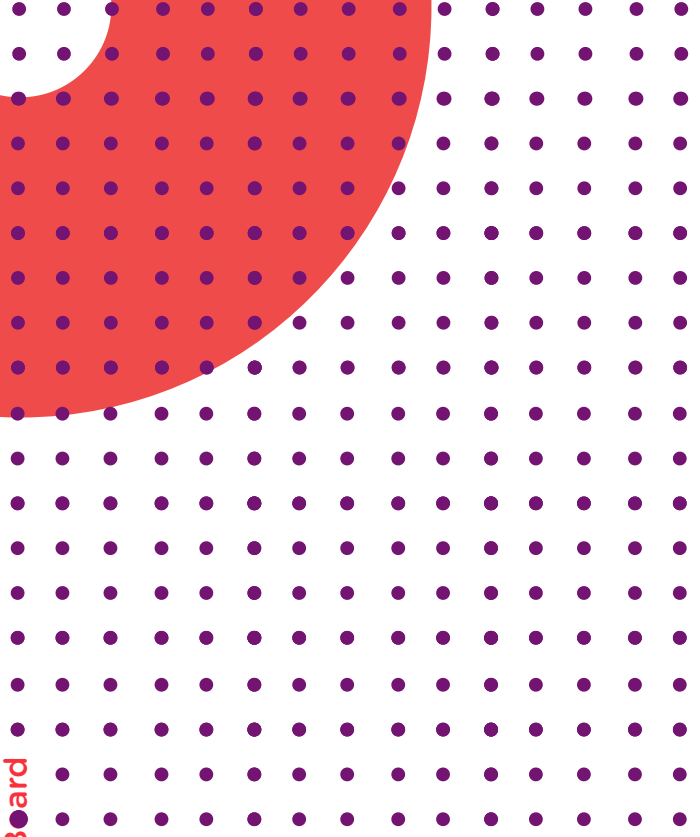


Annual Report
2017-2018

NSW
Architects
Registration
Board



NSW
Architects
Registration
Board

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Hours of business
9am to 5pm
Monday to Friday

Annual Report 2017-2018

CONTENTS

3	Aims and objectives
4	Management and structure Board members Board Examiners and Assessors Board Governance
9	Management and Activities Registering Architects Protecting Consumers Informing the Public Promoting Architecture
27	Statutory Obligations
ANNEXURE A	Financial Management Independent Auditors Report Statement by Board Members Financial Statements for the Period ended 30 June 2018
ANNEXURE B	Budget 2018-2019
ANNEXURE C	Digital Information Security Annual Attestation

Aims and objectives

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 for registration as an architect;
- administers scholarships and awards;
- promotes a better understanding of architectural issues in the broader community.

Management and structure: Board Members

Board Members

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

Dr Deborah Dearing	Board President, architect appointed by the Minister (term commenced April 2017, as advised in June 2017)
Peter Poulet	NSW Government Architect and elected Deputy President
Shaun Carter	Immediate past president of the Australian Institute of Architects NSW Chapter (term commenced March 2016)
Prof Gerard Reinmuth	Architect representative from the University of Technology, Sydney (term commenced February 2017)
Sue Weatherley	Representing the views of local government in respect of the quality of building (term commenced September 2016)
Peter Salhani	Representing the views of home owners as consumers of architectural services (term commenced April 2017, as advised in June 2017)
Milly Brigden	Representing the view of the property industry (term commenced 19 November 2016)
Sarah Marshall	Representing the views of the building industry (term commenced April 2017, as advised in June 2017)
Matthew Curl	Legal practitioner (term commenced 19 November 2016)
Melonie Bayl-Smith	Elected architect member
Nigel Bell	Elected architect member

Board Staff

Timothy Horton	Registrar
Mae Cruz	Registration and Education Lead
Nadine Roberts	Finance and Compliance Lead
Debbie Wood	Finance and Administration Officer
Byron Kinnaird	Policy and Research Officer
Gabrielle Shina	Legal Administrative Clerk
Jesse Matheson	Executive Assistant to the Board

Board Meeting Attendances for Year Ending 30 June 2018

NAME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
D DEARING (A/M)	√	√	A	√	√	√	N/M	√	√	√	A	√	9
P POULET (ExO)	√	√	A	√	A	A	N/M	√	√	√	√	A	7
N BELL (E)	√	√	√	√	√	√	N/M	√	√	√	A	√	10
M CURLL (A/M)	A	√	A	A	√	√	N/M	√	A	√	√	√	7
M BRIGDEN (A/M)	√	√	√	√	√	√	N/M	A	√	A	√	√	9
P SALHANI (A/M)	√	√	√	√	√	A	N/M	√	A	√	√	√	9
S WEATHERLEY (A/M)	√	√	√	A	√	√	N/M	A	√	√	√	√	9
M BAYL SMITH (E)	√	√	√	√	√	√	N/M	√	√	√	√	√	11
G REINMUTH (A/S)	√	√	A	A	A	√	N/M	√	√	A	√	√	7
S CARTER (ExO)	A	√	√	√	√	√	N/M	√	√	A	√	√	9
S MARSHALL (A/M)	√	√	A	√	√	√	N/M	√	A	√	√	√	9

E Elected *A/M* Appointed by Minister *LOA* Leave of Absence *N/M* No Meeting
ExO Ex Officio *A/S* Appointed by School *A* Absent

An honorarium is paid to each Board member for their Board and other related committee work, apart from those appointed to Government positions. These fees are in line with the policies established by the Premier's Office for the 2017/2018 period.

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.

Management and structure: Board Examiners, Assessors and Panel Members

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

Architectural Practice Examination Panel

T Alexander	B Giles	C Macdonald	M Sheldon
J Baker	G Gonzalez	L Manfredini	B Sonter
S Bathgate	L Gosling	I McCaig , <i>Convenor</i>	M Standley
M Bayl-Smith	P Gosling	B McDonald	R Stevens
M A Beattie	D Gosper	B McHarg	A Thomas
J Bilmon	C Gunton	D McKendry-Hunt	M Thornton
R Blackmore	R Hawkins	P McLeod	A Tribe
M Boffa	M Heath	P McNevin	D Vander Breggen
P J Briggs	T Helyar	D Moon	D Wilson
G M Brock	D Holm	J Moorcroft	R Yuen
J Bilmon	R Hudson	N Nicotra	
T Browne	E Insausti	E M Prineas	
M Bullen	J Jackson	R Ratcliffe	
R Cahill	S J Jamison	J F Rayner	
A Chistiakoff	M E Jones	P Reed	
L Cockburn	C M Jones	M Roberts	
J Cockings	A Kaplun	S Rofail	
R Costa	J Ladd-Hudson	D M Russell	
J Delohery	E Lee	J Ryan	
R Edgar	F Lewis	G Saborido	
J Ezer	K Loseby	J Sarkis	
P Fung	J Lukazcewicz	J Schneller	

Built Work Program of Assessment Panel

M Boffa	J Ladd-Hudson	D M Russell
D Holm	D Van Der Breggen	

NSW Representatives to APAPANZ Standing Panel

P Armstrong	S Donaghey	K Loseby	P Reed
G Bell	P Gallagher	S Morgan	P O'Carrigan
M Bennett	L Hillam	P Mould	C Pidcock
A Boddy	J Jackson	B Murray	M Pullinger
J Cockings	F Lewis	R Neeson	D Van Der Breggen
L Cox	H Lochhead	K Orr	

Management and structure: Board Governance

NSW Architects Registration Board Governance Statement

The work of the Board derives from the objects and functions of the Board as set out in the Architects Act. There are specific Board delegations outlined in the Act. The operational priorities are identified in the Corporate Plan which is reviewed and renewed on an annual basis. The Board has a Committee structure in place with defined responsibilities.

The Board's Workplace Health and Safety policy and procedures are updated in line with relevant legislative procedures every three years and reviewed annually.

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 an external consultant. The Board maintains and updates the asset register on an annual basis.

Independent legal advice is sought as required, and accounting services are provided by *Watkins Coffey Martin Chartered Accountants*. These services are provided as part of a Service Agreement. 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. Specific delegations are identified in the Board's Annual Corporate Plan. Recommendations and decisions are 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 Memoranda, Board decisions and relevant policies, and is reviewed regularly to incorporate appropriate improvements proposed by staff.

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. As at 30 June 2018 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.

According to the Act, the Complaints Committee must be constituted by 3 members of the Board, of whom:

- (a) one must be an Australian legal practitioner, and
- (b) one must be an architect, and
- (c) one must be a member who is neither an Australian legal practitioner nor an architect.

Finance and Risk Committee

In April 2017, the Finance and Risk Committee reviewed and endorsed updates to the Board's Risk Management Schedule, reviewed the 2017-2018 budget and corporate plan, and Financial Statements; recommending the above for adoption by the Board.

Members: Sue Weatherley (Chair), Peter Poulet and Dr Deborah Dearing.

CPD Taskforce

Between November 2017 and May 2018, the Board convened a Continuing Professional Development (CPD) Taskforce which comprised Board members, and industry representatives to assess the compatibility of the AACA/RAIA Joint Policy on CPD with the Board's CPD policy; assess the quality of clarity of information provided to architects and providers; propose strategies to improve the Board's communication and infrastructure for CPD; and advise on any initiatives to improve the experience of CPD. To achieve this, the Taskforce benchmarked national and international CPD policy, surveyed CPD providers and participation, and surveyed architects registered in NSW.

- Assess the translation and application of the AACA/RAIA Joint Policy on Continuing Professional Development (CPD) in to the Board policy on CPD.
- Assess the quality and clarity of information provided to architects and CPD providers.
- Propose strategies to improve how CPD is framed, provided, recorded and assessed by the Board, with a view to improving the uptake and perception of CPD in the profession.
- Advise on any initiatives to improve the user experience of the CPD App currently being designed by the Board

The Board endorsed outcomes of the Taskforce in June 2018.

Income

The Board is entirely funded by fees levied upon architects and architect corporations and firms and examination fees, and fines as determined by the Board as required by disciplinary procedures. Fees collected fund the administration of the Board and include contingencies for legal costs, development of information for consumers and general administration. The Board has determined that at least nine months of operational funds should be kept in reserve. 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.

Management and activities: Registering Architects

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 Architectural Practice Examination (APE). These standards are agreed nationally by the Architects Accreditation Council of Australia (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

Four universities in New South Wales offer approved courses leading to the Master of Architecture degree, being the academic qualification prescribed by the Act. These courses are offered at the schools of architecture at the University of Newcastle; University of New South Wales, University of Sydney and the University of Technology, Sydney. 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. Following dialogue with the Board and the AACA, Western Sydney University (WSU) announced in 2017 a new architecture program that would enrol its first undergraduate intake in the second half of 2018, with its first graduate cohort planned for 2019.

A review of the Australian and New Zealand Architecture Program Accreditation Procedure (ANZAPAP) was initiated in mid 2015 by the Australian Institute of Architects (AIA) and the Architects Accreditation Council of Australia (AACA). An initial round of stakeholder consultations was conducted in early 2016 and the Stage 1 Final Report was completed in June 2016. The ANZAPAP Development Group began work in September 2016 on the development of the Stage 1 Final Recommendations. A further round of Stakeholder Consultation was completed on 30 April 2017.

In September 2017 a draft of the new Accreditation Procedure was circulated to key stakeholders, with the final Procedure and supporting Guidance documents coming into effect in January 2018. The AACA is now the sole owner of the Procedure and established the Accreditation Management Committee with representatives from the AACA, AIA, universities and the Boards. The new Procedure is now streamlined to focus on the NSCA as a reference point for the threshold standard of programs, minimising duplication in matters covered by the Higher Education Standards Framework (Threshold Standards) 2015 (HESF 2015). Members of the Accreditation Standing Panel will now receive training prior to visiting schools, with each Panel constituted on balance of academic and practice experience, and diversity.

In April 2018, an article authored by the Board's Research and Policy officer, Byron Kinnaird was published in the industry magazine, Architecture Bulletin. The article placed the Accreditation Procedure in the context of the HESF 2015.

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 the AACA and administered by the State/Territory

Registration Boards. In New South Wales 283 candidates were admitted to the examination and 241 were successful for the period 1 July 2017 to 30 June 2018. This represents an 85% success rate.

Mutual Recognition

The 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, 90 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.

US/AUS/NZ Mutual Recognition Arrangement (US/AUS/NZ MRA)

Mutual Recognition Arrangements in place between the architectural licensing authorities of the United States, Australia and New Zealand enables US architects registered in one of the 30 US jurisdictions that have agreed thus far to these arrangements to bypass the Architectural Practice Examination. USA signatories include: Alabama, Alaska, Arizona, California, Colorado, Connecticut, Iowa, Kansas, Louisiana, Maryland, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia and Wisconsin. Four (4) architects were admitted to the NSW Register of Architects in the reporting year.

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 (6) applications were received by the Board in the reporting year and two (2) candidates successfully completed the stage 2 program.

In October 2017, the Board published a short film intended to promote greater awareness of the BWPrA program. The video has been viewed 287 times.

Management and activities: Status of the Review of the Architects Act (2010) and remake of the Architects Regulation (2017)

Review of the Architects Act

The Report of the Statutory Review of the Architects Act 2003 was received by Parliament in December 2010. However a Bill to formally amend the Act with amendments recommended in the Report remains still to be presented to Parliament.

The drafting of this Amendment Bill was originally pending the completion of the review into licensing in NSW conducted by the Independent Pricing and Regulatory Review (IPART). The IPART report *Reforming Licensing in NSW - Review of licence rationale and design* was released in September 2014.

IPART's recommendation on the registration of Architects in NSW was as follows;
At this time, we do not recommend abolishing architect registration in NSW. Instead, we support continued efforts towards the creation of a national register of architects and harmonisation of registration requirements.

During the 2017-2018 period, the status of the Bill to amend the Architects Act did not progress.

Architects Regulation 2017

Work to remake the Architects Regulation (2012) was commenced in March 2016. The Architects Regulation 2017 was enacted on 1 September 2017. The Board advertised the new Regulation on its website and through social media. A special focus of the Board's communications was given to the modifications of the NSW Architects Code of Professional Conduct.

Management and activities: Profile of architects registered in NSW

Profile of architects registered in NSW as of 25.09.18

Number of registrants

2012	2013	2014	2015	2016	2017	2018
4276	4064	4487	4762	4898	4984	5202
Practising /Non-Practising						4309/893

New enrolments

2012	2013	2014	2015	2016	2017	2018
212	161	319	296	300	287	320

Qualification of New Registrants	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Qualified in NSW	84	193	167	159	146	148
Qualified in Interstate schools	10	21	36	23	35	36
National Program of Assessment	2	2	1	1	3	6
NZ/Singapore/HK graduates	3	11	8	9	1	7
Qualified from overseas schools	13	21	13	17	29	14
Mutual Recognition Australia	41	67	67	89	72	90
TTMRA (New Zealand)	5	4	1	2	1	3
Temporary Registration (NSW)	3	0	3	0	0	0
APEC Architect	0	0	0	0	0	0
Experience Practitioners	0	0	0	0	0	12
Assessment Overseas (EPAO)						
US Mutual Recognition Arrangement	0	0	0	0	0	4
Total	161	319	296	300	287	320

Location of Registrants

	NSW	ACT	NT	QLD	SA	TAS	VIC	WA	O'SEAS
Practising	3663	51	5	203	21	17	178	16	155
NonPrac	713	10	0	33	8	4	40	3	82

Age range	Full Registration				Non-Practising		
	M	F	%	Total	M	F	Total
90 +	1	0		1	6	0	6
80 to 89	16	2		18	74	3	77
70 to 79	209	6		215	265	22	287
60 to 69	660	87		747	180	33	213
50 to 59	706	230		936	55	28	83
40 to 49	781	397		1178	54	53	107
30 to 39	637	449		1086	57	59	116
20 to 29	54	74		128	1	3	4
Total	3064	1245	29%	4309	692	201	893

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.

In May 2017, the Board updated information to architects, and architect corporations and firms, on the roles and responsibilities expected of a Nominated Architect under the Act.

Corporations and Firms in NSW

Number of active Corporations/Firms as at 30 June 2018: 1,421

National and International Connections

The Architects Accreditation Council of Australia

Architects Accreditation Council of Australia

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 of the Architects Registration Board are ex-officio members of the AACA.

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 supporting a move towards common requirements in all jurisdictions for continuing registration.

The AACA reviews and ratifies the appointment of examiners and assessors and monitors the Overseas Qualifications Assessment (OQA), 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, an applicant may apply for registration at a State or Territory registration Board.

A Registrars' network comprises 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.

APEC Architect

Asia Pacific Economic Cooperation (APEC) is a cooperative association between 21 regional economies, founded to promote economic and technical cooperation in the Asia-Pacific region. APEC builds on WTO General Agreement on Trade and Services (GATS) principles for the progressive liberalisation of trade in services through the reduction of regulatory restrictions, leading to reciprocal agreements between member economies where appropriate.

The APEC Architect framework is a direct response to these commitments. Australia, along with a number of other APEC member economies, has agreed to participate in the APEC Architect framework. The aim of the framework is to facilitate the access of APEC Architects to independent practice within the Region.

Those economies who are participating in the framework are Australia, Japan, Mexico, New Zealand, Chinese Taipei, Singapore, and the United States of America.

A Central Council has been established by the participating economies. Each participating economy has established a Monitoring Committee to take responsibility for administration of the APEC Architect framework in that economy.

Experienced Practitioner Assessment

In 2016, the Overseas Architects Assessment Program (OAA) was renamed the *Experienced Practitioner Assessment (overseas)* program. The Program means that for architects who have the appropriate experience benchmarked against the relevant performance criteria in the National Standard of Competency for Architects and demonstrated through complex projects, there is now only one assessment process to be completed before applying for registration as an architect in the state or territory where they reside. As these applications are considered by the AACA, the Board is only notified of successful applicants so that applications for registration may be received.

Eleven (11) successful applicants were notified to the Board in the 2017-2018 period.

Locally Experienced Practitioner Assessment

The pathway offers practitioners the opportunity to demonstrate professional competency to a panel of his or her peers as an alternative to sitting the Architectural Practice Examination (APE) for registration as an Architect. Applicants must demonstrate an applied understanding of the Performance Criteria from the National Standard of Competency for Architects (NCSA). Through submission of a portfolio of complex projects*, demonstration of appropriate experience and practice of architecture at executive level (principal decision maker), as well as capacity to exercise professional skill as an architectural practitioner in Australia, practitioners may be eligible to apply directly to the Architects Registration Board for registration as an Architect.

Five (5) applications were received in the 2017-2018 period.

Protecting consumers

Complaints against the professional conduct of architects

Fourteen (14) new matters were received in this reporting period. In addition, the Board initiated twenty six (26) complaints in relation to failure by architects to undertake Continuing Professional Development and did not proceed with twenty (20) of these investigations following receipt of further information, or upon them being withdrawn by the complainant. Fourteen (14) matters were determined as representing unsatisfactory professional conduct during the reporting period.

Matthew Holt

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

The architect failed to;

- (a) Ensure a written agreement was entered in to that complied with Part 3, Section 7 of the Code. Pursuant to Section 43 (4)(g), the Board orders the architect to pay a fine of \$1,100.
- (b) Provide sufficient advice to the client on the likelihood of achieving the client's stated objectives having regard to the client's stated budget and time requirements for the architectural service concerned, pursuant to Part 3, Section 6 (4) of the Code. Pursuant to Section 43 (4)(g), the Board orders the architect to pay a fine of \$500.
- (c) Act with reasonable promptness to the complainant's requests for a return of the fees related to the lodging of the Development Application, pursuant to Part 3, Section 6 (6) of the Code. Pursuant to Section 43 (4)(g), the Board orders the architect to pay a fine of \$500.
- (d) Take all reasonable steps to ensure that all information and material provided was truthful, accurate, unambiguous and relevant to the client's interests. Pursuant to Section 43 (4)(g), the Board orders the architect to pay a fine of \$500.

The Board suspends the requirement for payment by the architect, providing that the architect can, by 30 June 2018, and pursuant to Section 43 (4) (d) demonstrate to the Board the following by means of formal report:

- A written agreement that complies with Section 7 of the Code
- 20 hours of CPD, 10 of which is Formal CPD for the 2017-2018 period
- Completion of a short course in professional practice and practice management from one of the courses specified by the Registrar of the Board.

Pursuant to Section 43 (4) (b), the Board orders that the architect refund \$250 to the complainant within 14 days.

Grant Simmons

Pursuant to Section 43 (of the Architects Act), the Architect is found to have engaged in unsatisfactory professional conduct for failing to ensure that written agreements concerning the provision of architectural services complied with Section 7 of the Code. The architect is fined 10 penalty points (\$1,100).

Pursuant to Part 3, Section 6 (3)(a) (b), the architect is found to have engaged in unsatisfactory professional conduct for failing to take all reasonable steps to ensure that the client was informed of the decisions required of the client in respect of the architectural service being provided by the architect, and the implications of those decisions for the performance of the service (particularly those implications related to timeliness, cost and changes to the service and any building or building related work consequential to the service. The architect is fined 10 penalty points (\$1,100).

Pursuant to Part 3, Section 6 (4), the architect is found to have engaged in unsatisfactory professional conduct for failing to advise the client on the likelihood of achieving the client's stated objectives

having regard to the client's stated budget and time requirements for the architectural service concerned. The architect is fined 10 penalty points (\$1,100).

Karen Gay

Pursuant to Section 43 of the Architects Act, the Architect is found to have engaged in unsatisfactory professional conduct for;

- (a) failing to ensure that the written agreement prepared by the architect and concerning the provision of architectural services complied with Section 7 of the Code.
- (b) failing to provide the client with a copy of the Code, or make the client aware of the Code pursuant to Part 3, Section 15 of the Code.

The architect is fined 15 penalty points (\$1,650). Further, and due to specific mitigating circumstances, the sum of \$650 of the fine is suspended pending the provision of a written agreement to the Board, within 30 days, that complies with Section 7 of the Code, and that incorporates a link or reference to the Code in a written agreement that complies with Section 7 of the Code

The remaining elements of the complaint were not made out and were dismissed.

Ian Ezzy

Pursuant to Section 43 of the Architects Act, the Architect is found to have engaged in multiple and repeated instances of conduct which appears at the higher range of unsatisfactory professional conduct, or may be capable of being regarded as professional misconduct, over a three year period, and only made limited attempts to rectify the breaches once the complainant took steps to identify the consumer safeguards available under the Architects Act. The Board finds the architect;

- (a) Failed to enter into a written agreement with the client concerning the provision of an architectural service, prior to commencing the architectural services pursuant to Section 7 of the Code. As the failure occurred in relation to four separate projects, commenced at different times for a client who demonstrated a high degree of trust in the professional ethics, standards and competence of the architect;
 - Pursuant to Section 43 (4) (g) the architect is fined 15 penalty points for failing to enter in to a written agreement with the client on the Outdoor Seating, Pho Ngoc Restaurant
 - Pursuant to Section 43 (4) (g) the architect is fined 15 penalty points for failing to enter in to a written agreement with the client on the Childcare Development
 - Pursuant to Section 43 (4) (g) the architect is fined 15 penalty points for failing to enter in to a written agreement with the client on the Townhouses, Asquith
 - Pursuant to Section 43 (4) (g) the architect is fined 15 penalty points for failing to enter in to a written agreement with the client on the Subdivision, Mount Colah
- (b) Pursuant to Section 43 (4) (a) of the Architects Act, the architect is reprimanded for poor business practice that would not be widely accepted in Australia by peer professional opinion as competent professional architectural practice; with particular regard to the manner in which invoices were prepared, and in the manner that 'Commencement fees' were charged and where these lump sum amounts could be reasonably viewed as exceeding the limits placed by the Section 9 of the Code. Further, the architect claimed that the fees being charged were in accordance with industry guidelines. As no current industry guidelines are published
- (c) Pursuant to Section 43 (b) the architect is ordered to withhold any portion of payment that the architect claims to be owed for the architectural services that are the subject of the complaint until a full reconciliation of all invoices, timesheets and correspondence is provided to the satisfaction of the Board and which evidences an entitlement to payment for services for which an agreement was not prepared
- (d) Pursuant to Section 43 (4)(d), the Board directs that the following conditions are imposed on the architect's registration;
 - That the architect is precluded from being nominated as a responsible architect pursuant to Section 10 for a period of not less than five (5) years
 - That the architect must not enter in to an agreement under his own name with any client to provide architectural services for a period of not less than five (5) years

- That the architect can only provide architectural services under the supervision of an architect who is a Nominated Architect
- (e) Pursuant to Section 43 (4) (e) the architect is ordered, within 14 days, to provide evidence of Professional Indemnity Insurance for the period 1 July 2013 – 30 June 2018

Osama Tadros

Pursuant to Section 43 (4) (g) of the Architects Act, the Architect is found to have engaged in unsatisfactory professional conduct by;

- Failing to prepare a written agreement concerning the provision of architectural services that complied with Section 7 of the Code. The architect is fined 15 penalty points (\$1,650).
- Pursuant to Section 15 of the Code (2012), failing to make a copy of the Code available for inspection by a prospective client for an architectural service, and failing to provide the client with a copy of this Code before commencing to provide the service or as soon as is reasonably practicable after commencing to provide the service. The architect is fined 15 penalty points (\$1,650).

Pursuant to Section 43 (4) (a), the architect is cautioned in relation to:

- Representing as an architect prior to registering as an architect, and, pursuant to Part 6, Section 17 (1)(a) of the Code, for failing to ensure that the architect's experience is stated accurately – particularly in previous employment.
- Insufficient care and attention to the provisions of Section 5 of the Code – *Disclosure of conflicts of interest*.
- Insufficient care and attention to general practice standards such as the minuting of decisions and reporting of information to the client

Pursuant to Section 43 (e) the architect is directed to report to the Board on the following within 30 days of the final determination;

- That the architect is identified clearly and accurately as the nominated architect for Manor House Design on stationery, sign boards and public notices, and in publications, used or placed by the architect corporation or architect firm in connection with the provision of architectural services, and
- The architect's registration number is included on any stationery, presentation or construction documents (including drawings, specifications and schedules), illustrations, sign boards, public notices and architectural plans, and in publications, used or placed by Manor House Design

Epaminondas Katsalidis

The Board finds the architect guilty of unsatisfactory professional conduct for;

- Failing to take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services that the architect normally provides by failing to satisfy the Board that he had undertaken activities that demonstrate the maintenance and improvement of the architect's skill and knowledges as required by Part 5, Section 17 (1)(a) of the Code.
- Failing to report to the Board on all steps taken by the architect during the relevant annual registration period as required by Part 5, Section 17 (2) of the Code.

Peter McDonnell

The Board finds the architect guilty of unsatisfactory professional conduct for;

- Failing to take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services that the architect normally provides by failing to satisfy the Board that he had undertaken activities that demonstrate the maintenance and improvement of the architect's skill and knowledges as required by Part 5, Section 17 (1)(a) of the Code.
- Failing to report to the Board on all steps taken by the architect during the relevant annual registration period as required by Part 5, Section 17 (2) of the Code.

Patrick Roberts

The Board finds the architect guilty of unsatisfactory professional conduct for;

- Failing to take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services that the architect normally provides by failing to satisfy the Board that he had undertaken activities that demonstrate the maintenance and improvement of the architect's skill and knowledges as required by Part 5, Section 17 (1)(a) of the Code.
- Failing to report to the Board on all steps taken by the architect during the relevant annual registration period as required by Part 5, Section 17 (2) of the Code.

David Lee

The Board finds the architect guilty of unsatisfactory professional conduct for;

- Failing to take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services that the architect normally provides by failing to satisfy the Board that he had undertaken activities that demonstrate the maintenance and improvement of the architect's skill and knowledges as required by Part 5, Section 17 (1)(a) of the Code.
- Failing to report to the Board on all steps taken by the architect during the relevant annual registration period as required by Part 5, Section 17 (2) of the Code.

Russell Prescott

The Board finds the architect guilty of unsatisfactory professional conduct for;

- Failing to take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services that the architect normally provides by failing to satisfy the Board that he had undertaken activities that demonstrate the maintenance and improvement of the architect's skill and knowledges as required by Part 5, Section 17 (1)(a) of the Code.
- Failing to report to the Board on all steps taken by the architect during the relevant annual registration period as required by Part 5, Section 17 (2) of the Code.

Gustavo Roth

The Board finds the architect guilty of unsatisfactory professional conduct for;

- Failing to take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services that the architect normally provides by failing to satisfy the Board that he had undertaken activities that demonstrate the maintenance and improvement of the architect's skill and knowledges as required by Part 5, Section 17 (1)(a) of the Code.
- Failing to report to the Board on all steps taken by the architect during the relevant annual registration period as required by Part 5, Section 17 (2) of the Code.

Constantino Hairis

The Board finds the architect guilty of unsatisfactory professional conduct for;

- Failing to take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services that the architect normally provides by failing to satisfy the Board that he had undertaken activities that demonstrate the maintenance and improvement of the architect's skill and knowledges as required by Part 5, Section 17 (1)(a) of the Code.
- Failing to report to the Board on all steps taken by the architect during the relevant annual registration period as required by Part 5, Section 17 (2) of the Code.

Matthew Holt

The Board finds the architect guilty of unsatisfactory professional conduct for;

- Failing to take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services that the architect normally provides by failing to satisfy the Board that he had undertaken activities that demonstrate the maintenance and improvement of the architect's skill and knowledges as required by Part 5, Section 17 (1)(a) of the Code.

- Failing to report to the Board on all steps taken by the architect during the relevant annual registration period as required by Part 5, Section 17 (2) of the Code.

Dominique Gill

The Board finds the architect guilty of unsatisfactory professional conduct for;

- Failing to take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services that the architect normally provides by failing to satisfy the Board that he had undertaken activities that demonstrate the maintenance and improvement of the architect's skill and knowledges as required by Part 5, Section 17 (1)(a) of the Code.
- Failing to report to the Board on all steps taken by the architect during the relevant annual registration period as required by Part 5, Section 17 (2) of the Code.

Philip Newman

The Board finds the architect guilty of unsatisfactory professional conduct for;

- Failing to take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services that the architect normally provides by failing to satisfy the Board that he had undertaken activities that demonstrate the maintenance and improvement of the architect's skill and knowledges as required by Part 5, Section 17 (1)(a) of the Code.
- Failing to report to the Board on all steps taken by the architect during the relevant annual registration period as required by Part 5, Section 17 (2) of the Code.

Alternative dispute resolution

The Board regularly receives calls from the public seeking advice on issues that may be currently unfolding on site, or at a critical phase where early intervention by an honest broker can assist.

The Board's existing Complaints process is an effective mechanism to discipline architects who are found to have acted unprofessionally or incompetently. However, the complaints process can take time to afford procedural fairness to parties and reach a determination, so developing a more responsive pathway is desirable to provide choice where resolution of the issue may deliver greater value to the consumer sooner, and avoid a complaint altogether.

The Board is permitted to engage in mediation or alternative dispute resolution to resolve a complaint. In the Board's experience, early intervention and appropriate case management often assists in improved outcomes for all parties involved. The Board monitors the timeliness of its enforcement procedures in the following ways;

- A *Triage Register* to document initial enquiries from consumers on the nature of their concerns/complaints and their rights under the Act including the right to make a formal complaint.

Sixty (60) enquiries were logged on the Register. Nine (9) of these proceeded to a complaint. Fifty one (51) complaints were avoided or resolved by early advice and action.

- o 13% of enquiries related to Design
- o 27% of enquiries related to Documentation
- o 15% of enquiries related to Project Delivery
- o 45% of enquiries related to Practice Management

- A *Mediation Register* records applications received for mediation, and the outcomes of the mediation undertaken. In the 2017-2018 year, one (1) mediation occurred.

- A *Complaints Register* to complement the Register of Disciplinary Actions and to provide a means to measure the life cycle of the enforcement process.

Offences relating to the practice of architecture

Part 2 - Sections 9, 10 and 11 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 must 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. 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. *Working with your Architect* is a resource 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 online 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 illegally representing themselves or others as architects, and monitors classified advertising to check compliance with Section 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.

The Board commenced legal briefings to test Section 83 of the Architects Act *Liability of Directors and Managers of Corporations*.

No. of investigations	65
Complied	37
Ongoing	26
Not contactable	2

Legal action

In June 2018, the Board endorsed legal action against a company, and that company's director. Court Attendance Notices were subsequently prepared relating to six charges pursuant to Section 11, Section 29 and Section 83 of the Act.

Setting the Standard - ARB OPEN Salon series

ARB OPEN aims to understand the drivers of future regulation and be a leading resource on documenting shifts in educational and professional spheres, because if we're not thinking ten years ahead, we know we're probably ten years behind. To make this happen, the Board partnered with UTS as a venue partner to host a limited Salon series to interrogate the role and value of quality standards

in architecture; the impacts of regulation on learning cultures; and to explore the future of architectural regulation.

The events focuses on the foundational framework that regulates the practice and education of architects: the *National Standard of Competency for Architects*, and the *Australian and New Zealand Architecture Program Accreditation Procedure*. Events were held at UTS on 9 August 2017, and 28 September 2017. Event audio was recorded and podcasts were published on the Board's Soundcloud site.

Informing the public

The Board has an obligation to provide general advice to the consumers of architectural services with respect to the ethics and standards of professional competence that are generally expected of architects. The Board uses plain English, common terms and contemporary communication platforms to ensure complex professional and regulatory processes are better understood to reduce the chance of misunderstanding later on.

ARB OPEN – App

On 17 February 2018, the Board launched a free smartphone App intended to streamline how architects record Continuing Professional Development. The App allows an architect to log hours against the competencies, and include any links. Information entered on the App can be synced with the Register to create a dynamic record – also improving the Board’s audit procedures. For homeowners the App provides free access to video resources on working with an architect, the Code of Conduct and what to do if things get difficult. In the reporting period, the App attracted 3,847 impressions on the itunes App Store, resulting in 814 downloads of the App and 1,487 sessions.

Construction costs – Boom sends costs through the roof

On 19 October 2017, the Board published an article on its website alerting consumers to evidence sourced by the Board of escalating construction costs. The Board was motivated to draft the article in response to an increase in queries from homeowners that related to builders estimates that exceeded the target project budget.

Research and development - Managing Mental Health

The Board seeks to inform the public by understanding current and emerging issues in the sector. As a statutory authority, the Board aims to leverage evidence as the basis for communicating highly technical and specialist knowledge in a way that is accessible to a public audience. Where data or evidence is lacking, the Board seeks to partner in order to develop this area of knowledge.

Digital platforms

The Board maintains a comprehensive web presence to ensure information and resources can be accessed at any time. A strong emphasis is placed on easily downloadable material in the form of pdf publications found on the website. The Board maintains the following digital platforms;

Board website:	973,923 page views
Facebook:	1,116 followers
Twitter (@ArchInsights):	3,228 followers
Soundcloud	5,993 listens
Instagram	1,660 followers
You Tube	13,628 views

Story of a project

On 7 November 2017, the Board published a short film on its You Tube site titled ‘Story of a project: building trust’. The 6-minute film profiled Sydney architect Eva Marie Prineas and homeowner Matt Kelaher, discussing how they successfully undertook Council approvals, finding the right builder, and the construction phase itself. The film is the third in the ‘Story of a project’ series.

Promoting architecture

The Board provides information to the NSW public in order to promote architectural issues in the community, and to ensure consumers of architectural services are informed so their rights can be better protected. To do this, the Board partners with industry, not for profit organisations and professional peak bodies to deliver public programs that inform, engage and educate, including;

Sydney Architecture Festival (SAF) 2017

The Sydney Architecture Festival is presented in September-October each year by the Board in partnership with key cultural institutions and event producers across the city in the annual celebration of architecture. The Festival included talks, exhibitions, tours and activities that are all focused on promoting a better understanding of architecture. In 2017/2018 the SAF website attracted 62,457 visits. Social media (Twitter) generated 1,148,311 impressions with the official Festival hash tag #SydArchFest, reaching 278,870 individual accounts. Around 750 tickets were booked through Eventbrite, with a pronounced drop off in those tickets with no cost. Around 650 people appear to have attended some kind of Festival event in person.

Australia by Design

In 2017-2018, the Board continued its support for a free-to-air TV program called '*Australia by Design*', produced by MWC Media for Channel 10 and WIN TV in regional areas. The program aligns to the Board's objective to promote a better understanding of architecture in the community. The show was notable for its focus on architect-designed projects, with a broad jury drawn from industry. The Registrar featured as National Host.

The program premiered Saturday 15 July 2017, and continued for nine (9) episodes of 30 minutes in duration and concluded on 9 September 2017. An audience of 978,000 Australians watched the program. Just under 68,000 watched online. 64% of the audience was female, with around half the audience aged between 40-64 years of age.

MADE by the Opera House

In honour of the Opera House's 40th Birthday celebrations in October 2013, the Sydney Opera House Trust, Arup, Steensen Varming, NSW Architects Registration Board and The Bikuben Foundation agreed to support, fund and develop a 6-week student exchange programme in order to promote Australian and Danish relations through cross-disciplinary interaction between engineering, architecture and design (of the built environment) students.

This ten year programme commenced in 2014.

The five Danish students selected to visit Sydney in July-August 2017 included;

- Mads Kjaer
- Tobias Skov Pedersen
- Antonia Szabo
- Emma Helene
- Charlotte Brandt

The five Australian students selected to visit Denmark in January 2018 included;

- Eleanor Gibson
- Jacob Levy
- James Hansen
- Awkar Ruel
- Nicola Shear

AGENCY 2017

The Board supported the 2017 Student Congress with a grant of \$5,000, and additional support to produce podcasts to document the event. The Congress was held between 28-30 November 2017.

Agency 2017 explored three sub-themes:

- Agency to cultivate,
- Agency to act and
- Agency to Catalyse.

Sessions were structured to be anchored by leading practitioners and academics from Australia, New Zealand and around the world. The Board published two podcast episodes on the AGENCY event.

Architect's Medallion

The Architect's Medallion is awarded annually by the Board to a graduate in architecture in NSW who has achieved distinction throughout the last two years of the Master of Architecture course. The Medallion is presented, along with a \$5,000 prize. Four candidates were nominated by the respective Heads of the four schools of architecture in NSW, including;

- James Masman (University of New South Wales)
- Kingsley May (University of Sydney)
- Eric Ye (University of Technology, Sydney)
- Kalyna Sparks (University of Newcastle)

Medallion citation

The 2018 Architects Medallion was awarded to Eric Ye, of the University of Technology Sydney. The citation read:

Eric demonstrated, through his outstanding design studio work - particularly the project 'Architecture without occupants' - a broader remit for the profession in the future. His co-founding of the publication 'POST' demonstrates his drive for a more influential voice within the built environment.

Eric's academic results clearly show a sustained commitment to excellence. Throughout his studies, his work - including external competitions - has been widely recognised; evidenced by his invitation to participate in the 2016 Oslo Architecture Triennial. Eric's contribution to architecture already traverses teaching, practice and writing. His approach to his chosen profession is broad ranging and characterised by energy, innovation and talent. We envisage an influential role for Eric in the future as he continues to interrogate the role of architecture in society, and we consider it essential that the next generation of architects are catalysts in this broader social context.

A new Architects Medallion

In December 2017, the Board launched a design competition for a new Architects Medallion. Eight (8) entries were received. A jury comprised; President, Dr Deb Dearing; Architect, Board member Melonie Bayl-Smith; Publisher, Board member Peter Salhani; Dr Brandon Gien, CEO Good Design Australia. The jury selected the entry prepared by Cox Architecture.

The new design retained the medallion's existing geometry and size in a collaboration between designers, programmers, jewellery makers and manufacturers in the design development and production of the 3D-printed brass medallion. To customise the medallion's text (year, recipient and university name), the design is automated as a three-dimensional model through a custom-built computational workflow. Using Rhinoceros and Grasshopper software, a script has been coded that allows a computer to design the medallion model just by inputting the recipient name, selecting the university and year. The medallion design treats words and each letter as geometric elements that need to parametrically relate to each other to form a coherent and structurally integral design. It achieves a structural net that calculates the geometric overlaps in between each letter (x-axis) and line (y-axis). Because the personalised texts are at varied lengths, each arrangement is different. The script converts an arbitrary string of text into a geometry and then adjusts the typographic kerning and leading through the scale and distribution of the letters in relation to the whole medallion. This ensures legibility and printability of the medallion, each individualised for the recipients.

NSW Graduating Students Exhibition

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

Byera Hadley Travelling Scholarships (BHTS)

The Board has awarded the Byera Hadley Travelling Scholarships since 1951. The BHTS is bequeathed by the Estate of the late Byera Hadley. The Trust is managed by the Perpetual Limited 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 graduates of the four schools of architecture in New South Wales and those who are currently enrolled as students in an architecture course offered by the four schools of architecture in New South Wales.

The 2017 Byera Hadley Travelling Scholarships were awarded to:

Cecile Tran

States of Statelessness: urbanising refugee settlements

Hannah Bolitho

Engaging architects in the politics of architecture

Hayden Co'burn

The architecture of mental health: a new mental health approach in the built environment

Hugo Chan

Alternative Realities: approaches to adaptive reuse in architecture

James Masman

Tokyo Infill: lessons from small scale infill housing in Tokyo

Phuong Le

Designing for culture

Kah Man Tham

Age-scapes for a new ageing demographic

Lucy Humphrey

Resilient architecture: innovative strategies for climate change

Michaela Coe

Future-proofing education

Robert Martin

On the road: an investigation of how driverless technologies will shape future cities

Ryan Wazir

Re-Imagining Mosques: the intersection of inclusive architecture and urban design

Joanne Kinniburgh

Live music and light industrial creative hubs in Berlin, Aarhus, New York and Sydney

Byera Hadley Travelling Scholarships - Video

In May 2018, the Board published a short video to promote better awareness of Byera Hadley's bequest, and the Travelling Scholarships made possible by his gift. The video brought to life research previously commissioned by the Board, including an interview with Michael Bogle on the biography of Byera Hadley, and overlay of historic and contemporary video footage (including drone footage) of significant buildings designed by Byera Hadley. Interviews with 2 distinguished alumni, Professor Helen Lochhead and Rob Beson share the positive impact of the scholarship on their career direction.

Statutory Obligations

Internal Audit and Risk Management Statement

The Board has an exemption from compliance with NSW Treasury Internal Audit and Risk Management Policy TPP15-03 due to its status as a small agency of government.

The NSW Architects Registration Board has internal risk management processes in place that are, in all material respects, compliant with the core requirements set out in Treasury Circular NSW TPP 15-03 *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.

Workplace Health Safety

Board staff undertook fire training, including building evacuation procedures and use of fire extinguishers training.

Government Information (Public Access) Act 2009

The Board provides information to the public in compliance with the Act. The GIPA Act applies to all NSW Government agencies, and encourages government agencies to release information proactively. The system 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 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.

The Board had no applications for access to information to be applicable under the GIPA Act in the reporting year. The Board actively shares documents and decisions on the web, and via an active social media presence.

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, maladministration, government information and local government pecuniary contraventions.

Digital Information Security Annual Security Policy

The Board had an Information Security Management System in place during the reporting period which is materially consistent with the Core Requirements set out in the *Digital Information Security Policy for the NSW Public Sector*, and that reflected the 2013 version of ISO/IEC 27001 standard. Refer Annexure C - *Digital Information Security Annual Attestation Statement for the 2017-2018 Financial Year for the NSW Architects Registration Board*

Annual Reports (Statutory Bodies) Regulation 2015

In accordance with the Annual Reports (Statutory Bodies) Regulation 2015 (469), Clause 10(2) (a) the following information is provided in relation to the production of this Annual Report:

Hard copies of the Annual Report are printed only for reporting obligations to government agencies. The Report is published on the Board's website.

Senior Executive reporting

The NSW Architects Registration Board does not employ any staff that would require reporting under the Senior Executive reporting requirements of Treasury Circular PSCC 2014-09.

Workforce diversity

As a small statutory body, the Board employs staff from across a range of backgrounds, age and gender. The Board is committed to the Government policy of workforce diversity, and ensures that this policy is observed in the recruitment and management of staff and dealings with the public. As of June 2018, the Board staff comprised;

- Tim Horton, Registrar (Full time)
- Mae Cruz, Examination and Scholarships (Part time)
- Nadine Roberts, Finance and Compliance Lead (Full time)
- Debbie Wood, Finance and Administration Officer (Part time)
- Byron Kinnaird, Research and Policy Officer (Part time)
- Gabrielle Shina, Legal and Administration Officer (Casual)
- Jesse Matheson, Executive Assistant to the Board (Full time)

On 7 March 2018, the Registrar participated in an industry event hosted by *DesignInc* to discuss ways to improve gender equity in the profession.

Multicultural Policies and Services Program

The 2017 Sydney Architecture Festival engaged with the community of the Punchbowl Mosque, and the Australian Islamic Mission as part of the Festival program, including talks, tours and a shared lunch, prepared by the community of the mosque.

The 2017 Byera Hadley Travelling Scholarships awarded funds to support research in to aspects of multiculturalism in the built environment, including:

- Phuong Le whose research topic explores how designers and architects can facilitate retention and celebration of cultural identity and practice with a focus on designing to promote culture in order to strengthen the sense of place and belonging, and explore what it means to be of an ethnic background living in a foreign country.
- Cecile Tran whose research will focus on the planning of refugee settlements. Cecile Tran is motivated by family experience fleeing War as a refugee on a boat and temporary settlement at Hawkins Road, Sembawang, Singapore.
- Ryan Wazir whose research aims to explore how the intersection of architecture and urban design offers an opportunity to not only re-imagine contemporary design approaches to mosques, but also contribute to the continuing conversation on how these disciplines can foster inclusivity, interfaith and intercultural dialogue.

Disability Inclusion

In April 2016, the Board identified the need for reception facilities to comply with universal access requirements of AS1428. The installation of a complying reception counter occurred on 27 June 2018.

Public Finance and Audit Regulation 2015 and Annual Reports Legislation: Reporting on Payment of Accounts

In accordance with Clause 13 of the Public Finance and Audit Regulation 2015, the Annual Reports Legislation and the NSW Treasury Circular (TC 11/12), the Board has a statutory obligation to report on the prompt payment of accounts, including disclosure of payment performance as outlined in Treasury Circular 11/21 January 2012, and the following information is provided in relation to payment of accounts:

Aged analysis at the end of each quarter

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 \$
All suppliers					
September 2017	\$311,455.47	-	-	-	-
December 2017	\$409,385.07	-	-	-	-
March 2018	\$215,835.73	-	-	-	-
June 2018	\$269,593.96	\$94.39	-	-	-
Small business suppliers					
September 2017	\$109,028.13	-	-	-	-
December 2017	\$143,941.84	-	-	-	-
March 2018	\$26,000.11	-	-	-	-
June 2018	\$72,808.79	-	-	-	-

Accounts due or paid within each quarter (including refunds, overpayments, scholarship monies etc)

Measure	September 2017	December 2017	March 2018	June 2018
All suppliers				
Number of accounts due for payment	152	211	132	219
Number of accounts paid on time	152	211	132	218
Actual percentage of accounts paid on time (based on no. of accounts)	100%	100%	100%	100%
Dollar amount of accounts due for payment	\$311,455.47	\$409,385.07	\$215,835.73	\$269,688.35
Dollar amount of accounts paid on time	\$311,455.47	\$409,385.07	\$215,835.73	\$269,593.96
Actual percentage of accounts paid on time (based on \$)	100%	100%	100%	99.97%
Number of payments for interest on overdue accounts	-	-	-	-
Interest paid on overdue accounts	-	-	-	-

The payment made outside the payment terms was a result of the invoice not being forwarded to accounts for payment.

Accounts due or paid within each quarter (including refunds, overpayments, scholarship monies etc)

Measure	September 2016	December 2016	March 2017	June 2017
Small business suppliers				
Number of accounts due for payment	45	37	18	37
Number of accounts paid on time	45	37	18	37
Actual percentage of accounts paid on time	100%	100%	100%	100%
Dollar amount of accounts due for payment	\$109,028.13	\$143,941.84	\$26,000.11	\$72,808.79
Dollar amount of accounts paid on time	\$109,028.13	\$143,941.84	\$26,000.11	\$72,808.79
Actual percentage of accounts paid on time (based on \$)	100%	100%	100%	100%
Number of payments for interest on overdue accounts	-	-	-	-
Interest paid on overdue accounts	-	-	-	-



INDEPENDENT AUDITOR'S REPORT

NSW Architects Registration Board

To Members of the New South Wales Parliament

Opinion

I have audited the accompanying financial statements of NSW Architects Registration Board (the Board), which comprise the Statement of Comprehensive Income for the year ended 30 June 2018, the Statement of Financial Position as at 30 June 2018, the Statement of Changes in Equity and the Statement of Cash Flows for the year then ended, notes comprising a Statement of Significant Accounting Policies and other explanatory information.

In my opinion, the financial statements:

- give a true and fair view of the financial position of the Board as at 30 June 2018, 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* (PF&A Act) and the Public Finance and Audit Regulation 2015

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

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Board in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles 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
- precluding the Auditor-General from providing non-audit services.

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

Other Information

Other information comprises the information included in the Board's annual report for the year ended 30 June 2018, other than the financial statements and my Independent Auditor's Report thereon. The members of the Board are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprises the Statement by Board Members.

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Board's Responsibilities 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 determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members of the Board are responsible for assessing the Board's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting except where the Board will be dissolved by an Act of Parliament or otherwise cease operations.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does *not* provide assurance:

- that the Board carried out its activities effectively, efficiently and economically
- 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.



Nathan Carter
Director, Financial Services

10 October 2018
SYDNEY

NSW Architects Registration Board

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

STATEMENT BY BOARD MEMBERS

Under Section 41C of the *Public Finance and Audit Act 1983*, we state that, in our opinion:

- (a) The accompanying financial statements and notes thereto have been prepared in accordance with:
- the requirements of the *Public Finance and Audit Act 1983*, the *Public Finance and Audit Regulation 2015* and the Treasurer's Directions; and
 - applicable Australian Accounting Standards (which include Australian Accounting Interpretations).
- (b) The financial statements exhibit a true and fair view of the financial position and transactions of the Board for the year ended 30 June 2018;
- (c) At the date of this statement, we are not aware of any circumstances, which would render any particulars included in the financial statements to be misleading or inaccurate.



Deborah Dearing
President



Matthew Curl
Board Member

10 October 2018

NSW Architects Registration Board
Financial Statements
for the year ended 30 June 2018

Index to the financial Statements

	Page
Statement of comprehensive income	1
Statement of financial position	2
Statement of changes in equity	3
Statement of cash flows	4

Index to the notes to the financial statements

	Page
1. Summary of Significant Accounting Policies	5-6
2. Expenses Excluding Losses	7-9
3. Revenue	9-10
4. Current Assets - Cash and Cash Equivalents	10
5. Current Assets - Receivables	11
6. Current Assets - Other Financial Assets	11
7. Non- Current Assets - Plant and Equipment	12-14
8. Restricted Assets	14-15
9. Current Liabilities - Payables	15
10. Current / Non- Current Liabilities - Provisions	16
11. Commitments for Expenditure	17
12. Contingent Liabilities and Contingent Assets	17
13. Reconciliation of Cash Flows from Operating Activities to Net Result	17
14. Financial Instruments	18-21
15. Related Party Disclosure	22
16. Events after the Reporting Period	22

**NSW Architects Registration Board
Statement of comprehensive income
for the year ended 30 June 2018**

	Notes	Actual 2018 \$	Actual 2017 \$
Expenses excluding losses			
Operating expenses			
Employee related	2(a)	591,580	584,831
Other operating expenses	2(b)	682,540	629,308
Depreciation	2(c)	14,390	27,043
Grants and subsidies	2(d)	<u>19,750</u>	<u>20,250</u>
Total Expenses excluding losses		<u>1,308,260</u>	<u>1,261,432</u>
Revenue			
Fees	3(a)	1,306,837	1,217,239
Investment revenue	3(b)	42,030	24,200
Architects Accreditation Council of Australia Examination / Built Work Program of Assessment fees	3(c)	240,210	213,155
Other revenue	3(d)	<u>29,267</u>	<u>24,385</u>
Total Revenue		<u>1,618,344</u>	<u>1,478,979</u>
Net result		<u>310,084</u>	<u>217,547</u>
Other comprehensive income		-	-
TOTAL COMPREHENSIVE INCOME		<u>310,084</u>	<u>217,547</u>

The accompanying notes form part of these financial statements.

NSW Architects Registration Board
Statement of financial position
as at 30 June 2018

		Actual 2018	Actual 2017
Notes		\$	\$
ASSETS			
Current Assets			
Cash and Cash Equivalents	4	2,875,170	2,492,792
Receivables	5	27,118	18,314
Other Financial Assets	6	43,406	43,406
Total Current Assets		<u>2,945,694</u>	<u>2,554,512</u>
Non-Current Assets			
Plant and Equipment			
Office Equipment	7	30,605	17,054
Office Fitout	7	17,031	20,438
Leasehold Improvements	7	287	3,722
Total Plant and Equipment	7	<u>47,923</u>	<u>41,214</u>
Total Non-Current Assets		<u>47,923</u>	<u>41,214</u>
Total Assets		<u>2,993,617</u>	<u>2,595,726</u>
LIABILITIES			
Current Liabilities			
Payables	9	218,078	120,946
Provisions	10	134,182	143,741
Total Current Liabilities		<u>352,260</u>	<u>264,687</u>
Non-Current Liabilities			
Provisions	10	14,431	14,197
Total Non-Current Liabilities		<u>14,431</u>	<u>14,197</u>
Total Liabilities		<u>369,691</u>	<u>278,884</u>
Net Assets		<u>2,626,926</u>	<u>2,316,842</u>
EQUITY			
Accumulated Funds		<u>2,626,926</u>	<u>2,316,842</u>
Total Equity		<u>2,626,926</u>	<u>2,316,842</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 2018**

	Accumulated Funds \$	Total \$
Balance at 1 July 2017	2,316,842	2,316,842
Net profit for the year	<u>310,084</u>	<u>310,084</u>
Total other comprehensive income	<u>-</u>	<u>-</u>
Total comprehensive income for the year	<u>310,084</u>	<u>310,084</u>
Balance at 30 June 2018	<u>2,626,926</u>	<u>2,626,926</u>

	Accumulated Funds \$	Total \$
Balance at 1 July 2016	2,099,295	2,099,295
Net profit for the year	<u>217,547</u>	<u>217,547</u>
Total other comprehensive income	<u>-</u>	<u>-</u>
Total comprehensive income for the year	<u>217,547</u>	<u>217,547</u>
Balance at 30 June 2017	<u>2,316,842</u>	<u>2,316,842</u>

The accompanying notes form part of these financial statements

**NSW Architects Registration Board
Statement of cash flows
for the year ended 30 June 2018**

	Actual 2018	Actual 2017	
	\$	\$	
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee Related	(600,297)	(604,639)	
Grants and Subsidies	(19,750)	(20,250)	
Other	(501,020)	(775,973)	
Byera Hadley Travelling Scholarships	(85,297)	(102,531)	
Total Payments	<u>(1,206,364)</u>	<u>(1,503,393)</u>	
Receipts			
Fees Received	1,456,058	1,639,061	
Interest Received	48,372	33,634	
Byera Hadley Travelling Scholarships	105,411	81,239	
Total Receipts	<u>1,609,841</u>	<u>1,753,934</u>	
NET CASH FLOWS FROM OPERATING ACTIVITIES	13 <u>403,477</u>	250,541	
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchases of Office Equipment	<u>(21,099)</u>	(5,693)	
NET CASH FLOWS FROM INVESTING ACTIVITIES	<u>(21,099)</u>	(5,693)	
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS			
Opening cash and cash equivalents	<u>2,492,792</u>	<u>2,247,944</u>	
CLOSING CASH AND CASH EQUIVALENTS	4 <u>2,875,170</u>	2,492,792	

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 a NSW government entity which 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 operate under the *Architects Act 2003*. The Board is a not-for-profit entity (as profit is not its principal objective) and it has no cash generating units.

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.

These financial statements for the year ended 30 June 2018 have been authorised for issue by the Registrar on 10 October 2018.

(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 on an accrual basis and in accordance with:

- applicable Australian Accounting Standards (which include Australian Accounting Interpretations);
- the requirements of the *Public Finance and Audit Act 1983* and *Public Finance and Audit Regulation 2015*; and
- financial reporting directions mandated by the Treasurer.

Financial assets and plant and equipment in the profit or loss are measured at fair value and depreciated historical cost as an approximation of fair value. Other financial statement items are prepared in accordance with the historical cost convention except where specified otherwise.

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

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 currency.

Where applicable, accounting policy notes will appear after the relevant note to the financial statements.

(c) Statement of compliance

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

(d) Insurance

The Board's Workers Compensation Cover is with icare Workers Compensation (Insurance and Care NSW). Professional Indemnity & Association Liability Insurance is underwritten at Lloyds under Binding Agreement UMR through Planned Cover Sydney, and Business Insurance with Berkley Insurance Australia via Focus Underwriting Agency through Planned Cover Sydney. The expense (premium) is determined by the Fund Manager based on past claims experience.

1 Summary of Significant Accounting Policies (Cont'd)

(e) Fair Value Hierarchy

AASB 13 Fair Value Measurement hierarchy disclosure is not required as the Board's non-specialised assets with short useful lives are measured at depreciated historical cost as an approximation of fair value.

(f) Equity

(i) Accumulated Funds

The category 'Accumulated Funds' includes all current and prior period retained funds.

(g) 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.

(h) Changes in accounting policy, including new or revised Australian Accounting Standards

(i) Effective for the first time in 2017-18

Nil

The accounting policies applied in 2017-18 are consistent with those of the previous financial year.

(ii) Issued but not yet effective

NSW public sector entities are not permitted to early adopt new Australian Accounting Standards, unless Treasury determines otherwise.

AASB 9 Financial Instruments

AASB15, AASB 2014-5, AASB 2015-8 and AASB 2016-3 regarding revenue from contracts with customers.

AASB 16 Leases

AASB 17 Insurance Contracts

AASB 1058 Income of Not-for-profit Entities

AASB 1059 Service Concession Arrangements: Grantors

AASB 2016-6 Amendments to Australian Accounting Standards – Applying AASB 9 with AASB 4 Insurance Contracts

AASB 2016-7 Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit Entities

AASB 2016-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities

AASB 2017-3 Amendments to Australian Accounting Standards – Clarifications to AASB 4

AASB 2018-4 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Public Sector Licensors

The impact of these new standards and interpretations on the Board's financial statements are still being assessed.

In particular AASB 16 Leases (effective 1 January 2019) requires lessees to disclose the right to occupy the rented accommodation as an asset and bring to account the future lease payments as a liability.

Further assessment will be made closer to the effective implementation date.

2 Expenses Excluding Losses

	2018	2017
	\$	\$
(a) Employee related expenses		
Salaries and Wages (including annual leave)	521,460	513,422
Superannuation - defined contribution plans	58,380	59,318
Long Service Leave	7,604	8,277
Workers Compensation Insurance	4,136	3,814
	<u>591,580</u>	<u>584,831</u>

Employee benefits

(a) Salaries and wages, annual leave, sick leave and on-costs

Salaries and wages (including non-monetary benefits), annual leave and payable sick leave that is expected to be settled wholly within 12 months after the end of the period in which the employees render the service are recognised and measured at the undiscounted amounts of the benefits.

Annual leave not expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related service. As such, it is required to be measured at present value in accordance with AASB 119 *Employee Benefits*. Actuarial advice obtained by Treasury has confirmed that the use of an approach using nominal annual leave plus the annual leave on the nominal liability (using 7.9% of the nominal value of annual leave) can be used to approximate the present value of the annual leave liability. The Board has assessed the actuarial advice based on the entity's circumstances and has determined that all annual leave is taken within 12 months so discounting is not applicable.

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.

(b) Long service leave and superannuation

Long service leave is measured at present value in accordance with AASB 119 *Employee Benefits*. This is based on the application of certain factors (specified in NSWTC 18/13) to employees with five or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

The Board does not have a deferred liability in respect of defined contributions for employees' superannuation. Benefits derived by members of the superannuation fund are entirely dependent on the contributions made during their working life. Contributions to defined contribution superannuation plans are expensed in the period in which they are incurred. The liability of the Board is discharged by payments to MLC Limited, Clearview Life Nominees P/L, MLC Super Fund, UniSuper and Sommer Dearing Super.

(c) Consequential on-costs

Consequential costs to employment are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised. This includes outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax.

NSW Architects Registration Board
Notes to the financial statements
for the year ended 30 June 2018

2 Expenses Excluding Losses (cont'd)

(b) Other operating expenses include the following:

Auditor's Remuneration - audit of the financial reports	17,600	18,340
Insurance	6,188	6,345
Computer Expenses	34,528	44,763
Corporate Services	21,880	22,880
Architects Accreditation Council of Australia Expenses	210,340	163,089
Operating Lease Rental and Fitout Expense - minimum lease payments	118,367	114,332
Cleaning	4,301	4,301
Legal Costs	-	11,538
Advertising & Promotions	161,863	128,372
Postage and Freight	2,095	3,770
Bank Charges	7,311	7,674
Printing and Stationery	6,804	3,694
Travel	2,282	2,181
Board Expenses	5,131	5,060
Telephone	4,080	3,700
Other	33,012	29,325
Election Costs	-	22,692
Governance Costs	3,064	31,953
Byera Hadley Travelling Scholarships	12,706	(3,236)
Byera Hadley Travelling Scholarships – accrued payments	8,348	-
Part 4 Discipline Expenses	9,802	4,617
Part 2 Div 2 s9/10 Discipline Expenses	5,115	(800)
Built Work Program of Assessment	7,200	3,600
Maintenance Expenses	523	1,118
	<u>682,540</u>	<u>629,308</u>
<i>* Reconciliation - Total Maintenance</i>		
Maintenance Expense - contracted labour and other (non-employee related), as above	<u>523</u>	<u>1,118</u>
Total Maintenance Expenses included in (a) + (b)	<u>523</u>	<u>1,118</u>

(c) Depreciation expense

Office Equipment	7,548	13,654
Office Fitout	3,407	3,371
Leasehold	3,435	10,018
	<u>14,390</u>	<u>27,043</u>

NSW Architects Registration Board
Notes to the financial statements
for the year ended 30 June 2018

2 Expenses Excluding Losses (cont'd)

	2018	2017
	\$	\$
(d) Grants and subsidies		
Grants to Universities – end of year exhibition	19,750	20,250
	<u>19,750</u>	<u>20,250</u>

3 Revenue

(a) Fees		
Annual Fees - Practising Architects	1,126,680	1,055,600
Annual Fees - Non-Practising Architects	35,750	33,950
Registration Fee - Practising Architects	33,450	36,100
Registration Fee - Non-Practising Architects	6,950	6,250
Re registration Fee - Practising Architects	32,790	23,540
Re registration Fee - Non-Practising Architects	3,950	2,750
Corporation Listing Fees	5,280	5,700
Corporations Change of Details	2,135	1,715
Corporations Publication Fee	49,680	50,040
Recoveries	10,172	1,594
	<u>1,306,837</u>	<u>1,217,239</u>

(b) Investment revenue		
Interest revenue from financial assets not at fair value through profit or loss	40,918	23,090
Interest on Deposits	1,112	1,110
	<u>42,030</u>	<u>24,200</u>

(c) Architects Accreditation Council of Australia Examination / Built Work Program of Assessment fees		
Examination Fees	227,610	203,555
Assessment Fees	12,600	9,600
	<u>240,210</u>	<u>213,155</u>

NSW Architects Registration Board
Notes to the financial statements
for the year ended 30 June 2018

3 Revenue (Cont'd)

	2018	2017
	\$	\$
(d) Other revenue		
Printed Architects Register Purchases	25	5,910
Registration Certificate	-	23
Disciplinary Hearing Recovery	-	2,636
Byera Hadley Travelling Scholarships Promotion Monies Received	19,590	8,123
Postage Receipts	40	180
Other	<u>9,612</u>	<u>7,513</u>
	<u>29,267</u>	<u>24,385</u>

Income recognition

Income is measured at the fair value of the consideration or contribution received or receivable. All revenues arise from operating activities consistent with core operations. Income is recognised when the Board has control of the good or a right to receive, and 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 income are discussed below.

Sale of goods and rendering of 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.

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

Investment revenue

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

4 Current Assets - Cash and Cash Equivalents

	2018	2017
	\$	\$
Cash at bank and on hand	<u>2,875,170</u>	<u>2,492,792</u>
	<u>2,875,170</u>	<u>2,492,792</u>

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, Byera Hadley Travelling Scholarships (BHTS) fund and Sydney Architecture Festival (SAF) accounts.

Cash and cash equivalent assets recognised in the Statement of financial position are reconciled at the end of the financial year as shown in the Statement of cash flows as follows:

Cash and cash equivalents (per statement of financial position)	<u>2,875,170</u>	<u>2,492,792</u>
Closing cash and cash equivalents (per statement of cash flows)	<u>2,875,170</u>	<u>2,492,792</u>

5 Current Assets – Receivables

	2018 \$	2017 \$
Current Receivables		
Goods and Services Tax recoverable from ATO	12,265	-
Interest Receivable	153	6,495
Others	2,516	-
Prepayments	12,184	11,819
	<u>27,118</u>	<u>18,314</u>

Financial assets are classified, at initial recognition, as financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments, available-for-sale financial assets, or as derivatives designated as hedging instruments in an effective hedge, as appropriate. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

- Loans and receivables

Trade receivables, loans, and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as loans and receivables. Loans and receivables are measured at amortised cost using the effective interest method, less any impairment. Changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process.

Short-term receivables with no stated interest rate are measured at the original invoice amount unless the effect of discounting is immaterial.

6 Current Assets - Other Financial Assets

	2018 \$	2017 \$
Financial Assets Held to Maturity	<u>43,406</u>	43,406
	<u>43,406</u>	43,406

- Held-to-maturity investments

Non-derivative financial assets with fixed or determinable payments and fixed maturity that the entity has the positive intention and ability to hold to maturity are classified as 'held-to-maturity' investments. These financial assets are measured at amortised cost using the effective interest method, less any impairment. Changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process.

The Board has placed funds in a fixed term deposit with Westpac Banking Corporation. The deposit interest rate is 2.6% per annum (1.5% to 2.6% in 2016/17).

**NSW Architects Registration Board
Notes to the financial statements
for the year ended 30 June 2018**

7 Non-Current Assets - Plant and Equipment

	Office Equipment \$	Office Fitout \$	Leasehold Improvement \$	Total \$
At 1 July 2017 - fair value				
Gross Carrying Amount	116,406	191,734	13,740	321,880
Less Accumulated Depreciation	(99,352)	(171,296)	(10,018)	(280,666)
Net Carrying Amount	17,054	20,438	3,722	41,214
At 30 June 2018 - fair value				
Gross Carrying Amount	131,144	191,734	13,740	336,618
Less Accumulated Depreciation	(100,539)	(174,703)	(13,453)	(288,695)
Net Carrying Amount	30,605	17,031	287	47,923

Reconciliation

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

	Office Equipment	Office Fitout	Leasehold Improvement	Total
Year ended 30 June 2018				
Net Carrying Amount at Start of Year	17,054	20,438	3,722	41,214
Additions	21,099	-	-	21,099
Depreciation Expense	(7,548)	(3,407)	(3,435)	(14,390)
Net Carrying Amount at End of Year	30,605	17,031	287	47,923

	Office Equipment \$	Office Fitout \$	Leasehold Improvement \$	Total \$
At 1 July 2016 - fair value				
Gross Carrying Amount	150,618	191,152	14,280	356,050
Less Accumulated Depreciation	(125,561)	(167,925)	-	(293,486)
Net Carrying Amount	25,057	23,227	14,280	62,564
At 30 June 2017 - fair value				
Gross Carrying Amount	116,406	191,734	13,740	321,880
Less Accumulated Depreciation	(99,352)	(171,296)	(10,018)	(280,666)
Net Carrying Amount	17,054	20,438	3,722	41,214

7 Non-Current Assets - Plant and Equipment (cont'd)

Reconciliation

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

	Office Equipment	Office Fitout	Leasehold Improvement	Total
Year ended 30 June 2017				
Net Carrying Amount at Start of Year	25,057	23,227	14,280	62,564
Additions	5,651	582	-	6,233
Disposals	-	-	(540)	(540)
Depreciation Expense	(13,654)	(3,371)	(10,018)	(27,043)
Net Carrying Amount at End of Year	<u>17,054</u>	<u>20,438</u>	<u>3,722</u>	<u>41,214</u>

Initial recognition of Leasehold improvement was incorrect which is corrected and was depreciated for the first time in 30 June 2017.

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

Plant and equipment

(i) Acquisitions of plant and equipment

Assets acquired are initially recognised at cost. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the requirements of other Australian Accounting Standards.

Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at measurement date.

(ii) Capitalisation thresholds

Plant and equipment costing \$1,000 and above individually, or forming part of a network costing more than \$1,000 are capitalised.

(iii) Maintenance

Day-to-day servicing costs or maintenance are charged as expenses as incurred, except where they relate to the replacement of a part or component of an asset, in which case the costs are capitalised and depreciated.

(iv) Depreciation of plant and equipment

Depreciation is provided on a straight line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the Board.

7 Non-Current Assets - Plant and Equipment (cont'd)

The following depreciation rates are used:

Depreciation Rates	2018 % Rate	2017 % Rate
Personal Computers	25	25
Furniture	20	20
Major Software	20	20
Leasehold Improvements	Depreciated over the period of the lease	Depreciated over the period of the lease
Office Fit-out	10-25	10-25

(v) Revaluation of plant and equipment

Physical non-current assets are valued in accordance with the "Valuation of Physical Non-Current Assets at Fair Value" Policy and Guidelines Paper (TPP 14-01). This policy adopts fair value in accordance with *AASB 113 Fair Value Measurements and AASB 116 - Property Plant and Equipment*.

Non-specialised assets with short useful lives are measured at depreciated historical cost as an approximation of fair value. The Board has assessed that any difference between fair value and depreciated historical cost is unlikely to be material.

(vi) Impairment of plant and equipment

As a not-for-profit entity with no cash generating units, impairment under *AASB 136 Impairment of Assets* is unlikely to arise. As plant and equipment is carried at depreciated historical cost as a surrogate for fair value, impairment can only arise in the rare circumstances where the costs of disposal are material. Specifically impairment is unlikely for not-for-profit entities given that *AASB 136* modifies the recoverable amount test for non-cash generating assets of not-for-profit entities to the higher of fair value less costs of disposal and depreciated replacement cost, where depreciated replacement cost is also fair value.

8 Restricted Assets

	2018 \$	2017 \$
Byera Hadley Travelling Scholarship Monies Outstanding	78,837	58,723
Sydney Architecture Festival Account	<u>7,821</u>	<u>7,577</u>
	<u>86,658</u>	<u>66,300</u>

The above funds which are included in the total cash amount are restricted assets. Funds received for the Byera Hadley Travelling Scholarships are to be exclusively used to fund architects, students and graduates of architecture in NSW, to undertake further studies and research for the advancement of architecture. Funds received for Sydney Architecture Festival are to be solely used to cover any expense that is incurred for this yearly festival. These funds are not available for normal operational expenditure by the Board.

NSW Architects Registration Board
Notes to the financial statements
for the year ended 30 June 2018

8 Restricted Assets (Cont'd)

Reconciliation of Sydney Architecture Festival (SAF) account:

	2018	2017
	\$	\$
Opening Balance	7,577	17,299
Income from SAF Ticket Sales & Contributions	10,875	15,797
Income from SAF Ticket Sales & Contributions transfer to Trading Account	(10,875)	(14,982)
Income from SAF Ticket Sales & Contributions transfer to Trading Account prior year	-	(10,718)
Interest earned during year net of account activity fees	244	181
Closing Balance	7,821	7,577

9 Current Liabilities – Payables

	2018	2017
	\$	\$
Accrued salaries, wages and on-costs	2,448	2,002
Creditors	107,461	37,131
Scholarships *	78,837	58,723
Goods and Services Tax Payable	-	10,550
PAYG Withholding Tax Payable	18,092	-
Audit Fees	11,240	12,540
	218,078	120,946

Details regarding credit risk, liquidity risk and market risk, including a maturity analysis of the above payables are disclosed in Note 14.

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.

* 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. Perpetual Limited 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:

	2018	2017
	\$	\$
Opening Balance	58,723	80,015
Scholarship funding received from Trustee	105,411	81,239
Scholarship funds to be distributed	164,134	161,254
Payments made to scholarship recipients	(85,297)	(102,531)
Closing Balance	78,837	58,723

Accounting for the Goods and Services Tax (GST)

Income, 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 an asset's 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.

NSW Architects Registration Board
Notes to the financial statements
for the year ended 30 June 2018

10 Current / Non-Current Liabilities - Provisions

	2018	2017
	\$	\$
Current		
Employee Benefits and Related On-Costs		
Annual Leave	26,883	27,377
Long Service Leave	107,299	116,364
Total Current Provisions	134,182	143,741
	2018	2017
	\$	\$
Non-Current		
Leasehold Obligations	14,431	14,197
Total Non-Current Provisions	14,431	14,197
Total Provisions	148,613	157,938

Leasehold obligation has been adjusted to reflect the Net Present Value.

Aggregate Employee Benefits and Related On-Costs

Long Service Leave – Current	107,299	116,364
Annual Leave	26,883	27,377
Accrued Salaries, Wages and On-Costs (Note 9)	2,448	2,002
	136,630	145,743

Employee benefits expected to be settled no more than 12 months after the reporting date:

Annual Leave	26,883	27,377
Long Service Leave	53,650	58,182
	80,533	85,559

Employee benefits expected to be settled in more than 12 months of the reporting date:

Long Service Leave	53,649	58,182
	53,649	58,182

11 Commitments for Expenditure

(a) Operating Lease Commitments

	2018	2017
	\$	\$
Future non-cancellable operating lease rentals not provided for and payable:		
Not later than one year	138,052	133,263
Later than one year and not later than five years	16,678	155,618
Later than five years	-	-
Total (including GST)	154,730	288,881

Commitments above include input tax credits of approximately \$14,066 that are expected to be recovered from the Australian Taxation Office (2017 \$26,262).

(b) Capital Commitments

The Board is not committed to any Capital expenditure as at 30 June 2018 (2017: nil). The Board is considering updating its computer networks during second half of the 2018 year.

Leases

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of the leased assets, and operating leases under which the lessor does not transfer substantially all the risks and rewards.

Where a non-current asset is acquired by means of a finance lease, at the commencement of the lease term, the asset is recognised at its fair value or, if lower, the present value of the minimum lease payments, at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

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 unlikely that the Board will be required to settle the guarantee.

13 Reconciliation of Cash Flows from Operating Activities to Net Result

	2018	2017
	\$	\$
Net cash flows from operating activities	403,477	250,541
Depreciation	(14,390)	(27,043)
Decrease / (increase) in provisions	9,325	(6,311)
Increase / (decrease) in prepayments and other assets	8,804	(48,293)
Decrease / (increase) in creditors	(97,132)	48,653
Net result	310,084	217,547

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. Further quantitative and qualitative disclosures are included throughout these financial statements.

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.

(a) Financial Instrument Categories

Financial Assets	Note	Category	Carrying Amount	Carrying Amount
Class:			2018	2017
			\$	\$
Cash and cash equivalents	4	N/A	2,875,170	2,492,792
Receivables ¹	5	Loans and receivables at amortised cost	2,668	6,495
Other financial assets	6	Held-to-maturity (at amortised cost)	43,406	43,406
Financial Liabilities	Note	Category	Carrying Amount	Carrying Amount
Class:			2018	2017
			\$	\$
Payables ²	9	Payables (at amortised cost)	197,538	118,944

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 2018, has an AA minus credit rating.

14 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 9).

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 was no interest paid during the year.

Maturity analysis and interest rate exposure of financial liabilities

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate (maturing less than 1 year)		Non-interest Bearing		Total	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Financial liabilities										
Creditors	-	-	-	-	-	-	197,538	118,944	197,538	118,944
Total financial liabilities	-	-	-	-	-	-	197,538	118,944	197,538	118,944

Notes:

The amount disclosed are the contractual undiscounted cash flows of each class of financial liabilities based on the earliest date on which the Board can be required to pay.

(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 statement of financial position date. The analysis is performed on the same basis for 2017. The analysis assumes that all other variables remain constant.

14 Financial Instruments (cont'd)

(e) Interest Rate Risk

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 (based on official RBA interest rate volatility over the last five years). 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 is set out below:

		Impact of 1% Increase		Impact of 1% Decrease	
		Profit	Equity	Profit	Equity
2018					
<i>Financial Assets</i>					
Cash and Cash Equivalents	2,875,170	28,752	28,752	(28,752)	(28,752)
Other Financial Assets	43,406	434	434	(434)	(434)
Total	2,918,576	29,186	29,186	(29,186)	(29,186)
2017					
<i>Financial Assets</i>					
Cash and Cash Equivalents	2,492,792	24,927	24,927	(24,927)	(24,927)
Other Financial Assets	43,406	434	434	(434)	(434)
Total	2,536,198	25,361	25,361	(25,361)	(25,361)

(f) Fair Value Measurement

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

Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in net result.

The Board determines the classification of its financial assets and liabilities after initial recognition and, when allowed and appropriate, re evaluates this at each financial year end.

Impairment of financial assets

All financial assets, except those at fair value through profit and loss, are subject to an annual review for impairment. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

For certain categories of financial assets, such as trade receivables, the entity first assesses whether impairment exists individually for financial assets that are individually significant, or collectively for financial assets that are not individually significant. Assets are assessed for impairment on a collective basis if they were assessed not to be impaired individually.

For financial assets carried at amortised cost, the amount of the allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate. The amount of the impairment loss is recognised in the net result for the year.

14 Financial Instruments (cont'd)

Any reversals of impairment losses are reversed through the net result for the year, where there is objective evidence. However, reversals of impairment losses on an investment in an equity instrument classified as 'available for sale' must be made through the revaluation surplus. Reversals of impairment losses of financial assets carried at amortised cost cannot result in a carrying amount that exceeds what the carrying amount would have been had there not been an impairment loss.

(ii) Financial liabilities

Financial liabilities are classified as either 'at fair value through profit or loss' or 'at amortised cost'.

Financial liabilities at fair value through profit or loss

Financial liabilities at fair value through profit or loss include financial liabilities held for trading and financial liabilities designated upon initial recognition as at fair value through profit or loss.

Payables represent liabilities for goods and services provided to the Board and other amounts. Short term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

Financial Guarantees

A financial guarantee contract is a contract that requires the issuer to make specified payments to reimburse the holder for a loss it incurs because a specified debtor fails to make payment when due in accordance with the original or modified terms of a debt instrument.

The Board has reviewed its financial guarantees and determined that there is no material liability to be recognised for financial guarantee contracts as at 30 June 2018. However refer to Note 12 regarding disclosures on contingent liabilities.

(iii) De-recognition of financial assets and financial liabilities

A financial asset is derecognised when the contractual rights to the cash flows from the financial assets expire; or if the entity transfers the financial asset:

- where substantially all the risks and rewards have been transferred; or
- where the board has not transferred substantially all the risks and rewards, if the Board has not retained control.

Where the Board has neither transferred nor retained substantially all the risks and rewards or transferred control, the asset continues to be recognised to the extent of the Board's continuing involvement in the asset. In that case, the Board also recognises an associated liability. The transferred asset and the associated liability are measured on a basis that reflects the rights and obligations that the Board has retained.

Continuing involvement that takes the form of a guarantee over the transferred asset is measured at the lower of the original carrying amount of the asset and the maximum amount of consideration that the entity could be required to repay.

A financial liability is derecognised when the obligation specified in the contract is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as the derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in the net result.

(iv) Offsetting financial instruments

Financial assets and financial liabilities are offset and the net amount is reported in the Statement of financial position if there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, or to realise the assets and settle the liabilities simultaneously.

NSW Architects Registration Board
Notes to the financial statements
for the year ended 30 June 2018

15 Related Party Disclosure

The entity's key management personnel compensation details for the period ending 30 June 2018 are as follows:

Short term employee benefits:

	2018	2017
	\$	\$
Salaries	261,504	256,560
Non-Monetary Benefits	960	-
Other Long-Term Employee Benefits	-	-
Post-Employment Benefits	20,081	19,289
Total Remuneration	<u>282,545</u>	<u>275,849</u>

During the year, the Board did not enter into any transactions with key management personnel, their close family members and controlled or jointly controlled entities thereof.

The Board is a party to MADE (Multidisciplinary Australia Danish Exchange) by the Opera House. Under the Principles of Cooperation the Board contributes \$100,000 in total over a ten year period by funding \$10,000 per year (subject to CPI adjustment on 30 June each year). The term is from 1 January 2013 to 31 December 2023. The amount contributed in 2018 was \$13,002.79 inclusive of GST.

16 Events After the Reporting Period

There are no events subsequent to balance date which materially affect the financial statements.

End of audited financial statements

FINANCIAL MANAGEMENT

ANNEXURE B

INCOME BUDGET

Acct No	INCOME	BUDGET 2017-2018	BUDGET 2018-2019
ADMINISTRATION – DEPT 01			
4-1000	ENROLMENT FEE	37,500	45,000
4-1001	RE-REGISTRATION FEES	25,500	30,000
4-1002	ANNUAL REGISTRATION FEE FOR ARCHITECTS	1,000,000	1,050,000
4-1003	TEMPORARY REGISTRATION FOR O/SEAS ARCHITECTS	0	0
4-1004	REGISTRATION/RE-REGISTRATION INTERVIEW FEES	1,200	960
4-1006	REGISTRATION FEE FOR NON PRACTISING ARCHITECTS	6,000	6,000
4-1007	NON PRACTISING ARCHITECTS - ANNUAL REGISTRATION FEES	41,600	41,600
4-1009	NON PRACTISING ARCHITECTS RE-REGISTRATIONS	2,750	3,500
4-1100	LISTING OF "NOMINATED ARCHITECT"/PRACTICE REGISTRATION	3,600	5,000
4-1101	ANNUAL PUBLICATION FEE FOR NOMINATED ARCHITECT	45,120	50,000
4-1102	"NOMINATED ARCHITECT" CHANGE OF DETAILS FEE	1,400	2,000
4-1300	ARCHITECTS REGISTER PURCHASES	4,425	0
4-1302	CERTIFICATION TO THIRD PARTIES	0	0
4-1306/1303	MISCELLANEOUS RECEIPTS & REGISTRATION CERTIFICATE	0	0
4-1307	MERCHANT CHARGES	1,500	5,000
		1,170,595	1,239,060
AACA – DEPT 03			
4-3000	AACA AP EXAMINATION FEES	211,350	213,150
4-3001	AACA RAE/OQA ASSESSMENT FEES	0	0
4-3003	AACA MISCELLANEOUS RECEIPTS	0	0
4-3005	AACA LOCALLY EXPERIENCED PRACTITIONER (LEP) PATHWAY	8,500	6,800
4-3007	AACA OVERSEAS ARCHITECT ASSESSMENT FEES (OAA)	0	0
		219,850	219,950
BWPRA – DEPT 04			
4-3100	BWPRA	10,800	10,800
		10,800	10,800
DISCIPLINE – DEPT 05			
4-1700	FINES	8,000	8,000
4-1800	DISCIPLINARY HEARINGS RECOVERY	3,500	5,000
		11,500	13,000
OTHER INCOME – DEPT 02/07			
8-.2000-2004	INTEREST	25,000	32,000
8-1401	BHTS PROMOTION MONIES	12,500	12,500
8-.1600	CPD EVENT INCOME	5,000	9,000
8-1700	PROMOTIONS SALARY OFFSET (DoP)	0	0
		42,500	53,500
TOTAL		1,455,245	1,536,310

EXPENDITURE BUDGET

Acct No	EXPENDITURE	BUDGET 2017 – 2018	BUDGET 2018 – 2019
EMPLOYMENT – DEPT 01			
6-5000/5005	SALARIES AND CASUAL WAGES	420,000	440,000
6-5001	ANNUAL LEAVE	43,000	78,140
6-5003	SUPERANNUATION	55,000	67,000
6-5011	LONG SERVICE LEAVE	15,000	15,000
6-5012	EMPLOYEE ASSOCIATED EXPENSES	0	0
		533,000	600,140
STATUTORY – DEPT 07			
6-5402	BOARD MEMBERS HONORARIA	65,000	65,000
6-5401	ELECTION COSTS	0	8,000
6-8016	BOARD MEETING EXPENSES	2,000	2,000
6-5404	BOARD MISCELLANEOUS EXPENSES	3,500	3,000
		70,500	78,000
B W P R A - DEPT 04			
6-5350	BWPRA EXAMINERS FEES	6,000	6,000
6-5351	TRAVEL EXPENSES FOR EXAMINERS	1,000	1,000
6-5352	BWPRA ROOM HIRE/CATERING EXPENSES	500	500
6-8023	CABCHARGES	0	0
6-8020	COURIERS	0	0
		7,500	7,500
DISCIPLINE - DEPT 05			
6-5500	PART 4 DIV 4 LEGAL FEES/COMPLAINTS AGAINST ARCHITECTS	10,000	3,000
6-5501	PART 2, DIV 2 S9/10 LEGAL FEES/ILLEGAL USE OF TITLE	20,000	25,000
6-5506	NCAT EXPENSES	5,000	5,000
6-5502	CATERING/ROOM HIRE EXPENSES	500	0
6-5503	COURT REPORTING AND TRANSCRIPTS	500	500
6-5504	ALTERNATIVE DISPUTE RESOLUTION	2,000	3,000
6-8027	POSTAGE	0	0
6-8020	COURIERS	0	0
6-8023	CABCHARGES	0	0
		38,000	36,500
DEPRECIATION			
6-5050-5054	DEPRECIATION	20,000	20,000
		20,000	20,000

Acct No	EXPENDITURE	BUDGET 2017 – 2018	BUDGET 2018 – 2019
EDUCATION, PRIZES AND GRANTS - DEPT 06			
6-5606	INDEPENDENT REVIEW PANEL (IRP)- SCHOOL INSPECTION	2,500	0
6-5607	BOARD CONTRIBUTION TO IRP EXPENSES	2,500	0
6-8023	CABCHARGES	0	0
6-8020	COURIERS	0	0
6-5808	RESEARCH GRANT	0	0
6-5654	RESEARCH GRANT ADVERTISING/ADMIN	0	0
6-5610	GRADUATING STUDENT EXHIBITIONS	20,000	20,000
6-5611	ARCHITECTS MEDALLION COSTS	10,000	6,500
		35,000	26,500
GENERAL EXPENSES - DEPT 01			
6-8011	ACCOUNTANT FEES	40,000	20,000
6-8012	AUDIT FEES	18,000	18,000
6-4100	BANK ADMINISTRATION FEES	20,000	10,000
6-5651	BOARD ADVERTISING	3,000	4,000
6-8020	COURIERS	1,700	500
6-8038	STAFF TRAINING	6,000	6,000
6-8022	STORAGE	4,000	4,000
6-8023	CABCHARGE	1,600	2,500
6-9021	STAFF AMENITIES	1,500	2,500
6-5700/5701	IT SYSTEMS	30,000	92,000
6-8024	ELECTRICITY	8,500	5,000
6-8025	INSURANCE D & O/OFFICE CONTENTS	9,000	10,000
6-8026	GENERAL LEGAL EXPENSES	5,000	6,500
6-8027	POSTAGE	2,000	2,000
6-8029	TELEPHONE/MOBILE	4,000	4,000
6-8031	WORKERS COMPENSATION	4,000	4,000
6-8032/8033	RENT/OFFICE SERVICES	130,000	137,000
6-8036	REPAIRS AND MAINTENANCE	27,500	25,000
6-8034	PHOTOCOPIER	4,500	4,500
6-6210-6244	REFUNDS	0	0
6-5703	GOVERNANCE COSTS	20,000	20,000
		340,300	377,500
BHTS – DEPT 02			
9-5614	BHTS ADVERTISING	0	0
9-8027/8023	BHTS POSTAGE COSTS/CABCHARGE COSTS	0	0
9-5609	BHTS BOARD COMMITTEE COSTS	1,000	1,000
9-5613	BHTS PRINTING COSTS	0	0
9-5608	BHTS PROMOTION	11,500	10,000
		12,500	11,000

Acct No	EXPENDITURE	BUDGET 2017 – 2018	BUDGET 2018 – 2019
PRINTING AND STATIONERY – DEPT 01			
6-8018	STATIONERY	2,500	2,500
6-5722	MAILOUT	1,000	1,000
6-5851	PRINTING BOARD	2,000	2,000
		5,500	5,500
A A C A - DEPT 03			
6-6000/6011- 6012	AACA - APE EXPENSES	142,000	142,000
6-6001	AACA – RAE/OQA EXPENSES	0	0
6-6002	AACA - PER CAPITA CONTRIBUTIONS	45,000	45,000
6-6009	AACA – MEETING EXPENSES	1,500	1,500
6-6004	AACA - NVP	10,000	26,000
6-6013	LOCALLY EXPERIENCED PRACTITIONER EXPENSES	6,000	6,000
6-6014	AACA OVERSEAS ARCHITECT ASSESSMENT	0	0
6-8020	COURIERS	0	0
6-8023	CABCHARGES	0	0
6-8027	POSTAGE	0	0
6-6245/6246	REFUNDS	0	0
		204,500	220,500
PROMOTIONS – DEPT 08			
9-8028	PROMOTIONS GENERAL	75,000	127,500
9-8020	COURIER	0	0
9-8023	CABCHARGES	0	0
9-5950	SYDNEY ARCHITECTURE FESTIVAL	81,300	90,000
9-5965	MADE – STUDENT INTERNSHIPS	13,000	13,000
9-5951	WORLD CAPITAL DESIGN BID	15,000	0
9-5965	CPD EVENT COSTS	3,500	9,000
		187,800	239,500
TOTAL		1,454,600	1,622,640

Digital Information Security Annual Attestation Statement for the 2017-2018 Financial Year for The NSW Architects Registration Board

I, Timothy Horton, Registrar, am of the opinion that the NSW Architects Registration Board had an Information Security Management System in place during the 2017-2018 financial year that is consistent with the Core Requirements set out in the NSW Government Digital Information Security Policy.

The controls in place to mitigate identified risks to the digital information and digital information systems of NSW Architects Registration Board are adequate.

There is no agency under the control of the NSW Architects Registration Board which is required to develop an independent ISMS in accordance with the NSW Government Digital Information Security Policy.

The NSW Architects Registration Board has maintained compliance with ISO 27001 Information technology during the 2017-2018 financial year.

