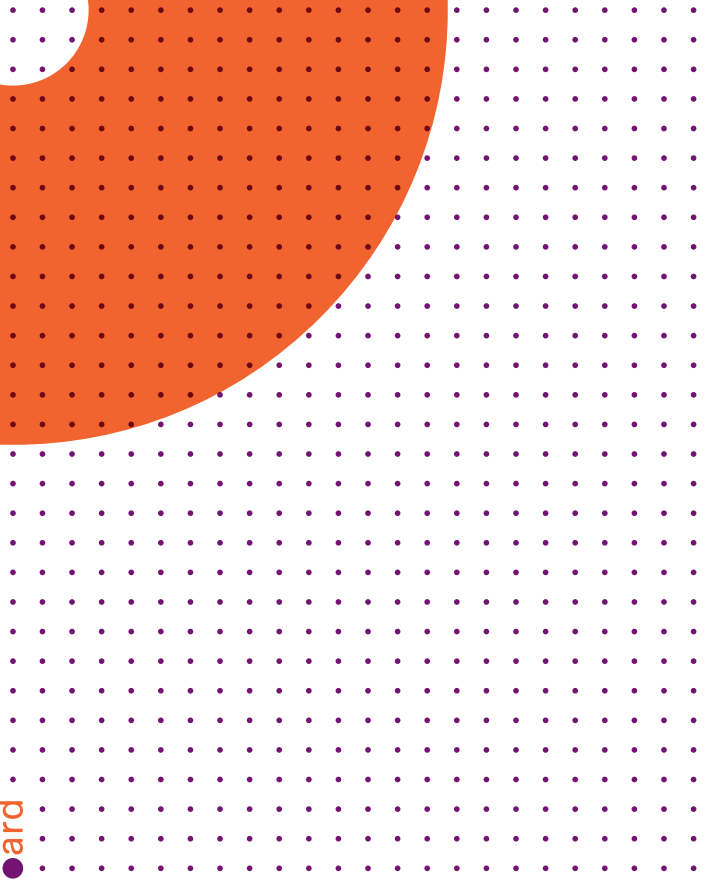


Annual Report  
2012 2013

NSW  
Architects  
Registration  
Board



# Annual Report 2012-2013

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Architects  
Registration  
Board

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Hours of business  
9am to 5pm  
Monday to Friday

## At a glance

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 2013 there were 4064 architects in NSW (3400 in the practising category and 664 in the non-practising category). *There are 1392 architect corporations and firms* listed in the NSW Register as having nominated architects responsible for the provision of architectural services.

## Review of the Architects Act

The Report of the Statutory Review of the Architects Act 2003 was approved by Parliament in December 2010. As of publication date the revised Act has not yet been put to Parliament. The Review of the Act will be finalised once the review into licensing in NSW being conducted by the Independent Pricing and Regulatory Review Tribunal is complete.

The Architects Regulation 2012 was gazetted on 1 September 2012.

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## Annual renewal of registration date change

The annual renewal date for architect registration moved this year from 31 March to 30 June. This explains the slight drop in the reported numbers of architects on the Register of Architects at 30 June 2013.

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

The Board continues to develop the contributor driven website [www.architectureinsights.com.au](http://www.architectureinsights.com.au), the Board's primary method of connecting the general public, students, architects and others with information about architecture and events, collaborations and debate about architecture and the built environment in NSW.

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

The Sydney Architecture Festival is presented each October by the Board and the Australian Institute of Architects in partnership with cultural institutions and event producers across the city in the annual celebration of architecture. The Festival includes talks, exhibitions, tours and kids activities all focussed on promoting an understanding of architecture. Highlights of the 2012 Festival included the inauguration of the Festival's sponsored project Super Sydney, and the involvement of Pierre Mansat, Deputy Mayor of Paris, in a number of Festival events.

## Building Connections - Visual Arts and Architecture

The Board initiated the latest addition to the suite of innovative teaching materials, the Visual Arts and Design Educators Association. Building Connections provides case studies and explicit guidance for teachers on how to link the study of architecture into the Visual Arts Syllabus in Years 7-10.

# 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 Commerce and Board President

**Ingrid Pearson**, elected architect member

**Nigel Bell**, elected architect member

**Matthew Pullinger**, ex-officio, immediate past president of the Australian Institute of Architects NSW Chapter

**Catherine Lassen**, architect representative from the University of New South Wales

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

**Matthew Curll**, legal practitioner

**Milly Brigden**, representing the view of the property industry

**Penelope Holloway**, representing the views of local government in respect of the quality of building

**Sam Elmir**, representing the views of the building industry

**Peter Salhani**, representing the views of home owners as consumers of architectural services

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## Board Meeting Attendances for Year Ending 30 June 2013

NAME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
R THORP (A/M)	√	√	√	LOA	LOA	LOA	N/M	√	LOA	LOA	√	√	
P POULET (ExO)	√	√	√	√	√	√	N/M	√	√	LOA	Y	√	
I PEARSON (E)	√	√	√	√		A	N/M	√	√	√	√	√	
N BELL (E)						Y	N/M	√	√	√	√	√	
M PULLINGER (ExO)									A	√	LOA	√	
C LASSEN (A/S)							N/M	√	√	√	√	√	
S ELMIR (A/M)							N/M	√	√	√	√	√	
M CURLL (A/M)						Y	N/M	√	√	√	√	A	
M BRIGDEN (A/M)						A	N/M	√	√	√	A	√	
P HOLLOWAY (A/M)	√	√	√	√	A	√	N/M	A	√	A	√	√	
P SALHANI (A/M)							N/M	A	√	√	√	√	
M BAMPTON (31.10.12)	A	√	√	√									
M FOLEY (31.10.12)	√	LOA	LOA	√									
K ROBINSON (31.10.12)	A	√	√	√									
B ZULAIKHA (28.02.13)		√	√	√	√	√		√					
P SARLOS (31.10.12)	√	A	√	√									
K ST JAMES (31.12.12)													
KIRSTEN ORR (31.12.12)	√	√	A	√	√	√							
P WATTS (Deputy for K St James)	√	√	√	√	√	√							
J AGIUS (Deputy for B Zulaikha)	√												

E Elected  
 Ex-O Ex-Officio  
 A/M Appointed By Minister  
 A/S University Appointee  
 N/M No Meeting  
 LOA Leave Of Absence  
 A Absent

The Board adopted a policy on 16 November 2011 that members are generally not granted a leave of absence from attendance at a Board meeting unless overseas or ill.

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 on the 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 J Gosling	M Levy	D Russell
J F Baker	B Giles	L Lim	J Ryan
S Bathgate	C Griffiths	K Loseby	G A Saborido
M Bayl-Smith	C Gunton	J Lukaszewicz	J Schneller
M A Beattie	R Hawkins	C Macdonald	M Shoolman
G Bensen	T Helyar	D Mayes	M Sheldon
J Bilmon	M Heath	I McCaig (Convenor)	B Sonter
R Blackmore	D Holm	B McDonald	M Standley
M Boffa	R Hudson	P McNevin	R Stevens
P J Briggs	E Insausti	D Moon	A Thomas
G M Brock	S Jamison	J Moorcroft	M Thornton
R Brennan	G Humphrey	N Nicotra	A R Tribe
T Browne	M Jones	S O'Neill	D vander Breggen
M C Bullen	M E Jones	E M Prineas	H N Warren
R Cahill	C M Trevor-Jones	G Podniesinski	H Webster
A Chistiakoff	J Johnson	M Raad	D Wilson
L Cockburn	J Jackson	J F Rayner	R Yuen
D Gosper	J Ladd-Hudson	P Reed	
L Gosling	F Lewis	M Roberts	

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## NSW Review of Academic Equivalence

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

## Built Work Program of Assessment Panel

J Ladd-Hudson	D Russell	M Boffa	B McDonald
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## Staff

K Doyle	Registrar
M Cruz	Deputy Registrar, Examination and Scholarships
N Roberts	Accounts P/T
S Abdurahman	Projects P/T
K Murray	architectureinsights P/T
D Wood	Administration P/T

# Contact

## Address and Contact

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



# Board Governance

## NSW Architects Registration Board Governance Statement

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's Work Safe policy and procedures are updated in line with relevant legislative procedures every three years.

The Board maintains appropriate insurances including Workers' Compensation, Public Liability and Contents insurance and 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 backup 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 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 as outlined in the Board's Delegations Framework. 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.

## 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.

## 2012-13 Internal Audit and Risk Management Statement

The Board currently utilises a risk based audit plan. The Board has an exemption from compliance with NSW Treasury Internal Audit and Risk Management Policy TPPO9-05.

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*.

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)

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

## Committees and workgroups

The Board has established a number of Committees.

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.

As at 30 June 2013 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: Matthew Curll (Chair), Milly Brigden, Peter Salhani, Penelope Holloway, Ingrid Pearson, Nigel Bell, Sam Elmir, 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), Penny Holloway, Matthew Pullinger and Peter Poulet.

### **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 assists the Board in liaising with the Department of Finance and Services Audit and Risk Related Entities Sub-Committee.

Members: Penny Holloway (Chair), Richard Thorp, and Peter Poulet.

The Board also establishes Work Group from time to time to oversee specific projects.

### **Income**

The Board is entirely funded by fees levied upon architects and architect corporations and firms and examination fees.

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 2013.

# National and International Connections

## The Architects Accreditation Council of Australia

The Architects Accreditation Council of Australia (AACAA) 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 AACAA. The President is currently a Director of the AACAA.

Key priorities of the AACAA include overseeing the review of the process undertaken to determine the Academic Equivalence of Overseas Qualifications for the purpose of registration and supporting a move towards common requirements in all jurisdictions for continuing registration.

The AACAA 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). AACAA also facilitates the examination of professional practice throughout Australia. On satisfactory completion of the APE, an applicant may apply for registration at a state and territory registration Board.

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.



# Statutory Obligations

## 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.

## Accessing Information from the NSW Architects Registration Board Government Information (Public Access) Act 2009

On 1 July 2010, the Government Information (Public Access) Act 2009 (GIPA Act) replaced the Freedom of Information Act 1989. The GIPA Act applies to all NSW Government agencies. The new right to information system encourages government agencies to release information proactively. The new system also makes it easier for individuals to access government and personal information from government agencies.

A review of information proactively released under the GIPA Act was undertaken and the Board published a Publication Guide that contains a list of its information and guides already available on its website.

## Accessing the Board's documents

Policies and publications can be accessed from the Board's website [www.architects.nsw.gov.au](http://www.architects.nsw.gov.au) or by contacting the Board's Registrar. Applications for access to documents under the provisions of the GIPA Act must be in writing, either on an application form or by letter, accompanied by the \$30 application fee and sent to the Registrar at Level 2, 156 Gloucester Street Sydney NSW 2000.

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In this reporting year the Board did not receive any applications for access to documents under GIPA 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.

## Public Interest Disclosures

There were no disclosures received from any officer of the Board. No reports were received in reference to corrupt conduct, mal-administration, government information and local government pecuniary contraventions.

## Multicultural Policies and Services Program

The Board is advised by the Architects Accreditation Council of Australia (AACA) about persons whose academic qualifications are obtained overseas and who intend to apply for registration as architects in NSW. 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 overseas architects by the relevant Registration Authorities. 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.

The Board acts on behalf of the Architects Accreditation Council of Australia, in assisting overseas trained 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 is aware of Government policy of commitment to equal employment opportunity, and the Principles of Multiculturalism and ensures that these principles are observed in the recruitment and management of staff and dealings with the public.

The Board integrates the Multicultural Policies and Services Program into the Board's recruitment processes. The administrative office consists of 5 staff members.

The Board keeps under review the Multicultural Policies and Services Program (MPSP) and takes account of the requirement of the Community Relations Commission when developing future objectives and strategies

## 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 2012	235,663.42	-	-	-	-
December 2012	402,495.12	-	-	-	-
March 2013	220,411.03	216.74	-	-	-
June 2013	273,775.59	-	-	-	-

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 2012	100	100	290,713.42	290,713.42
December 2012	100	100	440,295.12	440,295.12
March 2013	100	99	233,411.03	233,627.77
June 2013	100	100	313,221.59	313,221.59

Payments made outside the payment terms were as a result of the office being closed over the Christmas period.

## 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:

No hard copies of the Annual Report are printed. The Report is published in the Board's website.

# Registration as an architect in NSW

## 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 are reviewed by the Australia and New Zealand Process for Accreditation of Architecture Programs, owned by the Architects Accreditation Council of Australia and the Australian Institute of Architects. Under this process, National Visiting Panels provide recommendations regarding the accreditation of qualifications to the Board for a maximum period of five years.

## 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 236 candidates were admitted to the examination and 168 were successful for the period 1 July 2012 to 30 June 2013.

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## 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 annual registration fee. In the reporting year, 40 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 5 architects from New Zealand were admitted to the NSW Register under the terms of the TTMRA.

## Built Work Program of Assessment (BWPrA)

The BWPrA is a program of assessment conducted by the Board for persons who do not have the tertiary academic qualification in architecture and who wish to apply for registration as an architect in NSW. The BWPrA is based on a person's ability to demonstrate defined competencies from a complex built project in Australia. Six applications for admission into the program were received by the Board in the reporting year and two candidates successfully completed the program.

## Profile of architects in NSW

### Number of registrants

2008	2009	2010	2011	2012	2013
3907	4000	4168	4289	4276	4064
Practising /Non-Practising					3400 / 664

### New enrolments

2008	2009	2010	2011	2012	2013
244	203	233	182	212	164

Qualification of New Registrants	2010 - 2011	2011 - 2012	2012 - 2013
Qualified in NSW	99	106	84
Qualified in Interstate schools	14	12	10
National Program of Assessment	2	2	2
NZ/Singapore/HK graduates	2	11	3
Qualified from overseas schools	9	29	13
Mutual Recognition Act (Interstate)	50	49	41
TTMRA (New Zealand)	3	1	5
Temporary Registration (NSW )	3	1	3
<b>Total</b>	<b>182</b>	<b>213</b>	<b>164</b>

### Location of registrants

	NSW	ACT	QLD	VIC	SA	WA	TAS	NT	O'SEAS
Prac	2959	50	149	101	18	11	11	6	95
NonPrac	564	6	21	21	7	7	1	0	37

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Age range	Full Registration			Non-Practising		
	M	F	Total	M	F	Total
90 +	0	0	0	4	0	4
80 to 89	11	0	11	60	3	62
70 to 79	143	6	149	158	11	169
60 to 69	634	37	674	218	25	243
50 to 59	847	149	996	79	19	98
40 to 49	625	282	907	43	47	90
30 to 39	453	298	751	20	37	57
20 to 29	27	30	57	3	6	9
<b>Total</b>	<b>2741</b>	<b>803</b>	<b>3544</b>	<b>585</b>	<b>148</b>	<b>733</b>

## Architect Corporations and Firms

Part 2 Division 2 Section 11 of the NSW Architects Act states that a company or business must have a nominated architect/s responsible for the provision of architectural services in order to be considered as an architect corporation or firm.

Corporations and firms are active if there is at least one nominated architect whose name appears on the current NSW Register of Architects. A corporation or firm that does not have a nominated architect is considered inactive until a new nomination is received by the Board.

### Corporations and Firms in NSW

Number of Corp/Firms listed since September 2004	1721
Number of active Corp/Firms as at 30 June 2013	1392

# Complaints against the professional conduct of architects

There were five matters received in the previous reporting year that were carried over into this reporting year. Two matters were dismissed, and in three matters the Architect was found guilty of unsatisfactory professional conduct.

## Sorin Dascalu

In respect to the Complaint against the professional conduct of Sorin Dascalu, the Board finds the Architect guilty of unsatisfactory professional conduct under the provisions of S 43(4) of the Architects Act in that he failed to have a proper architect-client agreement in place. Further, that the Board orders that the architect be cautioned in regard to the need to maintain professionalism in the manner in which he conducts his practice.

## Owen Haviland

In respect to the Complaint against the professional conduct of Owen Haviland the Board finds that pursuant to section 43(4) the Architect is guilty of unsatisfactory professional conduct.

Pursuant to section 43(4)(a) of the Act the Board orders that Owen Haviland be reprimanded.

Having regard to method of the provision of services that gave rise to the complaint against his professional conduct, and pursuant to Section 43(4)(e), the Board orders that the Architect report within 3 months on procedures he will put into place in order to avoid such circumstances arising again.

In particular; the Architect's report should have regard to clarity of the Architect-Client agreement; effective communication with the client and effective management of project documentation. (Refer to Sections 6, 7, 8 the Architects Code of Professional Conduct).

Pursuant to section 43(4)(g) the Board orders the architect to pay a fine of an amount of 8 penalty units (1 penalty equals \$110).

## Annabelle Chapman

In respect to the Complaint against the professional conduct of Annabelle Chapman the Board finds the Architect guilty of unsatisfactory professional conduct under the provisions of S 43 (4) of the Architects Act.

In the reporting year four complaints were received. One matter was withdrawn by the Complainant, one matter was dismissed, one matter is ongoing, and in one the Architect was found guilty of unsatisfactory professional conduct.

## Robert Brown

In respect to the Complaint by the NSW Architects Registration Board against Robert Brown, Architect, the Board finds that pursuant to section 43 (4) of the Architects Act he is guilty of unsatisfactory professional conduct in that he:

- Failed to maintain a policy of professional indemnity insurance during each financial year appropriate for the architectural services being provided by the Architect as declared at annual renewal of registration at 31 March 2005, 2006, 2007, 2008 and 2009.
- Failed to follow a direction of the Board by failing to complete with satisfactory standard of care and accuracy his declaration that he maintained appropriate professional indemnity insurance at annual renewal of registration at 31 March 2005, 2006, 2007, 2008, 2009.
- Breached his obligation under Section 16 (1) (b) of the NSW Architects Code of Professional Conduct that an architect should provide each client of the architect with information relating to the insurance maintained by the architect for the architectural services to be provided to the client each and every time



the Architect entered into an agreement with a new client between 1 January 2005–8 June 2009.

- Pursuant to section 43 (4) (e) of the Act the Board orders that the Architect report within 21 days of today's date on the measures in place to ensure that professional indemnity insurance is maintained by Casey Brown in accordance with the provisions of Clause 16 (1) (a) of the NSW Architects Code of Professional Conduct; and measures in place to ensure all clients are provided with information relating to the insurance to be maintained for the architectural services to be provided to the client in accordance with the provisions of Section 16 (1) (b) of the NSW Architects Code of Professional Conduct.

Further, pursuant to section 43 (4) (g) of the Act the Board orders that the Architect:

- Pay a fine of 15 penalty points in respect of his failure to maintain a policy of professional indemnity insurance during each financial year appropriate to the architectural services being provided by the Architect as declared at annual renewal of registration at 31 March 2005, 2006, 2007, 2008, 2009.
- Pay a fine of 15 penalty points in respect of his failure to follow a direction of the Board by failing to complete with satisfactory standard of care and accuracy his declaration that he maintained appropriate professional indemnity insurance at annual renewal of registration at 31 March 2005, 2006, 2007, 2008, 2009.

# Offences relating to the practice of architecture

## Section 9 and 10 of the Act

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 architects 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 entities 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 Investigations	155
Complied	123
Ongoing	32

# Scholarships and awards

## 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 2012 Architects Medallion was awarded to Ricci Bloch, a graduate of the University of New South Wales.

## NSW Graduating Students Exhibition

The Board is a major supporter of the graduating students' exhibitions in each of the four schools of architecture in universities in NSW. The sum of \$5,000 was donated to each School.

## Byera Hadley Travelling Scholarships (BHTS)

The Board has awarded the Byera Hadley Travelling Scholarships for more than sixty years. The BHTS is bequeathed by the Estate of the late Byera Hadley. The Trust is managed by the Trust Company and 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". 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.

Eight students were awarded the Byera Hadley Travelling Scholarship to support their travel to the 13th Venice International Architecture Biennale, running from 29 August until 25 November 2012.

The 2012 student winners are: Harry Catterns; HY William Chan; Jonathan Combley; Michael Ford; Tracey Hau; Linda Matthews; Jennifer Mc Master; and Joanne Taylor.

The **2012 graduate winners** and their respective projects are:

### Shaun Carter

*RELIEF SHELTER: understanding the real world needs of relief shelter*

The aim of this project is to contribute to re-establishing communities after the devastation of disaster. The research will gather information to help improve the design and implementation of the emergency relief shelters Shaun has already designed and built. This information will be formulated into a matrix of tests and constraints to test the prototype so that in time, it can evolve to better suit and assist those in need in the aftermath of disaster.

### Thomas Gray

*The Missing Pieces, Discovering a New Design Process: The Edge between Indigenous and Contemporary*

This project will explore how specific Indigenous communities around the world have developed an internally driven design process founded on indigenous knowledge and practices tied to country and to the identity between people and place, developed out of the innate, distinctive and innovative design capacities of indigenous communities.

### Andrew Marlow

*Engaging Communities: Shifting focus from building to urban scale*

This project aims to understand the processes that could break the current nexus between growth, development and community opinion by providing evidence based research on successful community participation and engagement strategies from Seattle, Vancouver and Chicago.

### Imogene Tudor

*Making Space for Architecture: enriching the culture of architecture through public exhibition*

The goal of this project is to communicate architecture to the non-architectural community. Research will focus on how galleries and other producers meet the challenge of representing the complexities of architectural space and design thinking.



## INDEPENDENT AUDITOR'S REPORT

### NSW Architects Registration Board

To Members of the New South Wales Parliament

I have audited the accompanying financial statements of NSW Architects Registration Board (the Board), which comprise the statement of financial position as at 30 June 2013, the statement of comprehensive income, statement of changes in equity, statement of cash flows, 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 2013, and of its financial performance and its cash flows 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 of the financial statements that give a true and fair view in accordance with Australian Accounting Standards and the PF&A Act, and for such internal control as the Board determines is necessary to enable the preparation of the financial statements that give a true and fair view and 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 control relevant to the Board's preparation of the financial statements that give a true and fair view 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 Board's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial statements.

I believe 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 other information that 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 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 roles by the possibility of losing clients or income.



David Nolan  
Director, Financial Audit Services

17 October 2013  
SYDNEY

**NSW Architects Registration Board**

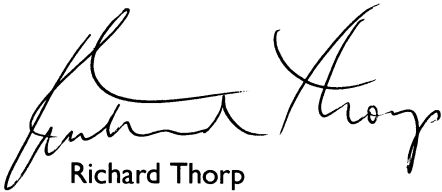
**FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2013**

**STATEMENT BY BOARD MEMBERS**

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Pursuant to Section 41C of the *Public Finance and Audit Act 1983*, we state that:

- (a) The accompanying financial statements have been prepared in accordance with:
- the provisions of the *Public Finance and Audit Act 1983*, the applicable clauses of the *Public Finance and Audit Regulation 2010* and the Treasurer's Directions; and
  - the applicable Australian Accounting Standards, which include Australian Accounting Interpretations and other mandatory professional reporting requirements.
- (b) The financial statements exhibit a true and fair view of the financial position and transactions of the Board for the period ended 30 June 2013;
- (c) At the date of this statement there are no circumstances, which would render any particulars included in the financial statements to be misleading or inaccurate.



Richard Thorp  
President



Peter Poulet  
Vice President

16 October 2013

**NSW Architects Registration Board**

**Financial Statements  
for the year ended 30 June 2013**

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**NSW Architects Registration Board  
Statement of comprehensive income  
for the year ended 30 June 2013**

	Notes	Actual 30 June 2013 \$	Actual 30 June 2012 \$
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related expenses	2(a)	438,061	429,067
Other operating expenses	2(b)	615,447	591,565
Depreciation and amortisation expenses	2(c)	25,643	31,755
Grants	2(d)	<u>19,091</u>	<u>46,039</u>
<b>Total expenses excluding losses</b>		<u><b>1,098,242</b></u>	<u>1,098,426</u>
<b>Revenue</b>			
Fees	3(a)	888,750	941,435
Investment revenue	3(b)	47,968	54,258
Architects Accreditation Council Examination / BWPRAs Fees	3(c)	177,259	168,725
Other revenue	3(d)	<u>27,791</u>	<u>26,404</u>
<b>Total Revenue</b>		<u><b>1,141,768</b></u>	<u>1,190,822</u>
<b>Net result</b>		<u><b>43,526</b></u>	<u>92,396</u>
<b>Other comprehensive income</b>			
<b>Other comprehensive income for the year</b>		-	-
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u><b>43,526</b></u>	<u>92,396</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 2013**

	Accumulated Funds \$	Total \$
Balance at 1 July 2012	1,401,248	1,401,248
Net result for the year	<u>43,526</u>	<u>43,526</u>
Total other comprehensive income	-	-
Total comprehensive income for the year	<u>43,526</u>	<u>43,526</u>
Balance at 30 June 2013	<u>1,444,774</u>	<u>1,444,774</u>

	Accumulated Funds \$	Total \$
Balance at 1 July 2011	1,308,852	1,308,852
Net result for the year	<u>92,396</u>	<u>92,396</u>
Total other comprehensive income	-	-
Total comprehensive income for the year	<u>92,396</u>	<u>92,396</u>
Balance at 30 June 2012	<u>1,401,248</u>	<u>1,401,248</u>

**NSW Architects Registration Board**  
**Statement of financial position**  
**as at 30 June 2013**

		Actual 30 June 2013 \$	Actual 30 June 2012 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	4	778,156	431,335
Receivables	5	88,647	35,890
Other financial assets	6	741,490	1,151,507
<b>Total Current Assets</b>		<b><u>1,608,293</u></b>	<b><u>1,618,732</u></b>
<b>Non-Current Assets</b>			
Office Equipment	7	20,386	22,321
Office Fitout	7	44,200	36,328
<b>Total Non-Current assets</b>		<b><u>64,586</u></b>	<b><u>58,649</u></b>
<b>Total Assets</b>		<b><u>1,672,879</u></b>	<b><u>1,677,381</u></b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	8	115,658	159,444
Provisions	9	91,524	94,347
<b>Total Current Liabilities</b>		<b><u>207,182</u></b>	<b><u>253,791</u></b>
<b>Non-Current Liabilities</b>			
Provisions	9	20,923	22,342
<b>Total Non-Current liabilities</b>		<b><u>20,923</u></b>	<b><u>22,342</u></b>
<b>Total Liabilities</b>		<b><u>228,105</u></b>	<b><u>276,133</u></b>
<b>Net Assets</b>		<b><u>1,444,774</u></b>	<b><u>1,401,248</u></b>
<b>EQUITY</b>			
Accumulated funds		<b><u>1,444,774</u></b>	<b><u>1,401,248</u></b>
<b>Total Equity</b>		<b><u>1,444,774</u></b>	<b><u>1,401,248</u></b>

The accompanying notes form part of these financial statements.

**NSW Architects Registration Board  
Statement of cash flows  
for the year ended 30 June 2013**

	<b>Actual 30 June 2013</b>	<b>Actual 30 June 2012</b>
Notes	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Payments</b>		
Employee related	(442,026)	(426,106)
Grants	(34,491)	(30,639)
Other	(706,158)	(695,067)
Byera Hadley Travelling Scholarships	(144,675)	(178,000)
<b>Total Payments</b>	<b><u>(1,327,350)</u></b>	<b><u>(1,329,812)</u></b>
<b>Receipts</b>		
Fees received	1,128,871	1,210,971
Interest received	55,863	60,965
Byera Hadley Travelling Scholarships	111,000	156,000
<b>Total Receipts</b>	<b><u>1,295,734</u></b>	<b><u>1,427,936</u></b>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>12 <u>(31,616)</u></b>	<b>98,124</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from sale of investments	410,017	200,000
Purchases of office equipment	(31,580)	(13,083)
Purchases of investments	-	(302,948)
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>	<b><u>378,437</u></b>	<b><u>(116,031)</u></b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
	-	-
<b>NET CASH FLOWS FROM FINANCING ACTIVITIES</b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>346,821</b>	<b>(17,907)</b>
Opening cash and cash equivalents	431,335	449,242
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	<b>4 <u>778,156</u></b>	<b><u>431,335</u></b>

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 2013 have been authorised for issue by the Board on 16 October 2013.

### **(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.

From the financial year ended 30 June 2013, registration renewal has been moved from 1 April to 31 March period to 1 July to 30 June period each year. To support this conversion, financial year 2013 has the registration period started 1 April 2012 and finished on 30 June 2013, a 15 month period.

Accrued income has been recognised for identified registration fees monies that belong to the financial year but are received after 30 June.

(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 2013 % Rate</b>
Personal Computers	25
Furniture	20
Major Software	20
Office Fitout	10

(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 199 days and interest rates of 4.2% to 4.9% per annum (5.15% to 6% in 2011/12).

(g) *Liabilities*

(i) Payables

These amounts represent liabilities for goods and services provided to the entity and other amounts. Payables are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

(ii) Employee benefits and other provisions

(a) 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.

(b) 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)

(c) 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, Connelly Temple Public Superannuation Fund, BT Financial Group & Unisuper Limited, and Zurich Australian Super.

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

At the reporting date, the following 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 NSW TC13/02. 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.

- AASB 9, AASB 2010 7 and AASB 2012 6 regarding financial instruments
- AASB 12 Disclosure of Interests in Other Entities
- AASB 13, AASB 2011 8 and AASB 2012 1 regarding fair value measurement
- AASB 119, AASB 2011 10 and AASB 2011 11 regarding employee benefits
- AASB 127 Separate Financial Statements
- AASB 128 Investments in Associates and Joint Ventures
- AASB 1053 and AASB 2010 2 regarding differential reporting
- AASB 2010 10 regarding removal of fixed dates for first time adopters
- AASB 2011 2 regarding Trans Tasman Convergence – RDR
- AASB 2011 4 removing individual KMP disclosure requirements
- AASB 2011 6 regarding RDR and relief from consolidation
- AASB 2011 7 regarding consolidation and joint arrangements
- AASB 2011 12 regarding Interpretation 20
- AASB 2012 1 regarding fair value measurement – RDR requirements
- AASB 2012 2 regarding disclosures – offsetting financial assets and financial liabilities
- AASB 2012 3 regarding offsetting financial assets and financial liabilities
- AASB 2012 4 regarding government loans – first time adoption
- AASB 2012 5 regarding annual improvements 2009 2 11 cycle
- AASB 2012 7 regarding RDR
- AASB 2012 9 regarding withdrawal of Interpretation 1039
- AASB 2012 10 regarding transition guidance and other amendments
- AASB 2012 11 regarding RDR requirements and other amendments

(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**

	<b>30 June 2013</b>	<b>30 June 2012</b>
	\$	\$
<b>(a) Employee related expenses</b>		
Salaries and wages (including recreation leave)	<b>375,884</b>	376,003
Superannuation - defined contribution plans	<b>45,846</b>	44,894
Long service leave	<b>16,331</b>	8,170
	<b><u>438,061</u></b>	<b><u>429,067</u></b>



**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2013**

**2 Expenses Excluding Losses (cont'd)**

	30 June 2013 \$	30 June 2012 \$
<b>(b) Other operating expenses include the following:</b>		
Auditor's remuneration - audit or review of the financial reports	17,250	14,500
Insurance	8,167	5,605
Computer expenses	56,140	55,864
Corporate services	7,100	7,000
Architects Accreditation Council of Australia expenses	134,189	127,548
Rent	101,181	97,289
Cleaning	3,867	4,866
Legal costs	5,707	2,919
Advertising & promotions	68,661	33,591
Postage and freight	10,924	8,727
Bank charges	14,519	19,334
Board members honoraria	28,196	27,731
Printing & Stationery	9,411	18,959
Travel	2,624	2,897
Boards expenses	17,830	14,555
Telephone	9,839	6,861
Other	75,098	95,361
Byera Hadley Travelling Scholarships	10,053	15,062
Administrative Decisions Tribunal expenses	15,700	-
Part 4 Discipline expenses	2,504	19,952
Part 2 Div 2 S9/10 Discipline expenses	6,611	1,295
Built Work Program of Assessment	9,139	10,919
Maintenance expenses	737	730
	<b>615,447</b>	<b>591,565</b>
<i>* Reconciliation - Total maintenance</i>		
Maintenance expense - contracted labour and other (non-employee related), as above	737	730
Total maintenance expenses included in Note 2(b)	737	730

**(c) Depreciation and amortisation expense**

<b>Depreciation</b>		
Office Equipment	8,550	15,989
Office Fitout	17,093	15,766
	<b>25,643</b>	<b>31,755</b>

**(d) Grants**

Research Grant	-	26,039
Others	19,091	20,000
	<b>19,091</b>	<b>46,039</b>

**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2013**

**3 Revenue**

	30 June 2013 \$	30 June 2012 \$
<b>(a) Fees</b>		
Annual Fees - Practising Architects	777,940	805,420
Annual Fees - Non-Practising Architects	22,880	21,840
Registration Fee - Practising Architects	17,020	19,890
Registration Fee - Non-Practising Architects	3,800	4,160
Restoration Fee - Practising Architects	4,500	18,000
Restoration Fee - Non-Practising Architects	320	4,080
Corporation Listing Fees	3,480	2,760
Corporations Change of Details	1,005	1,085
Corporations Publication Fee	57,805	64,200
	<b>888,750</b>	<b>941,435</b>
 <b>(b) Investment revenue</b>		
Interest on Bank Account	127	195
Interest on Deposits	47,841	54,063
	<b>47,968</b>	<b>54,258</b>
 <b>(c) Architects Accreditation Council of Australia / Built Work Program of Assessment Fees</b>		
Examination Fees	162,390	145,070
Assessment Fees	14,869	24,005
Refund	-	(350)
	<b>177,259</b>	<b>168,725</b>
 <b>(d) Other Income</b>		
Printed Architects Register Purchases	10,490	2,242
Certification to Third Party	-	35
Registration Certificate	-	23
Disciplinary Hearing Recovery	800	-
BHTS Promotion Monies Received	11,000	15,600
Postage Receipts	2,481	3,897
Other	3,020	4,607
	<b>27,791</b>	<b>26,404</b>

**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2013**

**4 Cash and Cash Equivalents**

Cash comprises cash on hand and at bank. Interest was earned on bank balances at an effective rate of approximately 0.07% per annum (0.34% in 2011/12). 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.

	<b>30 June 2013</b>	<b>30 June 2012</b>
	\$	\$
Cash at bank and on hand	<u>778,156</u>	<u>431,335</u>
	<b>778,156</b>	<b>431,335</b>

For the purposes of the Statement of cash flows, cash and cash equivalents include cash at bank and cash on hand. Cash at bank comprises the Board's Cash Management and Trading bank accounts, and Byera Hadley Travelling Scholarships fund.

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:

Cash and cash equivalents (per Statement of Financial Position)	<u>778,156</u>	431,335
Closing cash and cash equivalents (per statement of cash flows)	<u>778,156</u>	<u>431,335</u>

**5 Receivables**

**Current Receivables**

Goods and Services Tax recoverable from ATO	3,686	5,513
Interest Receivable	11,866	19,761
Other (Fees)	61,720	-
Prepayments	<u>11,375</u>	<u>10,616</u>
	<b>88,647</b>	<b>35,890</b>

**6 Other Financial Assets**

**Current Other financial assets**

Financial Assets Held to Maturity

Short Term deposits	<u>741,490</u>	<u>1,151,507</u>
	<b>741,490</b>	<b>1,151,507</b>

**7 Property, Plant and Equipment**

	<b>Office Equipment</b>	<b>Office Fitout</b>	<b>Total</b>
	\$	\$	\$
<b>At 1 July 2012 - fair value</b>			
At Cost	117,844	157,661	275,505
Less: Accumulated Depreciation	<u>(95,523)</u>	<u>(121,333)</u>	<u>(216,856)</u>
Net carrying amount	<u>22,321</u>	<u>36,328</u>	<u>58,649</u>
<b>At 30 June 2013 - fair value</b>			
At Cost	124,459	182,627	307,086
Less: Accumulated Depreciation	<u>(104,073)</u>	<u>(138,427)</u>	<u>(242,500)</u>
Net carrying amount	<u>20,386</u>	<u>44,200</u>	<u>64,586</u>

**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2013**

**7 Property, Plant and Equipment (cont'd)**

**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.

	<b>Office Equipment</b>	<b>Office Fitout</b>	<b>Total</b>
	\$	\$	\$
<b>Year ended 30 June 2013</b>			
Net carrying amount at start of year	22,321	36,328	58,649
Additions	6,615	24,966	31,581
Depreciation expense	<u>(8,550)</u>	<u>(17,094)</u>	<u>(25,644)</u>
Net carrying amount at end of year	<u>20,386</u>	<u>44,200</u>	<u>64,586</u>

**At 1 July 2011 - fair value**

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>

**At 30 June 2012 - fair value**

At Cost	117,844	157,661	275,505
Less: Accumulated Depreciation	<u>(95,523)</u>	<u>(121,333)</u>	<u>(216,856)</u>
Net carrying amount	<u>22,321</u>	<u>36,328</u>	<u>58,649</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.

**Year ended 30 June 2012**

Net carrying amount at start of year	25,227	52,094	77,321
Additions	13,083	-	13,083
Depreciation expense	<u>(15,989)</u>	<u>(15,766)</u>	<u>(31,755)</u>
Net carrying amount at end of year	<u>22,321</u>	<u>36,328</u>	<u>58,649</u>

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

**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2013**

**8 Payables**

	<b>30 June 2013</b>	<b>30 June 2012</b>
	\$	\$
<b>Payables</b>		
Creditors	47,133	58,069
Scholarships *	51,750	85,425
Audit Fees	16,775	15,950
	<u>115,658</u>	<u>159,444</u>

\* 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 01/07/2012	\$ 85,425
Add: Scholarship funding received from Trustee	<u>\$111,000</u>
Scholarship funds yet to be distributed	\$196,425
Less: Payments made to scholarship recipients	\$144,675
BHTS liability as at 30/06/2013	<u>\$51,750</u>

**9 Provisions**

	<b>30 June 2013</b>	<b>30 June 2012</b>
	\$	\$
<b>Current</b>		
<b>Employee benefits and related on-costs</b>		
Recreation leave	13,904	14,653
Long service leave	<u>77,620</u>	<u>79,694</u>
<b>Total current provisions</b>	<u>91,524</u>	<u>94,347</u>
<b>Non-current</b>		
<b>Employee benefits and related on-costs</b>		
Long service leave	<u>20,923</u>	<u>22,342</u>
<b>Total non-current provisions</b>	<u>20,923</u>	<u>22,342</u>
<b>Total provisions</b>	<u>112,447</u>	<u>116,689</u>

**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2013**

**9 Provisions (cont'd)**

	30 June 2013 \$	30 June 2012 \$
<b>Aggregate employee benefits and related on-costs</b>		
Provisions - current	91,524	94,347
Provisions - non-current	<u>20,923</u>	<u>22,342</u>
	<b>112,447</b>	<b>116,689</b>
Employee benefits expected to be settled within 12 months of the reporting date:		
Annual Leave		\$13,904
Employee benefits expected to be settled in more than 12 months from the reporting date:		
Long Service Leave		\$98,543

**10 Commitments for Expenditure**

**(a) Operating Lease Commitments**

Expenditure contracted for at year end, but not provided for:

Not later than one year	109,306	89,147
Later than one year and not later than five years	16,018	111,029
Later than five years	-	-
Total (including GST)	<u>125,324</u>	<u>200,176</u>

Commitments above include input tax credits of approximately \$11,393 that are expected to be recovered from the Australian Taxation Office (ATO) (2012 \$18,198).

**(b) Capital Commitments**

The Board is not committed to any Capital expenditure as at 30 June 2013.

**11 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 the guarantee

**12 Reconciliation of Cash Flows from Operating Activities to Net Result**

	30 June 2013 \$	30 June 2012 \$
Net cash used on operating activities	(31,616)	98,124
Depreciation	(25,643)	(31,755)
Decrease / (increase) in provisions	4,242	(4,141)
Increase / (decrease) in prepayments and other assets	52,757	(8,942)
Decrease / (increase) in creditors	<u>43,786</u>	<u>39,110</u>
Net result	<b>43,526</b>	<b>92,396</b>

### 13 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 these financial statements.

#### (a) Financial instrument categories

<b>Financial Assets</b>	<b>Note</b>	<b>Category</b>	<b>Carrying Amount 2013 \$</b>	<b>Carrying Amount 2012 \$</b>
<b>Class:</b>				
Cash and cash equivalents	4	N/A	<b>778,156</b>	431,335
Receivables <sup>1</sup>	5	Receivables are made up of accrued interest and accrued income	<b>73,586</b>	19,761
Other financial assets	6	Loans and receivables (at amortised cost)	<b>741,490</b>	1,151,507
<b>Financial Liabilities</b>				
<b>Class:</b>	<b>Note</b>	<b>Category</b>	<b>Carrying Amount 2013 \$</b>	<b>Carrying Amount 2012 \$</b>
Payables <sup>2</sup>	8	Payables are made up of Byera Hadley Travelling Scholarships to be paid out, Audit Fees and financial liabilities incurred from the Board's operations	<b>115,658</b>	153,931

Notes:

1 Excludes statutory receivables and prepayments (i.e. not within scope of AASB 7)

2 Excludes statutory payables and unearned revenue (i.e. not within scope of AASB 7)

#### (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 GST receivables, interest accrued and general prepayments. 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 2013, has an AA minus credit rating.

### **13 Financial Instruments (cont'd)**

#### **(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 8).

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 out in NSW TC 11/12. For small business suppliers, where terms are not specified, payment is made not later than 30 days from date of receipt of a correctly rendered invoice. For other suppliers, 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. For small business suppliers, where payment is not made within the specified time period, simple interest must be paid automatically unless an existing contract specifies otherwise. For payments to other suppliers, the Board may automatically pay the supplier simple interest. There is no interest paid during the year.

#### **(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 2013. The analysis assumes that all other variables remain constant.

#### **(i) 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:



**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2013**

**13 Financial Instruments (cont'd)**

		Impact of 1% Increase		Impact of 1% Decrease	
		Profit	Equity	Profit	Equity
<b>2013</b>					
<i>Financial assets</i>					
Cash and cash equivalents	778,156	7,782	7,782	(7,782)	(7,782)
Financial assets held to Maturity	<u>741,490</u>	<u>7,415</u>	<u>7,415</u>	<u>(7,415)</u>	<u>(7,415)</u>
<b>Total</b>	<b><u>1,519,646</u></b>	<b><u>15,197</u></b>	<b><u>15,197</u></b>	<b><u>(15,197)</u></b>	<b><u>(15,197)</u></b>
<b>2012</b>					
<i>Financial assets</i>					
Cash and cash equivalents	431,335	4,313	4,313	(4,313)	(4,313)
Financial assets held to Maturity	<u>1,151,507</u>	<u>11,515</u>	<u>11,515</u>	<u>(11,515)</u>	<u>(11,515)</u>
<b>Total</b>	<b><u>1,582,842</u></b>	<b><u>15,828</u></b>	<b><u>15,828</u></b>	<b><u>(15,828)</u></b>	<b><u>(15,828)</u></b>

**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	
	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012
<b>Financial assets</b>										
Cash on hand and at bank	0.02%	0.05%	778,156	431,335	-	-	-	-	778,156	431,335
Receivables	-	-	-	-	-	-	73,586	19,761	73,586	19,761
Other Financial Assets	4.35%	5.57%	-	-	741,490	1,151,507	-	-	741,490	1,151,507
<b>Total financial assets</b>			<b>778,156</b>	<b>431,335</b>	<b>741,490</b>	<b>1,151,507</b>	<b>73,586</b>	<b>19,761</b>	<b>1,593,232</b>	<b>1,602,603</b>
<b>Financial liabilities</b>										
Trade Creditors			-	-	-	-	106,218	153,931	106,218	153,931
<b>Total financial liabilities</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>106,218</b>	<b>153,931</b>	<b>106,218</b>	<b>153,931</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

	2013	2013	2012	2012
	\$	\$	\$	\$
	Carrying amount	Fair value	Carrying amount	Fair value
<b>Financial assets</b>				
Cash and cash equivalent	778,156	778,156	431,335	431,334
Receivables	73,586	73,586	19,761	19,761
Short-term deposits	741,490	741,490	1,151,507	1,151,507
<b>Financial liabilities</b>				
Payables	(115,658)	(115,658)	(153,931)	(153,931)

**13 Financial Instruments (cont'd)**

**(f) Fair value recognised in the Statement of 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	2013
	\$	\$	\$	Total \$
<b>Financial assets at fair value</b>				
Cash and cash equivalent	778,156	-	-	778,156
Receivables	73,586	-	-	73,586
Short-term deposits	741,490	-	-	741,490
Financial liabilities	-	-	-	-
Payables	(115,658)	-	-	(115,658)
	<b>1,477,574</b>	-	-	<b>1,477,574</b>

**14 Events after the Reporting Period**

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 2012-2013	BUDGET 2013-2014
<b>ADMINISTRATION – DEPT 01</b>			
4-1000	ENROLMENT FEE	30,000	27,000
4-1001	RE-REGISTRATION FEES	5,100	5,100
4-1002	ANNUAL REGISTRATION FEE FOR ARCHITECTS	796,400	796,400
4-1003	TEMPORARY REGISTRATION FOR O/SEAS ARCHITECTS	4,960	4,960
4-1006	REGISTRATION FEE FOR NON PRACTISING ARCHITECTS	4,800	4,800
4-1007	NON PRACTISING ARCHITECTS - ANNUAL REGISTRATION FEES	28,880	32,000
4-1009	NON PRACTISING ARCHITECTS RE-REGISTRATIONS	2,000	2,000
4-1100	LISTING OF "NOMINATED ARCHITECT"/PRACTICE REGISTRATION	2,400	3,000
4-1101	ANNUAL PUBLICATION FEE FOR NOMINATED ARCHITECT	72,000	60,000
4-1102	"NOMINATED ARCHITECT" CHANGE OF DETAILS FEE	1,715	1,715
4-1300	ARCHITECTS REGISTER PURCHASES	1,890	1,890
4-1301/1302	ARCHITECTS CARD/CERTIFICATION TO THIRD PARTIES	156	156
4-1303/1304	CODE OF CONDUCT & REGISTRATION CERTIFICATE	0	0
4-1306	MISCELLANEOUS RECEIPT – BOARD	0	0
		<b>950,301</b>	<b>939,021</b>
<b>AACA – DEPT 03</b>			
4-3000	AACA - AP EXAMINATION FEES	156,000	159,000
4-3001	AACA - RAE ASSESSMENT FEES	10,500	1,400
4-3002	AACA - SALES, DOCUMENTS	0	0
4-3003	AACA MISC RECEIPTS	0	0
		<b>166,500</b>	<b>160,400</b>
<b>BWPRA – DEPT 04</b>			
4-3100	BWPRA	15,000	15,000
		<b>15,000</b>	<b>15,000</b>
<b>OTHER – DEPT 02/07</b>			
8-2000-2004	INTEREST	40,000	35,000
8-1401	BHTS PROMOTION MONIES	13,500	11,000
		<b>53,500</b>	<b>46,000</b>
<b>TOTAL</b>		<b>1,185,301</b>	<b>1,160,421</b>

**EXPENDITURE BUDGET**

<b>Acct No</b>	<b>EXPENDITURE</b>	<b>BUDGET 2012 – 2013</b>	<b>BUDGET 2013 – 2014</b>
<b>EMPLOYMENT – DEPT 01</b>			
6-5000/5005	SALARIES AND CASUAL WAGES	345,000	360,000
6-5001	ANNUAL LEAVE	33,700	35,875
6-5003	SUPERANNUATION	46,100	51,250
6-5011	LONG SERVICE LEAVE	22,000	25,625
6-5652	ADVERTISING ADMIN/RECRUITMENT	0	0
6-5000	WEB CONTRACTOR	15,500	15,890
		<b>462,300</b>	<b>488,640</b>
<b>STATUTORY – DEPT 07</b>			
6-5402	BOARD MEMBERS HONORARIA	32,000	32,000
6-5401	ELECTION COSTS	20,000	0
6-5403	OTHER STATUTORY COSTS	0	0
		<b>52,000</b>	<b>32,000</b>
<b>B W P R A - DEPT 04</b>			
6-5350	BWPRA EXAMINERS FEES	15,000	15,000
6-5653	ADVERTISING BWPRA	0	0
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>17,500</b>	<b>17,500</b>
<b>DISCIPLINE - DEPT 05</b>			
6-5500	PART 4 DIV 4 LEGAL FEES/COMPLAINTS AGAINST ARCHITECTS	30,000	30,000
6-5501	PART 2, DIV 2 S9/10 LEGAL FEES/ILLEGAL USE OF TITLE	5,000	10,000
6-5506	ADT EXPENSES	20,000	20,000
6-5502	CATERING/ROOM HIRE EXPENSES	500	500
6-5503	COURT REPORTING AND TRANSCRIPTS	2,000	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>61,700</b>	<b>66,700</b>
<b>DEPRECIATION</b>			
6-5050-5054	DEPRECIATION	30,000	30,000
		<b>30,000</b>	<b>30,000</b>

Acct No	EXPENDITURE	BUDGET 2012 – 2013	BUDGET 2013 – 2014
<b>EDUCATION, PRIZES AND GRANTS - DEPT 06</b>			
6-5606	INDEPENDENT REVIEW PANEL (IRP)- SCHOOL INSPECTION	1,000	1,000
6-5607	BOARD CONTRIBUTION TO IRP EXPENSES	1,000	1,000
6-8023	CABCHARGES	100	100
6-8020	COURIERS	100	100
6-5808	RESEARCH GRANT	10,000	10,000
6-5654	RESEARCH GRANT ADVERTISING/ADMIN	100	100
6-5610	GRADUATING STUDENTS EXHIBITIONS	20,000	20,000
6-5611	ARCHITECTS MEDALLION COSTS	5,000	5,000
		<b>37,300</b>	<b>37,300</b>
<b>GENERAL EXPENSES - DEPT 01</b>			
6-8011	ACCOUNTANT FEES	12,000	12,000
6-8012	AUDIT FEES	16,000	16,000
6-4100	BANK ADMINISTRATION FEES	20,000	20,000
6-8016	BOARD MEETING EXPENSES	2,000	2,000
6-8017	BOARD FUNCTIONS/BOARD MISC EXPENSES	15,000	15,000
6-5651	YELLOW PAGES LISTING/ADVERT	1,500	1,500
6-8020	COURIERS	500	500
6-8021	STAFF AMENITIES/STAFF TRAINING	10,000	10,000
6-8022	STORAGE	1,800	1,800
6-8023	CABCHARGE	1,000	1,000
6-5700/5701	COMPUTER/SYSTEMS MAINTENANCE	30,000	30,000
6-8024	ELECTRICITY	3,700	4,000
6-8025	INSURANCE D & O/OFFICE CONTENTS	6,000	8,200
6-8026	GENERAL LEGAL EXPENSES	5,000	5,000
6-8027	POSTAGE	6,000	6,000
6-8028	WEBSITE MAINTENANCE	15,000	15,000
6-8029/8030	TELEPHONE/INTERNET/MOBILE	12,500	12,500
6-8031	WORKERS COMPENSATION	3,000	3,000
6-8032/8033	RENT/OFFICE SERVICES	112,500	118,500
6-8036	REPAIRS AND MAINTENANCE	55,000	30,000
6-8034	PHOTOCOPIER	5,300	5,300
6-6210-6244	REFUNDS	0	0
6-5703	GOVERNANCE COSTS	20,000	10,000
6-5704	REVIEW OF BOARD LOOK/BRANDING	0	0
6-5702	REVIEW/UPDATE IT SYSTEMS	10,000	10,000
		<b>363,800</b>	<b>337,300</b>
<b>BHTS – DEPT 02</b>			
6-5650	BHTS ADVERTISING/MISC. EXPENSES	500	500
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	5,000	5,000
		<b>9,700</b>	<b>9,700</b>

Acct No	EXPENDITURE	BUDGET 2012 – 2013	BUDGET 2013 – 2014
<b>PRINTING AND STATIONERY – DEPT 01</b>			
6-8018	STATIONERY	4,000	4,000
6-5722	MAILOUT	4,000	4,000
6-5851	PRINTING BOARD	5,000	5,000
6-5853	ARCHITECTS CARDS	0	0
		<b>13,000</b>	<b>13,000</b>
<b>A A C A - DEPT 03</b>			
6-6000/6011-			
6012	AACA - APE EXPENSES	100,000	100,000
6-6001	AACA - RAE EXPENSES	7,500	7,500
6-6002	AACA - PER CAPITA CONTRIBUTIONS	20,000	22,000
6-6009	AACA - CONVENORS MEETING	500	500
6-6004	AACA - NVP	4,000	4,000
6-8020	COURIERS	800	800
6-8023	CABCHARGES	500	500
6-8027	POSTAGE	500	1,000
6-6245/6246	REFUNDS	0	0
		<b>133,800</b>	<b>136,300</b>
<b>PROMOTIONS – DEPT 08</b>			
9-8028	PROMOTIONS GENERAL	85,000	60,000
9-8020	COURIER	500	500
9-8023	CABCHARGES	500	800
9-5959	REDUCING CARBON EMISSIONS GUIDELINES/WEBSITE	0	0
9-5950	SYDNEY ARCHITECTURE FESTIVAL	25,000	25,000
9-5951	ARCHITECTURE INSIGHTS WEBSITE	15,000	15,000
9-5963	ARCHITECTURE LECTURE SERIES AT MUSEUM OF SYDNEY	12,500	0
9-5962	PARTNERSHIP PROJECT WITH HISTORIC HOUSES TRUST	3,000	0
9-5960	VISUAL ARTS PROJECT - OBJECT	15,000	5,000
		<b>156,500</b>	<b>106,300</b>
<b>TOTAL</b>		<b>1,337,600</b>	<b>1,274,740</b>

