

Annual Report  
2018-2019

A

NSW  
Architects  
Registration  
Board



NSW  
Architects  
Registration  
Board

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# Annual Report 2018-2019

## CONTENTS

<b>Charter</b>	<b>4</b>
<b>Aims and objectives</b>	<b>5</b>
<b>Management and structure</b>	
Board members	6
Board meetings	7
Board staff	8
Board examiners	9
Board governance	10
<b>Operations and activities</b>	
Registering architects	12
Protecting consumers	16
Informing the public	21
Promoting architecture	23
<b>Statutory reporting obligations</b>	
Funds granted to non-government community organisations	26
Social programs	
Legal change to the <i>Architects Act 2003</i>	
Economic or other factors	27
Research and development	
Human resources	
Consultants	
Workforce diversity	
Disability inclusion	
Land disposal	28
Promotion	
Consumer response	
Payment of accounts and time for payment	
Risk management and insurances	29
Internal audit and risk management policy attestation	30
Controlled entities	
Subsidiaries	
Multicultural policies and services	
Agreements with Multicultural NSW	31
Work health and safety	
Senior executive reporting	
<i>Government Information (Public Access) Act 2009</i>	
Digital information security policy attestation	
Public interest disclosures	32
Privacy report	
<i>Annual Reports (Statutory Bodies) Regulation 2015</i>	

**Financial Management**

Independent Auditors Report	33
Statement by Board Members	36
Financial Statements for Period ended 30 June 2019	37

<b>Budget 2019-2020</b>	<b>67</b>
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**ANNEXURE A 70**

<b>NSW Architects Registration Board Cyber Security Annual Attestation Statement for the 2018-2019 Financial Year</b>	
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# Charter

The NSW Architects Registration Board (the Board) is constituted by the *Architects Act 2003*.

The Board has the following functions:

- (a) the registration of architects,
- (b) the investigation of complaints against architects,
- (c) the taking of disciplinary action against architects,
- (d) the investigation of matters referred to it by the Minister for advice and report in relation to the practice of architecture (including codes of professional conduct),
- (e) co-operation with neighbouring jurisdictions to further a common and harmonious approach to the administration of legislation relating to architects,
- (f) the accreditation of courses of study in architecture,
- (g) the maintenance and operation of the Architects Fund,
- (h) the promotion of community discussion about architectural issues,
- (i) the provision of general advice to consumers of architectural services with respect to the ethics and standards of professional competence that are generally expected of architects,
- (j) the provision of advice to the Minister with respect to any other matter in connection with the administration of the *Architects Act 2003*,
- (k) such other functions as are conferred or imposed on the Board by or under the *Architects Act 2003* or any other Act.

The principle legislation administered by the Board is the *Architects Act 2003*.

## Aims and objectives

The NSW Architects Registration Board administers the *Architects Act 2003*, the legislation regulating architects in NSW.

The Board's key objectives are:

- to engage dynamically, creatively and intelligently with architect, the public, educators, policymakers and the broader built environment sector to communicate how design and architecture shape the environment we build around us;
- to develop engaging programs and resources that are accessible, rigorous and respected; and
- to foster relationships with organisations to promote a wider understanding of architectural issues in the community.

The range of services provided by the Board includes:

- the maintenance of an accurate Register of Architects and a List of Architect Corporations and Firms;
- the operation of a fair, effective, and open procedure for investigating and hearing complaints made against architects;
- the sanctioning of architects who breach the *Architects Act 2003* and individuals or firms who represent themselves as an architect when they are not entitled to do so;
- the conducting of examinations for registration as an architect;
- the accrediting of architecture programs that constitute pathways to registration as an architect;
- the administration of scholarships and awards;
- the provision of information to consumers about the qualifications and competence of architects;
- the promotion of a better understanding of architectural issues in the broader community; and
- the provision of accurate information to architects to maximise their understanding of their obligations under the *Architects Act 2003*.

The Board serves the following community:

- consumers of architectural services;
- architects;
- graduates of accredited architecture programs and building designers who wish to become registered architects;
- other stakeholder groups including professional organisations, consumer organisations, policy makers and educational institutions.

# Management and structure - Board members

## Board Members 1 July 2018 - 30 June 2019

The *Architects Act 2003* (Part 5, Section 60) stipulates the membership of the Board and the qualifications to be held by the various Board members. The Board includes six members who are architects and five members who are not architects. Six of the members are appointed by the Minister.

<i>Name</i>	<i>Description</i>	<i>Term</i>
<b>Current Members as at 30 June 2019</b>		
<b>Dr Deborah Dearing*</b>	<b>Board President</b> , architect representing interests of architects	2017 - 2020
<b>Sue Weatherley*</b>	<b>Deputy President</b> , knowledge of local government	2016 - 2020
<b>Peter Salhani*</b>	Represents the public interest in architectural matters	2017 - 2020
<b>Milly Brigden*</b>	Expertise in the property development industry	2017 - 2020
<b>Rod Cameron*</b>	Legal practitioner expert in building & construction law	2018 - 2020
<b>Sarah Marshall*</b>	Expertise in the building industry	2017 - 2020
<b>Andrew Nimmo</b>	Immediate Past President of the Australian Institute of Architects NSW Chapter	2019 - Ex-officio
<b>Vacant**</b>	NSW Government Architect	Ex-officio
<b>Prof Michael Chapman</b>	Architect academic from relevant educational institution	2019 - 2021
<b>Fabricio Siqueira</b>	Architect elected member	2018 - 2020
<b>Melonie Bayl-Smith</b>	Architect elected member	2016 - 2020
<b>Retired Members</b>		
<b>Matthew Curll*</b>	Legal practitioner expert in building & construction law	2016 - 2018
<b>Shaun Carter</b>	Immediate Past President of the Australian Institute of Architects NSW Chapter.	2016 - 2019
<b>Peter Poulet</b>	Deputy President, NSW Government Architect	2012 - 2018
<b>Prof Gerard Reinmuth</b>	Architect academic from relevant educational institution	2017 - 2019
<b>Nigel Bell</b>	Architect elected member.	2016 - 2018

\* *Appointed by the Minister*

\*\* *Olivia Hyde joined the Board in 2018 as an observer for the office of the Government Architect NSW in lieu of the NSW Government Architect.*

## Management and structure - Board meetings

The Board meets on the third Wednesday of each month. In addition, Board members participate on one or more of the Board's Standing Committees or Work Groups to oversee projects

An honorarium is paid to each Board member for their attendance at Board meetings and other related committee work, apart from those members who hold Government positions. Fees paid to Board members are in line with the policies established by the Premier's Office for the 2018/2019 period.

### Meeting Attendance to 30 June 2019

NAME	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	TOTAL
D DEARING (M)	A	√	√	√	√	√	N/M	√	√	√	√	√	10
S WEATHERLEY (M)	√	√	√	√	√	√	N/M	√	A	√	A	√	9
P SALHANI (M)	√	√	√	√	√	√	N/M	√	√	A	√	√	10
M BRIGDEN (M)	√	A	√	√	√	A	N/M	√	√	√	A	√	8
R CAMERON (M)	N/A	N/A	N/A	N/A	√	√	N/M	√	√	√	√	√	7
S MARSHALL (M)	A	A	√	√	√	√	N/M	A	√	A	√	√	7
A NIMMO (ExO)	N/A	N/A	N/A	N/A	N/A	N/A	N/M	N/A	√	√	A	√	3
O HYDE (O)	N/A	N/A	N/A	O	O	A	N/M	O	A	O	O	A	5
M CHAPMAN (A)	N/A	N/A	N/A	N/A	N/A	N/A	N/M	√	√	√	√	√	5
F SIQUEIRA (E)	N/A	N/A	N/A	N/A	N/A	√	N/M	√	√	√	√	√	6
M BAYL SMITH (E)	√	√	√	√	√	√	N/M	√	√	√	A	√	10
M CURLL (M)	A	√	√	√	O	N/A	N/M	N/A	N/A	N/A	N/A	N/A	4
S CARTER (ExO)	√	√	√	√	A	√	N/M	√	N/A	N/A	N/A	N/A	6
P POULET (ExO)	√	A	√	N/A	N/A	N/A	N/M	N/A	N/A	N/A	N/A	N/A	2
G REINMUTH (A)	A	√	A	A	√	A	N/M	A	N/A	N/A	N/A	N/A	2
N BELL (E)	√	√	√	√	A	√	N/M	N/A	N/A	N/A	N/A	N/A	5

*M* Appointed by Minister    *O* Observer    *LOA* Leave of Absence    *N/M* No Meeting  
*E* Elected    *A* Academic Member    *A* Absent    *N/A* Not Appointed  
*ExO* Ex Officio



# Management and structure - Board staff

## Board Staff 1 July 2018 – 30 June 2019

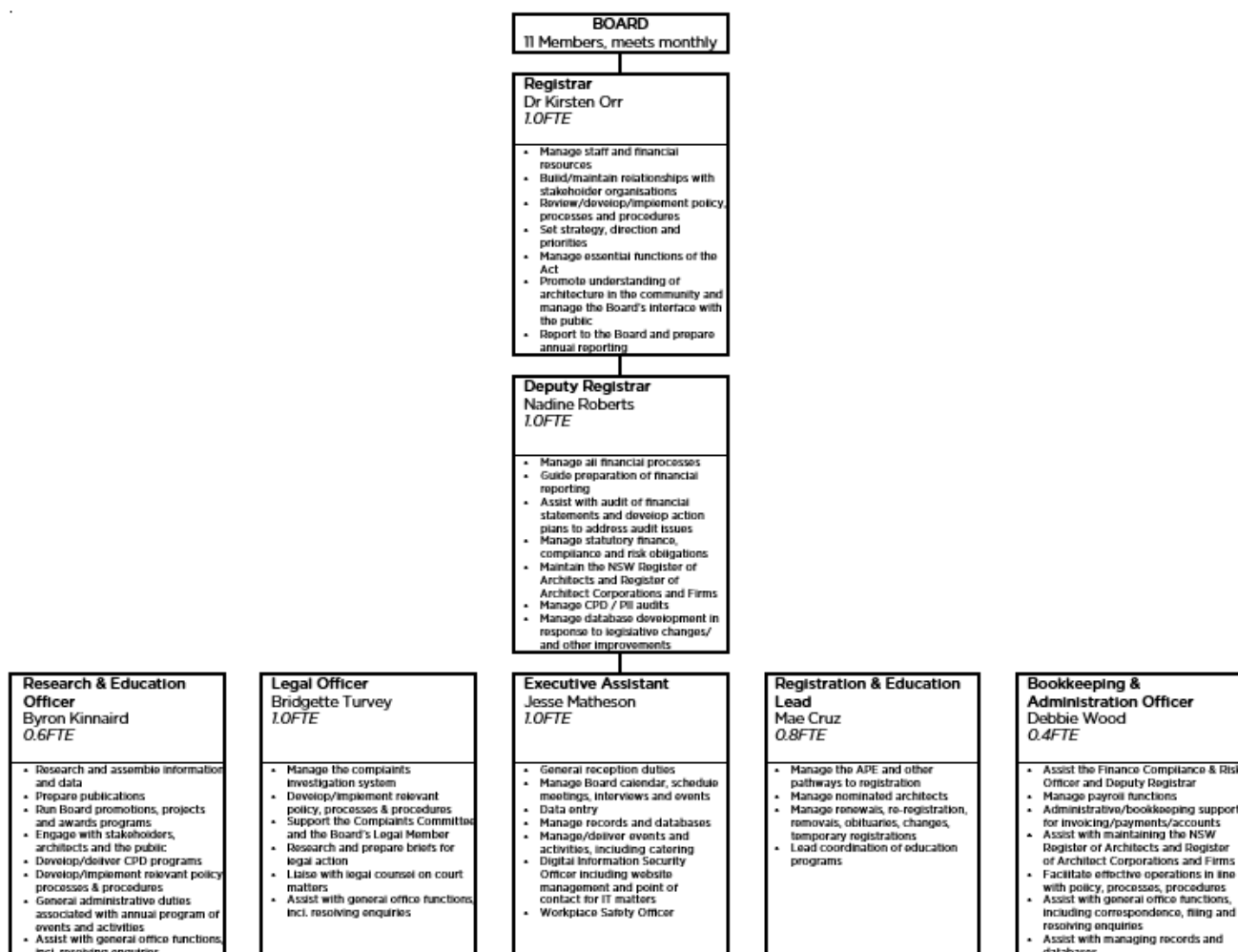
### Current Staff as at 30 June 2019

Dr Kirsten Orr	Registrar (commenced February 2019)
Nadine Roberts	Deputy Registrar
Byron Kinnaird	Research and Education Officer
Jesse Matheson	Executive Assistant/Workplace Safety/Digital Information Security Officer
Bridgette Turvey	Legal Officer (commenced April 2019)
Debbie Wood	Bookkeeping and Administration Officer
Mae Cruz	Registration and Education Lead (retired July 2019).

### Former Staff

Tim Horton	Registrar (resigned November 2018)
Gabrielle Shina	Legal Administrative Clerk (resigned March 2019)

## Board Structure as at 30 June 2019



# Management and structure - Board examiners

The Board draws upon the services of architects to serve as examiners and assessors for the pathways it administers to registration as an architect. These include the Architects Accreditation Council of Australia (AACA) Architectural Practice Examination (APE) and the Board's NSW Built Work Program of Assessment (BWPrA). The Board also nominates NSW representatives to the Accreditation Standing Panel for the AACA Architecture Program Accreditation Procedure in Australia and New Zealand (APAPANZ).

Fees are paid by the Board to examiners assessing candidates for the APE and BWPrA.

Board Member, Melonie Bayl-Smith, currently holds the role of NSW State Convenor for the APE.

## Architectural Practice Examination (APE) Assessors

S Bathgate	J Bilmon	J Blake	M Boffa
T Browne	M Bullen	A Chistiakoff	L Cockburn
J Cockings	J Connor	S Crawford	C Dawson
J Ezer	P Fung	P Gallagher	B Giles
G Gonzalez	L Gosling	M Hashemi	T Helyar
D Holm	R Hudson	J Jackson	H Jennings
W Ji	M Jones	K Klinger	F Koegelenberg
A Kouzmin	B Kugan	V Lane	L Lesslie
F Lewis	K Loseby	G Luscombe	C Matheson
B McHarg	D McKendry-Hunt	P McLeod	D Moon
R O'Brien	I Pearson	E Prineas	M Pullinger
R Ratcliffe	P Reed	M Roberts	S Rofail
D Russell	J Sarkis	C Sheeran	I Sheridan-Miller
M Shoolman	S Sikder	S Simonian	B Sonter
E Springett	R Stevens	M Strangas	E Teicher Gertel
H ten Brummelaar	C Trevor-Jones	D van der Breggen	T Wetherill
D Wilson	M Xu		

## Built Work Program of Assessment (BWPrA) Examiners

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

## NSW Representatives to AACA Australian Accreditation Standing Panel

D Clarke	C Lassen	D van der Breggen	D Jones
D Alic	F Lewis	M Pullinger	M Bayl-Smith
M Ostwald	M Tawa	P Berkemeier	P Reed
S Loschke	G Reinmuth	D Barnstone	L Cockburn
M Chapman	P Oldfield		

# Management and structure - Board governance

The work of the Board derives from the objects and functions of the Board as set out in the *Architects Act 2003*. There are specific Board delegations outlined in the *Act*. Specific delegations and 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.

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. Board recommendations and decisions are minuted at each Board meeting. The Board seeks independent legal advice and other professional advice on an as-needs basis.

## Income

The Board is entirely funded by fees levied upon architects and architect corporations and firms, Architectural Practice Examination fees, and fines as determined by the Board arising from disciplinary procedures. The fees collected fund the administration of the Board and include contingencies for legal costs, development of information for consumers and general administration costs. 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.

## Board Financial Management Framework

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

## Committees and workgroups

Under the provisions of S 62 (1) of the *Architects Act 2003*

*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 the Complaints Committee established by the Board].

Board Committees are supported by the Registrar and staff as appropriate. As at 30 June 2019 the Complaints Committee and Finance and Risk Committee 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 *Architects Act 2003*, the Complaints Committee must be constituted by 3 members of the Board, of whom one must be an Australian legal practitioner, and one must be an architect, and one must be a member who is neither an Australian legal practitioner nor an architect.

Members as at 30 June 2019: Rod Cameron (Chair), Melonie Bayl-Smith and Peter Salhani.

**Finance and Risk Committee**

In April 2019, the Finance and Risk Committee reviewed changes to Accounting Standards AASB 9 Financial Instruments, AASB 15 Revenue from Contracts with Customers, AASB 16 Leases, AASB 1058 Income for Not-for-profit Entities together with Treasury Mandates, TPP19-04 Financial Reporting Code for NSW General Government Entities 2018-19 and the *Government Sector Finance Act 2019* and endorsed the assessment and recommendations made by the Board's Accountants, Watkins Coffey Martin Chartered Accountants, in the interpretation and application of the Accounting Standards.

The Finance and Risk Committee reviewed the draft 2018-2019 budget and Financial Statements; recommending the above for adoption by the Board. Development of a Strategic Plan, incorporating a review of the Boards Corporate Plan (2020-2023) will commence in 2019-2020.

Members as at 30 June 2019: Sue Weatherley (Chair), Sarah Marshall and Dr Deborah Dearing.

# Operations 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 accredited 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 and managed 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.

## Accredited academic qualifications

Four universities in New South Wales offer accredited Master of Architecture qualifications, being the academic qualification prescribed by the *Architects Act 2003* for registration as an architect. These courses are offered 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 accredited and monitored under the Architecture Program Accreditation Procedure in Australia and New Zealand (APAPANZ), owned by the Architects Accreditation Council of Australia. Under this process, National Accreditation Review Panels provide recommendations to the Board regarding the accreditation of qualifications for a maximum period of five years.

Western Sydney University (WSU) commenced a new architecture program in 2018. It currently has students enrolled in the Bachelor of Architectural Design and is expected to commence enrolments in the Master of Architecture (Urban Transformation) in 2020. WSU will be eligible to undergo accreditation of its architecture program in the final teaching semester of the first graduating cohort from its of Master of Architecture degree.

## 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 and Territory Architect Registration Boards. In New South Wales, 301 candidates were admitted to the examination and 233 were successful for the period 1 July 2018 to 30 June 2019. This represents a 77% success rate.

## Mutual Recognition

The *Architects Act 2003* 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, 68 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. US 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 Built Work Program of Assessment (BWPrA) was first introduced in 2002 and 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 program requires applicants to demonstrate defined competencies in a complex built project in Australia. Five (5) applications were received by the Board in the reporting year and two (2) candidates successfully completed the program.

The Board will undertake a review of the BWPrA in the 2019-2020 year to ensure that it remains a nationally consistent pathway to registration as an architect and adheres to appropriate standards. The review will include benchmarking the BWPrA program against the AACA's National Program of Assessment. The Board considers the review timely in light of the Government's current push to introduce regulatory reforms in the construction sector, which may result in increasing numbers of applicants for the BWPrA in the future.

## **Architect Corporations and Firms**

Part 2 Division 2 Section 11 of the *Architects Act 2003* 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*.

The number of active Architect Corporations/Firm in NSW as at 30 June 2019 was 1,417.

## Profile of architects registered in NSW as of 5 September 2019

### Total number of NSW registered architects

2013	2014	2015	2016	2017	2018	2019
4064	4487	4762	4898	4984	5202	5459
Practising /Non-Practising						4493/966

### New enrolments

2013	2014	2015	2016	2017	2018	2019
161	319	296	300	287	320	359

### Qualifications of new registrants

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Qualified in NSW	193	167	159	146	148	174
Qualified in Interstate schools	21	36	23	35	36	46
National Program of Assessment	2	1	1	3	6	4
NZ/Singapore/HK graduates	11	8	9	1	7	5
Qualified from overseas schools	21	13	17	29	14	25
Mutual Recognition Australia	67	67	89	72	90	68
TTMRA (New Zealand)	4	1	2	1	3	3
Temporary Registration (NSW)	0	3	0	0	0	1
APEC Architect	0	0	0	0	0	0
Experience Practitioners	0	0	0	0	12	29
Assessment Overseas/Local						
US Mutual Recognition	0	0	0	0	4	4
Arrangement						
<b>Total</b>	<b>319</b>	<b>296</b>	<b>300</b>	<b>287</b>	<b>320</b>	<b>359</b>

### Location of registrants

	NSW	ACT	NT	QLD	SA	TAS	VIC	WA	O'SEAS
Practising	3807	55	6	216	25	18	189	15	162
NonPractising	768	10	0	36	10	3	38	6	95

### Age and gender of registrants

Age range	Full Registration					Non-Practising			
	M	F	I	%	Total	M	F	I	Total
90 +	1	0	0		1	9	1	0	10
80 to 89	20	2	0		22	86	3	0	89
70 to 79	217	10	0		227	267	18	0	285
60 to 69	674	101	0		775	181	35	0	216
50 to 59	715	256	0		971	65	35	1	101
40 to 49	788	429	0		1217	61	60	0	121
30 to 39	649	496	1		1146	68	69	0	137
20 to 29	56	78	0		134	0	7	0	7
<b>Total</b>	<b>3120</b>	<b>1372</b>	<b>1</b>	<b>30.5%</b>	<b>4493</b>	<b>737</b>	<b>228</b>	<b>1</b>	<b>966</b>

## **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. Currently, the NSW Board President, Dr Deborah Dearing, and NSW Registrar, Dr Kirsten Orr, are Directors 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 nationally of examiners and assessors and monitors the Overseas Qualifications Assessment (OQA), Locally Experienced Practitioner Assessment (LEP), Overseas Practitioner Assessment (OPA), the National Program of Assessment (NPrA) and the Experienced Practitioner Assessment (EPA). The AACA also facilitates the examination of professional practice throughout Australia through the Architectural Practice Examination (APE). 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. It 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 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.



# Operations and activities – 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. Five (5) matters were determined as representing unsatisfactory professional conduct during the reporting period.

### David Kidston

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

- (a) 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), pursuant to Part 3, clause 6(3) of the Code.
- (b) 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, pursuant to Part 3, clause 6(4) of the Code.

Pursuant to Section 43(4)(b) of the Act, the architect is ordered to withhold the issuing of the invoice, or refund of the payment in the sum of \$3,682.80, being part of the payment for the architectural services that are the subject of the complaint.

Pursuant to Section 43(4)(d) of the Act, the architect is ordered to complete an educational course on designing to a budget, and advising clients of same, and managing client expectations.

### Dimitri Janchek

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

- (a) 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.
- (b) 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 Keane

The Board finds that the architect has engaged in 'unsatisfactory professional conduct', per the definition contained in section 32(b) of the Act, in respect of each of the following six (6) counts of failing to comply with provisions of the Code:

- (a) Failure to comply with the required standards of communication and provision of information to the complainants, in breach of clause 6(1) of the Code.
- (b) Failure to ensure all information provided to the complainants was truthful, accurate, unambiguous and relevant to the client's interest, to enable them to make decisions about

the provision of architectural services, particularly with respect to the projected cost of the project, in breach of clause 6(2)(a)-(b) of the Code.

- (c) Failure to take all reasonable steps to inform the complainant of the decision required of them with respect to being engaged for contract administration and the implications of this decision on the performance of architectural services, in breach of clause 6(3) of the Code.
- (d) Failure to advise the complainants on the likelihood of achieving a project design which satisfies the complainants' budget and time requirements for the architectural services, in breach of clause 6(4) of the Code.
- (e) Failure to comply with the requirements for client agreements, as specified by clause 7(2) of the Code.
- (f) Failure to ensure that the cost of architectural services provided to the complainants reflected the fee structure specified in the agreement and the amount of work undertaken or would be carried out, per clause 7(3) of the Code.

Per section 43(4) of the Act, the Board is empowered to take various actions in response to this finding of unsatisfactory professional conduct.

### **Matthew Holt**

Pursuant to section 43 of the Architects Act, the architect is found to have engaged in unsatisfactory professional conduct in:

- (a) Failing to provide sufficient relevant information with reasonable promptness to enable a client or prospective client to make an informed decision in relation to the provision of architectural services, pursuant to Part 3, clause 6(1) of the Code.
- (b) Failing to take all reasonable steps to ensure that all information and material is provided is truthful, accurate, unambiguous and relevant to the client's interest, and to provide a client with sufficient information to enable the client to make decisions about the provision of the architectural services, including information that clearly identifies the implications of various decisions that could be made, pursuant to Part 3, clause 6(2) of the Code.
- (c) Failing to advise a 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 services concerned, pursuant to Part 3, clause 6(4) of the Code.
- (d) Failing to comply with the requirements for client agreements pursuant to Part 3, clause 7(2) of the Code.
- (e) Failing to enter into the Client-Architect agreement before commencing to provide the architectural services, pursuant to Part 3, clause 7(4) of the Code.
- (f) Failing to ensure that the cost of architectural services provided to the client reflects the fee structure specified in the Client Architect agreement, and that the costs accurately reflect the amount of work done or to be done for the client in the provision of the architectural services (including any variations to the architectural services and the incurring of any liabilities to pay employees overtime, pursuant to Part 3, clause 7(3) of the Code.
- (g) Failing to ensure that 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 the architect in connection with the architect's professional practice when dealing with the public, pursuant to Part 6, clause 17(1)(c) of the Code.

Pursuant to section 43(4)(a) of the Act, the Board reprimands the architect in respect of each of the instances of the unsatisfactory professional conduct set out above.

Pursuant to section 43(4)(b) of the Act, the Board orders that the architect refund to the complainants \$2,367.00 being the payment for the architectural services that were the subject of the complaint.

Pursuant to section 43(4)(e) of the Act, the Board orders that within 28 days the architect report to the Board on his architectural practice by providing the Board:

1. A copy of a template client agreement which complies with the provisions of the Code;
2. A statutory declaration which includes:

- a. confirmation that the architect has amended all current client agreements to ensure that they comply with the provisions of the Code; and
  - b. confirmation that a copy of the Code has been provided to all current clients; and
3. A copy of a template letterhead, invoice, presentation document, architectural plan and email signature, which includes the architect's registration number, in compliance with clause 17(1)(c) of the Code.

Pursuant to section 43(4)(g) of the Act, the Board orders that the architect pay a fine of \$1,100 in respect of their unsatisfactory professional conduct in failing to comply with clause 7 of the Code including the matters set out in Clause 7(2) of the Code.

### **Luisa Manfredini and David McCrae**

Pursuant to section 43 of the Architects Act, the architects are found to have engaged in unsatisfactory professional conduct for:

- (a) Failing to provide architectural services to a client with reasonable promptness, and in accordance with any agreed time frame or in a reasonable time frame as is permitted by the provision of instructions to the architect by the client, pursuant to Part 2, clause 4(2) of the Code.
- (b) Failing to advise a client to obtain specialist advice or services from a suitably qualified person other than an architect (such as an engineer) concerning an issue arising in connection with the provision of architectural services if the architect believes that it is in the client's interest to do so, pursuant to Part 2, clause 4(5) of the Code.
- (c) Failing to advise the client as soon as is reasonably practicable in writing of any thing that would, or would be likely to, prevent the client's instructions relating to the architectural services being followed, including the responsibility of an architect to withdraw from the provision of the architectural services, pursuant to Part 3, clause 14 of the Code.
- (d) Failing to provide sufficient relevant information with reasonable promptness to enable a client or prospective client to make an informed decision in relation to the provision of architectural services, pursuant to Part 3, clause 6(1) of the Code.
- (e) Failing to take all reasonable steps to ensure that all information and material is provided is truthful, accurate, unambiguous and relevant to the client's interest, and to provide a client with sufficient information to enable the client to make decisions about the provision of the architectural services, including information that clearly identifies the implications of various decisions that could be made, pursuant to Part 3, clause 6(2) of the Code.
- (f) Failing to take all reasonable steps to ensure that a client is informed of the decisions required of the client in respect of the architectural services being provided by the architect, and the implications of those decisions for the performance of the architectural service (particularly those implications related to timeliness, cost and changes to the architectural service), pursuant to Part 3, clause 6(3) of the Code.
- (g) Failing to advise a 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 services concerned, pursuant to Part 3, clause 6(4) of the Code.
- (h) Failing to respond to a client's reasonable requests for information or other communications concerning the architectural services being provided by the architect to the client with reasonable promptness, pursuant to Part 3, clause 6(6) of the Code.
- (i) Failing to ensure that the cost of architectural services provided to the client reflects the fee structure specified in the Client Architect agreement, and that the costs accurately reflect the amount of work done or to be done for the client in the provision of the architectural services (including any variations to the architectural services and the incurring of any liabilities to pay employees overtime, pursuant to Part 3, clause 7(3) of the Code.
- (j) Failing to ensure that 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 the architect in connection with the architect's professional practice when dealing with the public, pursuant to Part 6, clause 17(1)(c) of the Code.

- (k) Failure of a nominated architect responsible for the provision of architectural services by an architect corporation or an architect firm to ensure that the architect is identified clearly and accurately as the nominated architect 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, pursuant to Part 6, clause 17(2)(a) of the Code.

Pursuant to section 43(4)(a) of the Act, the Board reprimands Luisa Manfredini in respect of each of the instances of the unsatisfactory professional conduct set out above.

Pursuant to section 43(4)(a) of the Act, the Board reprimands David McCrae in respect of each of the instances of the unsatisfactory professional conduct set out above.

Pursuant to section 43(4)(b) of the Act, the Board orders that the architects Luisa Manfredini and David McCrae refund to the complainants \$24,750 being part of the payment for the architectural services that were the subject of the complaint, Luisa Manfredini and David McCrae being jointly and severally liable for that refund.

Pursuant to section 43(4)(g) of the Act, the Board orders that Luisa Manfredini pay a fine of \$2,200 in respect of her unsatisfactory professional conduct in failing to comply with clauses 4, 6, 7, and 17 of the Code calculated as follows:

Clause 4 Provision of architectural services generally	\$550
Clause 6 Provision of information to clients and prospective clients	\$550
Clause 7 Client Agreements	\$550
Clause 17 Dealings with public	\$550

Pursuant to section 43(4)(g) of the Act, the Board orders that David McCrae pay a fine of \$2,200 in respect of his unsatisfactory professional conduct in failing to comply with clauses 4, 6, 7, and 17 of the Code calculated as follows:

Clause 4 Provision of architectural services generally	\$550
Clause 6 Provision of information to clients and prospective clients	\$550
Clause 7 Client Agreements	\$550
Clause 17 Dealings with public	\$550

## 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. Fifty-five (55) enquiries were logged on the Triage Register in the reporting year. Four (4) of these proceeded to a complaint. Fifty-one (51) complaints were avoided or resolved by early advice and action.
  - 27% of enquiries related to Design
  - 22% of enquiries related to Documentation
  - 16% of enquiries related to Project Delivery
  - 35% of enquiries related to Practice Management

- A *Mediation Register* records applications for mediation and the outcomes of the mediation undertaken. In the reporting period there were no mediations.
- 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: Breaches of Part 2, Sections 9, 10 and 11 of the *Architects Act 2003***

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, have 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 Development 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 2003*. In cases where a potential breach is identified, the individual or entity is given the opportunity to remedy the matter. Where the representation is not remedied, the Board may take action against the individual or entity in the Local Court.

In the reporting year, there were 96 investigations of alleged offences relating to the practice of architecture. As at 20 June 2019, 51 cases were closed, 32 cases had been actioned, and 13 cases were still pending investigation.

### **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 *Architects Act 2003*. As at 30 June 2019 the legal action was continuing.

## 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 better understanding of complex professional and regulatory processes.

### **ARB OPEN – App**

In 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 Units of Competency from the *National Standards of Competency for Architects*. Logged information is synced with the NSW Register of Architects to create a dynamic record.

For homeowners the App provides free access to video resources on working with an architect, the *NSW Architects Code of Professional Conduct* and what to do if things get difficult. In the reporting year, the App attracted 7696 impressions on the iTunes App Store (100% increase on the previous reporting year), resulting in 775 downloads of the App (1,589 in total since launch across iTunes and GooglePlay) and 3,330 sessions on iTunes (124% increase on the previous reporting year).

### **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.

In 2016 the Board commissioned John Mendoza and Marion Wands from ConNetica to complete a thorough literature review on the subject of architects and mental health. Associate Professor Lee Stickells (University of Sydney) also provided a discipline-specific lens to the report. One of the key outcomes of the literature review was a recommendation to undertake a survey to address a significant gap in the knowledge and better understand the issues at play.

In August 2018, John Mendoza facilitated a Focus Group with representatives from each school of architecture in NSW, the Association of Consulting Architects, and the Board. A range of issues were raised during this session that informed the design of a survey of the architecture profession that could be deployed in NSW or nationally.

In 2019 this survey was deferred, and further work undertaken by the Board to prioritise and ethically driven research approach most likely to deliver meaningful outcomes for the profession, and consequently, for consumers of architectural services. An expanded review of existing professional service industry literature and mental health services has been undertaken and potential industry and academic partners have been identified to maximise the impact of this work.

### **YouGov Galaxy Poll – NSW Home Design Survey**

In December 2017 the Board initiated correspondence with YouGov Galaxy to undertake a study of residents across NSW on their preferences for improving their home situation, whether it be renovation or moving to another property. The survey was conducted in August 2018 with a sample of 2000 NSW residents aged 20-74 years. In September 2018 the survey results were received by the Board, providing a rich source of contemporary views and perceptions of potential consumers of architectural services.

## 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:	984,854 page views
Facebook:	1,295 followers
Twitter (@ArchInsights):	3,464 followers
Soundcloud	5,597 listens
Instagram	1,951 followers
You Tube	2,887 views

# 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 better 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) 2018

The Sydney Architecture Festival is presented annually by the Board in partnership with key cultural institutions and event producers across the city in the annual celebration of architecture. In the reporting year, the Festival included talks, exhibitions, tours and activities that are all focused on promoting a better understanding of architecture. SAF social media (Twitter) generated 2,500,000 impressions with the official Festival account reaching 750,000 individual accounts. Print, radio and television coverage increased 56% on the previous reporting year. Around 1700 tickets were booked through Eventbrite and the Sydney Opera House.

## Australia by Design

In the reporting year, 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 is notable for its focus on architect-designed projects, with a broad jury drawn from industry. The Registrar, Tim Horton, featured as National Host in 2018.

## MADE by the Opera House

In honour of the Sydney Opera House's 40<sup>th</sup> Birthday celebrations in October 2013, the Sydney Opera House Trust, Arup, Steensen Varming, the 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 2018 included;

- Cuong Van Tran
- Henriette Friis
- Rune Wriedt
- Sebastian Glæsel Enevoldsen
- Rasmus Hansen

The five Australian students selected to visit Denmark in January 2019 included;

- Nicholas Bucci
- Tom Dufficy
- Billie-Grace Dunk
- Jack Jeffries
- Josephine Nicholas



## 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.

In 2019 four candidates were nominated by the respective Heads of the four schools of architecture in NSW, including;

- Sahibajot Kaur (University of Newcastle)
- Joshua Sleight (University of New South Wales)
- Sarah Mae-Siew Yap (University of Sydney)
- Charles Curtin (University of Technology Sydney)

### **Medallion award and citation**

The 2019 Architect's Medallion was awarded to Sarah Mae-Siew Yap of the University of Sydney. The citation read:

*Sarah has demonstrated through her outstanding design studio work a sustained commitment to addressing the challenges of the contemporary world. In particular, the jury was impressed by her commitment to forge creative links between different fields that are often seen in opposition – tackling issues of social engagement and social equity in combination with the architectural application of advanced technologies.*

*Sarah's academic results clearly show a sustained commitment to excellence. Throughout her studies she has repeatedly featured on the Dean's List of Excellence in Academic Performance and has been awarded multiple prizes that recognise both her academic achievement and her commitment to social justice in architecture and improving the lives of people.*

*The jury was particularly impressed by Sarah's commitment to architecture as a means of making a positive and sustainable difference to the built environment, irrespective of project type, scale or budget. As she moves on from her University studies into the architectural profession, the jury envisages an influential role for Sarah, one that masters the complexity of interactions and decisions to achieve excellence in the built environment to deliver outcomes that are both human-centred and transformative.*

## STEAM Futures: Building Connections program

The Board has a range of education resources to promote a better understanding of architectural issues in local communities and schools. In 2018-2019 the Board piloted a program in partnership with STEAMpop to expand the Board's education outreach by training a cohort of architects that can be ambassadors for architecture in the community. Architects and teachers collaborated to develop site-specific programs for students that explored the potential for 'STEAM' initiatives in four NSW schools.

## Exhibitions of NSW graduating students

The Board is a major supporter annually of the exhibitions of graduating students in each of the four accredited programs of architecture in NSW universities. In the reporting year, a sum of \$5,000 was donated to each University.

## **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 Board to enable winners to undertake a course of study, research or other activity approved by the Board as contributing to the advancement of architecture. Scholarships are open to graduates and students of the four schools of architecture in New South Wales.

The 2018 Byera Hadley Travelling Scholarships were awarded to:

Tiana-Jane Furner  
*Architecture and Australia's Criminal Justice System*

Lewis Evans  
*Simple Dwelling*

Isobel Lord  
*Low-Rise Medium Density Housing in Beijing*

Doug Hamersley  
*Architecture in Remote Australia: Community and Art*

Anne Ewald-Rice  
*Pocket Possibilities: 'Freespace' on Country*

Kate Nason  
*Green List: The Rise of Energy Efficient Buildings*

Jordan Mathers  
*Data Informed Design and the Science of Cities*

Jessica Bradley  
*Work to Live, or Live to Work: How can purpose-driven business be applied to the architectural practice?*

Eleanor Peres  
*The Urban Architectures of Native Ecologies*

Amelie Deveaux  
*Adaptive Reuse, Carparks and Infinite Perspectives*

Alexandra McRobert  
*Manufacturing Affordability: America's Manufactured Housing as an Affordable Housing Typology*

Alberto Quizon  
*Small Scale Civics*

Endriana Audisho  
*The Media War in Architecture: Reporting on the 1990s Architectural Education and Practice.*

# Statutory reporting obligations

## Funds granted to non-government community organisations

The Board did not grant any funds to non-government community organisations in the reporting year.

## Social programs

The Board did not provide any Social programs determined by the Secretary of the Treasury for the reporting year.

## Legal change to the *Architects Act 2003*

As at 30 June 2019, the following amendments have been made to the *Architects Act 2003* ('the Act'):

The prohibition against registering a person under the age of 21 from being an architect under section 22(3)(a) of the *Act* has been repealed. This amendment commenced on 28 February 2019. As a result, the Board can now register suitably qualified persons under the age of 21 as architects.

The provision of the *Act* preventing online lodgement of registration that was previously under section 22 of the *Act* has been removed. This amendment commenced on 28 February 2019. As a result, the Board can now establish a process to accept online registrations.

There is a number of proposed amendments to the *Act* that have not yet commenced. These amendments are found in Schedule 2 to the *Fair Trading Legislation Amendment (Reforms) Act 2018*. Once in effect, the following changes will be made to the *Act*:

- After section 17 of the *Act*, section 17A will be inserted to allow architects to register for a period of 1, 3 or 5 years in duration. The registration period can commence at any point in time and will not expire until 1, 3 or 5 years later.
- Section 20(3) of the *Act* will be amended to remove the words 'the duration of registration'.
- Section 22(2) of the *Act* will be amended to insert the words "other than section 39" after the words "Part 3".
- Section 24(1)(e) will be inserted into the *Act* to allow the removal of an architect's name from the Register in the event that their registration has expired and the registration has not yet been renewed or restored.
- Section 24(g) and 24(h) will be inserted into the *Act* to allow the Board to remove an architect from the Register who has failed to comply with CPD or PII requirements.
- Section 28(1) of the *Act* will be replaced to align with rolling renewals and registrations of longer than 1 year in duration.
- Section 28(2A) will be inserted to provide for restoration of registration.
- Section 28(7A) will be inserted to allow the Board to refuse an application for restoration in circumstances prescribed by the Regulations.
- Section 84(2)(i) will be inserted to allow the Regulations to make provision for the waiver or refund of the whole or any part of a fee for any service provided by the Board.

Schedule 2 to the *Fair Trading Legislation Amendment (Reforms) Act 2018* also provides that the NSW Architects Code of Professional Conduct will be amended to remove the words 'during the current registration period' from clause 16(2).

## Economic or other factors

The Board had no economic or other factors affecting achievement of operational objectives for the reporting year.

## Research and development

The Board did not undertake any research and development activities in the reporting year.

## Human resources

The number of Board employees has remained stable in the last three years at around 4.8-5.8FTE staff.

There were no exceptional movements in wages, salaries or allowances in the reporting year. The Board benchmarks salaries against the *Crown Employees (Public Sector – Salaries 2019) Award* and refers to *The Public Service Industrial Relations Guide* for staff employment conditions. Leave entitlements, long service leave and parental leave are all provided in accordance with the applicable legislation. All Board staff hold continuing employment contracts that comply with the laws in force in New South Wales.

## Consultants

The Board did not engage any consultant during the reporting year that cost \$50,000 or more.

The Board engaged financial consultants, *Watkins Coffey Martin Chartered Accountants*, to provide accounting services at a cost of \$34,528.

The Board contracts the services of external contractors to maintain plant (the separate air conditioning system) and IT equipment and software. These services are provided as part of a Service Agreement.

## Workforce diversity

As a small statutory body, the Board employs 5.8FTE 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 30 June 2019, the Board staff comprised;

- Dr Kirsten Orr, Registrar (Full time)
- Nadine Roberts, Deputy Registrar (Full time)
- Mae Cruz, Registration and Education Lead (Part time)
- Debbie Wood, Bookkeeping and Administration Officer (Part time)
- Byron Kinnaird, Research and Education Officer (Part time)
- Bridgette Turvey, Legal Officer (Full Time)
- Jesse Matheson, Executive Assistant / Workplace Safety and Digital information Security Officer (Full time)

## Disability inclusion

In June 2019, the Board engaged the architect, Harry Seidler & Associates to provide design services for a refit of the existing tenancy premises to comply with accessibility requirements. Access consultant, Morris Goding Accessibility Consulting was engaged to undertake an accessibility audit and provide a report specific to the Board's obligations as a Lessee and Government agency.

The Accessibility Report makes recommendations in accordance with the mandatory requirements of

- Disability Access to Premises Standards 2010 (DDA Access Code);
- Building Code of Australia 2019 – Part D3, #3, F2;

- Accessibility Standards: AS1428. 1:2009, AS1428.4. 1:2009, AS1732. 12; and
- advisory issues in line with the intent and objects of the *Disability Discrimination Act 1992*.

The Report includes a risk rating on a scale of 3 to 1 in order to assist the Board with prioritising which non-compliances pose greater risks than others. The Report is informing the project scope and design brief for the design of the tenancy refit, with construction work anticipated to occur in January 2020.

## Land disposal

The Board did not own or dispose of any properties during the reporting year.

## Promotion

There were no overseas visits undertaken by Board members or Board staff during the reporting year.

## Consumer response

In September 2018, the Board implemented “Your Feedback” functionality for the Board’s website. In the reporting year the Board received 49 cases of feedback (31 Compliments, 16 Complaints and 1 Suggestion). All cases were either been responded to or are closed. Most cases involved the use of the website, such as the online renewal process, and in almost all cases the matter was resolved by the individual themselves.

## Payment of accounts and time for payment

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
	\$	\$	\$	\$	\$
<b>All suppliers</b>					
September 2018	\$242,716.58	-	-	-	-
December 2018	\$430,638.80	-	-	-	-
March 2019	\$139,374.77	\$1,027.44	-	-	-
June 2019	\$287,493.44	-	-	-	-
<b>Small business suppliers</b>					
September 2018	\$199,048.14	-	-	-	-
December 2018	\$255,151.48	-	-	-	-
March 2019	\$76,278.78	-	-	-	-
June 2019	\$132,410.85	-	-	-	-

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

Measure	September 2018	December 2018	March 2019	June 2019
<b>All suppliers</b>				
Number of accounts due for payment	113	169	77	123
Number of accounts paid on time	113	169	76	123
Actual percentage of accounts paid on time (based on no. of accounts)	100%	100%	98.70%	100%
Dollar amount of accounts due for payment	\$242,716.58	\$430,638.80	\$140,402.21	\$287,493.44
Dollar amount of accounts paid on time	\$242,716.58	\$430,638.80	\$139,374.77	\$287,493.44
Actual percentage of accounts paid on time (based on \$)	100%	100%	99.27%	100%
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 due to the office being closed for two weeks over the Christmas / New Year Period.

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

Measure	September 2018	December 2018	March 2019	June 2019
<b>Small business suppliers</b>				
Number of accounts due for payment	63	127	43	85
Number of accounts paid on time	63	127	43	85
Actual percentage of accounts paid on time	100%	100%	100%	100%
Dollar amount of accounts due for payment	\$199,048.14	\$255,151.48	\$76,278.78	\$132,410.85
Dollar amount of accounts paid on time	\$199,048.14	\$255,151.48	\$76,278.78	\$132,410.85
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	-	-	-	-

**Risk management and insurances**

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 maintains and updates an asset register on an annual 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. Independent legal advice is sought as required.

The Board has a Finance and Risk Committee. The Committee objectives are to:

- Provide oversight of the Board's governance, risk and control frameworks, internal financial planning, and its external accountability requirements
- Provide oversight to annual budget planning, human resources; staff welfare and remuneration
- Monitor the Board's Workplace Health and Safety responsibilities

Refer Management and Structure: Board Governance for more detail about the activities of this Committee in the reporting year.

### **Internal audit and risk management policy attestation**

The Board has an exemption from compliance with NSW Treasury Internal Audit and Risk Management Policy TPP15-03.

The Board has internal risk management processes in place. These processes provide a level of assurance that enables the senior management of Board to understand, manage and satisfactorily control risk exposures.

### **Controlled entities**

The Board has never had any controlled entities of the kind referred to in section 39 (1A) of the *Public Finance and Audit Act 1983*.

### **Subsidiaries**

The Board has never had any public sector subsidiaries.

### **Multicultural policies and services**

In 2018 the Board became one of the first mentor and internship partners for the Droga Indigenous Architecture Scholarship awarded by the University of Technology Sydney. The Droga Scholarship supports Indigenous students through the Bachelor and Master degree requirements for professional recognition as an architect and will fund up to ten (10) Indigenous architecture students annually, with recipients receiving \$50,000 over 5 years. As part of the terms of the agreement, UTS has committed to facilitating an industry mentor and internship program for scholarship awardees for the term of their study. The first recipients of the Droga Scholarship were announced in July 2019, with the Board's first internship to take place in January 2020.

The 2019 Architects Medallion has been awarded to Sarah Mae-Siew Yap, a graduate from the University of Sydney, whose work has focused on tackling issues of social engagement and social equity in combination with the architectural application of advanced technologies.

The Byera Hadley Travelling Scholarship has been awarded by the Board since 1951. The purpose of the award is to enable recipients to travel nationally and internationally to undertake a course of study or research to promote and encourage their education. In 2018 the Byera Hadley Travelling Scholarships awarded funds to support research into aspects of multiculturalism in the built environment, including:

- Anna Ewald-Rice for her project 'Pocket Possibilities: 'Freespace' on Country
- Doug Hamersley for his project 'Architecture in Remote Australia: Community and Art'
- Isobel Lord for her project 'Low-Rise Medium Density Housing in Beijing'

## **Agreements with Multicultural NSW**

The Board had no agreements with Multicultural NSW under the *Multicultural NSW Act 2000* for the reporting year.

## **Work health and safety**

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

In the reporting year, Board staff undertook fire training, including building evacuation procedures and training in the use of fire extinguishers.

There were no reportable incidents for the reporting year, and no work-related injuries, illnesses or prosecutions under the *Work Health and Safety Act 2011*.

## **Senior executive reporting**

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

At the end of the reporting year, the Board employed one female staff member in a Senior Executive role equating to Band 1 of Public Sector Senior Executive salary (PSSE) with remuneration of \$225,207, compared to 2017/2018 when there was one male staff member in a Senior Executive role equating to Band 1 of Public Sector Senior Executive salary (PSSE) with remuneration of \$223,056.

33% of the NSW Architects Registration Board's total employee-related expenditure for the reporting year was related to the Senior Executive position, compared with 38% in 2017/2018.

## ***Government Information (Public Access) Act 2009***

The Board provides information to the public in compliance with the *Government Information (Public Access) Act 2009*. The *GIPA Act* applies to all NSW Government agencies and encourages the proactive release of information. 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* is regularly undertaken by the Board and a Publication Guide has been prepared that lists the information and guides available on the website.

Policies and publications can be accessed directly from the Board's website or by contacting the Registrar. The Board also maintains an active social media presence to share information and decisions. 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 a \$30 application fee.

The Board had one application for access to information under the *GIPA Act* in the reporting year.

## **Digital information security policy attestation**

The Board is currently implementing a project to assess its Cyber Security risks and improve the maturity of cyber security reporting requirements, including ACSC Essential Eight controls. A backup system for IT records is already in place and so is a Disaster Recovery Plan that is maintained by an external consultant.

Refer Annexure C - *NSW Architects Registration Board Cyber Security Annual Attestation Statement for the 2018-2019 Financial Year*.



### **Public Interest Disclosures**

There were no disclosures received from any officer of the Board for the reporting year. No reports were received in reference to corrupt conduct, maladministration, government information or local government pecuniary contraventions.

### **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 were no requests for privacy reviews in the reporting year.

### **Annual Reports (Statutory Bodies) Regulation 2015**

In accordance with the *Annual Reports (Statutory Bodies) Regulation 2015* (493), Clause 8(2)(b) 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.



## 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 2019, the Statement of Financial Position as at 30 June 2019, the Statement of Changes in Equity and the Statement of Cash Flows for the year then ended, notes comprising a Summary 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 2019, 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**

The Board's annual report for the year ended 30 June 2019 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The members of the Board of the Board are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise 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.

## **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](http://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.

A handwritten signature in black ink, appearing to read 'SML'.

Min Lee  
A/Director, Financial Audit Services  
Delegate of the Auditor-General for New South Wales

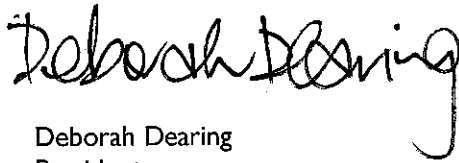
17 October 2019  
SYDNEY

**NSW Architects Registration Board**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019**  
**STATEMENT BY BOARD MEMBERS**

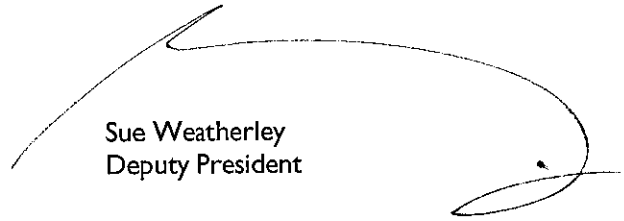
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Under Section 41C of the *Public Finance and Audit Act 1983*, we state that, in our opinion:

- (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 and notes exhibit a true and fair view of the financial position of the Board as at 30 June 2019 and transactions of the Board for the year ended 30 June 2019;
- (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



Sue Weatherley  
Deputy President

16 October 2019

**NSW Architects Registration Board**  
**Financial Statements**  
**for the year ended 30 June 2019**

## **Index to the Financial Statements**

	<b>Page</b>
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**

	<b>Page</b>
1. Summary of Significant Accounting Policies	5-7
2. Expenses Excluding Losses	8-9
3. Revenue	9-10
4. Current Assets - Cash and Cash Equivalents	10
5. Current Assets - Receivables	11-12
6. Current Assets - Other Financial Assets	12-13
7. Non - Current Assets - Plant and Equipment	14-16
8. Restricted Assets	16-17
9. Current Liabilities - Payables	17
10. Current / Non - Current Liabilities - Provisions	18-19
11. Current Liabilities – Other Liabilities	20
12. Commitments for Expenditure	20
13. Contingent Liabilities and Contingent Assets	21
14. Reconciliation of Cash Flows from Operating Activities to Net Result	21
15. Financial Instruments	21-27
16. Related Party Disclosure	28
17. Events after the Reporting Period	28

**NSW Architects Registration Board  
Statement of Comprehensive Income  
for the year ended 30 June 2019**

	Notes	Actual 2019 \$	Actual 2018 \$
<b>Expenses excluding losses</b>			
Operating expenses			
Employee related	2(a)	684,434	591,580
Other operating expenses	2(b)	747,388	682,540
Depreciation	2(c)	22,240	14,390
Grants and subsidies	2(d)	<u>20,000</u>	<u>19,750</u>
<b>Total expenses excluding losses</b>		<u><b>1,474,062</b></u>	<u>1,308,260</u>
<b>Revenue</b>			
Fees	3(a)	1,554,252	1,306,837
Investment revenue	3(b)	37,471	42,030
Architects Accreditation Council of Australia Examination / Built Work Program of Assessment fees	3(c)	244,455	240,210
Other revenue	3(d)	<u>23,390</u>	<u>29,267</u>
<b>Total Revenue</b>		<u><b>1,859,568</b></u>	<u>1,618,344</u>
<b>Net result</b>		<u><b>385,506</b></u>	<u>310,084</u>
Other comprehensive income		-	-
<b>TOTAL COMPREHENSIVE INCOME</b>		<u><b>385,506</b></u>	<u>310,084</u>

The accompanying notes form part of these financial statements.



**NSW Architects Registration Board  
Statement of Financial Position  
as at 30 June 2019**

	Actual 2019	Actual 2018
Notes	\$	\$
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and cash equivalents	4 <b>3,170,589</b>	2,875,170
Receivables	5 <b>24,702</b>	27,118
Other financial assets	6 <b>55,000</b>	43,406
<b>Total Current Assets</b>	<b><u>3,250,291</u></b>	<u>2,945,694</u>
<b>Non-Current Assets</b>		
Plant and equipment		
Office equipment	7 <b>44,367</b>	30,605
Office fitout	7 <b>13,623</b>	17,031
Leasehold improvements	7 <b>-</b>	287
Total plant and equipment	7 <b><u>57,990</u></b>	<u>47,923</u>
<b>Total Non-Current Assets</b>	<b><u>57,990</u></b>	<u>47,923</u>
<b>Total Assets</b>	<b><u>3,308,281</u></b>	<u>2,993,617</u>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Payables	9 <b>156,860</b>	218,078
Provisions	10 <b>121,961</b>	134,182
Other Liabilities	11 <b>1,883</b>	-
<b>Total Current Liabilities</b>	<b><u>280,704</u></b>	<u>352,260</u>
<b>Non-Current Liabilities</b>		
Provisions	10 <b>15,145</b>	14,431
<b>Total Non-Current Liabilities</b>	<b><u>15,145</u></b>	<u>14,431</u>
<b>Total Liabilities</b>	<b><u>295,849</u></b>	<u>366,691</u>
<b>Net Assets</b>	<b><u>3,012,432</u></b>	<u>2,626,926</u>
<b>EQUITY</b>		
Accumulated funds	<b><u>3,012,432</u></b>	<u>2,626,926</u>
<b>Total Equity</b>	<b><u>3,012,432</u></b>	<u>2,626,926</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 2019**

	<b>Accumulated Funds</b>	<b>Total</b>
	\$	\$
<b>Balance at 1 July 2018</b>	2,626,926	2,626,926
<b>Net result for the year</b>	<u>385,506</u>	<u>385,506</u>
<b>Total other comprehensive income</b>	<u>-</u>	<u>-</u>
<b>Total comprehensive income for the year</b>	<u>385,506</u>	<u>385,506</u>
<b>Balance at 30 June 2019</b>	<u>3,012,432</u>	<u>3,012,432</u>
	<b>Accumulated Funds</b>	<b>Total</b>
	\$	\$
<b>Balance at 1 July 2017</b>	2,316,842	2,316,842
<b>Net result for the year</b>	<u>310,084</u>	<u>310,084</u>
<b>Total other comprehensive income</b>	<u>-</u>	<u>-</u>
<b>Total comprehensive income for the year</b>	<u>310,084</u>	<u>310,084</u>
<b>Balance at 30 June 2018</b>	<u>2,626,926</u>	<u>2,626,926</u>

The accompanying notes form part of these financial statements.

**NSW Architects Registration Board  
Statement of Cash Flows  
for the year ended 30 June 2019**

	<b>Actual 2019</b>	<b>Actual 2018</b>	
	<b>\$</b>	<b>\$</b>	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee related	(693,290)	(600,297)	
Grants and subsidies	(20,000)	(19,750)	
Other	(968,733)	(501,020)	
Byera Hadley Travelling Scholarships	(133,219)	(85,297)	
<b>Total Payments</b>	<b><u>(1,815,242)</u></b>	<b><u>(1,206,364)</u></b>	
<b>Receipts</b>			
Fees received	1,986,609	1,456,058	
Interest received	37,485	48,372	
Byera Hadley Travelling Scholarships	131,172	105,411	
<b>Total Receipts</b>	<b><u>2,155,266</u></b>	<b><u>1,609,841</u></b>	
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>14 <u>340,024</u></b>	<b>403,477</b>	
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Short term investments top up for Bank Guarantee	(11,594)	-	
Purchases of Office Equipment	(33,011)	(21,099)	
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>	<b><u>(44,605)</u></b>	<b><u>(21,099)</u></b>	
<b>NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>295,419</b>	<b>382,378</b>	
Opening cash and cash equivalents	<b><u>2,875,170</u></b>	<b><u>2,492,792</u></b>	
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	<b>4 <u>3,170,589</u></b>	<b><u>2,875,170</u></b>	

The accompanying notes form part of these financial statements.

## **1 Summary of Significant Accounting Policies**

(a) *Reporting entity*

The NSW Architects Registration Board (the Board) is a NSW government entity and is controlled by the State of New South Wales, which is the ultimate parent. 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 2019 have been authorised for issue by the Board on 16 October 2019.

(b) *Basis of preparation*

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 (AAS) (which include Australian Accounting Interpretations);
- the requirements of the *Public Finance and Audit Act 1983 (the Act)* and *Public Finance and Audit Regulation 2015*; and
- Treasurer's Directions issued under the Act.

Financial assets and plant and equipment 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 Board are exempt from income taxation.

All amounts are rounded to the nearest dollars and are expressed in Australian currency, which is the Board's presentation and functional 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 Insurance (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 2018-19*

The Board has adopted AASB 9 Financial Instruments (AASB 9), which resulted in changes in accounting policies in respect of recognition, classification and measurement of financial assets and financial liabilities; derecognition of financial instruments; impairment of financial assets and hedge accounting. AASB 9 also significantly amends other standards dealing with financial instruments such as the revised AASB 7 Financial Instruments: Disclosures (AASB 7R).

The Board applied AASB 9 retrospectively but has not restated the comparative information which is reported under AASB 139 Financial Instruments: Recognition and Measurement (AASB 139). Any differences arising from the adoption of AASB 9 have been recognised directly in accumulated funds and other components of equity.

a) *Classification and measurement of financial instruments*

On 1 July 2018 (the date of initial application of AASB 9), the Board's management has assessed which business models apply to the financial assets held by the Board and has classified its financial instruments into the appropriate AASB 9 categories.

The classification and measurement requirements of AASB 9 did not have a significant impact to the Board. The Board continued measuring at fair value, all financial assets previously held at fair value under AASB 139.

The following are the changes in the classification of the Board's financial assets:

- Trade receivables and other financial assets (i.e., term deposits) classified as 'Loans and receivables' under AASB 139 as at 30 June 2018 are held to collect contractual cash flows representing solely payments of principal and interest. At 1 July 2018, these are classified and measured as debt instruments at amortised cost.

In summary, upon the adoption of AASB 9, the Board will have reclassifications as at 1 July 2018:

	Measurement category		Carrying amount		Difference
	AASB 139	AASB 9	Original \$	New \$	
Trade receivables	L&R	Amortised Cost	1,600	1,600	-
Other Financial Assets (Term Deposit)	L&R	Amortised Cost	43,406	43,406	-

## **1 Summary of Significant Accounting Policies (Cont'd)**

Receivables are measured at amortised cost. The analysis excludes statutory receivables, prepayments, as these are not within the scope of AASB 9.

### b) Impairment

The adoption of AASB 9 has fundamentally changed the Board's accounting for impairment losses for financial assets by replacing AASB 139's incurred loss approach with a forward-looking expected credit loss (ECL) approach. AASB 9 requires the Board to recognise an allowance for ECLs for all debt instruments not held at fair value through profit or loss. The simplified model applies for trade receivables with maturities of less than 12 months and recognise lifetime expected credit loss from the first reporting period. For purchased or originated credit-impaired receivables at reporting date, the Board updates estimated cash flows adjusting the loss allowance.

For each of the impairment approach, the loss allowance reduces the carrying amount of the financial asset. There is no material impact to the Board on adopting the new impairment model.

#### (ii) Issued but not yet effective

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

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

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

AASB 2018-7 Amendments to Australian Accounting Standards – Definition of Material

AASB 2018-8 Amendments to Australian Accounting Standards – Right-of-Use Assets of Not-for-Profit Entities

The adoption of these standards does not have a significant effect on the Authority's financial performance or position except for the application of AASB 16.

AASB 16 Leases (AASB 16) is effective from reporting period commencing on or after 1 January 2019. The Board has assessed the estimated impact that initial application of AASB 16 will have on its financial statements, as described below. The estimated impact represents management's current best estimate and is still under review.

For lessees, AASB 16 will result in most leases being recognised on the Statement of Financial Position. Under the new standard, an asset (the right of use) and a financial liability to pay rentals are recognised at the commencement of the lease. AASB 16 will therefore increase assets and liabilities reported on the Statement of Financial Position. The only exception are short-term and low-value leases. The Board will adopt AASB 16 on 1 July 2019 through the application of the partial retrospective approach, where only the current year is adjusted as though AASB 16 had always applied. Comparative information will not be restated. The Board will also adopt practical expedient whereby the fair value of the right-of-use asset will be the same as the lease liability at 1 July 2019.

As at 30 June 2019, the Board's building lease agreement expires on 31 July 2019. Based on this existing lease agreement, the Board has estimated impact of \$10,700 additional lease liability and right of use assets will be recognised as at 1 July 2019. Most of the operating lease expense will be replaced by depreciation of the right of use asset and interest on the lease liability.

The Board is currently reviewing the underlying lease data of the recently entered new lease agreement and assessing the actual impact of AASB 16 on the 2019–20 financial statements.

**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2019**

**2 Expenses Excluding Losses**

	2019	2018
	\$	\$
<b>(a) Employee related expenses</b>		
Salaries and wages (including annual leave)	600,481	521,460
Superannuation - defined contribution plans	68,221	58,380
Long service leave	11,183	7,604
Workers Compensation Insurance	4,549	4,136
	<b>684,434</b>	<b>591,580</b>

Refer to Note 10 for recognition and measurement policies on employee related expenses.

**(b) Other operating expenses include the following:**

Auditor's remuneration - audit of the financial reports	18,000	17,600
Insurance	6,064	6,188
Computer expenses	49,007	34,528
Corporate services	17,875	21,880
Architects Accreditation Council of Australia Expenses	215,921	210,397
Operating lease rental and fitout expense - minimum lease payments	122,759	118,367
Cleaning	4,097	4,301
Legal Costs	6,625	-
Advertising and promotions	190,612	161,863
Postage and freight	2,015	2,095
Bank charges	8,656	7,311
Printing and stationery	2,193	6,804
Travel	1,544	2,282
Board expenses	6,318	5,131
Telephone	3,907	4,080
Other	43,037	33,012
Election costs	5,490	-
Governance costs	7,020	3,064
Byera Hadley Travelling Scholarships	5,827	12,706
Byera Hadley Travelling Scholarships – accrued payments	-	8,348
Part 4 discipline expenses	11,110	9,802
Part 2 Div 2 s9/10 discipline expenses	8,956	5,058
Built Work Program of Assessment	7,355	7,200
Maintenance expenses	3,000	523
	<b>747,388</b>	<b>682,540</b>
<i>* Reconciliation - Total Maintenance</i>		
Maintenance expense - contracted labour and other (non-employee related), as above	<b>3,000</b>	<b>523</b>
Total Maintenance Expenses included in (a) + (b)	<b>3,000</b>	<b>523</b>

**(c) Depreciation expense**

Office equipment	18,545	7,548
Office fitout	3,408	3,407
Leasehold	287	3,435
	<b>22,240</b>	<b>14,390</b>

Refer to note 7 for recognition and measurement policies on depreciation and amortisation.

**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2019**

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

	2019	2018
	\$	\$
<b>(d) Grants and Subsidies</b>		
Grants to Universities – end of year exhibition	20,000	19,750
	<b>20,000</b>	<b>19,750</b>

**3 Revenue**

**(a) Fees**

Annual fees - Practising Architects	1,367,688	1,126,680
Annual fees - Non-Practising Architects	39,600	35,750
Registration fee - Practising Architects	43,100	33,450
Registration fee - Non-Practising Architects	7,950	6,950
Re registration fee - Practising Architects	29,800	32,790
Re registration fee - Non-Practising Architects	2,650	3,950
Corporation listing fees	4,920	5,280
Corporations change of details	1,540	2,135
Corporations publication fee	50,520	49,680
Recoveries	6,484	10,172
	<b>1,554,252</b>	<b>1,306,837</b>

**(b) Investment revenue**

Interest revenue from financial assets not at fair value through profit or loss	36,369	40,918
Interest on deposits	1,102	1,112
	<b>37,471</b>	<b>42,030</b>

**(c) Architects Accreditation Council of Australia Examination / Built Work Program of Assessment fees**

Examination fees	233,055	227,610
Assessment fees	11,400	12,600
	<b>244,455</b>	<b>240,210</b>



**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2019**

**3 Revenue (Cont'd)**

	2019	2018
	\$	\$
<b>(d) Other revenue</b>		
Printed Architects register purchases	-	25
Byera Hadley Travelling Scholarships Promotion Monies Received*	13,117	19,590
Postage receipts	-	40
Other	10,273	9,612
	<b>23,390</b>	<b>29,267</b>

**Recognition and Measurement**

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**

	2019	2018
	\$	\$
Cash at bank and on hand	<b>3,170,589</b>	2,875,170
	<b>3,170,589</b>	2,875,170

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)	<b>3,170,589</b>	2,875,170
Closing cash and cash equivalents (per statement of cash flows)	<b>3,170,589</b>	2,875,170

Refer Note 15 for details regarding credit risk and market risk arising from financial instruments.

**5 Current Assets – Receivables**

	2019	2018
	\$	\$
<b>Current Receivables</b>		
Goods and Services Tax recoverable from ATO	7,543	12,265
Interest receivable	138	153
Trade and other receivables	2,200	2,516
Other receivables – fines recoverable	1,870	-
Prepayments	12,951	12,184
	<b>24,702</b>	<b>27,118</b>

Details regarding credit risk of trade debtors that are neither past due nor impaired, are disclosed in Note 15.

**Recognition and Measurement**

All 'regular way' purchases or sales of financial assets are recognised and derecognised on a trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

Receivables are initially recognised at fair value plus any directly attributable transaction costs. Trade receivables that do not contain a significant financing component are measured at the transaction price.

**Subsequent measurement under AASB 9 (from 1 July 2018)**

The Board holds receivables with the objective to collect the contractual cash flows and therefore measures them 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.

**Subsequent measurement under AASB 139 (for comparative year ended 30 June 2018)**

Subsequent measurement is 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.

**Impairment under AASB 9 (from 1 July 2018)**

The Board recognises an allowance for expected credit losses (ECLs) for all debt financial assets not held at fair value through profit or loss. ECLs are based on the difference between the contractual cash flows and the cash flows that the Board expects to receive, discounted at the original effective interest rate.

For trade receivables, the Board applies a simplified approach in calculating ECLs. The Board recognises a loss allowance based on lifetime ECLs at each reporting date.

**Impairment under AASB 139 (for comparative year ended 30 June 2018)**

Receivables are subject to an annual review for impairment. These 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.

## 5 Current Assets – Receivables (Cont'd)

The Board first assesses whether impairment exists individually for receivables that are individually significant, or collectively for those that are not individually significant. Further, receivables are assessed for impairment on a collective basis if they were assessed not to be impaired individually.

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.

Any reversals of impairment losses are reversed through the net result for the year, if objectively related to an event occurring after the impairment was recognised. Reversals of impairment losses cannot result in a carrying amount that exceeds what the carrying amount would have been had there not been an impairment loss.

## 6 Current Assets - Other Financial Assets

	2019	2018
	\$	\$
Fixed term deposits	<u>55,000</u>	<u>43,406</u>
	<b>55,000</b>	<b>43,406</b>

Refer to Note 15 for further information regarding fair value measurement, credit risk and market risk arising from financial instruments.

### Recognition and Measurement

All 'regular way' purchases or sales of other financial assets are recognised and derecognised on a trade date basis. Regular way purchases or sales are purchases or sales of other financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

Other financial assets are initially measured at fair value plus any transaction cost.

### Subsequent measurement under AASB 9 (from 1 July 2018)

#### Financial assets at amortised cost

Other financial assets are classified and subsequently measured at amortised cost as they are held for collection of contractual cash flows solely representing payments of principal and interest. Impairment losses are presented as a separate line item in the statement of comprehensive income. Any gain or loss arising on derecognition is recognised directly in net results and presented in other gains/(losses) together with foreign exchange gains and losses.

## **6 Current Assets - Other Financial Assets (Cont'd)**

### **Impairment under AASB 9 (from 1 July 2018)**

The Board recognises an allowance for expected credit losses (ECLs) for all debt financial assets not held at fair value through profit or loss. ECLs are based on the difference between the contractual cash flows and the cash flows that the Board expects to receive, discounted at the original effective interest rate.

ECLs are recognised in two stages. For credit exposures where there has not been a significant increase in credit risk since initial recognition, ECLs are based on default events possible within the next 12-months (i.e. a 12-month ECL). If there has been a significant increase in credit risk since initial recognition, a loss allowance is required for credit losses expected over the remaining life of the exposure, irrespective of the timing of the default (i.e. a lifetime ECL). In addition, the Board considers that there has been a significant increase in credit risk when contractual payments are more than 30 days past due.

The Board's term deposits are issued by financial institutions that have strong credit ratings and therefore considered to be low credit risk investments. Hence the Board measures the loss allowance for term deposits at an amount equal to 12-month ECL. However, when there is a significant increase in credit risk since origination, the allowance will be based on the lifetime ECL.

The Board uses the ratings from external credit rating agencies both to determine whether there has been a significant increase in credit risk on the deposits and to estimate ECLs. These estimates are performed at every reporting date.

### **Impairment under AASB 139 (for comparative year ended 30 June 2018)**

Other financial assets are subject to an annual review for impairment. These 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 asset, the estimated future cash flows have been affected.

The Board first assesses whether impairment exists individually for other financial assets that are individually significant, or collectively for those that are not individually significant. Further, other financial assets are assessed for impairment on a collective basis if they were assessed not to be impaired individually.

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 'other gains/(losses)'.

Any reversals of impairment losses are reversed through the net result for the year, where the decrease in impairment losses can be related objectively to an event occurring after the impairment was recognised. Reversals of impairment losses cannot result in a carrying amount that exceeds what the carrying amount would have been had there not been an impairment loss

**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2019**

**7 Non-Current Assets - Plant and Equipment**

	<b>Office Equipment</b>	<b>Office Fitout</b>	<b>Leasehold Improvement</b>	<b>Total</b>
	\$	\$	\$	\$
<b>At 1 July 2018 - fair value</b>				
Gross carrying amount	131,144	191,734	13,740	336,618
Accumulated depreciation and impairment	(100,539)	(174,703)	(13,453)	(288,695)
Net Carrying Amount	30,605	17,031	287	47,923

<b>At 30 June 2019 - fair value</b>				
Gross carrying amount	157,351	191,734	13,740	362,825
Accumulated depreciation and impairment	(112,984)	(178,111)	(13,740)	(304,835)
Net carrying amount	44,367	13,623	-	57,990

**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.

	<b>Office Equipment</b>	<b>Office Fitout</b>	<b>Leasehold Improvement</b>	<b>Total</b>
	\$	\$	\$	\$
<b>Year ended 30 June 2019</b>				
Net carrying amount at beginning of year	30,605	17,031	287	47,923
Additions	33,011	-	-	33,011
Disposals	(704)	-	-	(704)
Depreciation expense	(18,545)	(3,408)	(287)	(22,240)
Net carrying amount at end of year	44,367	13,623	-	57,990

	<b>Office Equipment</b>	<b>Office Fitout</b>	<b>Leasehold Improvement</b>	<b>Total</b>
	\$	\$	\$	\$
<b>At 1 July 2017 - fair value</b>				
Gross carrying amount	116,406	191,734	13,740	321,880
Accumulated depreciation and impairment	(99,352)	(171,296)	(10,018)	(280,666)
Net carrying amount	17,054	20,438	3,722	41,214

<b>At 30 June 2018 - fair value</b>				
Gross carrying amount	131,144	191,734	13,740	336,618
Accumulated depreciation and impairment	(100,539)	(174,703)	(13,453)	(288,695)
Net carrying amount	30,605	17,031	287	47,923

## 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.

	<b>Office Equipment</b>	<b>Office Fitout</b>	<b>Leasehold Improvement</b>	<b>Total</b>
	\$	\$	\$	\$
<b>Year ended 30 June 2018</b>				
Net carrying amount at beginning 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	<u>30,605</u>	<u>17,031</u>	<u>287</u>	<u>47,923</u>

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

### Recognition and measurement

(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. All material identifiable components of assets are depreciated separately over their useful lives.

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

The following depreciation rates are used:

Depreciation Rates	2019 % Rate	2018 % Rate
Telephone systems*	33	25
Personal computers*	50	25
Furniture	20	20
Major software	50	20
Leasehold improvements	Depreciated over the period of the lease	Depreciated over the period of the lease
Office Fit-out	10-25	10-25

\*The Computer and Telephone systems depreciation rates have increased for new additions to reflect the current assessment of useful life of the assets.

(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

	2019 \$	2018 \$
Byera Hadley Travelling Scholarship Monies Outstanding	76,790	78,837
Sydney Architecture Festival Account	<u>10,717</u>	<u>7,821</u>
	<u>87,507</u>	<u>86,658</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 2019**

**8 Restricted Assets (Cont'd)**

Reconciliation of Sydney Architecture Festival (SAF) account:

	2019	2018
	\$	\$
Opening Balance	7,821	7,577
Income from SAF ticket sales	2,706	10,875
Income from SAF ticket sales & transfer to trading account	(2,706)	(10,875)
Income from SAF contributions	2,750	-
Interest earned during year net of account activity fees	146	244
Closing balance	<u>10,717</u>	<u>7,821</u>

**9 Current Liabilities – Payables**

	2019	2018
	\$	\$
Accrued salaries, wages and on-costs	3,378	2,448
Creditors	50,752	107,461
Scholarships *	76,790	78,837
Goods and Services Tax payable	-	-
PAYG Withholding tax payable	14,540	18,092
Audit fees	11,400	11,240
	<u>156,860</u>	<u>218,078</u>

Details regarding credit risk, liquidity risk and market risk, including a maturity analysis of the above payables are disclosed in Note 15.

**Recognition and Measurement**

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. Payables are financial liabilities at amortised cost, initially measured at fair value, net of directly attributable transaction costs. These are subsequently measured at amortised cost using the effective interest method. Gains and losses are recognised net result when the liabilities are derecognised as well as through the amortisation process.

\* 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:	2019	2018
	\$	\$
Opening Balance	78,837	58,723
Scholarship funding received from Trustee	131,172	105,411
Scholarship funds to be distributed	210,009	164,134
Payments made to scholarship recipients	(133,219)	(85,297)
Closing Balance	<u>76,790</u>	<u>78,837</u>

*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 2019**

**10 Current / Non-Current Liabilities - Provisions**

	2019	2018
	\$	\$
<b>Current</b>		
<b>Employee Benefits and Related On-Costs</b>		
Annual leave	17,185	26,883
Long service leave	104,776	107,299
<b>Total Current Provisions</b>	<b>121,961</b>	<b>134,182</b>
	2019	2018
	\$	\$
<b>Non-Current</b>		
Leasehold obligations	15,145	14,431
<b>Total Non-Current Provisions</b>	<b>15,145</b>	<b>14,431</b>
<b>Total Provisions</b>	<b>137,106</b>	<b>148,613</b>

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

**Movements in provisions (other than employee benefits)**

Movements in each class of provision during the financial year, other than employee benefits, are set out below

	Leasehold Improvement	Total
	\$	\$
<b>Carrying amount at 1 July 2018</b>	14,431	14,431
Additional provisions recognised	238	238
Amount used	-	-
<b>Carrying amount at 30 June 2019</b>	<b>14,669</b>	<b>14,669</b>

**Aggregate Employee Benefits and Related On-Costs**

Long service leave – current	104,776	107,299
Annual leave	17,185	26,883
Accrued salaries, wages and on-costs (Note 9)	3,378	2,448
	<b>125,339</b>	<b>136,630</b>

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

Annual leave	17,185	26,883
Long service leave	27,608	53,650
	<b>44,793</b>	<b>80,533</b>

**10 Current / Non-Current Liabilities – Provisions (Cont'd)**

	2019	2018
	\$	\$
<b>Employee benefits expected to be settled in more than 12 months of the reporting date:</b>		
Long service leave	<u>77,168</u>	<u>53,649</u>
	<u>77,168</u>	<u>53,649</u>

**Recognition and Measurement**

**(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 Board'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 Limited, Sommer Dearing Super Public Sector Superannuation Accumulation Plan and Cbus.

**(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.

**Other provisions**

Provisions are recognised when: the Board has a present legal or constructive obligation as a result of a past event; it is probable that an outflow of resources will be required to settle the obligation; and a reliable estimate can be made of the amount of the obligation. When the Board expects some or all of a provision to be reimbursed, for example, under an insurance contract, the reimbursement is recognised as a separate asset, but only when the reimbursement is virtually certain. The expense relating to a provision is presented net of any reimbursement in the Statement of Comprehensive Income.

Any provisions for restructuring are recognised only when the Board has a detailed formal plan and the Board has raised a valid expectation in those affected by the restructuring that it will carry out the restructuring by starting to implement the plan or announcing its main features to those affected.

If the effect of the time value of money is material, provisions are discounted which is a pre-tax rate that reflects the current market assessments of the time value of money and the risks specific to the liability

**11 Current Liabilities - Other Liabilities**

	2019	2018
	\$	\$
Unearned revenue – BHTS	<u>1,883</u>	<u>-</u>
	<u>1,883</u>	<u>-</u>

Note: BHTS payments to be allocated to administration cost income in 2020 year.

**12 Commitments for Expenditure**

**(a) Operating Lease Commitments**

	2019	2018
	\$	\$
Future non-cancellable operating lease rentals not provided for and payable:		
Not later than one year	14,413	138,052
Later than one year and not later than five years	737	16,678
Later than five years	-	-
Total (including GST)	<u>15,150</u>	<u>154,730</u>

Commitments above include input tax credits of approximately \$1,377 that are expected to be recovered from the Australian Taxation Office (2018 \$14,066).

**(b) Capital Commitments**

The Board will be undertaking a new fitout with design phase commencing early in the 2020 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.

**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2019**

**13 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. On 15 August 2019 the Bank Guarantee is expected to increase to \$40,219.

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

	2019	2018
	\$	\$
Net cash flows from operating activities	<b>340,024</b>	403,477
Depreciation	<b>(22,240)</b>	(14,390)
Decrease / (increase) in provisions	<b>11,507</b>	9,325
Decrease / (increase) in other liabilities	<b>(1,883)</b>	-
Increase / (decrease) in prepayments and other assets	<b>2,416</b>	8,804
Decrease / (increase) in creditors	<b>55,682</b>	(97,132)
Net result	<b><u>385,506</u></b>	<u>310,084</u>

**15 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 has overall responsibility for the establishment and oversight of risk management and reviews and agrees policies for managing each of these risks. Risk management policies are established to identify and analyse the risks faced by the Board, to set risk limits and controls and to monitor risks. Compliance with policies is reviewed by the Board on a continuous basis.

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.

**15 Financial Instruments (Cont'd)**

**(a) Financial Instrument Categories**

(i) As at 30 June 2019 under AASB 9

<b>Financial Assets</b>	<b>Note</b>	<b>Category</b>	<b>Carrying Amount</b>
<b>Class:</b>			<b>2019</b>
			<b>\$</b>
Cash and cash equivalents	4	N/A	<b>3,170,589</b>
Receivables <sup>1</sup>	5	Amortised cost	<b>4,208</b>
Other financial assets	6	Amortised cost	<b>55,000</b>
<b>Financial Liabilities</b>	<b>Note</b>	<b>Category</b>	<b>Carrying Amount</b>
<b>Class:</b>			<b>2019</b>
			<b>\$</b>
Payables <sup>2</sup>	9	Payables (at amortised cost)	<b>138,942</b>

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)

(ii) As at 30 June 2018 under AASB 139 (comparative period)

<b>Financial Assets</b>	<b>Note</b>	<b>Category</b>	<b>Carrying Amount</b>
<b>Class:</b>			<b>2018</b>
			<b>\$</b>
Cash and cash equivalents	4	N/A	<b>2,875,170</b>
Receivables <sup>1</sup>	5	Loans and receivables at amortised cost	<b>2,668</b>
Other financial assets	6	Held-to-maturity (at amortised cost)	<b>43,406</b>

**15 Financial Instruments (Cont'd)**

Financial Liabilities	Note	Category	Carrying Amount
<b>Class:</b>			<b>2018</b>
			<b>\$</b>
Payables <sup>2</sup>	9	Payables (at amortised cost)	197,538

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.

**(b) De-recognition of financial assets and financial liabilities**

A financial asset (or, where applicable, a part of a financial asset or part of a group of similar financial assets) is derecognised when the contractual rights to the cash flows from the financial assets expire; or if the Board transfers its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either:

- the Board has transferred substantially all the risks and rewards of the asset; or
- the Board has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control.

When the Board has transferred its rights to receive cash flows from an asset or has entered into a pass through arrangement, it evaluates if, and to what extent, it has retained the risks and rewards of ownership. 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 Board 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.

**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.

**Finance risks**

**(i) 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 of cash equivalents**

Cash comprises cash on hand and cash at bank.

**15 Financial Instruments (Cont'd)**

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 2019, has an AA minus credit rating.

*Accounting policy for impairment of trade debtors and other financial assets under AASB 9*

*Receivables - trade debtors*

Receivables comprise GST receivables, interest accrued and general prepayments. No collateral is held by the Board. The Board has not granted any financial guarantees.

Collectability of trade debtors is reviewed on an ongoing basis. Procedures as established in the Treasurer's Directions are followed to recover outstanding amounts, including letters of demand.

The Board applies the AASB 9 simplified approach to measuring expected credit losses which uses a lifetime expected loss allowance for all trade debtors.

To measure the expected credit losses, trade receivables have been grouped based on shared credit risk characteristics and the days past due.

The expected loss rates are based on historical observed loss rates. The historical loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors affecting the ability of the customers to settle the receivables. The Board has identified the GDP and the unemployment rate to be the most relevant factors, and accordingly adjusts the historical loss rates based on expected changes in these factors.

Trade debtors are written off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others a failure to make contractual payments for a period of greater than Board determined days past due.

The loss allowance for trade debtors as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows:

	30 June 2019					
	Current <10 days	10-60 days	60-90 days	>91 Days	Total	
Expected credit loss rate	0%	-	-	-	0%	
Estimated total gross	-	-	-	-	-	
carrying amount at default	\$1,870	-	-	-	\$1,870	
Expected credit loss	-	-	-	-	-	
	30 June 2018					
	Current <10 days	10-60 days	60-90 days	>91 Days	Total	
Expected credit loss rate	0%	-	-	-	0%	
Estimated total gross	-	-	-	-	-	
carrying amount at default	\$1,600	-	-	-	\$1,600	
Expected credit loss	-	-	-	-	-	

Notes: The analysis excludes statutory receivables, prepayments, as these are not within the scope of AASB 9. Therefore, the 'total' will not reconcile to the receivables total in Note 5. The Board is not materially exposed to concentrations of credit risk to a single trade debtor or group of debtors as at 30 June 2019.

*Other financial assets – Authority Deposits*

The Board has funds on deposit with Westpac Bank. These deposits are considered to be low credit risk, and the loss allowance recognised during the period was therefore limited to 12 months expected losses. The Board assessed that no provision for expected credit losses on its other financial assets for the period ending 30 June 2019.

The Board has placed funds in a fixed term deposit with Westpac Banking Corporation. The deposit interest rate is 1.80% per annum (1.5% to 2.6% in 2017/18).

**15 Financial Instruments (Cont'd)**

*Accounting policy for impairment of trade debtors and other financial assets under AASB 139 (comparative period only)*

Collectability of trade debtors is reviewed on an ongoing basis. Procedures as established in the Treasurer's Directions are followed to recover outstanding amounts, including letters of demand. Debtors which are known to be uncollectible are written off. An allowance for impairment is raised when there is objective evidence that the Board will not be able to collect all amounts due. This evidence includes past experience, and current and expected changes in economic conditions and debtor credit ratings. No interest is earned on trade debtors.

For the comparative period 30 June 2018, the ageing analysis of trade debtors is as follows:

Neither past due nor impaired	\$1,600
Past due but not impaired	-
< 3 months overdue	-
3 months – 6 months overdue	-

Notes: The ageing analysis excludes statutory receivables, prepayments, as these are not within the scope of AASB 9. Therefore, the 'total' will not reconcile to the receivables total in Note 5. The Board is not materially exposed to concentrations of credit risk to a single trade debtor or group of debtors as at 30 June 2019.

**(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 continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets. The objective is to maintain a balance between continuity of funding and flexibility through the use of overdrafts, loans and other advances.

During the current and prior year, there were no defaults of borrowings. No assets have been pledged as collateral. The Board's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

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 TC11-12. 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.

The table below summarises the maturity profile of the Board's financial liabilities based on contractual undiscounted payments, together with the interest rate exposure

***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	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Financial liabilities</b>										
Creditors	-	-	-	-	-	-	138,942	197,538	138,942	197,538
<b>Total financial liabilities</b>	-	-	-	-	-	-	138,942	197,538	138,942	197,538

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.



## 15 Financial Instruments (cont'd)

### (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 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 2018. The analysis assumes that all other variables remain constant.

### (e) Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Exposure to interest rate risk arises primarily through the entity's interest-bearing liabilities. This risk is minimised by undertaking mainly fixed rate borrowings, primarily with NSW TCorp. The entity does not account for any fixed rate financial instruments at fair value through profit or loss or as at fair value through other comprehensive income or available-for-sale (until 30 June 2018). Therefore, for these financial instruments, a change in interest rates would not affect profit or loss or equity. A reasonably possible change of +/- X% 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:

		<b>Impact of 1%</b>	<b>Increase</b>	<b>Impact of 1%</b>	<b>Decrease</b>
		<b>Profit</b>	<b>Equity</b>	<b>Profit</b>	<b>Equity</b>
<b>2019</b>					
<i>Financial Assets</i>					
Cash and cash equivalents	3,170,589	31,706	31,706	(31,706)	(31,706)
Other financial assets	55,000	550	550	(550)	(550)
<b>Total</b>	<u>3,225,589</u>	<u>32,256</u>	<u>32,256</u>	<u>(32,256)</u>	<u>(32,256)</u>
<b>2018</b>					
<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)
<b>Total</b>	<u>2,918,576</u>	<u>29,186</u>	<u>29,186</u>	<u>(29,186)</u>	<u>(29,186)</u>

### (f) Fair Value Measurement

#### i) Fair value compared to carrying amount

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either in the principal market for the asset or liability or in the absence of a principal market, in the most advantageous market for the asset or liability.

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.

ii) Fair value recognised in the Statement of Financial Position Management assessed that cash and short-term deposits, trade receivables, trade payables, and other current liabilities approximate their fair values, largely due to the short-term maturities of these instruments.

#### Financial Instruments

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

## **15 Financial Instruments (Cont'd)**

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 Board 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.

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 2019. However refer to Note 12 regarding disclosures on contingent liabilities.

**NSW Architects Registration Board**  
**Notes to the financial statements**  
**for the year ended 30 June 2019**

**16 Related Party Disclosure**

The Board's key management personnel compensation details for the period ending 30 June 2019 are as follows:

Short term employee benefits:

	<b>2019</b>	2018
	\$	\$
Salaries	<b>240,477</b>	261,504
Non-monetary benefits	<b>320</b>	960
Other long-term employee benefits	-	-
Post-employment benefits	<b>16,148</b>	20,081
Total remuneration	<b><u>256,945</u></b>	<u>282,545</u>

The Board entered into transactions on arm's length terms and conditions with key management personnel, their close family members and controlled or jointly controlled entities thereof. The aggregate value of the material transactions and related outstanding balances are as follows:

Other Payments:

	2019		2018	
	Transaction Value	Net Amount (ex GST)	Transaction Value	Net Amount(ex GST)
State covenor fees	4,500	4,091	-	-

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 2019 was \$13,353.87 inclusive of GST (2018 \$13,002.79).

**17 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

### INCOME BUDGET

Acct No	INCOME	BUDGET 2018-2019	BUDGET 2019-2020
<b>ADMINISTRATION – DEPT 01</b>			
4-1000	ENROLMENT FEE	45,000	33,000
4-1001	RE-REGISTRATION FEES	30,000	31,500
4-1002	ANNUAL REGISTRATION FEE FOR ARCHITECTS	1,050,000	1,293,900
4-1003	TEMPORARY REGISTRATION FOR O/SEAS ARCHITECTS	0	0
4-1004	REGISTRATION/RE-REGISTRATION INTERVIEW FEES	960	1,800
4-1006	REGISTRATION FEE FOR NON PRACTISING ARCHITECTS	6,000	6,500
4-1007	NON PRACTISING ARCHITECTS - ANNUAL REGISTRATION FEES	41,600	35,500
4-1009	NON PRACTISING ARCHITECTS RE-REGISTRATIONS	3,500	3,500
4-1100	LISTING OF "NOMINATED ARCHITECT"/PRACTICE REGISTRATION	5,000	4,800
4-1101	ANNUAL PUBLICATION FEE FOR NOMINATED ARCHITECT	50,000	48,600
4-1102	"NOMINATED ARCHITECT" CHANGE OF DETAILS FEE	2,000	1,400
4-1300	ARCHITECTS REGISTER PURCHASES	0	0
4-1302	CERTIFICATION TO THIRD PARTIES	0	0
4-1306/1303	MISCELLANEOUS RECEIPTS & REGISTRATION CERTIFICATE	0	0
4-1307	MERCHANT CHARGES	5,000	3,500
		<b>1,239,060</b>	<b>1,464,000</b>
<b>AACA – DEPT 03</b>			
4-3000	AACA AP EXAMINATION FEES	213,150	224,675
4-3005	AACA LOCALLY EXPERIENCED PRACTITIONER (LEP) PATHWAY	6,800	0
4-3006	MISCELLANEOUS RECEIPTS - AACA	0	1,500
		<b>219,950</b>	<b>226,175</b>
<b>BWPRA – DEPT 04</b>			
4-3100	BWPRA	10,800	8,400
		<b>10,800</b>	<b>8,400</b>
<b>DISCIPLINE – DEPT 05</b>			
4-1700	FINES	8,000	8,000
4-1800	DISCIPLINARY HEARINGS RECOVERY	5,000	0
4-1802	ALTERNATIVE DISPUTE RESOLUTION	0	3,000
		<b>13,000</b>	<b>11,000</b>
<b>OTHER INCOME – DEPT 02/07</b>			
8-.2000-2004	INTEREST	32,000	38,000
8-1401	BHTS PROMOTION MONIES	12,500	13,000
8-.1600	CPD EVENT INCOME	9,000	19,000
8-1980	PROMOTIONS PARTNERSHIP CONTRIBUTIONS/TICKET SALES	0	8,400
		<b>53,500</b>	<b>78,400</b>
<b>TOTAL</b>		<b>1,536,310</b>	<b>1,787,975</b>

**EXPENDITURE BUDGET**

<b>Acct No</b>	<b>EXPENDITURE</b>	<b>BUDGET 2018 – 2019</b>	<b>BUDGET 2019 – 2020</b>
<b>EMPLOYMENT – DEPT 01</b>			
6-5000/5005	SALARIES AND CASUAL WAGES	440,000	600,100
6-5001	ANNUAL LEAVE	78,140	64,650
6-5003	SUPERANNUATION	67,000	85,500
6-5011	LONG SERVICE LEAVE	15,000	24,060
		<b>600,140</b>	<b>774,310</b>
<b>STATUTORY – DEPT 07</b>			
6-5402	BOARD MEMBERS HONORARIA	65,000	60,000
6-5401	ELECTION COSTS	8,000	0
6-8016	BOARD MEETING EXPENSES	2,000	1,500
6-5404	BOARD MISCELLANEOUS EXPENSES	3,000	7,000
		<b>78,000</b>	<b>68,500</b>
<b>B W P R A - DEPT 04</b>			
6-5350	BWPRA EXAMINERS FEES	6,000	14,800
6-5351	TRAVEL EXPENSES FOR EXAMINERS	1,000	0
6-5352	BWPRA ROOM HIRE/CATERING EXPENSES	500	100
		<b>7,500</b>	<b>14,900</b>
<b>DISCIPLINE - DEPT 05</b>			
6-5500	PART 4 DIV 4 LEGAL FEES/COMPLAINTS AGAINST ARCHITECTS	3,000	10,000
6-5501	PART 2, DIV 2 S9/10 LEGAL FEES/ILLEGAL USE OF TITLE	25,000	12,000
6-5506	NCAT EXPENSES	5,000	5,000
6-5502	CATERING/ROOM HIRE EXPENSES	0	0
6-5503	COURT REPORTING AND TRANSCRIPTS	500	500
6-5504	ALTERNATIVE DISPUTE RESOLUTION	3,000	3,000
		<b>36,500</b>	<b>30,500</b>
<b>DEPRECIATION</b>			
6-5050-5054	DEPRECIATION	20,000	20,000
		<b>20,000</b>	<b>20,000</b>
<b>EDUCATION, PRIZES AND GRANTS - DEPT 06</b>			
6-5610	GRADUATING STUDENT EXHIBITIONS	20,000	20,000
6-5611	ARCHITECTS MEDALLION COSTS	6,500	6,250
		<b>26,500</b>	<b>26,250</b>
<b>BHTS – DEPT 02</b>			
9-5609	BHTS BOARD COMMITTEE COSTS	1,000	0
9-5608	BHTS PROMOTION	10,000	2,000
		<b>11,000</b>	<b>2,000</b>
<b>PRINTING AND STATIONERY – DEPT 01</b>			
6-8018	STATIONERY	2,500	2,500
6-5722	MAILOUT	1,000	1,000
6-5851	PRINTING BOARD	2,000	0
		<b>5,500</b>	<b>3,500</b>

Acct No	EXPENDITURE	BUDGET 2018 – 2019	BUDGET 2018 – 2019
<b>GENERAL EXPENSES - DEPT 01</b>			
6-8011	ACCOUNTANT FEES	20,000	30,000
6-8012	AUDIT FEES	18,000	18,500
6-4100	BANK ADMINISTRATION FEES	10,000	8,000
6-5651	BOARD ADVERTISING	4,000	23,000
6-8020	COURIERS	500	500
6-8038	STAFF TRAINING	6,000	7,500
6-8022	STORAGE	4,000	4,000
6-8023	CABCHARGE	2,500	1,500
6-8021	STAFF AMENITIES	2,500	1,500
6-5700/5701	IT SYSTEMS	92,000	90,000
6-8024	ELECTRICITY	5,000	3,000
6-8025	INSURANCE D & O/OFFICE CONTENTS	10,000	10,000
6-8026	GENERAL LEGAL EXPENSES	6,500	5,000
6-8027	POSTAGE	2,000	1,500
6-8029	TELEPHONE/MOBILE	4,000	4,500
6-8031	WORKERS COMPENSATION	4,000	5,000
6-8032/8033	RENT/OFFICE SERVICES	137,000	150,000
6-8036	REPAIRS AND MAINTENANCE	25,000	37,000
6-8034	PHOTOCOPIER	4,500	4,000
6-6210-6242	REFUNDS	0	0
6-5703	GOVERNANCE COSTS	20,000	33,000
		<b>377,500</b>	<b>437,500</b>
<b>A A C A - DEPT 03</b>			
6-6000/6011-			
6012	AACA - APE EXPENSES	142,000	158,500
6-6002	AACA - PER CAPITA CONTRIBUTIONS	45,000	33,500
6-6009	AACA – MEETING EXPENSES	1,500	6,700
6-6004	AACA - NVP	26,000	23,000
6-6013	LOCALLY EXPERIENCED PRACTITIONER EXPENSES	6,000	1,800
		<b>220,500</b>	<b>223,500</b>
<b>PROMOTIONS – DEPT 08</b>			
9-5957	PROMOTIONS GENERAL	127,500	103,000
9-5950	SYDNEY ARCHITECTURE FESTIVAL	90,000	65,000
9-5965	MADE – STUDENT INTERNSHIPS	13,000	13,000
9-5965	CPD EVENT COSTS	9,000	6,000
		<b>239,500</b>	<b>187,000</b>
<b>TOTAL</b>		<b>1,622,640</b>	<b>1,787,960</b>

NSW

Architects Registration Board

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ABN 63-092-097-847

**Cyber Security Annual Attestation Statement for 2018-2019 Financial Year  
for the NSW Architects Registration Board**

I, Dr Kirsten Orr, am of the opinion that the NSW Architects Registration Board (the 'Board'), since the publication of the NSW Government Cyber Security Policy (CSP) on 1 February 2019, has:

- i) identified and mitigated cyber security risks in a manner consistent with the mandatory requirements set out in the CSP;
- ii) managed risks to information and systems with the on-going support of service providers;
- iii) improved governance in place to manage the Board's cyber-security maturity and initiatives;
- iv) aligned with the Department of Customer Service (DCS) cluster cyber incident response plan, which has been exercised during the reporting period, and;
- v) undertaken independent reviews of the effectiveness of controls or reporting against the mandatory requirements of the CSP, which was found to be adequate.



Enhancements are in progress to appropriately manage the cyber security maturity and initiatives of the Board to meet the requirements of this policy.

Yours Sincerely,

Name: **Dr Kirsten Orr**

Position: **Registrar, NSW Architects Registration Board**

Date: **25 September 2019**

