



# Architects Board of Western Australia

Annual Report

July 2013 – June 2014

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## Introduction

The Architects Board of WA (Board) administers the *Architects Act 2004* (Act), the legislation that regulates architects in Western Australia. The Board's key role is to protect consumers of architectural services.

The Board manages the registration process for architects and issues licences to corporations. As part of the registration process, the Board accredits architectural courses from Western Australian universities and conducts the Architectural Practice Examination. The Board also monitors the correct use of the word "architect" (and associated words) and investigates any contraventions of the Act. The Board has a role in disciplining architects if they have acted unprofessionally or breached the Act. It also has a public awareness role that complements its consumer protection functions.

This report is prepared for submission to the Minister for Commerce in accordance with the provisions of section 28 of the Act.

## Review of the *Architects Act* (2004)

The Board was advised on 20 September 2012 by the then Minister of Commerce, Simon O'Brien, that the Building Commission will be commencing a review of the Act in November 2012 in accordance with section 81 of the Act.

The Building Commission has advised the Board that the review discussion paper is expected to be available for public comment in November 2014 and the final report is to be completed for tabling in Parliament in May 2015.

## Architects Board of WA Board Members

The Board consists of 10 members; four members are appointed by the Minister as consumer representatives, two members are appointed by the Minister on the nomination of professional architectural bodies, and four members are elected by architects. The Board meets once a month, excluding January. In addition to monthly Board meetings, members also participate on sub-committees as required. Board members are paid sitting fees as determined by the Department of Premier and Cabinet.

Board members during the year are listed below.

**Simon Bodycoat** is an architect Board member, elected to the Board in 2005. He has been a practising registered architect for 22 years and is a Director of Rodrigues Bodycoat Architects. Simon was first elected to the Board in November 2005 and is a current corporate member of the Australian Institute of Architects. Simon is an examiner for the Architectural Practice Examinations and has been a regular member of state and national visiting panels accrediting schools of architecture at the University of Western Australia, Curtin University and the University of Newcastle. He is also a monitor for candidates undertaking the National Program of Assessment through the Architects Accreditation Council of Australia.

**Bruce Callow** is an architect Board member, elected to the Board in 2000 and chaired the Board from 2007 to 2014. As Chair he represented the Board, as a Councillor on the Architects Accreditation Council of Australia (AACA) until 2014, and is currently a member of AACA's National Assessment Panel which is responsible for AACA

assessment processes including Federal Government migration assessments of overseas qualifications. He is also a regular member of state and national visiting panels for accreditation of schools of architecture at UWA and Curtin University, as well as accreditation of other interstate courses. Bruce is an examiner for the Architectural Practice Examination and an assessor for the Review of Academic Equivalence, Review of Graduate Equivalence and National Program of Assessment. Bruce is a practising architect, first registered in 1972 and operating his own practise Bruce Callow & Associates Pty Ltd as a licensed corporation since 1992. He sits as a sessional member on the Statutory Administration Tribunal and has also been a Local Government Councillor and a Board member of the Rottnest Island Authority.

**Janet Cooper** is a consumer representative Board member, appointed to the Board in 2012. Prior to starting her own business consulting practice, Jan was Executive Director, Policy and Legislation in the Department of Productivity and Labour Relations. She has been the CEO of a public company (unlisted) and currently specialises in labour relations, negotiation and public/private sector relationship management and providing outsourced management services to industry associations, not for profit groups and small business.

**Bob Gadsdon** is a consumer representative Board member, appointed to the Board in 2008. Bob was the Director of Works and Building Services at the Department of Housing and Works. Bob is an architect who previously worked as a design architect on hospitals for 38 years and was later Manager, Health, managing the procurement of health facilities throughout Western Australia for government. Bob retired from full time work in 2007.

**Dr Sharon Ivey** is a consumer representative on the Board, appointed by the Minister for Commerce in 2014. She practised as a commercial litigation solicitor in WA for over 25 years, working for various national law firms and most recently as Special Counsel at the WA law firm Lavan Legal until February 2014. Sharon also served as a ministerial appointee to the Consumer Product Safety Committee (WA) for over 14 years.

**Sarah McGann** is an appointed Board member, appointed to the Board in 2012. Sarah is an architectural academic and researcher, registered in Ireland since 1988, with extensive practice experience. She has lectured in WA since 1996 and served as Head of Department of Architecture at Curtin University from 2009 to 2011. She has been invited to participate in national accrediting panels for Monash University, University of Sydney and as External Examiner for UWA. She is currently the Dean of Arts and Sciences at the University of Notre Dame and an Adjunct Professor at UWA.

**Isla McRobbie** is a consumer representative of the Board, having been appointed by the Minister for Commerce in 2011. Isla was a practising architect for 10 years before becoming a lawyer in 2001. She practices in the building, construction and infrastructure sectors and is currently a partner at law firm Jackson McDonald.

**Leigh Robinson** is an architect Board member and was elected to the Board in 2013. He has been a practising registered architect since 1983 and is a founding Director of Taylor Robinson which was established in 1995. Leigh was made a Fellow of the Australian Institute of Architects in 1999. He is also a member of the Executive Council of the WA Chapter of the Council of Education Facilities Planners International.

**Margaret Stockton** is a consumer representative Board member, appointed to the Board in 2012. Her background is in managing social work and other services in the public sector, and management advice and consulting primarily to the public and non-government sectors. Her practice provides services in evaluation, planning, policy and

services development, and executive coaching. She has a long-standing interest in ensuring services meet the needs of consumers and in good governance. She has experience on professional, government and non-government Boards.

**Dr John Taylor** is an architect Board member, elected to the Board in 2008 and Chair of the Board from July 2014. John is an examiner for the Architectural Practice Examinations. He has been practising as an architect for over 30 years, and established his own practice in 1990. John holds a masters degree in the conservation of historic buildings from the University of York in England, a PhD from UWA, and is a Fellow of the Australian Institute of Architects.

### Board Meeting Attendances for Financial Year ended 30 June 2014

Name	Jul	Aug	Sep	Oct	Nov	Dec	Feb	Mar	Apr	May	Jun	Total
S Bodycoat	√	√	√	√	√	√	√	Ap	√	√	√	10/11
B Callow	√	√	LA	LA	√	√	√	√	√	√	√	9/11
J Cooper	√	√	√	√	√	Ap	√	√	√	√	√	10/11
B Gadsdon	√	√	√	√	√	√	LA	LA	√	√	√	9/11
S Ivey	na	na	na	na	na	na	na	√	√	√	√	4/4
S McGann	√	√	√	LA	√	√	√	√	√	√	√	10/11
I McRobbie	√	√	√	√	√	√	√	√	√	√	√	11/11
L Robinson	√	√	√	√	√	√	√	√	√	√	LA	10/11
M Stockton	LA	√	√	√	LA	√	√	√	√	√	Ap	8/11
J Taylor	√	LA	√	Ap	√	√	Ap	√	√	LA	√	7/11

Ap - apology

LA – leave of absence

na – not applicable

## Architect Registration in Western Australia

### *Natural Persons*

There are two divisions of the register, division 1 for registered persons who are currently practising architecture, and division 2 for registered persons who are not currently practising architecture in Western Australia.

On 30 June 2013, 1220 architects were on the register, of which 1020 were practising architects and 201 were non-practising architects. At the end of the year, there were 1271 architects on the register. The following alterations were made to the register.

Details	Division 1 Practising	Division 2 Non- practising	Total
Registered architects at 30 June 2013	1020	201	1221
Deletions due to resignation, removal for non-payment or deceased	- 48	- 27	- 75
Movement between divisions 1 & 2	+ 14 - 32	+ 32 - 14	+ 46 - 46
New registrations and re-registrations	+ 117	+ 8	+ 125
Registered architects at 30 June 2014	1071	200	1271

Of the 1271 registered architects, 218 are female and 1053 are male. The number of registered architects increased by 50 during the reporting period.

### *Corporations*

Under the Act, the Board grants licences to corporations which confers on the licensee the right to practise architecture in Western Australia under the title of "architect". Licensed corporations are required to ensure all architectural work is done under the direct control and supervision of at least one registered person who is an officer or employee of the corporation.

On 30 June 2013, 237 licensed corporations were on the register. At the end of the year, there were 244 licensed corporations on the register. The following alterations were made to the register.

Details	Number
Licensed corporations at 30 June 2013	237
Ceased operations or removal for non payment	- 18
New licences and restored licences	+ 25
Licensed corporations at 30 June 2014	244

The number of licensed corporations increased by 7 during the period 30 June 2013 to 30 June 2014.

## Registration Requirements

Uniform standards of education and experience have been adopted by all States and Territories in Australia for registration as an architect. These are a five year Bachelor or Masters of Architecture degree from an accredited Australian university (or approved equivalent), an approved period of practical experience and successful completion of the Architectural Practice Examination.

### *Accredited Academic Qualifications*

A national system of accreditation of architectural education courses has been adopted by all registration authorities in Australia. The accreditation of each architecture course is carried out on a five yearly basis, interspersed with interim visits to the schools of architecture to ensure that the standard of graduates is acceptable to registration authorities.

In Western Australia, the schools of architecture at Curtin University and the University of Western Australia offer accredited courses for the purposes of registration. These courses were both subject to an accreditation visit by a national panel consisting of Board representatives, academics and practitioners in 2009 and are due for another accreditation visit in late 2014.

Both courses were subject to interim visits by panels in late 2013. The Board accepted both visiting panel reports. As the University of Western Australia is implementing a new Masters of Architecture course the Board agreed to extend the current course accreditation for a further two years until 31 December 2016. An accreditation visit for the new course is to be undertaken in late 2016.

### *Equivalence of Qualifications*

As a national system of accreditation of architectural education courses is used throughout Australia, and under licence in New Zealand, the Board is of the opinion that courses that have been accredited under the national system by that jurisdiction's registration authority are equivalent to a qualification that has been accredited by the Board.

The Board's preferred method of establishing academic equivalence of qualifications obtained overseas is through the Review of Academic Equivalence (RAE) or Review of Graduate Equivalence (RGE) processes which are conducted by the Architects Accreditation Council of Australia (ACA). The RAE is the assessment of overseas qualifications through an interview process in which the interviewers examine the content of the course leading to the qualification to determine the extent to which it delivers the required competencies. The RGE is the assessment of overseas qualifications through an interview process in which the interviewers examine the content of a portfolio of work experience to determine the extent to which it delivers the required competencies. The outcome of the RAE and RGE processes are a recommendation by ACA as to the equivalence, or not, of a qualification. The Board considers ACA's recommendation in making its decision about equivalence.

During the reporting period, eight people applied for the Board's determination on the equivalence of their qualifications following completion of the RAE or RGE process. The Board found their qualifications to be equivalent to an architectural education course that has been accredited by the Board under section 10(c) of the Act which is the standard required for registration in Western Australia.

## *Standard of Practice*

People who do not have a formal qualification in architecture or have a qualification that has been assessed as not being equivalent to an accredited qualification, but have substantial skill and experience in the architectural profession may be eligible for registration if they have attained an acceptable standard in the practice of architecture.

The Board's preferred method of establishing if an applicant who does not have a professional qualification has attained an acceptable standard in the practice of architecture is through the National Program of Assessment (NPrA) process which is conducted by AACA. The NPrA is conducted annually and applicants are required to complete a complex architectural project in the form of a report and companion drawings. The outcome of the NPrA is a recommendation by AACA as to whether the applicant has fulfilled the requirements of the NPrA. The Board considers AACA's recommendation in making its decision about a person's standard of practice of architecture.

During the reporting period, three candidates applied for the Board's determination on their standard of practice. The Board determined that all candidates had attained an acceptable standard in relation to the practice of architecture i.e. they had satisfied the requirements of regulation 12(a)(iii) which is the standard required for registration in Western Australia.

## *Architectural Practice Examination*

The final requirement for registration in Western Australia is the successful completion of the Architectural Practice Examination.

Two series of examinations were conducted during the reporting year (August/October 2013 and April/May 2014). A total of 117 candidates were admitted to the examination, of which 78 were successful.

The Board uses registered architects as examiners for the Architectural Practice Examination. The Board would like to thank the following architects who were examiners for the oral interviews and Rod Mollett who is the Board's State Convenor for the Architectural Practice Examination.

Simon Bodycoat	Kate Hislop	Chris Oakley
Eamon Broderick	Peter Hodge	Jeff Roberts
Gavin Broom	Jurg Hunziker	Paul Rossen
Bruce Callow	Terry Holton	Michael Spight
Anthony Casella	Sasha Ivanovich	Kerie Tang
Ben Croudace	Kym MacCormac	John Taylor
Christopher Chee	Lara Macintosh	Cynthia Teng
Caesar D'Adamo	Helen Marchesani	Simon Venturi
Paul Edwards	Carolyn Marshall	Paul Wellington
Lynnette Gardiner	Rod Mollett	Dean Wood
William Hames	John Monger	Brian Wright



## ***Architects Accreditation Council of Australia***

The AACA is recognised as 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 relevant registration authorities.

AACA is constituted of nominees from each of the State and Territory Architects' Registration Boards in Australia. It is not a registration authority and can only make recommendations to the Boards. The Chairman and Registrar are councillors of AACA. The Registrar is also a director of AACA.

## **Awards and Prizes**

### ***Architects Board Award***

The Architects Board Award was established to recognise architects registered in Western Australia whose attitudes and personal contributions to the profession and/or community have enhanced public confidence in the standing of the profession, and/or promoted public awareness of the profession and the activities of the Board.

There are many architects who, by individual effort and example, ensure that the profession has a respected voice in forming professional and community standards. It is to those, whose true value may otherwise go unrecognised, that this honour is awarded to. It is not intended that the Board Award should be made to recognise the successful career of an architect, building design or academic excellence. It is awarded to recognise special endeavours outside of those which would be considered the normal business activities of an architect.

The recipient of the Architects Board WA Award in 2013 was Paul Rossen. The award recognises Mr Rossen's significant contribution to the architectural profession through his efforts with mentoring and tutoring young architectural graduates in preparation for their registration examinations. Mr Rossen has contributed to Board activities as an examiner for the Architectural Practice Examination for many years. He has had extensive involvement with various Australian Institute of Architecture activities, including the Practice of Architecture Learning Series for graduates and continuing professional development activities for architects. Mr Rossen has also contributed to local government in design advisory roles, with the executive of Council of Education Facilities Planners International and pro bono work for organisations such as Legacy.

### ***Education Prizes***

The Architects Board of WA sponsors two student prizes, one for each university. The Architects Board Graduate Award is awarded to a final year student who in the opinion of the Faculty and Board is most likely to benefit from travel or further study. The prize is valued at \$5,000 each.

The recipients of the Architects Board Graduate Award in 2013/14 were Mark Sawyer from the University of Western Australia and Sophie Bond from Curtin University.

## Complaints and Offences

### *Complaints*

The Board received 3 new complaints in 2013/14 alleging that an architect had acted unprofessionally. The Board found that there was no proper cause for disciplinary action against the architect in two of the three matters. The other matter is still on-going.

A number of other matters are on-going from previous reporting periods. One matter has been deferred until the resolution of other legal processes that are underway, and another two matters have been deferred until additional information is provided by the parties.

### *Offences*

The use of the title “architect” in Western Australia is restricted by the Act and may only be used by people who are registered with the Board. If architectural services are provided by a corporation, then the entity must be licensed with the Board.

During 2013/14, a total of 39 individuals or organisations were advised that they were in contravention of the Act by holding themselves out to be architects or offering architectural services. Two matters are on-going.

## Administration

### *Staff*

Registrar	Nicole Kerr
Assistant Registrar	Veronica Candy
Administration Officer	Olivia Merredew

### *Contact Details*

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33 Broadway  
NEDLANDS WA 6009

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F: 08 9287 9926

E: [info@architectsboard.org.au](mailto:info@architectsboard.org.au)  
W: [www.architectsboard.org.au](http://www.architectsboard.org.au)

## Disclosures and Legal Compliance

### *Board Remuneration*

The remuneration received by Board members during the reporting period is listed below.

Position	Name	Type of Remuneration	Period of Membership	Gross Remuneration
Chair	Bruce Callow	Half day	12 months	\$9,240
Deputy Chair	Simon Bodycoat	Half day	12 months	\$2,960
Member	Janet Cooper	Half day	12 months	\$2,700
Member	Bob Gadsdon	Half day	12 months	\$2,830
Member	Sharon Ivey	Half day	4 months	\$1,080
Member	Sarah McGann	Half day	12 months	\$2,700
Member	Isla McRobbie	Half day	12 months	\$2,970
Member	Leigh Robinson	Half day	12 months	\$2,700
Member	Margaret Stockton	Half day	12 months	\$2,160
Member	John Taylor	Half day	12 months	\$5,015
Total:				\$34,355

### *Advertising*

In accordance with section 175ZE of the *Electoral Act 1907*, the Board incurred the following expenditure in advertising, market research, polling, direct mail and media advertising:

1. Total expenditure for 2013/14 was \$6,239.
2. The expenditure was incurred in the following areas:
  - advertising with Sensis i.e. advertising the services of the Board in the various directories of the Yellow Pages (\$3,514.20); and
  - job advertisements in *The West Australian* and Seek (\$2,725).

### *Compliance with Public Sector Standards and Ethical Codes*

The Public Sector Commission requires the following information to be reported under section 31 of the *Public Sector Management Act 1994*.

No compliance issues concerning the public sector standards, the Public Sector Commission's Code of Ethics or the Board's Code of Conduct arose during the reporting period 1 July 2013 to 30 June 2014.

## Record Keeping Plans

At its meeting on 30 August 2012, the State Records Commission approved the Board's amended Record Keeping Plan. It also approved the continuation of the Board's Retention and Disposal Schedule.

All administrative staff have undertaken Record Keeping Awareness Training.

All new Board staff are briefed individually about the record keeping procedures of the Board and their record keeping roles and responsibilities on commencement of their employment.

## Occupational Safety and Health

The Architects Board of WA is committed to having a workplace that is free of work-related injuries and diseases, and will assist injured workers return to work as soon as medically appropriate.

The Board reviewed its occupational safety and health policy during the reporting period and adopted an amended policy on 2 July 2013. The occupational safety and health policy has been communicated directly with all staff members by the Registrar.

As the Board is a small organisation any occupational safety and health issues are discussed with all staff members and resolved in an appropriate manner. All staff participate in an annual workplace hazard inspection and self-evaluation of occupational and health management systems.

The Board reviewed its injury management policy during the reporting period and adopted an amended policy on 2 July 2013. It has in place a documented injury management system, including return to work programs, in accordance with the *Workers' Compensation and Injury Management Act 1981*. The policy and documented procedures have been communicated directly with all staff.

The Board's report of annual performance for 2013/14 is summarised below.

Measure	Actual Results		Results Against Target	
	2011-12	2013-14	Target	Comment on result
Number of fatalities	0	0	0	Achieved target
Lost time injury and/or disease incidence rate	0	0	0	Achieved target
Lost time injury and/or disease severity rate	0	0	0	Achieved target
Percentage of injured workers returned to work: (i) within 13 weeks (ii) within 26 weeks	n/a	n/a	80%	
Percentage of managers trained in occupational safety, health and injury management responsibilities	0%	0%	80%	Below target

# **Audited Financial Statements 2013-14**

# Architects Board of Western Australia

ABN: 79 638 751 988

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For the Year Ended 30 June 2014

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# Architects Board of Western Australia

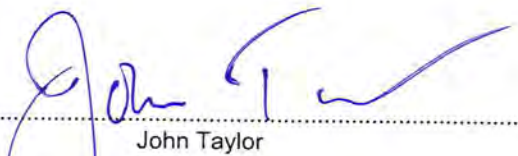
ABN: 79 638 751 988

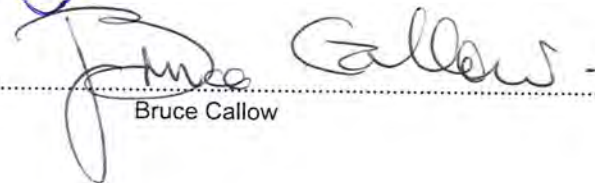
## Statement by the Board


In the opinion of the Board the financial report as set out on pages 4 to 18:

1. Presents fairly the financial position of the Architects Board of Western Australia as at 30 June 2014 and its performance for the year ended on that date in accordance with Australian Accounting Standards - Reduced Disclosure Requirements; and
2. At the date of this statement, there are reasonable grounds to believe that the Architects Board of Western Australia will be able to pay its debts as and when they fall due and payable.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:

Chairman .....   
John Taylor

Deputy Chairman .....   
Bruce Callow

Registrar .....   
Nicole Kerr

Dated 2 September 2014



## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF ARCHITECTS BOARD OF WESTERN AUSTRALIA**

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Architects Board of Western Australia, which comprises the statement of financial position as at 30 June 2014, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended and notes comprising a summary of significant accounting policies and other explanatory information.

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

The Board is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the *Architects Act 2004*, and for such internal control as the Board determines 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.

#### *Auditor's Responsibility*

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

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



*Auditor's Opinion*

In our opinion, the financial statements presents fairly, in all material respects, the financial position of the Architects Board of Western Australia as at 30 June 2014, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the *Architects Act 2004*.

  
**DRY KIRKNESS**  
Chartered Accountants

Dated: 2 September 2014  
West Perth WA

  
**B ROTHMAN**  
Partner

# Architects Board of Western Australia

ABN: 79 638 751 988

## Statement of Profit or Loss and Other Comprehensive Income

For the Year Ended 30 June 2014

		2014	2013
	Note	\$	\$
Revenue	2	491,489	448,527
Employee benefits expense		(211,173)	(193,485)
Depreciation and amortisation expense	3	(2,778)	(6,347)
Consultant fees		(14,343)	(8,398)
Examination fees		(58,511)	(43,462)
Legal fees		(10,983)	(6,932)
Prizes, certificates and Board awards		(24,417)	(22,166)
Other expenses from ordinary activities		(102,077)	(94,061)
<b>Surplus before income tax</b>		<b>67,207</b>	<b>73,676</b>
Income tax expense	1(b)	-	-
<b>Surplus for the year</b>		<b>67,207</b>	<b>73,676</b>
Other comprehensive income, net of tax		-	-
<b>Total comprehensive income for the year</b>		<b>67,207</b>	<b>73,676</b>

The accompanying notes form part of these financial statements.

# Architects Board of Western Australia

ABN: 79 638 751 988

## Statement of Financial Position

As At 30 June 2014

	Note	2014 \$	2013 \$
<b>ASSETS</b>			
CURRENT ASSETS			
Cash and cash equivalents	4	<u>591,815</u>	520,497
TOTAL CURRENT ASSETS		<u>591,815</u>	520,497
NON-CURRENT ASSETS			
Property, plant and equipment	5	<u>8,888</u>	8,123
TOTAL NON-CURRENT ASSETS		<u>8,888</u>	8,123
TOTAL ASSETS		<u>600,703</u>	528,620
<b>LIABILITIES</b>			
CURRENT LIABILITIES			
Trade and other payables	6	<u>14,419</u>	9,181
Employee benefits	7	<u>37,450</u>	29,353
TOTAL CURRENT LIABILITIES		<u>51,869</u>	38,534
NON-CURRENT LIABILITIES			
Employee benefits	7	<u>-</u>	8,459
TOTAL NON-CURRENT LIABILITIES		<u>-</u>	8,459
TOTAL LIABILITIES		<u>51,869</u>	46,993
NET ASSETS		<u>548,834</u>	481,627
<b>EQUITY</b>			
Accumulated Funds		<u>548,834</u>	481,627
TOTAL EQUITY		<u>548,834</u>	481,627

The accompanying notes form part of these financial statements.

# Architects Board of Western Australia

ABN: 79 638 751 988

## Statement of Changes in Equity

For the Year Ended 30 June 2014

2014

	<b>Accumulated Funds</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 1 July 2013</b>	<b>481,627</b>	<b>481,627</b>
Surplus attributable to the entity	<b>67,207</b>	<b>67,207</b>
<b>Balance at 30 June 2014</b>	<b>548,834</b>	<b>548,834</b>

2013

	<b>Accumulated Funds</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 1 July 2012</b>	407,951	407,951
Surplus attributable to the entity	73,676	73,676
<b>Balance at 30 June 2013</b>	<b>481,627</b>	<b>481,627</b>

The accompanying notes form part of these financial statements.

# Architects Board of Western Australia

ABN: 79 638 751 988

## Statement of Cash Flows

For the Year Ended 30 June 2014

	2014	2013
Note	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Receipts from registrants	468,514	424,415
Interest received	22,975	24,112
Payments to suppliers	(205,093)	(176,618)
Payments to employees	(211,535)	(189,423)
Net cash provided by operating activities	12(b) <u>74,861</u>	<u>82,486</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of property, plant and equipment	<u>(3,543)</u>	-
Net cash used by investing activities	<u>(3,543)</u>	-
Net increase in cash and cash equivalents held	71,318	82,486
Cash and cash equivalents at beginning of year	<u>520,497</u>	<u>438,011</u>
Cash and cash equivalents at end of financial year	12(a) <u><u>591,815</u></u>	<u><u>520,497</u></u>

The accompanying notes form part of these financial statements.

# Architects Board of Western Australia

ABN: 79 638 751 988

## Summary of Significant Accounting Policies

For the Year Ended 30 June 2014

### 1 Summary of Significant Accounting Policies

#### (a) Basis of Preparation

Architects Board of Western Australia (the 'Entity') applies Australian Accounting Standards - Reduced Disclosure Requirements as set out in AASB 1053: Application of Tiers of Australian Accounting Standards and AASB 2010-2: Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements.

These financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements of the Australian Accounting Standards Board (AASB) and the requirements of the *Architects Act 2004*. The Architects Board of Western Australia is a body corporate established by an act of Parliament of Western Australia and is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions to which they apply.

Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

The financial statements, except for the cashflow information, have been prepared on an accrual basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

#### (b) Income Tax

The Board considers that the entity's operations are exempt from income tax under the provision of section 50-25 of the Income Tax Assessment Act (1997) as amended. Accordingly, no provision for tax is included in the financial statements.

#### (c) Plant and Equipment

Each class of plant and equipment is carried at cost or fair value as indicated, less, where applicable, any accumulated depreciation and impairment losses.

##### Plant and equipment

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount and impairment losses recognised in either profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(e) for details of impairment).

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the entity and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in profit or loss during the financial period in which they are incurred.

# Architects Board of Western Australia

ABN: 79 638 751 988

## Summary of Significant Accounting Policies

For the Year Ended 30 June 2014

### 1 Summary of Significant Accounting Policies (Continued)

#### (c) Plant and Equipment (Continued)

##### Depreciation

The depreciable amount of office furniture and equipment is depreciated on a straight-line basis over the asset's useful life commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class	Depreciation rate
Office Furniture and Equipment	10 - 33%
Leasehold improvements	5 years

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing net proceeds with the carrying amounts. These gains and losses are recognised in profit or loss in the period in which they occur.

#### (d) Financial instruments

##### Initial recognition and measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions of the instrument. For financial assets, this is the equivalent to the date that the entity commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transactions costs, except where the instrument is classified 'at fair value through profit or loss' in which case transaction costs are expensed to profit or loss immediately.

##### Classification and subsequent measurement

Financial instruments are subsequently measured at either fair value, amortised cost using the effective interest rate method, or cost. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

*Amortised cost* is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

The *effective interest method* is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

# Architects Board of Western Australia

ABN: 79 638 751 988

## Summary of Significant Accounting Policies

For the Year Ended 30 June 2014

### 1 Summary of Significant Accounting Policies (Continued)

#### (d) Financial instruments (Continued)

##### (i) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

##### (ii) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

##### Impairment

A financial asset (or group of financial assets) is deemed to be impaired, if and only if, there is objective evidence of impairment as a result of one or more events (a 'loss event') having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of financial assets carried at amortised cost, loss events may include; indicators that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of the impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance accounts.

##### Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are discharged or cancelled, or have expired. The difference between the carrying amount of the financial liability, which is extinguished or transferred to another party, and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

#### (e) Impairment of assets

At the end of each reporting date, the entity assesses whether there is any indication that an asset may be impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (eg in accordance with the revaluation model in AASB 116). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

Where it is not possible to estimate the recoverable amount of an individual asset, the entity estimates the recoverable amount of the cash-generating unit to which the asset belongs.



# Architects Board of Western Australia

ABN: 79 638 751 988

## Summary of Significant Accounting Policies

For the Year Ended 30 June 2014

### 1 Summary of Significant Accounting Policies (Continued)

#### (f) Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, deposits held at call with banks and other short-term highly liquid investments with original maturities of three months or less.

#### (g) Trade and other payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the entity during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability. The carrying amount of the creditors and payables is deemed to reflect their fair value.

#### (h) Employee benefits

##### Short-term employee benefits

Provision is made for the entity's obligation for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

##### Other long-term employee benefits

The entity classifies employees' long service leave and annual leave entitlements as other long-term employee benefits as they are not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employee renders the related service. Provision is made for the entity's obligation for other long-term employee benefits, which are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures, and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Upon measurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in profit or loss classified under employee benefits expense.

The entity's obligations for long-term employee benefits are presented as non-current liabilities in its statement of financial position, except where the entity does not have an unconditional right to defer settlement for at least another 12 months after the end of the reporting period, in which case the obligations are presented as current liabilities.

#### (i) Leases

Lease payments for operating leases, where substantially all of the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the life of the lease term.

# Architects Board of Western Australia

ABN: 79 638 751 988

## Summary of Significant Accounting Policies

For the Year Ended 30 June 2014

### 1 Summary of Significant Accounting Policies (Continued)

#### (j) Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from rendering of a service including members' registration fees and examinations is recognised upon the delivery of the service to the customers.

Income received in advance in relation to prepaid renewal of registration fees is carried forward as a liability until expiration, at which point it is recognised as revenue.

Interest is recognised using the effective interest method, which, for floating rate financial assets is the rate inherent in the instrument.

All revenue is stated net of the amount of goods and services tax (GST).

#### (k) Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

#### (l) Comparative Amounts

Where required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

# Architects Board of Western Australia

ABN: 79 638 751 988

## Summary of Significant Accounting Policies

For the Year Ended 30 June 2014

### 1 Summary of Significant Accounting Policies (Continued)

#### (m) Adoption of new and amended accounting standards

During the current year, the following standards became mandatory and have been adopted retrospectively by the entity:

- AASB 13 *Fair Value Measurement*
- AASB 119 *Employee Benefits*

The accounting policies have been updated to reflect changes in the recognition and measurement of assets, liabilities, income and expenses and the impact of adoption of these standards is discussed below.

AASB 13 *Fair Value Measurement* does not change what and when assets or liabilities are recorded at fair value. It provides guidance on how to measure assets and liabilities at fair value, including the concept of highest and best use for non-financial assets. AASB 13 has not changed the fair value measurement basis for any assets or liabilities held at fair value, however additional disclosures on the methodology and fair value hierarchy have been included in the financial statements.

No material adjustments to the carrying amounts of any of the entity's assets or liabilities were required as a consequent of applying AASB 13. Nevertheless, AASB 13 requires enhanced disclosures regarding assets and liabilities that are measured at fair value and fair values disclosed in the entity's financial statements.

AASB 119 *Employee benefits* changes the basis for determining the income or expense relating to defined benefit plans and introduces revised definitions for short-term employee benefits and termination benefits.

The entity reviewed the annual leave liability to determine the level of annual leave which is expected to be paid more than 12 months after the end of the reporting period. Whilst this has been considered to be a long-term employee benefits for the purpose of measuring the leave under AASB 119, the effect of discounting was not considered to be material and therefore has not been performed.

# Architects Board of Western Australia

ABN: 79 638 751 988

## Notes to the Financial Statements

For the Year Ended 30 June 2014

### 2 Revenue and Other Income

	2014	2013
	\$	\$
Operating activities:		
- Natural person fees	287,708	268,755
- Corporation fees	114,006	108,280
- Examination fees	64,340	44,765
- Other revenue	2,460	2,615
	<u>468,514</u>	<u>424,415</u>
Non-operating activities:		
- Interest income	22,975	24,112
<b>Total Revenue</b>	<u>491,489</u>	<u>448,527</u>

### 3 Result for the Year

The result for the year includes the following specific expenses

Depreciation of plant and equipment	2,778	6,347
Rental expense on operating leases:		
- Minimum lease payments	16,176	14,091

### 4 Cash and cash equivalents

Cash at bank and in hand	91,815	20,497
Short-term bank deposits	500,000	500,000
	<u>591,815</u>	<u>520,497</u>

# Architects Board of Western Australia

ABN: 79 638 751 988

## Notes to the Financial Statements

For the Year Ended 30 June 2014

	2014	2013
	\$	\$
<b>5 Property, plant and equipment</b>		
Office furniture and equipment		
At cost	22,576	20,249
Accumulated depreciation	<u>(13,688)</u>	<u>(12,363)</u>
Total office furniture and equipment	<u>8,888</u>	<u>7,886</u>
Leasehold Improvements		
At cost	39,325	39,325
Accumulated depreciation	<u>(39,325)</u>	<u>(39,088)</u>
Total leasehold improvements	<u>-</u>	<u>237</u>
<b>Total plant and equipment</b>	<u><u>8,888</u></u>	<u><u>8,123</u></u>

**(a) Movements in Carrying Amounts**

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Office Furniture and Equipment	Leasehold Improvements	Total
	\$	\$	\$
Balance at the beginning of year	7,886	237	8,123
Additions	3,543	-	3,543
Depreciation expense	<u>(2,541)</u>	<u>(237)</u>	<u>(2,778)</u>
<b>Balance at the end of the year</b>	<u><u>8,888</u></u>	<u><u>-</u></u>	<u><u>8,888</u></u>

**6 Trade and other payables**

**CURRENT**

Trade payables	12,449	4,143
Sundry payables and accrued expenses	<u>1,970</u>	<u>5,038</u>
	<u><u>14,419</u></u>	<u><u>9,181</u></u>

**(a) Financial liabilities at amortised cost classified as trade and other payables**

	Note	
Trade and other payables:		
- total current	<u>14,419</u>	<u>9,181</u>
	<u><u>14,419</u></u>	<u><u>9,181</u></u>
Less:		
Other payables (net amount of GST payable)	<u>(6,825)</u>	<u>(4,093)</u>
Financial liabilities as trade and other payables	8 <u>7,594</u>	<u>5,088</u>

# Architects Board of Western Australia

ABN: 79 638 751 988

## Notes to the Financial Statements

For the Year Ended 30 June 2014

	2014	2013
	\$	\$
<b>7 Employee Benefits</b>		
<b>CURRENT</b>		
Provision for annual and sick leave	20,803	17,941
Provision for long service leave	16,647	11,412
	<u>37,450</u>	<u>29,353</u>
<b>NON-CURRENT</b>		
Provision for long service leave	-	8,459
	<u>-</u>	<u>8,459</u>

Provision for employee benefits represents amounts accrued for sick leave, annual leave and long service leave.

The current portion for this provision includes the total amount accrued for annual leave entitlements and the amounts accrued for long service leave entitlements that have vested due to employees having completed the required period of service. Based on past experience, the entity does not expect the full amount of annual leave or long service leave balances classified as current liabilities to be settled within the next 12 months. However, these amounts must be classified as current liabilities since the entity does not have an unconditional right to defer the settlement of these amounts in the event employees wish to use their leave entitlement.

The non-current portion of this provision includes amounts accrued for long service leave entitlements that have not yet vested in relation to those employees who have not yet completed the required period of service.

In calculating the present value of future cash flows in respect of long service leave, the probability of long service leave taken is based on historical data. The measurement and recognition criteria relating to employee benefits have been disclosed in Note 1(h) to this report.

## 8 Financial Risk Management

The entity's financial instruments consist mainly of cash at bank, short-term deposits and accounts payable.

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	<b>Note</b>		
<b>Financial Assets</b>			
Cash and cash equivalents	4	<u>591,815</u>	520,497
<b>Total financial assets</b>		<u>591,815</u>	<u>520,497</u>
<b>Financial Liabilities</b>			
Financial liabilities at amortised cost			
Trade and other payables	6(a)	<u>7,594</u>	5,088
<b>Total financial liabilities</b>		<u>7,594</u>	<u>5,088</u>

# Architects Board of Western Australia

ABN: 79 638 751 988

## Notes to the Financial Statements

For the Year Ended 30 June 2014

2014	2013
\$	\$

### 9 Commitments

#### Operating Leases

Minimum lease payments under non-cancellable operating leases:

- not later than one year

17,664	17,335
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- later than one year

35,328	52,006
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<u>52,992</u>	<u>69,341</u>
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The operating lease relates to premises at 33 Broadway Nedlands, Western Australia which was further extended for another 5 years from July 2012.

### 10 Contingencies

The entity incurs legal costs from time to time in connection with its function of investigating complaints and in some cases, conducting disciplinary proceedings. These amounts vary from case to case, and it is not possible to quantify any future amounts payable.

### 11 Related Party Information

Board members are entitled to receive fees for attendance at Board meetings:

Attendance fees received by Board members

<u>24,930</u>	30,245
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Some Board members are employed within or as directors of entities influenced by the regulatory activities of the entity, and as such these members pay registration fees.

No other related party transactions exist that require disclosure.

### 12 Cash Flow Information

#### (a) Reconciliation of cash

Cash at the end of the financial year as shown in the statement of cash flows is reconciled to items in the statement of financial position as follows:

Cash and cash equivalents

<u>591,815</u>	520,497
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# Architects Board of Western Australia

ABN: 79 638 751 988

## Notes to the Financial Statements

For the Year Ended 30 June 2014

	2014	2013
	\$	\$
<b>12 Cash Flow Information (Continued)</b>		
<b>(b) Reconciliation of result for the year to cashflows from operating activities</b>		
Reconciliation of net surplus to net cash provided by operating activities:		
Surplus for the year	67,207	73,676
Non-cash flows in surplus:		
- depreciation	2,778	6,347
Changes in assets and liabilities:		
- increase/(decrease) in trade and other payables	5,238	(1,599)
- increase/(decrease) in employee benefits	(362)	4,062
Cashflow from operations	<u>74,861</u>	<u>82,486</u>

(c) The entity has no credit standby or financing facilities in place.

### 13 Events Occurring After the Reporting Date

The financial report was authorised for issue on 2 September 2014 by the Board.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the entity, the results of those operations or the state of affairs of the entity in future financial years.

### 14 Entity Details

The principal place of business is:  
33 Broadway, Nedlands Western Australia 6009

### 15 Segment Reporting

The entity operates as a statutory registration authority for architects in Western Australia.