service leave is measured on a nominal basis. The nominal method is based on the remuneration rates at year-end for all employees with five or more years of service. It is considered that this measurement technique produces results not materially different from the estimate determined by using the present value basis of measurement.



## 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

### (g) Liabilities (cont'd)

#### (ii) Employee benefits and other provisions (cont'd)

##### Superannuation

The Board does not have a deferred liability in respect of contributions for employees' superannuation. Benefits derived by members of the superannuation fund are entirely dependent on the contributions made during their working life. The liability of the Board is discharged by payments to MLC Ltd, Harris Doyle Superannuation Pty Ltd, Mercer Portfolio (SA) Superannuation, AMP Life Limited, CBUS, Australian Super, BT Financial Group and Connelly Temple Public Superannuation Fund.

### (h) New Australian Accounting Standards issued but not effective

At the reporting date, a number of Accounting Standards adopted by the AASB had been issued but are not yet operative. NSW Treasury has mandated not to early adopt any of the new standards/ interpretation as per Treasury Circular TC10/8. As such, these new standards/ interpretation have not been early adopted by the Board. It is considered that the implementation of these Standards will not have any material impact on NSW Architects Registration Board financial results.

### (i) Comparative information

Except when an Australian Accounting Standard permits or requires otherwise, comparative information is disclosed in respect of the previous period for all amounts reported in the financial statements.

## 2 EXPENSES EXCLUDING LOSSES

	Actual 2011 \$	Actual 2010 \$
<b>(a) Employee related expenses</b>		
Salaries and wages (including recreation leave)	360,741	334,263
Superannuation - defined contribution plans	45,035	38,754
Long service leave	15,367	19,251
	<u>421,143</u>	<u>392,268</u>

**2 EXPENSES EXCLUDING LOSSES (cont'd)**

	2011	2010
	\$	\$
<b>(b) Other operating expenses include the following:</b>		
Auditor's remuneration - audit or review of the financial reports	14,000	11,900
Insurance	10,791	7,628
Computer expenses	83,672	36,951
Corporate services	7,100	7,100
Architects Accreditation Council of Australia expenses	104,262	113,455
Rent	93,547	89,477
Cleaning	4,757	4,477
Legal costs	-	11,711
Advertising & promotions	88,756	114,590
Postage and freight	10,114	11,573
Bank charges	16,457	16,890
Board members honoraria	26,182	25,149
Printing & Stationery	19,387	16,487
Travel	2,551	2,627
Boards expenses	6,835	18,656
Telephone	6,082	6,119
Other	84,349	20,595
Byera Hadley Travelling Scholarships	3,325	1,595
Administrative Decisions Tribunal expenses	4,500	6,660
Part 4 Discipline expenses	20,685	5,129
Part 2 Div 2 S9/10 Discipline expenses	-	2,500
Built Work Program of Assessment	150	-
Maintenance expenses	4,058	1,150
	<b>611,560</b>	<b>532,419</b>
<i>* Reconciliation - Total maintenance</i>		
Total maintenance expenses included in Note 2(a) + 2(b)	<b>4,058</b>	<b>1,150</b>
 <b>(c) Depreciation and amortisation expense</b>		
Depreciation		
Office Equipment	13,098	13,045
Office Fitout	15,766	15,766
Total Depreciation	<b>28,864</b>	<b>28,811</b>
 <b>(d) Grants</b>		
Research Grant	5,000	10,082
Others	20,000	20,000
	<b>25,000</b>	<b>30,082</b>

**3 REVENUE**

	30 June 2011 \$	30 June 2010 \$
<b>(a) Fees</b>		
Annual Fees - Practising Architects	724,820	721,935
Annual Fees - Non-Practising Architects	23,640	23,280
Registration Fee - Practising Architects	16,300	24,420
Registration Fee - Non-Practising Architects	4,560	4,000
Restoration Fee - Practising Architects	13,650	11,700
Restoration Fee - Non-Practising Architects	1,760	1,000
Corporation Listing Fees	3,360	5,280
Corporations Change of Details	1,754	1,925
Corporations Publication Fee	72,720	79,080
	<b>862,564</b>	<b>872,620</b>
 <b>(b) Investment revenue</b>		
Interest on Bank Account	269	285
Interest on Deposits	51,271	37,803
	<b>51,540</b>	<b>38,088</b>
 <b>(c) Architects Accreditation Council of Australia / Built Work Program of Assessment Fees</b>		
Examination Fees	117,050	127,200
Assessment Fees	9,700	10,650
Sales - Publications	-	4,736
	<b>126,750</b>	<b>142,586</b>
 <b>(d) Other Income</b>		
Printed Architects Register Purchases	1,549	3,311
Architects Card	41	39
Certification to Third Party	47	36
Registration Certificate	23	114
Architects Code of Professional Conduct	485	427
Disciplinary Hearing Recovery	-	1,857
BHTS Promotion Monies Received	12,500	13,500
Postage Receipts	897	545
Other	4,207	1,135
	<b>19,749</b>	<b>20,964</b>

**4 GAIN / (LOSS) ON DISPOSAL**

	30 June 2011 \$	30 June 2010 \$
<b>(Loss) on disposal of plant and equipment</b>		
Written down value of assets disposed	436	-
Net (loss) on disposal of plant and equipment	<b>436</b>	<b>-</b>

## 5 CASH AND CASH EQUIVALENTS

Cash comprises cash on hand and at bank. Interest was earned on bank balances at an effective rate of approximately 0.56% per annum (0.45% in 2009/10). The rate of interest varies depending upon the bank balances. The monies held on behalf of the BHTS are included in this balance, although they are not for use by the Board. See Note 9.

	30 June 2011	30 June 2010
	\$	\$
Cash at bank and on hand	<u>449,242</u>	<u>391,529</u>
	<u>449,242</u>	<u>391,529</u>

For the purposes of the Statement of cash flows, cash and cash equivalents include cash at bank and cash on hand.

Cash and cash equivalent assets recognised in the Statement of Financial Position are reconciled at the end of the financial year as shown to the Statement of Cash Flows as follows:

	30 June 2011	30 June 2010
	\$	\$
Cash and cash equivalents (per Statement of Financial Position)	<u>449,242</u>	<u>391,529</u>
Closing cash and cash equivalents (per Statement of Cash Flows)	<u>449,242</u>	<u>391,529</u>

## 6 RECEIVABLES

	30 June 2011	30 June 2010
	\$	\$
<b>Current Receivables</b>		
Goods and Services Tax recoverable from ATO	7,507	1,302
Interest Receivable	26,468	9,816
Prepayments	10,857	10,076
	<u>44,832</u>	<u>21,194</u>

## 7 OTHER FINANCIAL ASSETS

	30 June 2011	30 June 2010
	\$	\$
<b>Current Other financial assets</b>		
Financial Assets Held to Maturity		
Short Term deposits	<u>1,048,559</u>	<u>1,088,546</u>
	<u>1,048,559</u>	<u>1,088,546</u>

## 8 PROPERTY, PLANT AND EQUIPMENT

	Office Equipment \$	Office Fitout \$	Total \$
<b>At 1 July 2010 - fair value</b>			
At Cost	112,776	157,661	270,437
Less: Accumulated Depreciation	<u>(77,974)</u>	<u>(89,801)</u>	<u>(167,775)</u>
Net carrying amount	<u>34,802</u>	<u>67,860</u>	<u>102,662</u>
<b>At 30 June 2011 - fair value</b>			
At Cost	104,761	157,661	262,422
Less: Accumulated Depreciation	<u>(79,534)</u>	<u>(105,567)</u>	<u>(185,101)</u>
Net carrying amount	<u>25,227</u>	<u>52,094</u>	<u>77,321</u>

### Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the current reporting period is set out below.

	Office Equipment \$	Office Fitout \$	Total \$
<b>Year ended 30 June 2011</b>			
Net carrying amount at start of year	34,802	67,860	102,662
Additions	3,959	-	3,959
Loss on disposal	(436)	-	(436)
Depreciation expense	<u>(13,098)</u>	<u>(15,766)</u>	<u>(28,864)</u>
Net carrying amount at end of year	<u>25,227</u>	<u>52,094</u>	<u>77,321</u>

	Office Equipment \$	Office Fitout \$	Total \$
<b>At 30 June 2010 - fair value</b>			
At Cost	112,776	157,661	270,437
Less: Accumulated Depreciation	<u>(77,974)</u>	<u>(89,801)</u>	<u>(167,775)</u>
Net carrying amount	<u>34,802</u>	<u>67,860</u>	<u>102,662</u>

### Reconciliation

A reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the previous reporting period is set out below.

	Office Equipment \$	Office Fitout \$	Total \$
<b>Year ended 30 June 2010</b>			
Net carrying amount at start of year	37,302	83,626	120,928
Additions	10,545	-	10,545
Depreciation expense	<u>(13,045)</u>	<u>(15,766)</u>	<u>(28,811)</u>
Net carrying amount at end of year	<u>34,802</u>	<u>67,860</u>	<u>102,662</u>

Management considers the market value of Office Equipment and Fitout to be fairly approximated by the written down value expressed above.

**9 PAYABLES**

	<b>30 June 2011</b>	<b>30 June 2010</b>
	\$	\$
<b>Payables</b>		
Creditors	75,729	26,434
Scholarships *	107,425	112,050
Audit Fees	15,400	11,900
	<b>198,554</b>	<b>150,384</b>

\* Byera Hadley Travelling Scholarships:

The NSW Architects Registration Board administers trust funds provided annually under the provisions of the bequest from the late Byera Hadley. The Trust Company Ltd manages the fund and provides funding for promotion of the Scholarships. This money is not available for normal operational expenditure by the Board.

Reconciliation of BHTS liability:

Opening Balance 01/07/2010	\$112,050
Add: Scholarship funding received from Trustee	<u>\$125,000</u>
Scholarship funds yet to be distributed	\$237,050
Less: Payments made to scholarship recipients	\$129,625
BHTS liability as at 30/06/2011	<u>\$107,425</u>

**10 PROVISIONS**

	<b>30 June 2011</b>	<b>30 June 2010</b>
	\$	\$
<b>Current</b>		
<b>Employee benefits and related on-costs</b>		
Recreation leave	13,814	21,363
Long service leave	<u>76,325</u>	<u>80,823</u>
<b>Total provisions</b>	<b>90,139</b>	<b>102,186</b>
	<b>30 June 2011</b>	<b>30 June 2010</b>
	\$	\$
<b>Non-current</b>		
<b>Employee benefits and related on-costs</b>		
Long service leave	<u>22,409</u>	16,109
<b>Total provisions</b>	<b>22,409</b>	<b>16,109</b>

**NSW Architects Registration Board  
Notes to the Financial Statements  
For the Year Ended 30 June 2011**

	30 June 2011 \$	30 June 2010 \$
<b>Aggregate employee benefits and related on-costs</b>		
Provisions - current	90,139	102,186
Provisions - non-current	22,409	16,109
	<b>112,548</b>	<b>118,295</b>
 Employee benefits expected to be settled within 12 months of the reporting date:		
- Annual Leave	13,814	
- Long Service Leave	-	
	<b>13,814</b>	
 Employee benefits expected to be settled in more than 12 months from the reporting date:		
- Annual Leave	-	
- Long Service Leave	98,734	
	<b>98,734</b>	

**11 COMMITMENTS FOR EXPENDITURE**

	30 June 2011 \$	30 June 2010 \$
<b>(a) Operating Lease Commitments</b>		
Expenditure contracted for at year end, but not provided for:		
Not later than one year	86,027	85,232
Later than one year and not later than five years	195,517	278,235
Later than five years	-	-
Total (including GST)	<b>281,544</b>	<b>363,467</b>

Commitments above include input tax credits of approximately \$25,595 that are expected to be recovered from the Australian Taxation Office (ATO) (2010 \$33,042).

**(b) Capital Commitments**

The Board is not committed to any Capital expenditure as at 30 June 2011.

**(c) Other Expenditure Commitments**

The Board has no Other expenditure commitments as at 30 June 2011.

**12 CONTINGENT LIABILITIES AND CONTINGENT ASSETS**

The Board has a bank guarantee amount of \$27,728 in relation to an operating lease agreement for premises for the Board's use. At the reporting date, it is not probable that the Board will be required to settle this guarantee.

**13 RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO NET COST OF SERVICES**

	30 June 2011 \$	30 June 2010 \$
Net cash used on operating activities	21,684	175,563
Depreciation	(28,864)	(28,811)
Decrease / (increase) in provisions	5,748	(23,696)
Increase / (decrease) in prepayments and other assets	23,638	8,424
Decrease / (increase) in creditors	(48,170)	(40,802)
Loss on disposal of plant and equipment	(436)	-
Net cost of services	<b>(26,400)</b>	<b>90,678</b>

## 14 FINANCIAL INSTRUMENTS

The Board's principal financial instruments are outlined below. These financial instruments arise directly from the Board's operations or are required to finance the Board's operations. The Board does not enter into or trade financial instruments, including derivative financial instruments, for speculative purposes.

The Board's main risks arising from financial instruments are outlined below, together with the Board's objectives, policies and processes for measuring and managing risk.

The Board's principal financial instruments are Held to maturity term deposits, along with cash at bank. The main purpose of these financial instruments is to finance the Board's operations.

The Board has various other financial instruments such as receivables and creditors, which arise directly from its operations.

The Board's main risks arising from financial instruments are outlined below. Further quantitative and qualitative disclosures are included throughout this financial report.

### (a) Financial instrument categories

Financial Assets	Note	Category	Carrying Amount 2011	Carrying Amount 2010
<b>Class:</b>			\$	\$
Cash and cash equivalents	5	N/A	449,242	391,529
Receivables	6	Receivables (at amortised cost)*	26,468	9,815
Other financial assets	7	Loans and receivables (at amortised cost)	1,048,559	1,088,546
<b>Financial Liabilities</b>	<b>Note</b>	<b>Category</b>	<b>Carrying Amount 2011</b>	<b>Carrying Amount 2010</b>
<b>Class:</b>			\$	\$
Payables	9	Payables (at amortised cost)**	191,047	149,082

\* Excludes statutory receivables (e.g. GST) and prepayments (not within the scope of AASB7)

\*\* Excludes statutory payables (e.g. GST) and unearned revenue (not within the scope of AASB7)

### (b) Credit Risk

Credit risk arises when there is the possibility of the Board's debtors defaulting on their contractual obligations, resulting in a financial loss to the Board. The maximum exposure to credit risk is generally represented by the carrying amount of the financial assets (net of any allowance for impairment).

Credit risk arises from the financial assets of the Board, including cash, receivables and authority deposits. Cash comprises cash on hand and cash at bank. Receivables comprise interest accrued. No collateral is held by the Board. The Board has not granted any financial guarantees.

The Board's credit risk exposure is limited mainly to Westpac Banking Corporation. This risk is assessed to be nil due to the fact that the company is one of the four pillars of the Australian banking system and, as at 30 June 2011, has an AA credit rating.

### (c) Liquidity risk

Liquidity risk is the risk that the Board will be unable to meet its payment obligations when they fall due. The Board's objective is to maintain sufficient funds in its operating account to ensure it is able to meet its debts as and when they become due and payable. The Board manages liquidity risk by maintaining adequate reserves and banking facilities by monitoring forecasts and actual cash flows and matching the maturity profiles of financial assets and financial liabilities.

The Board's exposure to liquidity risk is deemed insignificant based on prior period's data and current assessment or risk. During the current and prior years, there was no defaults or breaches on any loan payable. No assets have been pledged as collateral. Moreover, the major part of the Board's liabilities is the Byera Hadley Travelling Scholarships which the Board administers (refer to Note 10).

Other liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amount owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. Treasurer's Direction 219.01 allows the Minister to award interest for late payment.



**(d) Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Board has no exposure to foreign currency risk and does not enter into commodity contracts.

The effect on profit and equity due to a reasonably possible change in risk variable is outlined in the information below, for interest rate risk and other price risk. A reasonably possible change in risk variable has been determined after taking into account the economic environment in which the Board operates and the time frame for the assessment (i.e. until the end of the next annual reporting period). The sensitivity analysis is based on risk exposures in existence at the balance sheet date. The analysis is performed on the same basis for 2011. The analysis assumes that all other variables remain constant.

**Interest rate risk**

Interest rate risk is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and liabilities. The Board is exposed to interest rate risk through its cash and term deposits accounts. The interest rate risk is minimal due to longer term deposits taken. A reasonably possible change of +/- 1% is used, consistent with current trends in interest rates. The basis will be reviewed annually and amended where there is a structural change in the level of interest rate volatility. The Board's exposure to interest rate risk and the effective weighted average interest rate by maturity periods is set out in the following tables:

**Exposure to interest rate risk**

	Carrying Amount	-1% Profit	\$ Equity	+1% Profit	Equity
<b>2011</b>					
<i>Financial assets</i>					
Cash and cash equivalents	449,242	(4,492)	(4,492)	4,492	4,492
Financial assets Held to Maturity	<u>1,048,559</u>	<u>(10,486)</u>	<u>(10,486)</u>	<u>10,486</u>	<u>10,486</u>
	<u>1,497,801</u>	<u>(14,978)</u>	<u>(14,978)</u>	<u>14,978</u>	<u>14,978</u>
<b>2010</b>					
<i>Financial assets</i>					
Cash and cash equivalents	391,529	(3,915)	(3,915)	3,915	3,915
Financial assets Held to Maturity	<u>1,088,546</u>	<u>(10,885)</u>	<u>(10,885)</u>	<u>10,885</u>	<u>10,885</u>
	<u>1,480,075</u>	<u>(14,800)</u>	<u>(14,800)</u>	<u>14,800</u>	<u>14,800</u>

Weighted average interest rate by maturity periods

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate (maturing less than 1 year)		Non-interest Bearing		Total	
	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010
<b>Financial assets</b>										
Cash on hand and at bank	0.06%	0.07%	449,242	391,529	-	-	-	-	449,242	391,529
Receivables	-	-	-	-	-	-	44,832	21,194	44,832	21,194
Other Financial Assets	5.88%	5.14%	-	-	1,048,559	1,088,546	-	-	1,048,559	1,088,546
<b>Total financial assets</b>	-	-	<b>449,242</b>	<b>391,529</b>	<b>1,048,559</b>	<b>1,088,546</b>	<b>44,832</b>	<b>21,194</b>	<b>1,542,633</b>	<b>1,501,269</b>
<b>Financial liabilities</b>										
Trade Creditors	-	-	-	-	-	-	198,554	150,384	198,554	150,384
<b>Total financial liabilities</b>	-	-	-	-	-	-	<b>198,554</b>	<b>150,384</b>	<b>198,554</b>	<b>150,384</b>

(e) Fair value compared to carrying amount

Financial instruments are generally recognised at cost. The amortised cost of financial instruments recognised in the Financial Position approximates the fair value, because of the short term nature of many of the financial instruments

	2011	2011	2010	2010
	\$	\$	\$	\$
	Carrying amount	Fair value	Carrying amount	Fair value
<b>Financial assets</b>				
Cash and Cash equivalent	449,242	449,242	391,529	391,529
Receivables	44,832	44,832	21,194	21,194
Short-term Deposits	1,048,559	1,048,559	1,088,546	1,088,546
<b>Financial liabilities</b>				
Payables	(198,554)	(198,554)	(150,384)	(150,384)
	<b>1,344,079</b>	<b>1,344,079</b>	<b>1,350,885</b>	<b>1,350,885</b>

**(f) Fair value recognised in the financial position**

The Board uses the following hierarchy for disclosing the fair value of financial instruments by valuation technique:

- Level 1 - Derived from quoted prices in active markets for identical assets / liabilities.
- Level 2 - Derived from inputs other than quoted prices that are observable directly or indirectly.
- Level 3 - Derived from valuation techniques that include inputs for the asset / liability not based on observable market data (unobservable inputs)

	Level 1 \$	Level 2 \$	Level 3 \$	2011 Total \$
<b>Financial assets at fair value</b>				
Cash and Cash equivalent	449,242	-	-	449,242
Receivables	44,832	-	-	44,832
Short-term Deposits	1,048,559	-	-	1,048,559
<b>Financial Liabilities</b>				
Payables	(198,554)	-	-	(198,554)
	1,344,079	-	-	1,344,079

**15 AFTER BALANCE DATE EVENTS**

The Board is not aware of any circumstances that occurred after balance date that would render particulars included in the financial statements to be misleading.

End of audited financial statements

## FINANCIAL MANAGEMENT

### INCOME BUDGET

ACCT NO	INCOME	BUDGET 2010-2011	BUDGET 2011-2012
<b>ADMINISTRATION – DEPT 01</b>			
4-1000	ENROLMENT FEE	7,500	12,000
4-1001	RE-REGISTRATION FEES	19,500	15,000
4-1002	ANNUAL REGISTRATION FEE FOR ARCHITECTS	716,000	787,600
4-1003	TEMPORARY REGISTRATION FOR O/SEAS ARCHITECTS	3,000	3,000
4-1006	REGISTRATION FEE FOR NON PRACTISING ARCHITECTS	4,000	4,800
4-1007	NON PRACTISING ARCHITECTS - ANNUAL REGISTRATION FEES	24,800	28,880
4-1009	NON PRACTISING ARCHITECTS RE-REGISTRATIONS	1,440	2,000
4-1100	LISTING OF "NOMINATED ARCHITECT"/PRACTICE REGISTRATION	4,800	3,600
4-1101	ANNUAL PUBLICATION FEE FOR NOMINATED ARCHITECT	102,000	96,000
4-1102	"NOMINATED ARCHITECT" CHANGE OF DETAILS FEE	1,715	1,715
4-1300	ARCHITECTS REGISTER PURCHASES	4,500	4,594
4-1301-02	ARCHITECTS CARD/CERTIFICATION TO THIRD PARTIES	156	156
4-1303-04	CODE OF CONDUCT & REGISTRATION CERTIFICATE	1,875	770
4-1306	MISCELLANEOUS RECEIPT – BOARD	0	0
		<b>891,286</b>	<b>960,115</b>
<b>AACA – DEPT 03</b>			
4-3000	AACA - AP EXAMINATION FEES	150,000	135,000
4-3001	AACA - RAE ASSESSMENT FEES	12,250	12,250
4-3002	AACA - SALES, DOCUMENTS	0	0
4-3003	AACA MISC RECEIPTS	0	0
		<b>162,250</b>	<b>147,250</b>
<b>BWPRA – DEPT 04</b>			
4-3100	BWPRA	7,800	7,800
		<b>7,800</b>	<b>7,800</b>
<b>OTHER – DEPT 02/07</b>			
8-.2000-04	INTEREST	40,000	40,000
8-1401	BHTS PROMOTION MONIES	13,500	13,500
		<b>53,500</b>	<b>53,500</b>
<b>TOTAL</b>		<b>1,114,836</b>	<b>1,168,665</b>

**EXPENDITURE BUDGET**

<b>Acct No</b>	<b>EXPENDITURE</b>	<b>BUDGET 2010 – 2011</b>	<b>BUDGET 2011 – 2012</b>
<b>EMPLOYMENT – DEPT 01</b>			
6-5000/05	SALARIES AND CASUAL WAGES	306,800	318,000
6-5001	ANNUAL LEAVE	24,307	32,835
6-5003	SUPERANNUATION	38,450	45,000
6-5011	LONG SERVICE LEAVE	11,000	16,000
6-5652	ADVERTISING ADMIN/RECRUITMENT	0	0
	WEB CONTRACTOR	30,000	15,000
		<b>410,557</b>	<b>426,835</b>
<b>STATUTORY – DEPT 07</b>			
6-5402	BOARD MEMBERS HONORARIA	24,892	28,000
6-5401	ELECTION COSTS	18,000	0
6-5403	OTHER STATUTORY COSTS	0	0
		<b>42,892</b>	<b>28,000</b>
<b>B W P R A - DEPT 04</b>			
6-5350	BWPRA EXAMINERS FEES	3,750	3,750
6-5653	ADVERTISING BWPRA	500	500
6-5351	TRAVEL EXPENSES FOR EXAMINERS	1,000	1,000
6-5352	BWPRA ROOM HIRE/CATERING EXPENSES	500	500
6-8023	CABCHARGES	500	500
6-8020	COURIERS	500	500
		<b>6,750</b>	<b>6,750</b>
<b>DISCIPLINE - DEPT 05</b>			
6-5500	PART 4 DIV 4 LEGAL FEES/COMPLAINTS AGAINST ARCHITECTS	30,000	30,000
6-5506	ADT EXPENSES	20,000	20,000
6-5501	PART 2, DIV 2 S9/10 LEGAL FEES/ILLEGAL USE OF TITLE	5,000	5,000
6-5502	CATERING/ROOM HIRE EXPENSES	500	500
6-5503	COURT REPORTING AND TRANSCRIPTS	5,000	2,000
6-5504	COMMITTEE OF INQUIRY SITTING FEES	3,000	3,000
6-8027	POSTAGE	600	600
6-8020	COURIERS	400	400
6-8023	CABCHARGES	200	200
		<b>64,700</b>	<b>61,700</b>
<b>DEPRECIATION</b>			
6-5050-54	DEPRECIATION	27,000	27,000
		<b>27,000</b>	<b>27,000</b>

Acct No	EXPENDITURE	BUDGET 2010 – 2011	BUDGET 2011 – 2012
<b>EDUCATION, PRIZES AND GRANTS - DEPT 06</b>			
6-5606	STATE VISITING PANEL - SCHOOL INSPECTION	2,000	2,000
6-5607	BOARD CONTRIBUTION TO STATE VISITING PANEL EXPENSES	2,000	2,000
6-8023	CABCHARGES	200	200
6-8020	COURIERS	200	200
6-5808	RESEARCH GRANT	10,000	10,000
6-5654	RESEARCH GRANT ADVERTISING	0	0
6-5610	BOARD ANNUAL EXHIBITIONS	20,000	20,000
6-5611	ARCHITECTS MEDALLION COSTS	5,000	5,000
		<b>39,400</b>	<b>39,400</b>
<b>GENERAL EXPENSES - DEPT 01</b>			
6-8011	ACCOUNTANT FEES	9,000	9,000
6-8012	AUDIT FEES	14,000	14,000
6-4100	BANK ADMINISTRATION FEES	18,000	18,000
6-8016	BOARD MEETING EXPENSES	2,000	2,000
6-8017	BOARD FUNCTIONS/BOARD MISC EXPENSES	12,000	15,000
6-5651	YELLOW PAGES LISTING/ADVERT	1,500	1,500
6-8020	COURIERS	700	700
6-8021	STAFF AMENITIES/STAFF TRAINING	5,000	4,000
6-8022	STORAGE	1,800	1,800
6-8023	CABCHARGE	1,000	1,000
6-5700-01	COMPUTER/SYSTEMS MAINTENANCE	30,000	20,000
6-8024	ELECTRICITY	2,800	3,360
6-8025	INSURANCE D & O/OFFICE CONTENTS	8,000	8,000
6-8026	GENERAL LEGAL EXPENSES	5,000	5,000
6-8027	POSTAGE	8,000	6,000
6-8028	WEBSITE MAINTENANCE	21,000	15,000
6-8029-30	TELEPHONE/INTERNET/MOBILE	12,500	12,500
6-8031	WORKERS COMPENSATION	2,000	2,000
6-8032-33	RENT/OFFICE SERVICES	104,030	108,160
6-8036	REPAIRS AND MAINTENANCE	20,000	15,000
6-8034	PHOTOCOPIER	5,300	5,300
6-6210-42	REFUNDS	0	0
6-5703	GOVERNANCE COSTS	20,000	10,000
6-5704	REVIEW OF BOARD LOOK/BRANDING	10,000	15,000
6-5702	REVIEW/UPDATE IT SYSTEMS	50,000	15,000
		<b>363,630</b>	<b>307,320</b>
<b>BHTS – DEPT 02</b>			
9-5614	BHTS ADVERTISING/MISC. EXPENSES	1,000	1,000
9-8027/8023	BHTS POSTAGE COSTS/CABCHARGE COSTS	200	200
9-5609	BHTS BOARD COMMITTEE COSTS	500	500
9-5614	BHTS ANNUAL CEREMONY COSTS	3,000	3,000
9-5613	BHTS ROOM HIRE/CATERING COSTS	500	500
9-5608	BHTS PROMOTION	10,000	12,000
		<b>15,200</b>	<b>17,200</b>

Acct No	EXPENDITURE	BUDGET 2010 – 2011	BUDGET 2011 – 2012
<b>PRINTING AND STATIONERY – DEPT 01</b>			
6-8018	STATIONERY	5,000	4,000
6-5722	MAILOUT	6,000	6,000
6-5851	PRINTING BOARD	4,000	4,000
6-5853	ARCHITECTS CARDS	3,000	0
		<b>18,000</b>	<b>14,000</b>
<b>A A C A - DEPT 03</b>			
6-6000/6011-12	AACA - APE EXPENSES	93,000	93,000
6-6001	AACA - RAE EXPENSES	10,000	10,000
6-6002	AACA - PER CAPITA CONTRIBUTIONS	20,000	20,000
6-6009	AACA - CONVENORS MEETING	500	500
6-6004	AACA - NVP	4,000	4,000
6-8020	COURIERS	1,000	1,000
6-8023	CABCHARGES	400	400
6-8027	POSTAGE	1,000	1,000
6245-46	REFUNDS	0	0
		<b>129,900</b>	<b>129,900</b>
<b>PROMOTIONS – DEPT 08</b>			
9-8028	PROMOTIONS GENERAL	120,000	31,500
9-8020	COURIER	500	500
9-8023	CABCHARGES	1,000	500
9-5959	REDUCING CARBON EMISSIONS GUIDELINES/WEBSITE	1,000	0
9-5950	SYDNEY ARCHITECTURE FESTIVAL	15,000	25,000
9-5951	ARCHITECTURE INSIGHTS WEBSITE	30,000	15,000
	ARCHITECTURE LECTURE SERIES AT MUSEUM OF SYDNEY	0	12,500
9-5962	PARTNERSHIP PROJECT WITH HISTORIC HOUSES TRUST	20,000	5,000
	SUPPORT DANISH EXHIBITION BUILDING SUSTAINABLE COMMUNITIES	20,000	0
		<b>207,500</b>	<b>90,000</b>
<b>TOTAL</b>		<b>1,325,529</b>	<b>1,148,105</b>

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