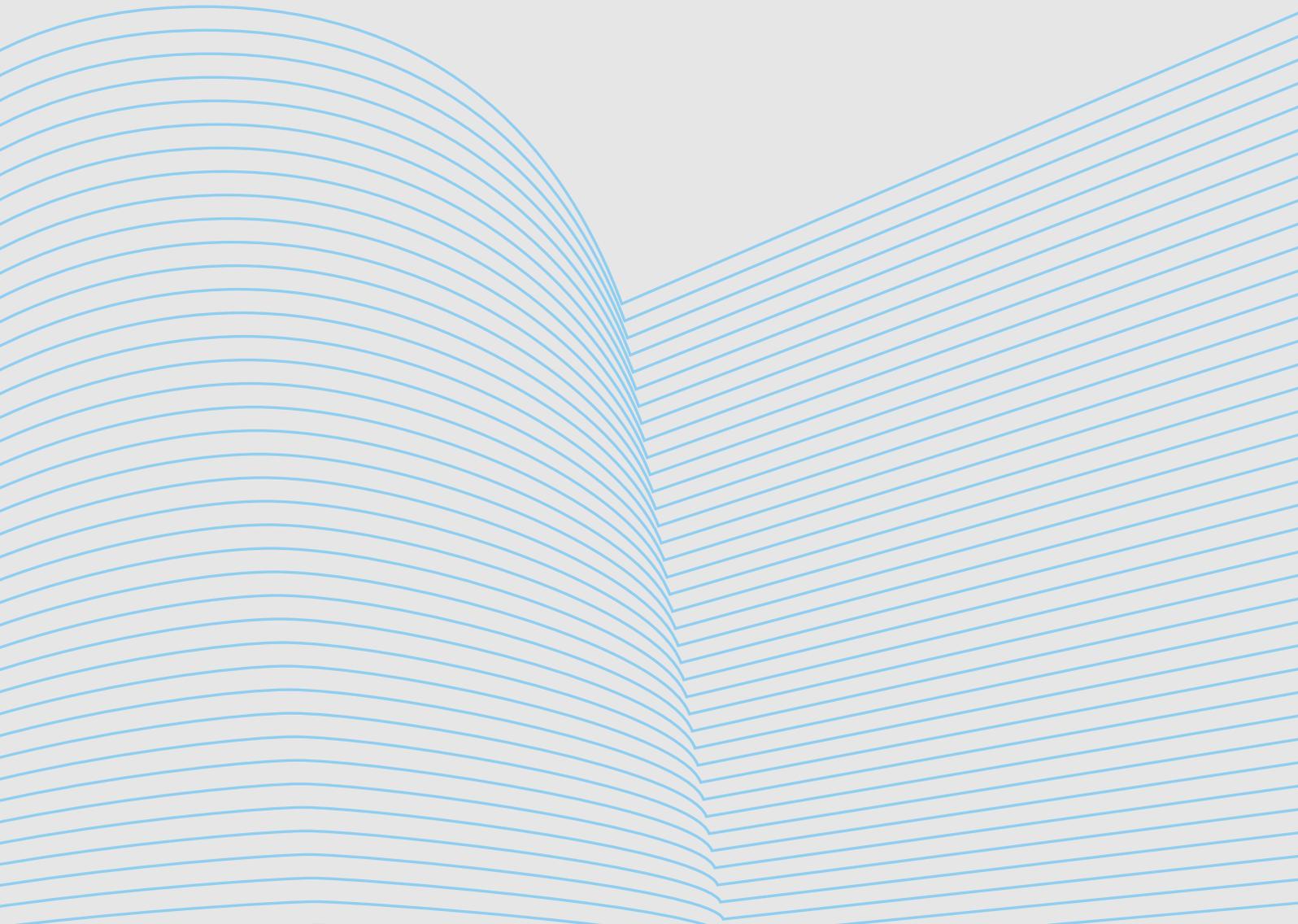




NSW  
Architects  
Registration  
Board

# ANNUAL REPORT 2021–2022



# ACKNOWLEDGEMENT OF COUNTRY

The NSW Architects Registration Board acknowledges, respects and values Aboriginal peoples as the Traditional Custodians of the lands on which we live, walk and work.

We pay our respects to Elders past, present and future. We recognise and remain committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships, and continuing connection to their lands, waters and seas. We acknowledge their history here on these lands and their rich contribution to our society.

We also acknowledge our Aboriginal employees who are an integral part of our diverse workforce, and recognise the knowledge embedded forever in Aboriginal and Torres Strait Islander custodianship of Country and cultures.



28 October 2022

The Hon. Victor Michael Dominello MP  
Minister for Customer Service and Digital Government, Minister for Small Business and Minister for Fair Trading  
52 Martin Place  
Sydney NSW 2000  
By Email:  
[MinisterialServices@customerservice.nsw.gov.au](mailto:MinisterialServices@customerservice.nsw.gov.au)

Dear Minister

**Submission of the Annual Report for the NSW Architects Registration Board**

I have the pleasure of forwarding you an electronic copy of the Annual Report of the NSW Architects Registration Board for the year ending the 30 June 2022.

The report has also been prepared in electronic format, in accordance with the provisions of the *Annual Reports (Statutory Bodies) Act 1984*.

I trust that the Report clearly demonstrates the Board's commitment to the efficient and effective administration of the *Architects Act 2003*.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Kirsten Orr', with a horizontal line underneath the name.

Dr Kirsten Orr  
Registrar

E. [Registrar@architects.nsw.gov.au](mailto:Registrar@architects.nsw.gov.au)

M. 0403 617 760

*cc. Ministerial Services, Office of the Secretary, Department of Customer Service*

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# CHARTER

The NSW Architects Registration Board (the 'Board') is constituted by the *Architects Act 2003* (the 'Act'), the legislation regulating architects in NSW.

The Act is the principal legislation under which the Board operates. Under section 61(1) 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 Act,
- k) such other functions as are conferred or imposed on the Board by or under the Act or any other legislation.

# AIMS AND OBJECTIVES

The Board's key objectives are:

- to ensure that architects provide services to the public in a professional and competent manner
- to provide mechanisms to discipline architects who are found to have acted unprofessionally or incompetently
- to ensure that the public is appropriately informed about the qualifications and competence of individuals or organisations holding themselves out as architects, and
- to promote a better understanding of architectural issues in the community.

The range of services provided by the Board includes:

- maintaining an accurate NSW Register of Architects and NSW List of Architect Corporations and Firms
- operating a fair, effective, and open procedure for investigating and hearing complaints made against architects
- sanctioning architects who breach the Act and individuals or firms who represent themselves as an architect when they are not entitled to do so
- conducting examinations for registration as an architect
- accrediting NSW architecture programs that constitute pathways to registration as an architect
- managing a program of scholarships and awards
- providing information to consumers of architectural services with respect to the ethics and standards of professional competence that are generally expected of architects
- promoting a better understanding of architectural issues in the broader community, and
- providing accurate information to architects to maximise their understanding of their obligations under the Act and the NSW Architects Code of Professional Conduct 2017 (the 'Code').

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

### Current Board Members as at 30 June 2022

Section 60 of the Act stipulates the membership of the Board and the qualifications to be held by the various Board members. The Board includes 6 members who are architects and 5 members who are not architects. Six of the members are appointed by the Minister.

Name	Description	Term
Dr Deborah Dearing*	Board President, architect representing interests of architects	2017 – 2023
Rod Cameron*	Deputy President, Legal practitioner expert in building & construction law	2018 – Nov 2022
Sara Jinga*	Representing the public interest in architectural matters	2020 – 2023
Dr Tim Williams*	Representing the property development industry	2020 – Nov 2022
Tim Moore*	Representing local government in respect of the quality of building	2020 – 2023
Michael Grant*	Representing the building industry	2020 – 2023
Andrew Nimmo	Immediate Past President of the Australian Institute of Architects NSW Chapter	2019 – Ex-officio
Abbie Galvin	NSW Government Architect	2020 – Ex-officio
A/Prof Melonie Bayl-Smith	Architect academic from relevant educational institution (The University of New South Wales)	Feb 2021 – 2023
Prof Helen Lochhead	Architect elected member	2020 – Dec 2022
Glenn Scott	Architect elected member	2020 – Dec 2022

\* Appointed by the Minister

# MANAGEMENT AND STRUCTURE

## Board meetings

The Board meets on the fourth Wednesday of each month. In addition, Board members participate on one or more of the Board’s standing committees or working groups to oversee projects.

An honorarium is paid to each Board member (other than those holding Government positions) for attendance at Board meetings and other related committee work. Fees paid to Board members are in line with the policies established by the Premier’s Office for the 2021-2022 period.

### Meeting Attendance to 30 June 2022

NAME	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	TOTAL
D DEARING (M)	√	√	√	√	√	√	N/M	A	√	√	√	√	10/11
R CAMERON (M)	√	√	√	√	√	√	N/M	√	√	√	√	√	11/11
S JINGA (M)	√	√	√	√	A	√	N/M	√	√	√	√	√	10/11
T WILLIAMS (M)	√	√	√	√	√	√	N/M	A	√	√	√	A	9/11
T MOORE (M)	√	√	√	√	√	A	N/M	√	√	√	A	√	9/11
M GRANT (M)	√	√	√	√	A	√	N/M	√	√	√	A	√	9/11
A NIMMO (ExO)	√	√	√	√	√	√	N/M	√	√	√	A	√	10/11
A GALVIN (ExO)	√	A	√	√	√	A	N/M	√	√	√	A	√	8/11
M BAYL-SMITH (AM)	√	√	√	√	√	√	N/M	√	√	√	√	√	11/11
H LOCHHEAD (E)	√	√	√	√	√	√	N/M	√	A	√	√	√	10/11
G SCOTT (E)	√	√	A	√	√	√	N/M	√	A	√	√	√	9/11

**M** Appointed by Minister

**E** Elected

**ExO** Ex officio

**O** Observer

**AM** Academic Member

**LOA** Leave of absence

**A** Absent

**N/M** No meeting

**N/A** Not appointed

# MANAGEMENT AND STRUCTURE

## Board staff

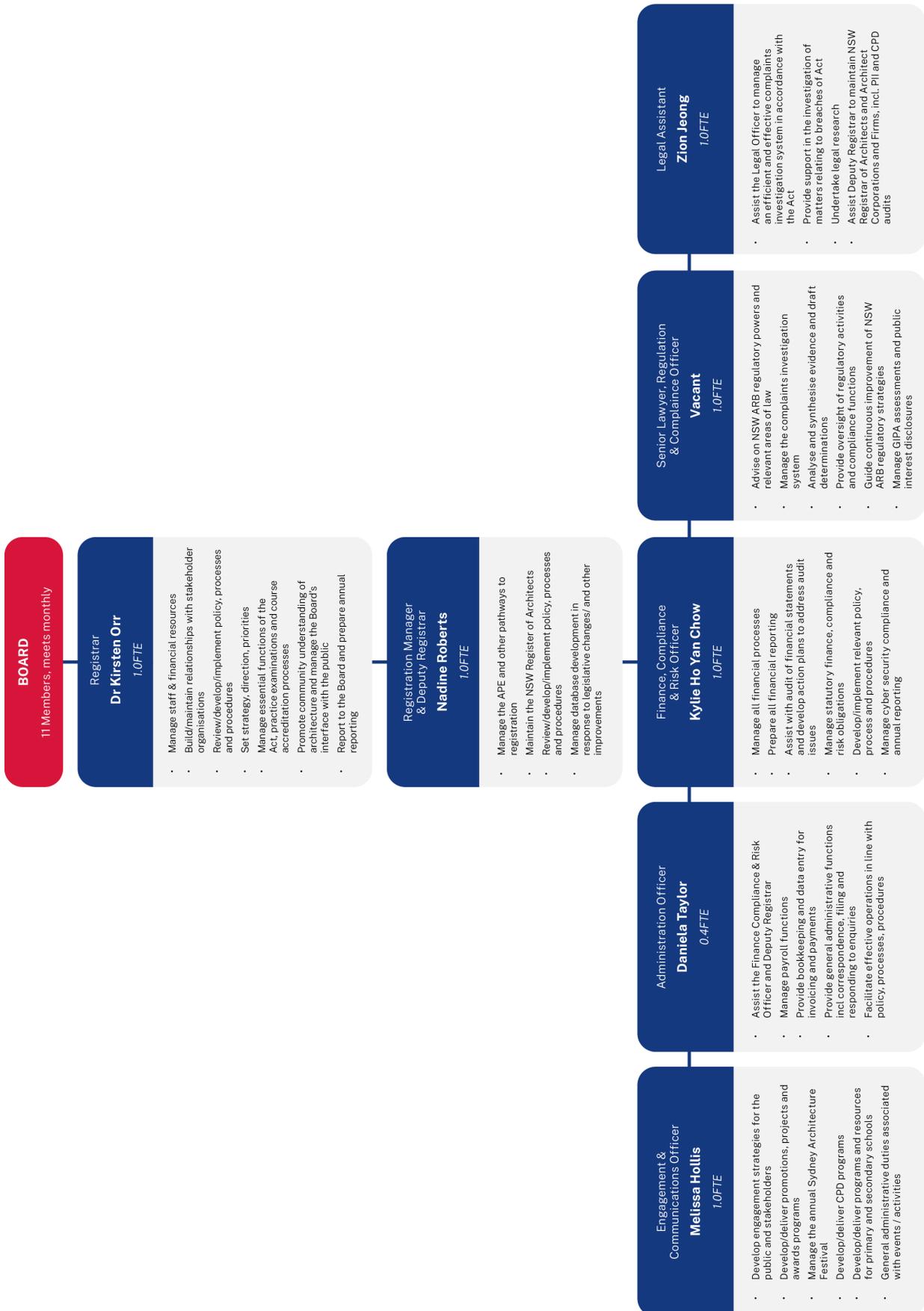
### Board Staff as at 30 June 2022

Dr Kirsten Orr	Registrar (PhD (UNSW), BArch (Hons) (UTS), Registered Architect NSW 6236)
Nadine Roberts	Deputy Registrar
Kylie Chow	Finance Compliance and Risk Officer
Melissa Hollis	Engagement and Communications Officer (commenced May 2022)
Zion Jeong	Legal Assistant (commenced January 2022)
Daniela Taylor	Administration Officer

### Former Staff

Byron Kinnaird	Research and Education Officer (ended April 2022)
Lisa Le Van	Legal Officer (ended April 2022)
Carty Chan	Legal Assistant (ended December 2021)

## Board Structure as at 30 June 2022



# MANAGEMENT AND STRUCTURE

## Board assessors

The Board draws upon the services of architects who serve as assessors for the pathways it manages to registration as an architect. These include the Architects Accreditation Council of Australia (AACA) Architectural Practice Examination (APE) and the Board’s NSW Portfolio Program of Assessment (NSW PPA). 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 assessors for the APE and NSW PPA.

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

### Architectural Practice Examination (APE) Assessors

J Bastian	P Fung	L J Lesslie	I O Sheridan-Miller
S R D Bathgate	P F Gallagher	F Lewis	M V Shoolman
J A Bilmon	B Giles	G J Luscombe	S E Sikder
J E Blake	G P Gonzalez	C C Macdonald	B Smale
M G Boffa	L Gosling	C M Matheson	B Sonter
W J Brindle	A Greenway	B J McHarg	E D B Springett
T A G Browne	C S R Gunton	D G McKendry-Hunt	R S Stevens
M C Bullen	M Hashemi	P A McLeod	S P Stewart
G A Cameron	M K Helms	M C McNeil	M Strangas
L N Chandio	T M Helyar	K Mills	P J Sullivan
M Chao	D G Holm	D Moon	E Teicher Gertel
A K C Cheah	S Hsu	R P O’Brien	H I Ten Brummelaar
L Chiu	R J Hudson	V Olivar Alcamí	C M Trevor-Jones
L F Cockburn	J L Jackson	I M Pearson	D van der Breggen
J G Cockings	W Ji	E Prineas	V M van Dijk
J E Connor	T L Johnson	M B Pullinger	V L Waller
S Crawford	M E Jones	T Quinton	H Whattam
C J Dawson	T E Keyes	R Ratcliffe	T G M Wetherill
J Debek-Kozyra	M Kitmiridis	P J Reed	D M Wilson
G Dix	K Klinger	M P Roberts	M Y Xu
B Dragas	A Kouzmin	S Rofail	D Yong
V A Dudman	B N Kugan	J Sarkis	C Zuza
J Ezer	V A Lane	F Segabinazzi Siqueira	
J F English	G Lekosis	C W Sheeran	

### NSW Portfolio Program of Assessment (NSW PPA) Assessors

D Alic	B Giles	L Matthews	P Reed
D Barnstone	B Jackson	R McLaughlan	D Reinhardt
P Berkemeier	D Jones	P Oldfield	T Schork
T Browne	C Lassen	M Ostwald	D Van der Breggen
A Burke	F Lewis	E Prineas	
M Chapman	G Luscombe	M Pullinger	
B George	C Matheson	R Ratcliffe	

### NSW Representatives to AACA Accreditation Standing Panel

D Alic	L Cockburn	H Moline	G Reinmuth
D Barnstone	D Jones	M Mossman	F Siqueira
P Berkemeier	U Komac	P Oldfield	M Tawa
M Bayl-Smith	C Lassen	M Ostwald	D Van der Breggen
M Chapman	F Lewis	M Pullinger	
D Clarke	S Loschke	P Reed	

# MANAGEMENT AND STRUCTURE

## Board governance

The work of the Board derives from the objects and functions of the Board as set out in the Act. There are specific Board delegations outlined in the Act. Operational priorities are identified in the Strategic Plan, which is reviewed 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.

## Income

The Board is entirely funded by fees levied upon NSW architects and architect corporations and firms, APE fees, and fines as determined by the Board arising from disciplinary procedures. The fees collected fund Board operations and include contingencies for legal costs, development of information for consumers and general administration. The Board has determined that at least 9 months' operational funds should be kept in reserve. The Board manages any reserves in the "Architects Fund" to meet the fourth objective identified in the Act – 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, as well as internal controls for cyber security. 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 section 62 of the Act

1. The Board may establish committees to assist it in connection with the exercise of any of its functions.
2. It does not matter that any or all of the members of a 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 2022 the Complaints Committee, Finance and Risk Committee and Engagement 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.

Under section 45(3) of the Act, the Complaints Committee must be constituted by 3 members of the Board, of whom one must be an Australian legal practitioner (and the Chair), 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 2022: Rod Cameron (Legal member and Chair), Glenn Scott (Architect member) and Michael Grant. Tim Williams is the alternate committee member.

## Finance and Risk Committee

The Finance and Risk Committee meets quarterly to consider financial matters, cyber security risk management issues, information privacy concerns and compliance with legislative changes and government policies. The Committee makes recommendations to the Board for adoption.

The Finance and Risk Committee terms of reference include

- Providing oversight of the Board's governance, risk and control frameworks, internal financial planning, and its external accountability requirements
- Providing oversight of annual budget planning, human resources; staff welfare and remuneration
- Providing oversight of the Board's cyber security controls and risk management processes
- Monitoring the Board's Workplace Health and Safety responsibilities.

In the current reporting year, the Finance and Risk Committee reviewed the

- Assessment of the likely impact of COVID-19 on the financial position and operation of the Board
- Assessment of the likely financial impact of Automatic Mutual Recognition
- Draft 2022 – 2023 budget
- Financial statements for the year ended 30 June 2022
- Cyber Security Annual Reporting and Annual Attestation Statement
- Other internal policies necessary to ensure legislative compliance.

Members as at 30 June 2022: Dr Deborah Dearing (Chair), Prof Helen Lochhead and Assoc Prof Melonie Bayl-Smith.

## Engagement Committee

The Engagement Committee provides oversight for the functions of the Board set out in section 61(h-i) of the Act, including the promotion of community discussion about architectural issues and the provision of general advice to consumers of architectural services.

The Engagement Committee terms of reference include

- Developing strategies to enable the Board to engage dynamically, creatively and intelligently with the public and stakeholders and communicate the role of the Board and how design and architecture shape the environment we build around us

- Providing oversight of the development and delivery of engaging resources and programs for the public that are relevant, accessible, accurate and informative about what to expect when working with an architect, and the ethics and standards of professional competence that are required of architects
- Providing oversight of the Board’s digital platforms to ensure that information and resources are accessible, relevant, and appropriately designed
- Providing advice on the creative direction for the annual Sydney Architecture Festival as the Board’s major vehicle for engaging with the broader community to communicate the value and role played by architects in the built environment
- Providing oversight of the development and delivery of engaging programs and resources for primary and secondary schools to promote a better understanding by pupils and teachers of architectural issues
- Supporting the development of enriching partnerships with stakeholders and architects.

Members as at 30 June 2022: Dr Deborah Dearing (Chair), Sara Jinga, Prof Helen Lochhead, Andrew Nimmo and Dr Tim Williams.

## Board Strategic Plan 2020 – 2023

The Board Strategic Plan 2020 – 2023 is publicly available on the Board’s website.

## Architects Accreditation Council of Australia

The Architects Accreditation Council of Australia (AACA) is constituted of nominees from all the state and territory architect registration boards in Australia. It is a not-for-profit company limited by guarantee that works in collaboration with the architect registration boards on matters of national interest to the profession, industry and the public. The Members of the AACA include the Chair and Registrar of each architect registration board in each state and territory in Australia. The President and Registrar of the NSW Architects Registration Board are ex-officio members of the AACA.

The AACA:

- maintains the *National Standard of Competency for Architects* – which underpins all assessment processes on the path to registration as an architect in Australia
- administers the national Architectural Practice Examination (APE)
- administers the *Architecture Program Accreditation Procedure in Australia and New Zealand*
- administers various competency-based assessment processes leading to registration as an architect in Australia, including the National Program of Assessment (NPrA) and the Local/Overseas Experienced Practitioner Assessment
- assesses overseas architectural qualifications through the Overseas Qualifications Assessment process
- negotiates international mutual recognition agreements.

Currently, the NSW President, Dr Deborah Dearing, and the Registrar, Dr Kirsten Orr, are Directors of the AACA. The Registrar is also a member of the AACA Accreditation Management Committee.

Key priorities of the AACA in the reporting period included:

- review of the APE, with a particular focus on the Part 3 Interview and mechanisms to support graduates in gaining relevant practical and training experiences in readiness for registration as an architect in Australia – work continues in 2022.
- *National Standard of Competency for Architects 2021* (NSCA 2021) was published 1 July 2021 following extensive stakeholder consultation. It includes, for the first time, performance criteria relating to the

responsibilities of architects to develop cultural awareness to enable integration of the values of Country within architectural services and, where possible, to partner in meaningful and respectful ways with Aboriginal and Torres Strait Islander People who are local to the place and Country on which a project is located. It also includes new performance criteria relating to the responsibilities of architects to minimise the impact on, and use of, limited natural resources, and prioritise design for a circular economy and longevity to support the transition to a carbon-neutral built environment. The AACA is continuing work necessary to implement the NSCA 2021 and is developing accompanying guidelines and explanatory notes. It is expected that the NSCA 2021 will be implemented in the accreditation of universities from January 2023 and in the APE from January 2024.

- finalisation of a trilateral international mutual recognition agreement for registered architects between the United Kingdom, Australia and New Zealand – work continues in 2022 with the expectation that the agreement will come into effect from January 2023.

A Registrars' network comprises the Registrars from each architect registration board in each state and territory in Australia. Within the constraints of respective state and territory legislation, the network shares information and facilitates the streamlining of administrative procedures that must be followed by architects and architect corporations around Australia.

# 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 5-years of study from an accredited Australian architecture program or its equivalent, an approved period of practical experience, and successful completion of the APE. These standards are agreed nationally and administered by the AACA.

### Accredited academic qualifications

The accredited Master of Architecture, the academic qualification prescribed by the Act for registration as an architect, is offered by 5 universities in NSW:

- University of Newcastle
- University of New South Wales
- University of Sydney
- University of Technology Sydney
- Western Sydney University (inaugural accreditation was completed in December 2021)

Architecture programs offered by the above NSW universities are accredited and monitored under the *Architecture Program Accreditation Procedure in Australia and New Zealand*, owned and administered by the AACA. Under this process, national Accreditation Review Panels provide recommendations to the Board regarding the accreditation of qualifications for a maximum period of 5 years.

Accreditation Review Panels (ARPs) were conducted at University of Technology Sydney and Western Sydney University in the reporting year.

### Architectural Practice Examination (APE)

The final qualification for registration as an architect in NSW is the successful completion of the APE, administered by the AACA and managed by the state and territory architect registration boards.

In the reporting year, the Board continued the implementation of an audit process to cross-check Logbooks and Statements of Practical Experience submitted by NSW candidates. In Session 2, 2021 the Board did not undertake random audits of applications received for the APE Parts 1 & 2. In Session 1, 2022 the Board undertook a random audit of 31% of applications received for the APE Parts 1 & 2. As a result, one candidate was found to have inaccurately recorded their hours/experience in the Logbook. The Board rejected the application as they did not satisfy the minimum eligibility requirements and directed the candidate to obtain further experience before re-applying for Parts 1 & 2 in the future.

APE Part 2 National Examination Papers held in August 2021 and April 2022 were conducted as remote, proctored online examinations managed by the Australian Council for Educational Research (ACER) and delivered by Proctor U. Due to COVID-19, the APE Part 3 Interviews in October 2021 and June 2022 were conducted via Zoom video technology instead of being held face-to-face in the Board's offices.

The Board provided 9 hours of free webinar events attended by 460 candidates to assist their preparation for the APE; and 2 hours of training events for APE assessors attended by 97 architects.

In the reporting year, 273 NSW applicants were admitted to the Part 2 National Examination Paper and 218 were successful, representing an 80% success rate. 241 NSW applicants were admitted to the Part 3 Examination by Interview and 215 were successful, representing an 89% success rate.

## NSW Portfolio Program of Assessment (NSW PPA)

The NSW PPA is a competency-based assessment process that provides a pathway to the APE for those who have substantial skills and experience in the architectural services profession but do not have the approved architecture qualification or overseas equivalent.

Candidates submit a portfolio of 3 to 4 'complex architectural projects from the last 10 years for which they have experience as a primary decision maker for the conceptual and schematic design, and design development. At least 1 of the projects should have been built in Australia in the last 10 years, or overseas in the last 5 years. In addition to the portfolio submission, candidates submit supporting written material and are interviewed about their skills and experience in the architectural services profession. Candidate submissions are assessed against the relevant Performance Criteria from the *National Standard of Competency for Architects* to determine their equivalence with the threshold competencies expected of a graduate from an accredited architecture program in Australia.

In the reporting year, the NSW PPA was revised to integrate new performance criteria from the *2021 National Standard of Competency for Architects* (2021 NSCA), consistent with similar amendments to the AACA's National Program of Assessment (NPrA). Changes to the NSW PPA effective from March 2022 include:

- removal of references to "Executive level experience" as this concept does not exist in the 2021 NSCA
- new wording for experience in project initiation, conceptual design, detailed design and construction documentation for consistency with newly defined Units of Competency in the 2021 NSCA
- level of competency required to be demonstrated is that of a graduate from an Australian accredited architecture program at the point of their initial registration as an architect for consistency with the revised NPrA
- changes to relevant performance criteria assessed at each stage of the NSW PPA to reflect the 2021 NSCA and for consistency with the revised NPrA.

In the reporting year, 7 NSW PPA applications were received. Two candidates were admitted to the Stage 2 Eligibility Interview, and 1 candidate was successful. One candidate was successful in the Stage 3 Interview and was granted access to the next available APE leading to registration as an architect.

## Mutual Recognition

The Act facilitates freedom of movement of architects registered in other Australian states and territories between the respective jurisdictions. The Board normally approves an applicant for registration in NSW on completion of the prescribed application form and payment of the annual registration fee. In the reporting year, 108 interstate architects were admitted to the NSW Register of Architects under the terms of the *Mutual Recognition Act 1992*.

## Automatic Mutual Recognition (AMR)

A new national Automatic Mutual Recognition of Occupational Registrations (AMR) scheme came into effect on 1 July 2021 for skilled workers who require occupational licences. To be eligible for AMR, individuals must hold a registration or licence in their home state or territory that covers the activity they intend to carry out in a second state or territory. The NSW Treasurer has declared an exemption from Automatic Mutual Recognition for architects on the grounds of "significant risk to consumer protection and safety of the public without the necessary mitigation measures to address implementation risks." It is expected that the NSW Government will add architects to the AMR scheme from 1 January 2023.

## 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 of Architects under the terms of the TTMRA.

## United States / Australia / New Zealand Mutual Recognition Arrangement (US/AUS/NZ MRA)

The Mutual Recognition Arrangement in place between the architectural licensing authorities of the United States of America (US), 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 APE. 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. In the reporting year, 4 architects were admitted to the NSW Register of Architects under the terms of the US/AUS/NZ MRA.

## APEC Architect (APEC Architect MRA)

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 the World Trade Organization (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.

Australia, along with other APEC member economies, has agreed to participate in the APEC Architect framework, which aims to facilitate the access of APEC Architects to independent practice within the region. Those economies who are participating in the framework are Australia, Canada, People’s Republic of China, Hong Kong China, Japan, Republic of Korea, Malaysia, Mexico, New Zealand, Republic of the Philippines, Singapore, Thailand, 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.

Australia currently has mutual recognition agreements under the APEC Architect Agreement with Canada, Japan, and Singapore.

In the reporting year, no architects were admitted to the NSW Register of Architects under the terms of the APEC Architect MRA.

## Information sharing to support the licensing platform for the *Design and Building Practitioners Act 2020*

The Board has a Memorandum of Understanding with the Department of Customer Service (DCS) to share information from the NSW Register of Architects via an Application Programming Interface (API). The API minimises the administrative impact on architects of the requirements for registration under the *Design and Building Practitioners Act 2020* and facilitates the ‘fast tracking’ of registration of eligible architects in the ‘design practitioner-architectural’ category. The API is only used to provide and update data from the NSW Register of Architects to the DCS licensing platform.

## Profile of architects registered in NSW as of 23 August 2022

### Total number of NSW registered architects

2016	2017	2018	2019	2020	2021	2022
4898	4984	5202	5459	5669	5803	5870

Practicing/Non-Practicing 5142 / 728

### New enrolments

2016	2017	2018	2019	2020	2021	2022
300	287	320	359	290	358	368

### Qualifications of new registrants

	2016–17	2017–18	2018–19	2019–20	2020–21	2021–22
Qualified in NSW	146	148	174	99	154	143
Qualified in Interstate schools	35	36	46	28	27	25
National Program of Assessment/NSW PPA	3	6	4	3	14	12
NZ/Singapore/HK graduates	1	7	5	6	3	6
Qualified from overseas schools	29	14	25	23	30	31
Mutual Recognition Australia	72	90	68	97	97	108
TTMRA (New Zealand)	1	3	3	6	1	3
Temporary Registration (NSW)	0	0	1	0	0	0
APEC Architect	0	0	0	0	0	0
Experience Practitioners Assessment Overseas/Local	0	12	29	26	29	36
US Mutual Recognition Arrangement	0	4	4	2	3	4
<b>Total</b>	<b>287</b>	<b>320</b>	<b>359</b>	<b>290</b>	<b>358</b>	<b>368</b>

### Location of registrants

	NSW	ACT	NT	QLD	SA	TAS	VIC	WA	O'SEAS
Practicing	4386	80	3	259	27	21	231	18	117
Non-Practicing	562	0	2	34	6	6	22	4	92

Age and gender of registrants									
Age range	Practising					Non-Practising			
	M	F	I	%	Total	M	F	I	Total
90 +	1	0	0		1	7	0	0	7
80 to 89	30	2	0		32	64	5	0	69
70 to 79	246	15	0		261	187	19	0	206
60 to 69	672	113	0		785	138	34	0	172
50 to 59	748	327	1		1076	51	37	0	88
40 to 49	928	483	2		1413	43	50	1	94
30 to 39	816	646	1		1463	32	58	0	90
20 to 29	56	55	0		111	0	2	0	2
<b>Total</b>	<b>3497</b>	<b>1641</b>	<b>4</b>	<b>31.9%</b>	<b>5142</b>	<b>522</b>	<b>205</b>	<b>1</b>	<b>728</b>

## Architect Corporations and Firms

Section 11 of the Act provides that a corporation or firm must have a nominated architect responsible for the provision of architectural services to be considered as an architect corporation or firm. Corporations and firms are active if there is at least one nominated architect on the NSW List of Architect Corporations and Firms. A corporation or firm that does not have a nominated architect is considered inactive until a new nomination is received by the Board.

In the reporting year the Board audited all architects in the Practising category for compliance sections 10 and 11 of the Act. This included sighting every architect's record on the NSW Register of Architects to check

- whether the architect is currently listed as a nominated architect for an entity on the NSW List of Architect Corporation and Firms and whether that entity is still active
- the name(s) of the insured on the architect's Professional Indemnity Insurance Certificate of Currency (uploaded at annual renewal). If the ABN is not identified as a sole trader through ABN Lookup, then checking whether the entity ABN / ACN is on the NSW List of Architect Corporations and Firms
- emailing those architects deemed not to be in compliance with the Act with evidence from ABN Lookup and ASIC Register of Business Names, and the *Information Sheet on Nominating a Responsible Architect*
- providing those architects deemed not to be in compliance with the Act, 7 days to complete the Form 04 to nominate a responsible architect and list their business entity on the NSW List of Architect Corporations and Firms.

Additionally, in the reporting year the Board delivered 3 hours of free CPD to 104 architects to improve professional understanding and compliance with the provisions of the Act relating to Architect Corporations and Firms and the roles and responsibilities of Nominated Architects.

The number of active Architect Corporations/Firms in NSW as at 23 August 2022 was 2,032.

## Continuing Professional Development for Architects (CPD)

The Code requires architects to undertake appropriate Continuing Professional Development (CPD). Clause 16 of the Code requires that architects must annually demonstrate to the Board that they have taken all reasonable steps to maintain and improve their knowledge and skills relevant to their architectural practice and their provision of architectural services. Architects are required to undertake a minimum of 20 hours of CPD each year, of which at least 10 hours must be in the Formal category. Pursuant to section 24(2)(g) of the Act, architects who fail to comply with annual CPD requirements may be removed from the Register.

To support architects to meet their CPD requirements and to uplift understanding of the Act and Code the Board delivers a suite of free Formal CPD webinars for architects. Topics focus on key aspects of the regulation of architects, including:

- Managing CPD
- What you need to know about being an architect in NSW
- Nominating a responsible architect
- How architects are regulated in NSW
- Pathways to registration
- Working with your client - how to avoid complaints
- Introduction to the 2021 National Standard of Competency for Architects

In the reporting year, the Registrar and Board staff delivered 19 hours of free webinars attended by a total of 867 architects.

## Review of CPD requirements for Architects

The AACA published a new edition of the *National Standard of Competency for Architects* in 2021 (2021 NSCA). To support the implementation of the 2021 NSCA, the Board entered in 2021 into an MOU and worked closely with the Australian Institute Architects, Association of Consulting Architects and AACA to develop a suite of nationally consistent CPD.

The Board established an Expert Advisory Committee for the review of CPD requirements for NSW architects in October 2021. Members of the Expert Advisory Committee included: Professor Michael Chapman (NSW Academic Architect (University of Newcastle)); Ben Green (NSW Registered Architect (Em Be Ce)); Sara Jinga (Board Member appointed by the Minister to represent the public interest); Professor Helen Lochhead (Elected Architect Board Member (UNSW)); Dr Kirsten Orr (Registrar and Architect); Glenn Scott (Elected Architect Board Member (Hassell)).

Terms of Reference for the review included:

- Ensure CPD is robust, reasonable, relevant, affordable and efficient, but not onerous
- Review definitions of Formal and Informal CPD to ensure they are appropriate and relevant
- Identify how CPD requirements can address the 2021 NSCA, including whether mandatory CPD modules should be introduced to uplift professional knowledge and skills in key competency areas
- Review the reporting process for NSW architects, including frequency of reporting
- Review information provided to NSW architects and identify improvements to ensure clarity, relevance, and optimal navigational structure
- Review the internal CPD audit process to ensure it is rigorous, efficient and conducted in accordance with the principles of procedural fairness and in accordance with the provisions of the Act and Code.

Recommendations from the Expert Advisory Group are reflected in the changes to CPD requirements adopted by the Board in April 2022 for implementation from 1 July 2022.

# OPERATIONS AND ACTIVITIES

## Protecting consumers

### Complaints against the professional conduct of architects

Seven new complaints were received by the Board in the reporting year. One was determined as unsatisfactory professional conduct by the Board following an investigation. As at 30 June 2022, 2 complaints were proceeding with determinations to be finalised, and 2 complaints were awaiting information from parties. One complaint was scheduled for an alternative dispute resolution. The Board dismissed 1 complaint received in the previous reporting year.

In addition, the Board initiated 3 complaints in relation to the failure by architects to undertake CPD. The Board determined three findings of unsatisfactory professional conduct related to CPD.

Details of actions following the determination of complaints are published on the NSW register of Disciplinary Actions on the Board's website:

<https://www.architects.nsw.gov.au/download/Register%20of%20Disciplinary%20Actions.pdf>

### Alternative dispute resolution

The Board regularly receives calls from consumers seeking advice on issues that may be currently unfolding with their architect or on site where early intervention can assist. The Board's 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. For this reason, the Board may facilitate alternate dispute resolution with agreement from the parties.

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* documents initial enquiries from consumers, recording the nature of their concerns/complaints. When enquiries are received from consumers, they are advised of their rights under the Act including the right to make a formal complaint.

In the reporting year, 39 enquiries were recorded on the Triage Register: 1 of these proceeded to a complaint; and 38 complaints were avoided or resolved by early advice and action.

- 28 enquiries (72%) related to a potential breach of clause 4 of the Code - Provision of architectural services generally
- 20 enquiries (51%) related to a potential breach of clause 6 of the Code - Provision of information to clients and prospective clients
- 7 enquiries (18%) related to a potential breach of clause 7 of the Code - Client agreements
- 3 enquiries (8%) related to a potential breach of clause 8 of the Code - Building contracts
- 0 enquiries (0%) related to a potential breach of clause 17 of the Code – Dealings with the public
- 3 enquiries (8%) related to a potential breach of the other clauses of the Code and/or the Act

- 6 enquiries (15%) related to other matters that do not constitute a breach of the Code
- 9 enquiries (23%) related to Development Applications, and
- 2 enquiries (5%) related to copyright.

A *Mediation Register* records application for mediation and the outcomes of the mediation undertaken. In the reporting year there were no mediations.

A *Complaints Register* complements the Register of Disciplinary Actions and records and provides a means to measure the life cycle of the enforcement process.

## Offences relating to the practice of architecture: Breaches of sections 9, 10 and 11 of the Act

The use of the title ‘architect’ is protected by the Act 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.

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

The Board investigates reports of persons or entities illegally representing themselves or others as architects and monitors classified advertising, social media, and websites to check compliance with sections 9, 10 and 11 of the Act. 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 142 investigations of alleged offences relating to the practice of architecture. As at 30 June 2022, 89 cases were closed with the breaches rectified, 23 cases had been actioned and were awaiting a response, and 8 cases were still pending investigation.

- 86 investigations related to a potential breach of section 9 of the Act, relating to an individual representing, or being represented, as an architect
- 78 investigations related to a potential breach of section 10 of the Act, relating to a corporation or firm representing, or being represented, as an architect corporation or firm
- 32 investigations related to an architect corporation or firm not having a nominated architect listed on all correspondence and displays, as required by section 11(2) of the Act, and
- 34 investigations related to breaches of the Code.

Note that some investigations related to breaches of multiple sections of the Act, for example where an individual was representing both themselves and their corporation or firm to be an architect and an architect corporation or firm.

Complaints of a similar nature were noted by the Board to identify potential areas requiring greater attention in the future. For example, the Board has identified complaints relating to organisations using the terms ‘architect’ or ‘architecture’ in their business name as a common breach that poses a particularly high risk of misleading the public. As such, the Board is considering new approaches, such as information sharing with Australian Securities & Investments Commission (ASIC), that will allow it to proactively identify breaches of the Act and respond more quickly before the public is harmed by the inappropriate use of such titles.

## Legal action

In the reporting year, the Board was not involved in any legal action.

## Annual audit of architects' compliance with CPD requirements

Every year 5% of architects are randomly selected by the Board for a CPD audit and required to provide their record of CPD activity and supporting evidence for the previous registration year. Where an architect is not able to satisfy the Board that they have met their CPD obligations and where it is the Board's view that no extenuating circumstances apply, this may be grounds for characterising the architect's behaviour as unsatisfactory professional conduct, as defined by the Act.

In the reporting year, 305 architects were selected for CPD audit. Of those audited architects, 284 (93%) were found to have complied with the CPD requirements. Twenty-one architects (7%) were deemed to have not complied with the annual CPD requirements. Upon review by the Registrar and CPD Auditor, 9 of these matters were resolved, with conditions being imposed on some architects relating to their future CPD reporting. Of those remaining 12 who were deemed to have not complied, the Board initiated complaints against 3 architects (1%) for failing to demonstrate CPD compliance. The Board found each of those 3 architects guilty of unsatisfactory professional conduct. *Refer* Complaints against the professional conduct of architects above.

## Monitoring architects' compliance with Profession Indemnity Insurance (PII) requirements

Under the Act section 24(2)(h) the Board may remove an architect's name from the NSW Register of Architects if an architect has not met a requirement relating to Professional Indemnity Insurance (PII). Under clause 15 of the Code, an architect must maintain a policy of PII appropriate for the architectural services they are providing or apply to the Board for a PII exemption. They must give their clients information about the PII they hold for the architectural services they are providing.

Architects are required to annually make a declaration to the Board relating to PII and to upload a copy of their PII Certificate of Currency.

In the reporting year, there were no architects removed from the NSW Register of Architects for failing to meet a requirement relating to PII.

## NSW ARB Short Form Architect Client Contract

The *2019 NSW ARB Short Form Architect Client Contract (SFACC)* is a free online resource to assist architects to meet their obligations under the Code and to provide information to consumers who intend to contract with registered architects. It comprises a covering letter, services schedule and standard terms of agreement.

The Board developed the SFACC in response to the significant number of complaints against architects made to the Board relating to situations where the architect had failed to enter into a compliant, written client agreement at the start of the project. Evidence shows that a concise client agreement protects consumers by providing them with a better understanding of the basis of their agreement with their architect.

In the reporting year, there were 1,064 downloads of the covering letter and services schedule (Word doc) and 1,303 downloads of the standard terms (PDF).

## Review of the NSW ARB Short Form Architect Client Contract

In 2021, the Board established a Working Group to review the SFACC to ensure that the resource remains up-to-date, is fit-for-purpose, and is easy for architects and their clients to understand and use.

Members of the Working Group included: Assoc Prof Melonie Bayl-Smith (Academic Board member / Architect); Matt Chan (Architect (Scale Architecture)); Jodie Dixon (Architect representative of the Australian Institute of Architects (Jodie Dixon Architect)); Michael Kitmiridis (Architect representative of the Association of Consulting Architects (Michael Kitmiridis Associates)); Glenn Scott (Elected Architect Board member (Hassell)); Dr Kirsten Orr (Registrar and Architect); Zion Jeong (Legal Assistant).

Terms of Reference for the review included:

- Review existing documents generally for their currency and relevance
- Review terminology and wording to simplify interpretation by architects and their clients
- Consider recent regulatory reforms, including the *Design and Building Practitioners Act 2020*, and whether any changes should be made to improve alignment of the SFACC with other legislation
- Seek client perspectives on the SFACC and consider whether any changes should be made to improve useability and user experience

Recommendations of the Working Group were considered by the Board at the May 2022 Board Meeting, with further work to be undertaken by Board staff.

## Contributions to inter-agency initiatives related to the regulation of architects

As a statutory, regulatory body, the Board works within government structures to inform inter-agency discussion on matters directly related to the regulation of architects, regularly participating in government taskforces and roundtable discussions.

The Registrar meets monthly with the NSW Chapter President of the Australian Institute of Architects and on an as-needs basis with the NSW/ACT President of the Association of Consulting Architects.

In the reporting year, the Board participated in many interagency meetings contributing to the development regulatory reforms, including amendments to the *Licensing and Registration (Uniform Procedures) Act 2002*, implementation in NSW of automatic mutual recognition for architects under the *Mutual Recognition Amendment Bill 2021*, and development of the *Design and Building Practitioners Act 2020*. The Registrar was an active member on several of the Building Reform Expert Panels established by the NSW Building Commissioner, including Pillar 1 – Regulation and Legislation; Pillar 3 – Education; Pillar 6 – Research; and the Design and Building Practitioners Industry Consultative Group. She was a reviewer for Construct NSW of many of the CPD modules for design practitioners offered on the Construct NSW Digital Learning Platform.

# OPERATIONS AND ACTIVITIES

## Informing the public

The Board provides general advice to the public and consumers of architectural services to inform them about the ethics and professional standards that are generally expected of registered architects. The Board always seeks to use plain English, common terms and contemporary communication platforms to provide greater accessibility to, and ensure better understanding of, complex professional and regulatory processes.

## Rebuilding the engagement strategy for the Board

The Engagement Committee is assisting to rebuild the ways in which the Board engages with the public and consumers of architectural services. A co-design process is being followed to better understand the service design of the Board, and a holistic approach is being adopted to strategically map and understand audience needs, Board services, and interactions with consumers.

In the current reporting year, the project has focused on redesign of the Board’s identity, website redesign of consumer-facing content, and possible strategies for re-framing events such as the Sydney Architecture Festival.

## Review of visual identity for the Board

In July 2021, the Board engaged an external design consultant to assist with reviewing its visual identity, including the design of a new logo that can be paired with the NSW Government logo. The Minister for Customer Service and Digital Government granted the Board a ‘Co-brand’ exemption for its new visual identity on 24 June 2022.

Work will proceed in the next reporting year to apply the new visual identity in a re-skinning of the website and redesign of collateral including email signatures, letter head and Registration Certificate.

## Board website

The Board’s website is designed as a “one-stop-shop” for consumer and architect resources. The Board’s database of architects and architect corporations is searchable from the homepage and can be used by the public to confirm the status of a person or corporation or firm.

## NSW Architects Code of Professional Conduct 2017

The Code is schedule 2 of the Architects Regulation 2017. It provides architects and their clients with a statement of the standards required of architects when engaged to provide architectural services. A failure to comply with the Code may constitute unsatisfactory professional conduct for the purposes of the Act and may be grounds for disciplinary action under Part 4 of the Act.

However, the Code is also a useful informational document for consumers that clearly articulates the high professional standards delivered by architects and reconfirms the value of engaging an architect over a less qualified and possibly less experienced draftsman or building designer. The Board continues to pursue strategies for better leveraging the Code as an informational document for consumers in its current work to rebuild its engagement strategy.

## Working with your Architect resource

*Working with your Architect* is a resource published by the Board to guide consumers about the architect's role and obligations to clients and, vice versa, the client's role to assist their architect in the realisation of their project. 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.

## ARB OPEN app

The Board has a free smartphone app to streamline how architects record CPD. It 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 consumers, the app provides free access to video resources on working with an architect, the Code and what to do if things get difficult.

In the reporting year, the app attracted 5,977 impressions on the iTunes App Store (12% decrease on the previous reporting year), resulting in 296 new downloads of the app and 3,939 sessions on iTunes (6% decrease on the previous reporting year). The app was active on 363 Android devices via Google Play.

## Lectures to architecture students

To support the development of professional education that 'bridges' competency between tertiary architectural education and registration, in the reporting year the Registrar delivered 7 hours of lectures to students in accredited architecture programs at the University of Melbourne, University of Newcastle, University of Sydney, and Western Sydney University. Lecture content covered the education-practice-regulation context, the *National Standard of Competency for Architects*, pathways to register as an architect, the APE, the Act and the Code.

## Lectures to architects

Beyond the provision of CPD for architects, the Board is committed to contributing to events offered by other providers. In the reporting year, the Registrar regularly contributed to CPD events hosted by the Australian Institute of Architects (NSW Chapter), including giving presentations for International Women's Day and the Newcastle Regional Roadshow. Presentations were also given to several of the small practice architect networks, including the SPUN Architecture Network (Upper Northern District), and the Designers in Government group of the Australian Institute of Architects.

## Research and development – Workplace Culture and Wellbeing

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.

The Board is a Partner Investigator with Monash University for research into the negative effect that aspects of architectural work culture can have on the wellbeing of students and practitioners. *Architectural Work Cultures: professional identity, education and wellbeing* is a ground-breaking research project investigating the work-related wellbeing of architects and architecture students, funded through the Australian Research Council's Linkage Projects scheme (September 2020-September 2023).

This is the first major study to use interdisciplinary, qualitative, and quantitative methods to examine how workplace cultures and professional identity affect the wellbeing of practitioners and students of architecture. No research of this scope has been done in Australia, so the research project is providing a snapshot in time

and will lay foundations to improve architecture’s workplace and education cultures.

As a profession, architecture is highly unusual in that it stands at the intersection of the creative and construction industries, making it both a cultural and technical practice. The research project covers all stages of the career continuum, from the first year of architecture school until retirement, through the lens of architects working in small, medium and large practices. The aim is to determine exactly what effects – both positive and negative – result from work cultures and professional identity in architecture. The project goes beyond knowledge generation, to action in the profession and cultural change.

The research project is an interdisciplinary collaboration between researchers in the Monash University Department of Architecture (Faculty of Art, Design and Architecture) and Department of Management (Faculty of Business and Economics). Led by Professor Naomi Stead, the project team includes Professor Julie Wolfram-Cox, Associate Professor Maryam Gusheh, Dr Brian Cooper. Dr Kirsten Orr (Registrar of the Board) is a Partner Investigator on the project. Also collaborating on the project is Justine Clark, founder of the award-winning advocacy group Parlour (working towards greater gender equity and improved working conditions in architecture) and Byron Kinnaird, research fellow co-appointed by Monash and the Board. The research project also includes a PhD scholarship.

In addition to the Board, the project has several industry-based and education partners including:

- Australian Institute of Architects
- Association of Consulting Architects
- Association of Australasian Schools of Architecture - the peak body representing architecture schools.

Other partners include 6 architecture practices, all committed to improving their employees’ wellbeing for the benefit of community and culture, including BVN, DesignInc, Elenberg Fraser, The Fulcrum Agency, Hassell, and SJB.

Ultimately, the project proposes a series of events, forums, discussions, actions and interventions to improve the work- and study-related wellbeing of architects and architecture students. It will produce 2 toolkits in support of cultural change across education, workplace and institutional settings. The Board anticipates that the resources generated by this project will fundamentally support the architecture profession into the future – encouraging old work cultures to be replaced by those with a new focus on occupational wellbeing. The Board expects there to be flow-on impacts from this transformation that will benefit consumers of architecture and the quality of the built environment more broadly.

## 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.

In the reporting year, the Board website had 817,658 page views, 215,300 visits and 94,927 unique visitors (*noting that unique visitors may not be actual number as the introduction of Cloudflare firewall service masks the count*). The Board also maintains a LinkedIn account.

# OPERATIONS AND ACTIVITIES

## Promoting architecture

The Board promotes architectural issues in the community 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 the following programs detailed below.

### Sydney Architecture Festival (SAF)

The Sydney Architecture Festival (SAF) is presented annually by the Board in partnership with key cultural institutions and event producers across the city in the annual celebration of architecture. Due to COVID-19, the Board cancelled SAF in November 2021.

### MADE by the Opera House

Established in 2013 to mark the Sydney Opera House's 40th birthday celebrations, the Multidisciplinary Australian Danish Exchange, or MADE by the Opera House, celebrates the special connection between Australia and Denmark first forged by Jørn Utzon's masterpiece building. It is a collaboration between the Sydney Opera House and the Royal Danish Academy of Fine Arts Schools of Architecture, Design & Conservation, supported by the Board, Arup, Steensen Varming, AMP Capital and 3 Danish foundations: the Bikuben Foundation, Dreyer Foundation and Henrik Frode Obel Foundation.

Each year until 2023, 5 Australian and 5 Danish students selected from the disciplines of architecture, design and engineering will be funded to spend 6 weeks collaborating on a multidisciplinary project in Denmark and Australia respectively. This exchange extends the cross-disciplinary collaboration that gave birth to Australia's most celebrated building into new generations, creating by the time of the Opera House's 50th Anniversary in 2023 a living legacy of 100 MADE alumni with a deeper understanding of international practice across disciplines and hemispheres.

The 2021 program was interrupted by COVID-19 international travel restrictions and health concerns. The Danish students were unable to visit Sydney (July-August 2021) and completed the program in Denmark. The Australian students completed the program in Sydney instead of visiting Copenhagen (January-February 2022).

The 5 Australian students selected for the MADE program in February 2022, hosted in the Sydney office of PTW Architects, were:

- Arissara REED                      B.Design in Architecture (USYD)
- Jatin MIDHA                        B.Civil Engineering (Hons) with Architecture (UNSW)
- Rhys GRANT                        M.Architecture (USYD)
- Linh NGUYEN                      B.Engineering Hons (Civil Eng) / B.Music Studies (USYD)
- Cedric DANSO-BOAME            B.Engineering (Biomedical Eng) Hons /B.Science (Medical) (USYD)

## Architect's Medallion

The Architect's Medallion is awarded annually by the Board to a NSW graduate of an accredited Master of Architecture course who has achieved distinction both in a particular subject area at the final level and generally throughout the 2 years of the course. The Medallion is presented, along with a \$5,000 prize.

In 2022, 5 candidates were nominated by their universities, including

- Tualagi NOKISE                      The University of Newcastle
- Justin WOHL                         The University of New South Wales
- Ania Loyd JONES                    The University of Sydney
- Rhiannon BROWNBILL            The University of Technology Sydney
- Alen EESSA                          Western Sydney University

The 2022 Architect's Medallion was awarded to Tualagi Nokise of the University of Newcastle. The Jury Citation reads:

*Tualagi Nokise is an exceptional graduate of architecture. Profoundly influenced by his experiences growing up in Fiji where he witnessed numerous devastating weather events, Tualagi worked in Suva before moving to Australia to study architecture at the University of Newcastle (because there is no architecture course available in Fiji). He has channelled his personal cultural knowledge of Fiji to develop a focus during his architectural studies on post disaster and sustainable programming for community infrastructure in the Pacific that responds to climate change and global warming.*

*For his final design thesis project, Tualagi was inspired by the unshakable capacity of the Fijian community to recover from the devastation of cyclones and rising sea levels. He developed a program for a research and training centre on Vanua Levu that explores the role of architecture and urban design in disaster relief. What he had already learnt in his architectural studies was supplemented by completing a Construction Management course in Disaster Management and Resilience. The resulting proposition is underpinned by substantial research and detailed to an incredibly high level, producing an urban and architectural strategy that is both aspirational and pragmatic.*

*This is a sophisticated response to place – not only in terms of addressing climate and topography but also in its drawing together of other layers such as community and cultural values, sustainability, and availability of materials. Tualagi successfully operates across scales from the macro to the micro. At the scale of urban strategy, he exploits the barrier effect of the degraded landscape of Nawi Island to protect the town of Savu Savu. While at the scale of the building, he reinterrogates traditional construction techniques, materials and typologies to produce a beautiful building that features exquisite internal spaces and sits comfortably in its landscape. The project makes a significant contribution to knowledge about the role that architecture can play in disaster management and resilience and Tualagi has already taken steps to present his research to policymakers.*

*Tualagi is mature in his translation of theory into practice and has an unusual breadth of experience and insight that he applies to his architecture. Moreover, he is an engaging and confident presenter who can talk about cultural context in terms that are easily understood by diverse audiences. He adopts a hands-on approach to addressing the challenges of our age in the context of the Pacific through architectural propositions that are insightful and humane. Tualagi is optimistic that traditional construction techniques can endure. Villages that have been swept away can be re-built in new locations. Traditional building typologies remain relevant, even if the materials may have to evolve.*

*It became clear to the Jury during the discussion that Tualagi has empathy and self-awareness that enable him to listen, voice an opinion, question things and to keep learning from those around him. He is*

*thoroughly aware of what he can offer as an expat travelling between Australia and the Pacific. He understands the role he can play as a conduit for new ideas that promote and implement systems in Fiji appropriate to address the challenges of climate change and global warming.*

*But he also recognises the broader challenges. Tualagi understands the problem of importing building codes and standards that may not be appropriate to local conditions, of dropping in ‘ready-made’ solutions from somewhere else, and of introducing new construction systems that fail to draw on available resources and building traditions. He can also identify the social factors within Fijian society that work against cultural traditions, such as the rural-urban drift that is resulting in knowledge loss and leading to the construction of ‘modern’ buildings that are not safe or appropriate.*

*Tualagi is motivated by these opportunities and constraints to draw on his Australian architectural education in his engagement in the practice and profession of architecture in the Pacific into the future. In his endeavours Tualagi is forging important connections between Australia and its neighbours. He is acutely aware of geopolitical issues and the challenges to genuine cross-cultural engagement and sensitive to the tensions that exist between well-intentioned expats who seek to bring their expertise back to Fiji by proposing solutions for Fiji, versus a local population who accept that the existing built environment will likely not survive the increasingly significant weather events.*

*The Jury is confident that Tualagi’s combination of well-informed pragmatism with his authentic respect for traditional Fijian knowledge equips him to become a future leader in the architectural profession and the wider community. We are unanimous in awarding Tualagi Nokise the 2022 Architects Medallion.*

## Byera Hadley Travelling Scholarships (BHTS) program

The Board has awarded Byera Hadley Travelling Scholarships (BHTS) since 1951. The BHTS is bequeathed by the Estate of the late Byera Hadley and the Trust is managed by Perpetual Limited. The Board manages the BHTS program to enable winners to undertake an approved course of study, research or other activity that contributes to the advancement of architecture. The scholarship program must include travel, which may be overseas or within Australia. Scholarships are open to graduates and students of an accredited architecture program offered by a NSW university.

Due to COVID-19 travel restrictions and international border closers, the Board restricted travel to Australia and New Zealand for the 2021 program. The BHTS was awarded to:

### **Clare DIECKMANN**

Project title: *Terracotta*

\$30,000

### **Katrina GOODWIN**

Project title: *Expanding Australia’s Cultural Spaces*

\$30,000

## STEAM Futures: Building Connections program

The Board has developed a range of education resources to promote a better understanding of architectural issues in local communities and schools. In 2018-2019 a program was piloted 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 high schools.

Due to COVID-19, the Board suspended the STEAM Futures program in the current reporting year.

## Exhibitions of NSW graduating students

The Board is a major supporter annually of the exhibitions of graduating students mounted at the accredited programs of architecture in NSW.

In the reporting year, a sum of \$5,000 was donated to the University of Newcastle, University of New South Wales, and University of Sydney. No funding was provided to the University of Technology Sydney because no exhibition took place.

# OPERATIONS AND ACTIVITIES

## COVID-19

To manage the spread of COVID-19, the Board office was closed, and all staff were directed to work from home, from 24 June 2021 until 4 January 2022. When the office re-opened staff were rostered to work 60% of their time in the office and the rest from home. They were supported to adopt flexible start and finish times to avoid public transport peaks.

There was no disruption to the Board's operations and activities arising from the office closure. All incoming phone calls were re-directed to staff mobiles, email accounts continued to be regularly monitored, and staff were equipped with remote access to the Board's server and databases. All face-to-face interactions, including Board meetings, were moved online. The website continued to provide a 'one-stop-shop' for most things, including forms, payment processes and information sheets. Appropriate messages advising of the office closure were placed on the answering machine and website.

With the shift to working remotely, the Board has strengthened its controls for user access and remote access to ensure all information is secure and safe. Staff have participated in training to increase their awareness of potential cyber threats that have been seen to rise because of COVID-19.

There was no interruption to the audit process of the financial statements despite the need for it to be conducted remotely. Electronic copies of all documentation were provided. Communication of the audit process was performed over email and by phone.

Other impacts of COVID-19 on Board operations and activities are noted elsewhere in this report, where relevant.

# 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.

## Legal changes to the Act and subordinate legislation

There were no changes to the Act in the reporting year. The Board continues to work with the Department of Customer Service regarding changes to the Act to enhance its alignment with the *Design & Building Practitioners Act 2020* and to reduce red tape in the interests of putting consumers first.

## 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 is currently partnering with Monash University on a project funded under the Australian Research Council's Linkage Projects scheme, titled *Architectural Work Cultures: professional identity, education and wellbeing*. Refer Research and development – Workplace Culture and Wellbeing above.

## Human resources

The number of Board employees has remained relatively stable in the last 3 years at between 4.6-5.4FTE staff. As at 30 June 2022 there were 5.4FTE staff, with a total of 6 employees.

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 *Government Sector Employment Act 2013* 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 NSW.

## Consultants

The Board had a one-off engagement during the reporting year that cost \$50,000 or more. QB interiors Pty Limited was engaged as the building contractor for office fit-out works to the Board's premises at Level 2, 156 Gloucester Street, Sydney. The actual cost of the fit-out work amounted to \$524,186.42 (including materials and labour), of which \$50,200 was paid to QB Interiors Pty Limited for supervision/ management of the construction. The Board also engaged other consultants in association with the office fit-out works, including an architect, engineer, private certifier, and legal advisor for the variation of lease. These other consultant engagements each cost less than \$50,000.

The Board contracts on an ongoing basis the services of external contractors to maintain plant (the separate air conditioning system) and consultants to manage its IT system and necessary upgrades. These services are provided under Service Agreements.

In the current reporting year, the Board engaged 14 consultants, with a total cost of \$205,637.23.

## Workforce diversity

As at 30 June 2022 the eleven-person Board comprised 5 women (45%) and the President is a woman.

The Government policy of workforce diversity is always observed by the Board in the recruitment and management of staff and voluntary appointments to working groups and committees, including the representation of Aboriginal and Torres Strait Islanders, women, people from culturally and linguistically diverse backgrounds, people with a disability and young people.

The Board employs 5.4FTE staff from across a range of backgrounds, age and gender. As of 30 June 2022, the Board staff included 2 people whose language first spoken as a child was not English; one person 25 years of age or younger, and one woman in Senior Leadership.

## 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.

Construction works commenced on 7 April 2022 and an Occupation Certificate was issued on 19 August 2022. Staff moved back into the upgraded tenancy premises on 23 August 2022.

## 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

"Your Feedback" functionality is no longer enabled for the Board's website.

## Payment of accounts and time for payment

In accordance with the NSW annual reports legislation and the NSW Treasury Circular *NSW TC 11/12 Payment of Accounts*, the Board has a statutory obligation to report on the prompt payment of accounts, including disclosure of payment performance as outlined in NSW Treasury Circular *NSW TC 11/21 Annual Reporting on Payment of Accounts*.

The following information is provided below in relation to payment of accounts:

<b>Aged analysis at the end of each quarter</b>					
QUARTER	CURRENT (i.e. within due date)	Less than 30 days overdue	Between 30-60 days overdue	Between 60-90 days overdue	More than 90 days overdue
	\$	\$	\$	\$	\$
<b>All suppliers</b>					
September 2021	\$754.22	\$99.00	-	-	-
December 2021	\$7,893.73	\$1,542.25	-	-	-
March 2022	\$15,252.18	\$11,821.94	-	-	-
June 2022	\$13,153.95	\$11,985.57	-	-	-
<b>Small business suppliers</b>					
September 2021	-	-	-	-	-
December 2021	\$862.13	\$1,050.00	-	-	-
March 2022	\$1,650.00	\$8,770.34	-	-	-
June 2022	\$12,392.32	\$11,886.57	-	-	-

<b>Accounts due or paid within each quarter</b>					
Measure	September 2021	December 2021	March 2022	June 2022	
<b>All suppliers</b>					
Number of accounts due for payment	66	136	74	135	
Number of accounts paid on time	66	136	74	135	
Actual percentage of accounts paid on time (based on no. of accounts)	100%	100%	100%	100%	
Dollar amount of accounts due for payment	\$157,646.67	\$322,204.58	\$176,957.31	\$535,920.20	
Dollar amount of accounts paid on time	\$157,646.67	\$322,204.58	\$176,957.31	\$535,920.20	
Actual percentage of accounts paid on time (based on dollar amount of accounts)	100%	100%	100%	100%	
Number of payments for interest on overdue accounts	-	-	-	-	
Interest paid on overdue accounts	-	-	-	-	

Contact details for all suppliers have been updated in the reporting year. The Board currently performs monthly checks to ensure regular payments are processed on time to improve payment performance.

Accounts due or paid within each quarter				
Measure	September 2021	December 2021	March 2022	June 2022
<b>Small business suppliers</b>				
Number of accounts due for payment	21	90	34	94
Number of accounts paid on time	21	90	34	94
Actual percentage of accounts paid on time (based on no. of accounts)	100%	100%	100%	100%
Dollar amount of accounts due for payment	\$51,912.43	\$136,740.81	\$58,818.18	\$149,965.69
Dollar amount of accounts paid on time	\$51,912.43	\$136,740.81	\$58,818.18	\$149,965.69
Actual percentage of accounts paid on time (based on dollar amount of accounts)	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. 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 and the Board's Financial Management Framework. Recommendations and decisions are minuted at each Board meeting. Independent legal advice is sought as required.

The Board has a Finance and Risk Committee. *Refer* Management and Structure: Board Governance above for more detail about the objectivities and activities of this committee in the reporting year.

## Internal audit and risk management policy attestation

The Board received confirmation from NSW Treasury of the continuation of the small agency exemption of the Internal Audit and Risk Management Policy *TPP 20-08 'Internal Audit and Risk Management Policy for the General Government Sector'* (TPP 20-08).

The Board completed its internal assessment for 30 June 2022 against the relevant criteria in August 2022 and advised NSW Treasury that its small agency exemption under TPP20-08 has not changed. The Board is awaiting NSW Treasury's reconfirmation of this exemption.

The Board has internal risk management processes in place that are, in all material respects, compliant with the core requirements set out in TPP 20-08. These processes provide a level of assurance that enables the senior management of the 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 2.2 of the *Government Sector Finance Act 2018*.

## Subsidiaries

The Board has never had any public sector subsidiaries.

## Multicultural policies and services

Implementation of the Multicultural Plan 2020-2023 and the establishment of a Multicultural Committee and Multicultural Advisory Group have been postponed due to COVID-19.

The Board is a partner in the Droga Indigenous Architecture Scholarship awarded by the University of Technology Sydney (UTS) to support Indigenous students through the Bachelor and Masters course requirements for professional recognition as an architect. The scholarship was not awarded by UTS in the reporting year.

There are 16 architects on the NSW Register of Architects (comprising 13 males and 3 females) who identify as Aboriginal and Torres Strait Islander people.

## 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 Board complies with the Senior Executive reporting requirements of *Public Service Commissioner Circular PSCC 2014-09 Changes to annual reporting for senior executives and workforce diversity*.

At the end of the reporting year 2021/2022, 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 package of \$258,790.78, compared to \$255,506 in 2020/2021. The number of senior executives remains the same as for 2020/2021.

30.06% of the Board's total employee-related expenditure for the reporting year 2021/2022 was related to the Senior Executive position, compared with 33.78% in 2020/2021.

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

The *Government Information (Public Access) Act 2009* (GIPA Act) applies to all NSW Government agencies, including the Board. The GIPA Act encourages the proactive release of information about the Board as well as facilitating requests from the public for specific information held by the Board.

The section below aims to meet the Board's obligations under section 125 of the GIPA Act.

### Review of authorised release of public information

Under section 7(3) of the GIPA Act, an agency must review its program for the release of government information annually. The Board has an agency access guide as required by section 20 of the GIPA Act and makes government information publicly available as provided by this guide.

The Board releases a significant amount of information under section 7 of the GIPA Act, including the NSW Register of Architects, the NSW List of Architect Corporations and Firms and numerous policy documents, information sheets and other publications. Such releases are facilitated through publication on the Board's website or through written and verbal correspondence from the Registrar and staff.

The Board releases, on an informal basis, historical information from the NSW Register of Architects to persons the subject of the information. The Board also releases, on an informal basis, certain historical information from the NSW Register of Architects at the request of members of the public. Such releases are carried out under the GIPA Act, having regard to relevant NSW personal information legislation.

### Informal Releases

In the reporting year, 1 informal access request was granted to a member of the public by the Board and the Registrar of the Board under section 9 of the GIPA Act. The release related to a request by an individual who sought information regarding any disciplinary actions taken against an architect.

### Formal Access Applications

In the reporting year, the Board and the Registrar of the Board received, and granted in part, 2 formal access applications under Part 4 of the GIPA Act. Both applications were in regard to the Board's communications and investigations in relation to breaches of Part 2 of the *Architects Act 2003*.

### Schedule 2 tables

Below are the completed tables contained in schedule 2 to the Government Information (Public Access) Regulation 2018 (NSW) (GIPA Regulation) as required under section 125 of the GIPA Act and regulation 8 of the GIPA Regulation.

Table A: Number of applications by type of applicant and outcome\*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media								
Members of Parliament								
Private sector business								
Not for profit organisations or community groups								
Members of the public (application by legal representative)								
Members of the public (other)		2						

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*								
Access applications (other than personal information applications)								
Access applications that are partly personal information applications and partly other		2						

\* A *personal information application* is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications

Reason for invalidity	No of applications
Application does not comply with formal requirements (section 41 of Act)	0
Application is for excluded information of the agency (section 43 of Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0
Information about complaints to Judicial Commission	0
Information about authorised transactions under <i>Electricity Network Assets (Authorised Transactions) Act 2015</i>	0
Information about authorised transaction under <i>Land and Property Information NSW (Authorised Transaction) Act 2016</i>	0

\* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

**Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act**

	Number of applications
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

**Table F: Timeliness**

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	2
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	2

**Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)**

	Decision varied	Decision upheld	Total
Internal review			0
Review by Information Commissioner*			0
Internal review following recommendation under section 93 of Act			0
Review by NCAT			0
Total			0

\* The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

**Table H: Applications for review under Part 5 of the Act (by type of applicant)**

	Number of applications for review
Applications by access applicants	0
Applications by person to whom information the subject of access application relates (see section 54 of the Act)	0

Table I: Applications transferred to other agencies under Division 2 of Part 4 of the Act (by type of transfer)

	Number of applications transferred
Agency-initiated transfers	0
Applicant-initiated transfers	0

## Cyber Security Policy (CSP) attestation

The Board continues to assess its cyber security risks and to improve the maturity of its cyber security reporting requirements. The Board has implemented and tested the Cyber Incident Response Plan during the reporting period. Staff have also participated in training to increase awareness of cyber security risks. Refer Annexure A – *NSW Architects Registration Board Cyber Security Annual Attestation Statement for the 2021-2022 Financial Year*.

## Public Interest Disclosures (PIDs)

There were no disclosures received from any officer of the Board for the reporting year. No reports were received in relation to corrupt conduct, maladministration, serious and substantial waste of public money, government information or local government pecuniary contraventions.

The following information is provided in accordance with section 31 the Public Interest Disclosures Act 1994 (PID Act) for the reporting year.

- |    |   |      |
|----|---|------|
| a. | Number of public officials who have made a PID to the Board   | ZERO |
| b. | Total number of PIDs received by the Board  | ZERO |
| c. | Breakdown of PIDs received by the Board   |      |
|    | i. Corrupt conduct  | ZERO |
|    | ii. Maladministration   | ZERO |
|    | iii. Serious and substantial waste of public money  | ZERO |
|    | iv. Government information contraventions   | ZERO |
|    | v. Local government pecuniary interest contraventions   | ZERO |
| d. | Number of PIDs finalised by the Board   | ZERO |
| e. | PID policy in place   |      |
|    | The PID policy was approved by the Board at the September 2021 Board meeting.   |      |
| f. | Action taken by the Registrar to ensure that staff are aware of, and have met, their responsibilities under section 6E(1)(b) of the PID Act   |      |
|    | All staff members are provided with a copy of the policy and receive training in the PID regime. Board members are provided with a copy of the policy and are informed of their rights and obligations under the PID Act.   |      |
| g. | State government requirements   |      |
|    | The Premier's Memorandum <i>M2011–22 Public Interest Disclosures – New Reporting Requirements</i> states that heads of government agencies should nominate officers who will be responsible for preparing the annual and 6-monthly reports and ensuring that the required information is collected. The Registrar has nominated the Senior Lawyer, Regulation and Compliance (currently Jessica Smith) to fulfil this role. |      |
| h. | PID online reporting  |      |
|    | The Board has nominated the Senior Lawyer to access the PID portal and input data 6-monthly.  |      |

## Privacy report

The Board collects information about architects for the purposes of registration as allowed under the provisions of the Act. In doing so, the Board implements its Privacy Management Plan in compliance with the requirements of the *Privacy and Personal Information Protection Act 1998*. There were no requests for privacy reviews in the reporting year.

## Annual Reports (Statutory Bodies) Regulation 2015

The following information is provided in relation to the production of this Annual Report in accordance with clause 8(2)(b) of the *Annual Reports (Statutory Bodies) Regulation 2015*:

- Hard copies of the Annual Report are printed only for reporting obligations to the Minister, NSW Treasurer and NSW Houses of Parliament.
- The Annual Report is made publicly available 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 by the Accountable Authority, the Statement of Comprehensive Income for the year ended 30 June 2022, the Statement of Financial Position as at 30 June 2022, the Statement of Changes in Equity and the Statement of Cash Flows, for the year then ended, notes comprising a Statement of Significant Accounting Policies, and other explanatory information.

In my opinion, the financial statements:

- have been prepared in accordance with Australian Accounting Standards and the applicable financial reporting requirements of the *Government Sector Finance Act 2018* (GSF Act), the *Government Sector Finance Regulation 2018* (GSF Regulation) and the Treasurer's Directions
- presents fairly the Board's financial position, financial performance and cash flows.

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 (including Independence Standards)' (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.

## 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, the GSF Act, GSF Regulation and Treasurer's Directions. The members of the Board's responsibility also includes such internal control as the members of 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.

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.

The scope of my audit does not include, nor 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.



Weini Liao  
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

27 October 2022  
SYDNEY

**NSW Architects Registration Board**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**STATEMENT BY BOARD MEMBERS**

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Pursuant to section 7.6 (4) of the *Government Sector Finance Act 2018* ("the Act"), we state that these financial statements:

- a) have been prepared in accordance with the Australian Accounting Standards and the applicable requirements of the Act, the *Government Sector Finance Regulation 2018* and the Treasurer's directions, and
- b) present fairly the NSW Architects Registration Board's financial position, financial performance and cash flows.



Deborah Dearing  
President



Rod Cameron  
Deputy President

26th October 2022

**NSW Architects Registration Board**

**Financial Statements**

**for the year ended 30 June 2022**

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**NSW Architects Registration Board  
Statement of Comprehensive Income  
for the year ended 30 June 2022**

	Notes	2022 \$	2021 \$
<b>Expenses excluding losses</b>			
<b>Operating expenses</b>			
Employee related expenses	2(a)	783,113	703,817
Other operating expenses	2(b)	561,067	571,079
Depreciation	2(c)	142,946	186,299
Grants and subsidies	2(d)	9,545	20,000
Finance Costs	2(e)	35,146	7,374
<b>Total expenses excluding losses</b>		<b>1,531,817</b>	1,488,569
<b>Revenue</b>			
Fees	3(a)	2,125,296	1,595,519
Investment revenue	3(b)	8,001	5,499
Architects Accreditation Council of Australia Examination / NSWARB Portfolio Program of Assessment	3(c)	211,216	365,260
Other revenue	3(d)	24,355	50,390
<b>Total Revenue</b>		<b>2,368,868</b>	2,016,668
<b>Operating result</b>			
<b>Losses on disposal</b>	4	<b>(6,117)</b>	-
<b>Other losses</b>	5	-	(38,564)
<b>Net result</b>		<b>830,934</b>	489,535
Other comprehensive income			
		-	-
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>830,934</b>	489,535

The accompanying notes form part of these financial statements.

**NSW Architects Registration Board**  
**Statement of Financial Position**  
**as at 30 June 2022**

	Notes	2022 \$	2021 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	6	5,539,702	4,518,720
Receivables	7	97,498	57,702
Other financial assets	8	56,405	56,175
<b>Total Current Assets</b>		<b>5,693,605</b>	<b>4,632,597</b>
<b>Non-Current Assets</b>			
Receivables	7	-	11,146
Property, Plant and Equipment			
Office equipment	9	20,967	15,533
Office fitout	9	445,410	6,808
Leasehold improvements	9	30,472	45,099
Total Property, Plant and Equipment		<b>496,849</b>	<b>67,440</b>
Right-of-use assets	10	1,266,821	425,928
<b>Total Non-Current Assets</b>		<b>1,763,670</b>	<b>504,514</b>
<b>Total Assets</b>		<b>7,457,275</b>	<b>5,137,111</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	12	406,934	211,827
Contract liabilities	13	1,662,869	1,523,379
Lease liabilities	14	96,934	137,028
Provisions	15	146,033	122,589
Other Current Liabilities	16	3,858	3,858
<b>Total Current Liabilities</b>		<b>2,316,628</b>	<b>1,998,681</b>
<b>Non-Current Liabilities</b>			
Contract liabilities	13	611,088	345,588
Lease liabilities	14	1,214,880	310,351
Provisions	15	89,532	88,278
<b>Total Non-Current Liabilities</b>		<b>1,915,500</b>	<b>744,217</b>
<b>Total Liabilities</b>		<b>4,232,128</b>	<b>2,742,898</b>
<b>Net Assets</b>		<b>3,225,147</b>	<b>2,394,213</b>
<b>EQUITY</b>			
Accumulated funds		<b>3,225,147</b>	<b>2,394,213</b>
<b>Total Equity</b>		<b>3,225,147</b>	<b>2,394,213</b>

The accompanying notes form part of these financial statements.

**NSW Architects Registration Board  
Statement of Changes in Equity  
for the year ended 30 June 2022**

	<b>Accumulated funds</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 1 July 2021</b>	<b>2,394,213</b>	<b>2,394,213</b>
<b>Net result for the year</b>	<b>830,934</b>	<b>830,934</b>
<b>Total other comprehensive income</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>	<b>830,934</b>	<b>830,934</b>
<b>Balance at 30 June 2022</b>	<b>3,225,147</b>	<b>3,225,147</b>
<b>Balance at 1 July 2020</b>	<b>1,904,678</b>	<b>1,904,678</b>
<b>Net result for the year</b>	<b>489,535</b>	<b>489,535</b>
<b>Total other comprehensive income</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>	<b>489,535</b>	<b>489,535</b>
<b>Balance at 30 June 2021</b>	<b>2,394,213</b>	<b>2,394,213</b>

The accompanying notes form part of these financial statements.

**NSW Architects Registration Board  
Statement of Cash Flows  
for the year ended 30 June 2022**

	Notes	2022 \$	2021 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee related		(757,602)	(689,687)
Grants and subsidies		(9,545)	(20,000)
Suppliers for goods and services		(464,676)	(739,985)
Byera Hadley Travelling Scholarships		(41,350)	(3,213)
Finance Costs		(35,146)	(7,374)
<b>Total Payments</b>		<b>(1,308,319)</b>	<b>(1,460,259)</b>
<b>Receipts</b>			
Fees received		2,876,622	2,469,060
Interest received		7,840	5,499
<b>Total Receipts</b>		<b>2,884,462</b>	<b>2,474,559</b>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	19	<b>1,576,143</b>	<b>1,014,300</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Short term investments top up for Bank Guarantee		(230)	(179)
Purchases of Office Equipment		(460,687)	(6,787)
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>		<b>(460,917)</b>	<b>(6,966)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Payment of principal portion of lease liabilities		(94,244)	(132,179)
<b>NET CASH FLOWS FROM FINANCING ACTIVITIES</b>		<b>(94,244)</b>	<b>(132,179)</b>
<b>NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS</b>		<b>1,020,982</b>	<b>875,155</b>
Opening cash and cash equivalents		4,518,720	3,643,565
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	6	<b>5,539,702</b>	<b>4,518,720</b>

The accompanying notes form part of these financial statements.

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

**1 Statement 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. The Board is a not-for-profit entity (as profit is not its principal objective) and it has no cash generating units.

These financial statements for the year ended 30 June 2022 have been authorised for issue by the Board on 26 October 2022.

**(b) Basis of preparation**

The Board's financial statements are general purpose financial statements which have been prepared on an accruals basis and in accordance with:

- applicable Australian Accounting Standards (AAS) (which include Australian Accounting Interpretations);
- the requirements of the *Government Sector Finance Act 2018* (GSF Act) and
- Treasurer's Directions issued under the GSF 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.

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

The activities of the Board are exempt from income taxation.

All amounts are rounded to the nearest dollar and are expressed in Australian currency, which is the Board's presentation and functional currency.

**(c) Statement of compliance**

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

**(d) Accounting for the Goods and Services Tax**

Income, expenses and assets are recognised net of the amount of goods and services tax (GST), except that the:

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

Cash flows are included in the Statement of Cash Flows on a gross basis. However, the GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

**(e) Comparative information**

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

**(f) Changes in accounting policies, including new or revised Australian Accounting Standards**

**(i) Effective for the first time in FY2021-2022**

There are no new accounting policies in 2021-2022 that apply to the Board.

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

NSW public sector entities are not permitted to early adopt new Australian Accounting Standards, unless Treasury determines otherwise. The following new Australian Accounting Standards have not been applied and are not yet effective.

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

**1 Statement of Significant Accounting Policies (Cont'd)**

AASB 2020-1	<i>Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current</i>
AASB 2020-3	<i>Amendments to Australian Accounting Standards – Annual Improvements 2018–2020 and Other Amendments</i>
AASB 2020-6	<i>Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current – Deferral of Effective Date</i>
AASB 2021-2	<i>Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates</i>

There is no material impact of these accounting standards that are issued but not yet effective on the Board's financial statements.

**(g) Changes in accounting estimates**

As a result of the uncertainties inherent in business and other activities, many items in financial statements cannot be measured with precision but can only be estimated. Estimates may be required, for example, of the useful lives or expected patterns of consumption of future economic benefits of depreciable assets, of bad debts and inventory obsolescence. An estimate may be revised if there are changes in the circumstances on which the estimate was based or as a result of new information, more experience, or subsequent developments. There were no changes in accounting estimates made during the financial year 2022.

**(h) Impact of COVID-19 on Financial Reporting for 2021-2022**

COVID-19 has prompted an assessment of the areas that may be impacted and require increased disclosure, including fair value of property, plant and equipment, impairment of non-financial assets, financial instruments, expected credit losses, superannuation and long-term provisions (including employee provisions) and events after the reporting period.

The Board has identified and quantified the impacts of COVID-19 to the Board's revenue as immaterial. The Board's usual activities, including managing the Architectural Practice Examination, continue to operate and be delivered without disruption. The Part 3 Interview of the Architectural Practice Examination was conducted via Zoom instead of face-to-face interviews at the Board's premises.

The postponement of expenditure on promotional activities during COVID-19, such as the Sydney Architecture Festival, will resume to normal once restrictions are lifted domestically and internationally. This is likely to occur in financial year 2023.

COVID-19 has prompted further assessment of the fair value of the following accounts, taking into account the relevant judgments, assumptions, and estimates. There is no impact or insignificant impact identified on:

- Receivables and estimates on expected credit loss – Note 7
- Lease – Note 10
- Lease liabilities – Note 14
- Superannuation and long-term provisions (including employee provisions) – Note 15
- Financial instruments – Note 20
- Event after the reporting period – Note 22

Other than the above, it has not come to the Board's attention that there would be any other significant impact on the financial statements for the financial year ended 30 June 2022.

There is no uncertainty about the Board's ability to continue as a going concern at 30 June 2022. There are reasonable grounds to believe that the Board will be able to pay its debts as and when they become due and payable. The Board prepares its financial statements on a going concern basis and there are no indicators, events or conditions that may cast significant doubt on the ability to continue as a going concern.

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

**1 Statement of Significant Accounting Policies (Cont'd)**

**(i) Superannuation on Annual Leave Loading**

The Board has determined that it is not probable a liability arises to pay superannuation on annual leave loading. This position has been formed based on current inquiries, other information currently available to management, and after considering the facts from a decision in the Federal Court of Australia: Finance Sector Union of Australia v Commonwealth Bank of Australia [2022] FedCFamC2G 409. That decision confirmed that, in relation to the industrial agreement considered in that case, annual leave loading did not form part of ordinary time earnings and therefore, did not require superannuation contributions to be made under superannuation guarantee legislation because the obligation to pay annual leave loading was not referable to ordinary hours of work or to ordinary rates of pay. Rather, it was paid by reference to the period of annual leave, and for the purpose of compensating employees for their loss of opportunity to work additional hours at higher rates during this period. This position will be re-assessed in future reporting periods as new information comes to light on this matter.

**2 Expenses Excluding Losses**

	2022	2021
	\$	\$
<b>(a) Employee related expenses</b>		
Salaries and wages (including annual leave)	682,066	615,758
Superannuation - defined contribution plans	87,767	74,721
Long service leave	8,253	8,407
Workers Compensation Insurance	5,027	4,931
	783,113	703,817

Refer to Note 15 for recognition and measurement policies on employee related expenses.

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

Auditor's remuneration - audit of the financial statements	27,550	25,500
Insurance	7,091	7,361
Computer expenses	11,355	8,555
Architects Accreditation Council of Australia Expenses	217,782	232,651
Consultancy Fees	11,392	7,775
Other contractors	57,269	44,653
Cleaning	3,078	3,386
Expenses relating to lease of low-value asset	1,492	719
Legal Costs	20,764	17,072
Advertising and promotions	26,633	26,616
Bank charges	13,400	11,596
Printing and stationery	3,171	4,646
Travel	76	254
Board and committee fees*	68,272	57,251
Telephone	3,855	3,831
Other	22,835	11,600
Posting and Freight	3,061	1,528
Election costs	-	6,111
Governance costs	5,039	1,625
Monash ARC Linkage	22,418	15,720
Staff training	19,683	903
Byera Hadley Travelling Scholarships – BHTS projects	17	28,273
Part 4 discipline expenses	200	89
Removal expenses	10,830	-
NSW Civil and Administrative Tribunal, Court Reporting and Transcript Fee	-	38,934
NSW ARB Portfolio Program of Assessment	2,550	5,925
Maintenance expenses**	1,254	8,505
	561,067	571,079

\*The reclassification between other operating expenses and employee related expenses for both 2022 and 2021 was added to better reflect the nature of the expenses.

\*\* *Reconciliation - Total maintenance expense*

Maintenance expense - contracted labour & other (non-employee related) as above	1,254	8,505
Total Maintenance Expenses included in Note 2(a) + 2(b)	1,254	8,505

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

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

**Recognition and measurement**

Expenses are presented on the basis of their nature.

**Architects Accreditation Council of Australia Expenses**

The Architects Accreditation Council of Australia (AACAA) is constituted of nominees from all the state and territory architect registration boards in Australia. The AACAA administers the national Architectural Practice Examination (APE) and other various competency-based assessment processes leading to registration as an architect in Australia, including the National Program of Assessment (NPrA) and the Local/Overseas Experienced Practitioner Assessment. Candidates apply for the 3 stages of the APE via the Board's website and the Board passes through to the AACAA an agreed amount per candidate.

**Contractors**

The Board engaged with two IT providers to maintain the Board's network and database system. The scope of work includes updating the system to comply with the legislative changes that impact on the Board's operations and processes. The Board works closely with the contractors to ensure the Board's information is kept securely and ensure cyber security controls are in place.

**Maintenance expenses**

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

**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.

**Lease expense**

The Board recognises the lease payments associate with the lease of assets that are valued at \$10,000 or under when new on a straight-line basis. Leases that meet definition of short-term i.e. where the lease term at commencement of the lease is 12 months or less. This excludes leases with a purchase option. Leases of assets that are valued at \$10,000 or under when new.

	2022	2021
<b>(c) Depreciation expenses</b>	<b>\$</b>	<b>\$</b>
Office equipment	8,605	14,319
Office fitout	1,929	3,407
Leasehold Improvement	14,626	28,034
Right-of-use asset	117,786	140,539
	<b>142,946</b>	<b>186,299</b>
Refer to Note 9 and 10 for recognition and measurement policies on depreciation and amortisation.		
<b>(d) Grants to Universities – end of year exhibition</b>	<b>9,545</b>	<b>20,000</b>
	<b>9,545</b>	<b>20,000</b>
<b>(e) Finance costs</b>		
Interest Expense – lease liabilities	35,146	7,374
	<b>35,146</b>	<b>7,374</b>

**Recognition and measurement**

Finance costs consist of interest and other costs incurred in connection with the borrowing of funds. Borrowing costs are recognised as expenses in the period in which they are incurred, in accordance with Treasury's Mandate to not-for-profit NSW GGS entities.

**3 Revenue**

**Recognition and measurement**

Income is recognised in accordance with the requirements of AASB 15 Revenue from Contracts with Customers or AASB 1058 Income of Not-for-Profit Entities, dependent on whether there is a contract with a customer defined by AASB 15 Revenue from Contracts with Customers.

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

**3 Revenue (Cont'd)**

**(a) Fees from Contracts with Customers**

Annual fees - Practising Architects	1,573,777	1,344,155
Annual fees - Non-Practising Architects	40,745	38,899
Registration fee - Practising Architects	39,750	43,650
Registration fee - Non-Practising Architects	6,426	9,532
Reinstatement fee - Practising Architects	22,950	17,450
Reinstatement fee - Non-Practising Architects	2,119	2,370
Corporation listing fees	228,010	16,880
Corporations change of details	4,840	2,865
Corporations publication fee	202,047	84,644
Recoveries	4,632	35,074
	<b>2,125,296</b>	<b>1,595,519</b>

**Recognition and measurement**

**Rendering of services**

Revenue from rendering of services is recognised when the Board satisfies the performance obligation by transferring the promised services.

<b>Type of Service</b>	<b>Nature of Timing of Satisfaction of Performance Obligation, Including Significant Payment Terms</b>	<b>Revenue Recognition Policies</b>
Registration – Licensing for Architects	The performance obligations in relation to registration for architects are typically satisfied over the term of the registration – whether it is one, three or five years.  <b>Payments from Architects are typically received in advance.</b>	The revenue is recognised when the registration period commences.  For registration terms of more than a year, the remaining balance of the receipts is carried across the relevant years under contract liabilities.  The registration is on a rolling basis. Depending on when the registration commences, the revenue is recognised for the portion in the financial year for cut off purposes. The balance relevant to future financial year is carried over in contract liabilities.
Registration – Licensing for Corporations	The performance obligations in relation to registration for corporations are typically satisfied over the annual terms of registration.  <b>Payments from Corporations are typically received in advance.</b>	The revenue is recognised when the registration period commences.  The registration is on a rolling basis. Depending on when the registration commences, the revenue is recognised for the portion in the financial year for cut off purposes. The balance relevant to future financial year is carried over in contract liabilities.
AACA Examination Fees and other assessment program fees	The performance obligations in relation to Examination Fees and assessment programs are typically satisfied at a point in time when the services are performed in the same financial year as the Board received the fees.  <b>Payments are typically received in advance.</b>	The revenue is recognised when the payment is received with the service being provided in the same financial year.
Other Revenue – Reinstatement fees and enrolment fees	The performance obligations in relation to one-off reinstatement fees and initial application fees are typically satisfied at a point in time when the services are performed and assessed.  <b>Payments are typically received in advance.</b>	The revenue is recognised when the payment is received with the services being provided in the same financial year.

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

**3 Revenue (Cont'd)**

Refer to Note 13 for the disclosure of the aggregate amount of the transaction price allocated to performance obligations that are unsatisfied (or partially unsatisfied) at the end of reporting period, and when the Board expects to recognise the unsatisfied proportion as revenue.

**Registration, Reinstatement and Enrolment Fees**

AASB 15 *Revenue from Contracts with Customers* resulted in changes in timing of recognition of revenue, particularly in relation to registration fee and annual publication revenue. Registration fees are recognised over the registration period, when the Board satisfies a performance obligation by transferring a promised good or service (ie. an asset) to a customer. An asset is transferred when the customer obtains control of that asset, which is the registration period within the financial year.

Reinstatement fees and enrolment fees are considered a promised goods or service and the performance obligations are satisfied at a point in time as it is part of the procedure for granting registration.

**Corporation Publication and Listing Fee**

The Board's publication fee is the annual fee for corporations. Each corporation has a different listing date. The Board transfers control of the service over time. Fee receipts for the periods beyond the current financial year are shown in the Statement of Financial Position, as Contract Liabilities under Current liabilities.

Listing fees are considered a promised goods or service and the performance obligations are satisfied at a point in time as it is part of the procedure for granting registration.

**Other revenue-generating activities**

The Board undertakes certain revenue generating activities when the performance obligation is satisfied at a point in time, including:

- AACA Examination and Assessment programs
- Other services fees and interest income

For each performance obligation identified in a contract, the Board determines at contract inception whether it satisfies the performance obligation over time or satisfies the performance obligation at a point in time.

**Disaggregation of revenue**

The Board disaggregates revenue recognised from contracts with customers into categories that depict how the nature, amount, timing and uncertainty of revenue and cash flows are affected by economic factors.

<b>2022</b>	Registration, Reinstatement & Enrolment Fees \$	Corporation Publication & Listing Fees \$	AACA Examination Fees \$	Other Revenue \$	<b>Total \$</b>
Revenue from contracts with customers	1,685,767	434,897	211,216	-	<b>2,331,880</b>
Other revenue (not covered by AASB 15)	-	-	-	32,588	<b>32,588</b>
<b>Total</b>	<b>1,685,767</b>	<b>434,897</b>	<b>211,216</b>	<b>32,588</b>	<b>2,364,468</b>

<b>Timing of revenue recognition</b>	Registration, Reinstatement & Enrolment Fees \$	Corporation Publication & Listing Fees \$	AACA Examination Fees \$	Other Revenue \$	<b>Total \$</b>
Point in time	71,245	232,850	211,216	27,565	<b>542,876</b>
Over time	1,614,522	202,047	-	5,023	<b>1,821,592</b>
<b>Total</b>	<b>1,685,767</b>	<b>434,897</b>	<b>211,216</b>	<b>32,588</b>	<b>2,364,468</b>

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

<b>3 Revenue (Cont'd)</b>	Registration, Reinstatement & Enrolment Fees	Corporation Publication & Listing Fees	AACA Examination Fees	Other Revenue	<b>Total</b>
<b>2021</b>	\$	\$	\$	\$	\$
Revenue from contracts with customers	1,456,056	104,389	365,260	-	<b>1,925,705</b>
Other revenue (not covered by AASB 15)	-	-	-	90,963	<b>90,963</b>
<b>Total</b>	<b>1,456,056</b>	<b>104,389</b>	<b>365,260</b>	<b>90,963</b>	<b>2,016,668</b>

<b>Timing of revenue recognition</b>	Registration, Reinstatement & Enrolment Fees	Corporation Publication & Listing Fees	AACA Examination Fees	Other Revenue	<b>Total</b>
	\$	\$	\$	\$	\$
Point in time	73,003	19,745	365,260	55,711	<b>513,719</b>
Over time	1,383,053	84,644	-	35,252	<b>1,502,949</b>
<b>Total</b>	<b>1,456,056</b>	<b>104,389</b>	<b>365,260</b>	<b>90,963</b>	<b>2,016,668</b>

<b>(b) Investment revenue</b>	<b>2022</b>	2021
	\$	\$
Interest income from financial assets at fair value through other comprehensive income	<b>7,610</b>	5,321
Interest on deposits	<b>391</b>	178
	<b>8,001</b>	<b>5,499</b>

**Interest Income**

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit impaired. For financial assets that become credit impaired, the effective interest rate is applied to the amortised cost of the financial asset (ie. after deducting the loss allowance for expected credit losses). There were no financial assets that were credit impaired.

<b>(c) Architects Accreditation Council of Australia Examination / NSWARB Portfolio Program of Assessment</b>	<b>2022</b>	2021
	\$	\$
Examination fees	<b>205,955</b>	346,840
Assessment fees	<b>5,261</b>	18,420
	<b>211,216</b>	<b>365,260</b>

<b>(d) Other revenue</b>	<b>2022</b>	2021
	\$	\$
Byera Hadley Travelling Scholarships Promotion Monies Received/Projects	<b>6,000</b>	41,215
Other revenue (CPD Fees, Merchant Fees, SAF Contributions and etc)	<b>18,355</b>	9,175
	<b>24,355</b>	<b>50,390</b>

**Other Revenue**

Other revenue includes income arising from statutory requirements (ie. fines) recognised during the period. The fine recovery is from the positive outcome of a court matter in which the director of an architecture firm was found guilty of Unsatisfactory Professional Conduct for failing to comply with the *Architects Act 2003*.

<b>4 Gains / (Losses) on Disposal</b>	<b>2022</b>	2021
	\$	\$
Losses on disposal of office equipment	<b>1,236</b>	-
Losses on disposal of office fit out	<b>4,881</b>	-
	<b>6,117</b>	-

The losses on disposal of office equipment and office fit out were recognised as the Board has undertaken a refurbishment of its office premises. Some of the existing office equipment is no longer fitted in the new office layout. The carrying value of the work previously done to the office fit out was reduced to zero balance when demolition works commenced. Refer to Note 10 for more office refurbishment disclosure notes.

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

**5 Other Gains / (Losses)**

	2022	2021
	\$	\$
Impairment losses on financial assets		
- Statutory receivables (eg. fines)	-	(38,564)

**Recognition and Measurement**

***Impairment losses on non-financial assets***

Impairment losses may arise on non-financial assets held by the Board from time to time. Accounting for impairment losses is dependent upon the individual asset (or group of assets) subject to impairment. Accounting Policies and events giving rise to impairment losses are disclosed in Note 7.

**6 Current Assets - Cash and Cash Equivalents**

	2022	2021
	\$	\$
Cash at bank and on hand	<u>5,539,702</u>	<u>4,518,720</u>
	<b>5,539,702</b>	<b>4,518,720</b>

For the purposes of the Statement of Cash Flows, cash and cash equivalents includes 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.

The Byera Hadley Travelling Scholarships (BHTS) bank account and the Sydney Architecture Festival (SAF) bank account are restricted assets. Refer to Note 11 Restricted Assets for more information.

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

Cash and cash equivalents (per statement of financial position)	<u>5,539,702</u>	4,518,720
	<b>5,539,702</b>	<b>4,518,720</b>

Refer to Note 20 for details regarding credit risk and market risk arising from financial instruments.

**7 Current Assets – Receivables**

	2022	2021
	\$	\$
Goods and Services Tax recoverable from ATO	59,386	12,040
Interest receivable	185	24
Trade receivables from contracts with customers	-	1,624
Other receivables – fines receivable	-	45,369
Less: Allowance for expected credit losses* - Statutory/Fines receivables	-	(38,564)
Prepayments	<u>37,927</u>	<u>37,209</u>
	<b>97,498</b>	<b>57,702</b>
 Non Current receivables – fines receivable	 -	 11,146

**\* Movement in the allowance for expected credit losses**

	2022	2021
	\$	\$
Balance at the beginning of the year	38,564	592
Amounts written off during the year	(36,589)	-
Amounts recovered during the year	(1,975)	(73)
Increase / (decrease) in allowance recognised in net results	-	38,045
Balance at the end of the year	<u>-</u>	<u>38,564</u>

Details regarding credit risk of trade receivables that are neither past due nor impaired, are disclosed in Note 20.

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

**7 Current Assets – Receivables (cont’d)**

**Recognition and measurement**

All 'regular way' purchases or sales of financial asset 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**

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.

**Impairment**

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. The Board has established a provision matrix based on its historical credit loss experience for trade receivables, adjusted for forward-looking factors specific to the receivable.

The allowance for expected credit loss has increased significantly as a result of legal fees receivable that were recognised during the financial year 2021. The legal fees were associated with the court case NSWARB v Tecton Group Pty Ltd. The allowance for expected credit loss has increased to 85% based on the low recoverability rate from the fines collected from Tecton Group Pt Ltd to date. The Board has also considered the COVID-related restrictions on some forms of recovery action and considered the reputational risk associated with potentially being seen as harsh and/or unreasonable in difficult times. The Board has engaged the independent law firm, Meridian Lawyers, to provide advice and assistance with recovering the outstanding receivables from Tecton Group Pty Ltd. The financial matter was settled in November 2021. The settled amount reversed the allowance for expected credit loss that was recognised in financial year 2021 with some income recognised in Statement of Comprehensive Income.

**8 Current Assets - Other Financial Assets**

	2022	2021
	\$	\$
Fixed term deposits	<u>56,405</u>	<u>56,175</u>
	<b>56,405</b>	<b>56,175</b>

Refer to Note 20 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.

**Classification and measurement**

The Board's financial assets at fair value are classified, at initial recognition, as subsequently measured at either fair value through other comprehensive income or fair value through profit or loss. Transaction costs of financial assets carried at fair value through profit or loss are expensed in net results. Interest income from these financial assets is included in investment revenue using the effective interest method.

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**9 Non-Current Assets – Property, Plant & Equipment**

	Office Equipment	Office Fit out*	Leasehold Improvement	Total
	\$	\$	\$	\$
<b>At 1 July 2020 - fair value</b>				
Gross carrying amount	153,071	191,734	15,145	359,950
Accumulated depreciation and impairment	(130,006)	(181,519)	(15,145)	(326,670)
Net carrying Amount	23,065	10,215	-	33,280
<b>Year ended 30 June 2021</b>				
Net carrying amount at beginning of year	23,065	10,215	-	33,280
Purchase of assets	6,787	-	73,133	79,920
Disposals	-	-	-	-
Depreciation expense	(14,319)	(3,407)	(28,034)	(45,760)
Net carrying amount at end of year	15,533	6,808	45,099	67,440
<b>At 1 July 2021 - fair value</b>				
Gross carrying amount	159,858	191,734	88,278	439,870
Accumulated depreciation and impairment	(144,325)	(184,926)	(43,179)	(372,430)
Net carrying amount	15,533	6,808	45,099	67,440
<b>Year ended 30 June 2022</b>				
Net carrying amount at beginning of year	15,533	6,808	45,099	67,440
Purchase of assets	15,275	445,412	-	460,687
Disposals	(1,236)	(4,881)	-	(6,117)
Depreciation expense	(8,605)	(1,929)	(14,627)	(25,161)
Net carrying amount at end of year	20,967	445,410	30,472	496,849
<b>At 30 June 2022 - fair value</b>				
Gross carrying amount	127,131	445,411	88,278	660,820
Accumulated depreciation and impairment	(106,164)	(1)	(57,806)	(163,971)
Net carrying amount	20,967	445,410	30,472	496,849

\*The closing carrying amount of \$445,410 Office Fit Out at 30 June 2022 included work in progress of the full amount which is expected to be completed in FY2022-2023.

**Recognition and measurement**

**(i) Acquisitions of plant and equipment**

Plant and equipment are initially measured at cost and subsequently revalued at fair value less accumulated depreciation and impairment. 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.

The Board has entered into an agreement for construction work to the office premises to comply with accessibility requirements. The Board has extended its lease terms to achieve the most cost-effective outcome for this construction work. Refer to Note 10 Leases for detailed information.

**(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) Major inspection costs**

When a major inspection is performed, its cost is recognised in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied.

**(iv) Restoration costs**

The present value of the expected cost for the restoration or cost of dismantling of an asset after its use is included in the cost of the respective asset if the recognition criteria for a provision are met.

**NSW Architects Registration Board  
Notes to the Financial Statements  
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**9 Non-Current Assets – Property, Plant & Equipment (Cont'd)**

**(v) Depreciation of plant and equipment**

Except for certain non-depreciable assets, depreciation is provided for 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.

The following depreciation rate are used:

Depreciation rates	2022 % Rate	2021 % Rate
Telephone system	33	33
Computers	25-50	25-50
Furniture	20	20
Major software	50	50
Leasehold improvement	Depreciated over the shorter of assets' useful lives and lease term.	
Office fit out	10-12	10-25

**(vi) Right-of-use assets acquired by lessees**

The Board has elected to present right-of-use assets separately in the Statement of Financial Position.

Further information on leases is contained at Note 10.

**(vii) 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 21-09) and Treasurer's Direction *Valuation of Physical Non-Current Assets at Fair Value* (TD21-05). TPP21-09 and TD21-05 adopt fair value in accordance with *AASB 13 Fair Value Measurements and AASB 116 Property Plant and Equipment*.

Non-specialised assets with short useful lives are measured at depreciated historical cost, which for these assets approximates fair value. The Board has assessed that any difference between fair value and depreciated historical cost is unlikely to be material.

**(viii) 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. Since plant and equipment is carried at fair value or an amount that approximates fair value, impairment can only arise in rare circumstances such as where the costs of disposal are material. The Board assesses at the reporting date that there is no indication that an asset may be impaired.

**10 Leases**

The Board entered a 5 years' term office lease agreement as a lessee, commencing 1 August 2019 and with a termination date of 31 July 2024. There was no option lease included to extend at the end of the contract.

In December 2020, the Board commenced negotiation with the landlord, with a variation of office lease signed on 31 March 2022. The new term has increased to 9 years with a termination date of 31 July 2028. The option to renew has been modified to 5 years, with the lease term expiring 31 July 2033 if the option is exercised.

The aim of the variation of office lease was to provide an extended term for the amortisation of construction works to the Board's office premises necessary to comply with accessibility requirements.

An independent review was sought for the Board's obligations as a lessee and as a government agency. The review focused on identifying tenancy upgrades necessary to ensure compliance with the requirements of the *Disability Discrimination Act (DDA) Premises Standards* and *AS1428.1*. The Board also followed a rigorous process to explore all accommodation options available in the market with assistance from internal Board members and external consultants who have specific skills set in commercial property and development. At every stage the Board undertook a careful evaluation to identify the most cost-effective solution to meeting the Board's accommodation needs. The negotiation with the current landlord has secured the most favourable lease terms that capitalise on current market conditions.

**NSW Architects Registration Board  
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**10 Leases (Cont'd)**

The variation of lease provides the Board with greater security of tenure and will allow the current construction works to comply with accessibility requirements to be amortised over an extended lease term. Management has considered all facts and circumstances that create an economic incentive, and the Board is reasonably certain that the option will be exercised. During the current financial year, the financial effect of revising lease terms to reflect the effect of exercising extension options was an increase in recognised lease liabilities and right of use assets of \$958,679. AASB 16 *Leases* (AASB 16) requires a lessee to recognise a right-of-use asset and a corresponding lease liability for most leases.

The Board has determined the lessee's incremental borrowing rate based on Treasury Corporation (TCorp rates). Under AASB 16 section 18(a), lease term is defined as "the non-cancellable period of a lease, together with both periods covered by an option to extend the lease if the lessee is reasonably certain to exercise that option." The Board is likely to exercise the option lease with the remaining terms of 12 years hence the Board is applying the rate set for leases over 10 years at 2.79% (previously the rate set was at 1.42% for a 5 years' term).

A revision to the terms of the Board's existing bank guarantee to reflect the rent payable under the variation of lease was imposed and the new amount has been approved by Treasury. Refer to Note 18 Contingent liabilities for further detail.

**Right-of-use assets under leases**

The following table presents right-of-use assets that do not meet the definition of investment property. There are no investment properties during the financial year.

	<b>Land and Buildings</b>	<b>Plant and Equipment</b>	<b>Total</b>
	\$	\$	\$
Balance at 1 July 2021	425,928	-	<b>425,928</b>
Modification	958,679	-	<b>958,679</b>
Depreciation expense	(117,786)	-	<b>(117,786)</b>
<b>Balance at 30 June 2022</b>	<b>1,266,821</b>	<b>-</b>	<b>1,266,821</b>
Balance at 1 July 2020	564,067	2,400	566,467
Additions	-	-	-
Depreciation expense	(138,139)	(2,400)	(140,539)
<b>Balance at 30 June 2021</b>	<b>425,928</b>	<b>-</b>	<b>425,928</b>

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the Board is the lessee:

	<b>2022</b>	<b>2021</b>
	\$	\$
Depreciation expense of right-of-use assets	<b>117,786</b>	140,539
Interest expense on lease liabilities	<b>35,146</b>	7,374
Expense relating to leases of low-value assets	<b>1,492</b>	-
Total amount recognised in the statement of comprehensive income	<b>154,424</b>	147,913

The Board has total cash outflows for leases of \$130,882 in FY2021-2022 (FY2020-2021: \$139,553).

**Recognition and measurement**

The Board assesses at contract inception whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

The Board recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets, except for short-term leases and leases of low-value assets.

**(i) Right-of use assets**

The Board recognises right-of-use assets at the commencement date of the lease (ie. the date the underlying asset is available for use). Right-of-use assets are initially measured at the amount of initial measurement of the lease liability (refer ii below), adjusted by any lease payments made at or before the commencement date and lease incentives, any initial direct costs incurred, and estimated costs of dismantling and removing the asset or restoring the site.

**NSW Architects Registration Board  
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**10 Leases (Cont'd)**

The right-of-use assets are subsequently measured at cost. They are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets, as follows:

- Land and buildings 5 - 12 years
- Office Equipment and machinery 2 - 5 years

The right-of-use assets are also subject to impairment. The Board assesses at each reporting date, whether there is an indication that an asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the Board estimates the asset's recoverable amount. When the carrying amount of an

asset exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount. After an impairment loss has been recognised, it is reversed only if there has been a change in the assumptions used to determine the asset's recoverable amount. The reversal is limited so that the carrying amount of the asset does not exceed its recoverable amount, nor exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years. Such reversal is recognised in the net result.

**(ii) Lease liabilities**

At the commencement date of the lease, the Board recognises lease liabilities measured at the present value of lease payments to be made over the lease term. Lease payments include:

- fixed payments (including in substance fixed payments) less any lease incentives receivable.
- variable lease payments that depend on an index or a rate.
- amounts expected to be paid under residual value guarantees.
- exercise price of a purchase options reasonably certain to be exercised by the Board; and
- payments of penalties for terminating the lease, if the lease term reflects the Board exercising the option to terminate.

The lease payments are discounted using the interest rate implicit in the lease. If that rate cannot be readily determined, which is generally the case for the Board's leases, the lessee's incremental borrowing rate (IBR) is used, being the rate that the Board would have to pay to borrow the funds necessary to obtain an asset of similar value to the right-of-use asset in a similar economic environment with similar terms, security, and conditions.

After the commencement date, the amount of lease liabilities is increased to reflect the accretion of interest and reduced for the lease payments made. In addition, the carrying amount of lease liabilities is remeasured if there is a modification, a change in the lease term, a change in the lease payments (eg. changes to future payments resulting from a change in an index or rate used to determine such lease payments) or a change in the assessment of an option to purchase the underlying asset.

**(iii) Short-term leases and leases of low-value assets**

The Board has elected to recognise payments for short-term leases and low value leases as expenses on a straight-line basis, instead of recognising a right-of-use asset and lease liability. Short-term leases are leases with a lease term of 12 months or less. Low value assets are assets with a fair value of \$10,000 or less when new and comprise mainly office equipment. The Board has entered into a new office equipment lease agreement for 5 years from November 2021 to 2026. The leased asset is a low value asset with fair value of \$10,000 or less.

**11 Restricted Assets**

	2022	2021
	\$	\$
Byera Hadley Travelling Scholarship Account	114,075	95,425
Sydney Architecture Festival Account	21,138	21,102
	135,213	116,527

The above funds which are included in the total cash amount are restricted assets. These funds are limited by externally imposed restrictions and not available for normal operational expenditure by the Board.

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.

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

Reconciliation of Sydney Architecture Festival (SAF) account

	2022	2021
	\$	\$
Opening Balance	21,102	21,070
Income from SAF ticket sales	-	-
Income from SAF ticket sales & transfer to trading account	-	-
Income from SAF contributions	-	-
Interest earned during year net of account activity fees	36	32
Closing balance	21,138	21,102

**12 Current Liabilities - Payables**

	2022	2021
	\$	\$
Accrued salaries, wages and on-costs	10,068	8,001
Creditors	239,540	52,037
Scholarships *	114,075	95,425
PAYG Withholding Tax payable	14,279	20,817
Refunds Payable	-	12,010
Board Members Contributions toward scholarship	9,667	4,067
Audit fees	19,305	19,470
	406,934	211,827

Details regarding liquidity risk, including a maturity analysis of the above payables are disclosed in Note 20.

**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 manages the 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

	2022	2021
	\$	\$
Opening Balance	95,425	98,638
Scholarship funding received from Trustee	60,000	-
Scholarship funds to be distributed	155,425	98,638
Payments made to scholarship recipients	(41,350)	(3,213)
Payments returned from scholarship recipients	-	-
Closing Balance	114,075	95,425

**13 Contract Liabilities**

	2022	2021
	\$	\$
<b>Current liabilities</b>		
Architects' Registration Fees	1,544,217	1,430,715
Annual Publication Fees	107,557	55,424
AACA – APE Examination Fees	11,095	37,240
Total Contract Liabilities - Current	1,662,869	1,523,379
<b>Non-current liabilities</b>		
Architects' Registration Fees	611,088	345,588

Contract liabilities relate to consideration received in advance from customers in respect of annual registration fees, annual publication fees and APE Examination Fees. All payments to the Board are paid in advance of the services. The balance of contract liabilities at 30 June 2022 was impacted by the timing of payment received at

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**13 Contract Liabilities (Cont'd)**

this financial year for which the satisfaction of performance obligations of the service will be delivered in the following financial year. The contract liability balance has increased significantly during the year because of the small business fees and charges rebate of \$3,000 subsidised by Service NSW. Architects can apply for this rebate and pay for 5 years registration fees hence increase the contract liabilities as it is consideration received in advance of annual registration fees. This rebate was available to sole traders until 30 June 2022 and aims to help businesses recover from the impacts of COVID-19 and to encourage business growth by reducing costs. Hence there was a growth in renewal of 3- and 5-year registration terms.

The current contract liabilities are related to annual registration that will be delivered in the financial year ending 30 June 2023. The amounts received are not expected to be refunded in financial year 2023 and will be recognised as revenue in the financial year from 1 July 2022.

The non-current contract liabilities are related to registrations that opt for 3- and 5-year registration terms. The non-current liabilities will amortise the liability over the registration period on a systematic basis, fees are recognised as revenue in the period when the service is transferred to the customers.

	2022 \$	2021 \$
Revenue recognised that was included in the contract liability balance at the beginning of the year	1,523,379	1,390,037
Revenue recognised from performance obligations satisfied in previous periods	-	-
Transaction price allocated to the remaining performance obligations from contracts with customers	2,273,957	1,868,967

The transaction price allocated to the remaining performance obligations relates to the financial year 2023 to the financial year 2027. It is expected that 73% will be recognised as revenue in the 2022-23 financial year, 11% in the 2023-24 financial year, 8% in the 2024-2025 financial year, 4% in the 2025 – 2026 financial year, and 3% in the 2026-2027 financial year.

**14 Lease Liabilities**

**Lease Liabilities – Current and Non-current**

The following table presents liabilities under leases:

	2022 \$	2021 \$
Balance at 1 July	447,379	579,558
Modification	958,679	-
Interest Expenses	35,146	7,374
Lease Payments	(129,390)	(139,553)
Balance at 30 June	1,311,814	447,379

The current lease liabilities at 30 June 2022 are \$96,934 and the non-current lease liabilities are \$1,214,880. The Board is required to use the rate implicit in the lease for initial recognition of the lease liability in the first instance. Where this cannot be determined, the incremental borrowing rate (IBR) should be used. The historical Treasury and Treasury Corp (TCorp) rate used was previously 1.42%. This rate has increased to 2.79% after the variation of lease was signed to reflect a lease term greater than 10 years if the Board exercises its lease option.

**15 Current / Non-Current Liabilities – Provisions**

	2022 \$	2021 \$
<b>Current Provisions</b>		
<b>Employee benefits and related on-costs</b>		
Annual leave	54,871	39,680
Long service leave	91,162	82,909
<b>Total current provisions</b>	146,033	122,589
Annual leave obligations expected to be settled within 12 months	13,718	38,904
Long service leave obligations expected to be settled within 12 months	4,572	6,830
	18,290	45,734

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<b>15</b>	<b>Current / Non-Current Liabilities – Provisions (Cont'd)</b>		
	Current annual leave obligations expected to be settled after 12 months	41,153	797
	Current long service leave obligations expected to be settled after 12 months	86,590	76,079
		127,743	76,876
	<b>Aggregate employee benefits and related on-costs</b>		
	Provisions - current	146,033	122,589
	Accrued salaries, wages and on-costs (Note 12)	10,068	8,001
		156,101	130,590
	<b>Non-Current Liabilities</b>		
	Leasehold improvement obligations	89,532	88,278
	<b>Total non-current liabilities</b>	89,532	88,278
	<b>Total Provision</b>	235,565	210,867

**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:

	<b>Leasehold improvement</b>	<b>Total</b>
	\$	\$
Carrying amount at 1 July 2021	88,278	88,278
Additional provisions recognised	1,254	1,254
Amount used	-	-
<b>Carrying amount at 30 June 2022</b>	<b>89,532</b>	<b>89,532</b>

**Recognition and measurement**

**Employee benefits and related on-costs**

**Salaries and wages, annual leave and sick leave**

Salaries and wages (including non-monetary benefits) and paid sick leave that are 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 is 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* (although short-cut methods are permitted).

Actuarial advice obtained by Treasury has confirmed that using the nominal annual leave balance plus the annual leave entitlements accrued while taking annual leave (calculated using 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 the effect of discounting is immaterial to annual leave. All annual leave is classified as a current liability even where the Board does not expect to settle the liability within 12 months as the Board does not have an unconditional right to defer settlement.

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 benefits accrued in the future.

**Long service leave and superannuation**

For employee benefit liabilities that are not assumed by the Crown Entity, such as certain long service leave related on-costs and additional employee benefit costs that arise on incurring long service leave, including workers compensation insurance, annual leave accrued while on long service leave taken in service, a liability must be recognised as per TC21-03 Accounting for Long Service Leave and Annual Leave.

Long service leave is measured at the present value of expected future payments to be made in respect of services provided up to the reporting date. Consideration is given to certain factors based on actuarial review, including expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using the Commonwealth Government bond rate at the reporting date.

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (ie. Basic Benefit and First State Super) is calculated as a percentage of the employee's salary.

**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 amounts of workers' compensation insurance premiums.

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

**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.

The Leasehold Improvement Provision is to reinstate the office premise when the lease expires. The terms to reinstate to its original condition have not changed despite the new variation of lease signed 31 March 2022. An independent contractor has reassessed the dismantling and restoration cost set out in the lease contract in financial year 2021 and this is to remain unchanged. The effect of the increase in the provision in financial year 2021 for leasehold improvement will continue to depreciate by \$14,626 each year for the next 2 years, when a revision of the provision costs will be assessed.

When the Board expects some or all of a provision to be reimbursed, for example, under the 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. As at 30 June 2022, there is no reimbursement expected for the provision.

**16 Current Liabilities**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
Unearned revenue – Byera Hadley Travelling Scholarship (BHTS)	<b>3,858</b>	3,858
	<b>3,858</b>	3,858

Note: BHTS payments to be allocated to administration cost income in 2023 year.

**17 Commitments**

There were no capital commitments during the year and at the reporting date.

**18 Contingent Liabilities and Contingent Assets**

On 15 August 2019, the Board carried forward a bank guarantee amount of \$40,219 in relation to the office lease agreement. Before signing the variation of lease, this bank guarantee was revised as requested by the landlord to reflect on the new rent payable. The new bank guarantee, which has been approved by NSW Treasury, is in the amount of \$42,554. This is an increase of \$2,335 to the old bank guarantee. At the reporting date, it is unlikely that the Board will be required to settle the guarantee.

The Board is a party to MADE (Multidisciplinary Australia Danish Exchange) by the Sydney Opera House. The Board is contributing \$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 2022 was \$13,354 inclusive of GST (2021: \$13,591).

The Board is an Industry Partner for the Monash University ARC Linkage Project: *Architectural Work Cultures: Professional identity, education and wellbeing*, which includes making a total cash contribution over 3 years of \$68,026 from 1 January 2021 to 31 December 2023. The amount contributed in 2022 was \$22,669.

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

Reconciliation of cash flows from operating activities to the net result as reported in the Statement of Comprehensive Income is as follows:

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
Net cash used on operating activities	<b>1,576,143</b>	1,014,300
Depreciation	<b>(142,946)</b>	(186,299)
Decrease / (increase) in provisions	<b>(24,698)</b>	(19,560)
Decrease / (increase) in other liabilities	-	-
Increase / (decrease) in prepayments and other assets	<b>28,648</b>	27,641
Decrease / (increase) in payables	<b>(195,106)</b>	(41,119)
Decrease / (increase) in contract liabilities	<b>(404,991)</b>	(305,428)
Net gain/ (loss) on sale of property, plant and equipment	<b>(6,116)</b>	-
<b>Net result</b>	<b>830,934</b>	489,535

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for the year ended 30 June 2022**

**20 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 members have overall responsibility for the establishment and oversight of risk management and reviews and agree policies for managing each of risk. 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.

**(a) Financial Instrument Categories**

Class	Note	Category	Carrying Amount	
			2022	2021
<b>Financial Assets</b>			<b>\$</b>	<b>\$</b>
Cash and cash equivalents	6	Amortised cost	<b>5,539,702</b>	4,518,720
Receivables <sup>1</sup>	7	Amortised cost	<b>185</b>	1,648
Other financial assets	8	Amortised cost	<b>56,405</b>	56,175
<b>Financial Liabilities</b>				
Payables <sup>2</sup>	12	Amortised cost	<b>382,587</b>	183,010
Lease liabilities	14	Amortised cost	<b>1,311,814</b>	447,379

*Notes*

<sup>1</sup> Excludes statutory receivables and prepayments (ie. not within scope of AASB 7)

<sup>2</sup> Excludes statutory payables and unearned revenue (ie. not within scope of AASB 7)

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 passthrough 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.

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

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

**(c) 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.

**(d) Financial 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 credit losses or allowance for impairment).

Credit risk arises from the financial assets of the Board, including cash, receivables, and authority deposits. No collateral is held by the Board.

The Board considers a financial asset in default when contractual payments are 90 days past due. However, in certain cases, the Board may also consider a financial asset to be in default when internal or external information indicates that the Board is unlikely to receive the outstanding contractual amounts in full before taking into account any credit enhancements held by the Board.

**Cash or cash equivalents**

Cash comprises cash on hand and bank balances within the NSW Treasury Banking System. Interest is earned on daily bank balances at the monthly average TCorp 11am unofficial cash rate, adjusted for a management fee to NSW Treasury.

**Accounting policy for impairment of trade receivables and other financial assets**

**Receivables - trade receivables**

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 receivables 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 receivables.

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 receivables 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.

There was no allowance for expected credit losses from trade receivables which excludes statutory receivables as these are not within scope of AASB 7.

**Other financial assets – Authority Deposits**

The Board has placed 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 2022.

**NSW Architects Registration Board  
Notes to the Financial Statements  
for the year ended 30 June 2022**

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

**(ii) 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 borrowings, hence no default on 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.

For small business suppliers, where payment is not made within the specified time period, simple interest must be paid automatically unless an existing contract specifies otherwise. For payments to other suppliers, the Head of an authority (or a person appointed by the Head of an authority) may automatically pay the supplier simple interest. There were no overdue payment to small business suppliers.

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

	Weighted average interest rate %	Interest rate exposure				Maturity dates		
		Nominal amount \$	Fixed interest rate \$	Variable interest rate \$	Non-interest bearing \$	<1 year \$	1 - 5 years	>5 years
							\$	\$
<b>2022</b>								
Payables	0.00%	382,587	-	-	382,587	382,587	-	-
Lease liabilities	2.79%	1,526,023	1,526,023	-	-	132,195	680,279	713,549
<b>2021</b>								
Payables	0.00%	183,010	-	-	183,010	183,010	-	-
Lease liabilities	1.42%	457,695	457,695	-	-	137,028	320,667	-

**(iii) 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 borrowings and 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 (ie. 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 reporting date. The analysis is performed on the same basis for 2022. The analysis assumes that all other variables remain constant.

**(iv) 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 Board's interest-bearing liabilities. This risk is minimised by undertaking mainly fixed rate borrowings, primarily with NSW TCorp. The Board 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. Therefore, for these financial instruments, a change in interest rates would not affect the carrying value or interest paid/earned. A reasonably possible change of +/- 1% is used, consistent with current trends in interest rates (based on official RBA interest rate volatility over the last five years). The basis will be reviewed annually and amended where there is a structural change in the level of interest rate volatility.

**NSW Architects Registration Board**  
**Notes to the Financial Statements**  
**for the year ended 30 June 2022**

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

The following table demonstrates the sensitivity to a reasonably possible change in interest rates:

	2022		2021	
	\$		\$	
	-1%	+1%	-1%	+1%
Net result	(8,309)	8,309	(4,895)	4,895
Equity	(32,251)	32,251	(23,942)	23,942

**(e) Fair Value Measurement**

**(i) Fair value compared to carrying the 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.

The table below details the financial instruments, by class, where fair value differs from the carrying amount

	2022		2021	
	Fair Value	Carrying Amount	Fair Value	Carrying Amount
	\$	\$	\$	\$
Financial Assets	5,595,742	5,595,742	4,576,543	4,576,543
Financial Liabilities	1,694,401	1,694,401	630,389	630,389

**(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.

**21 Related Party Disclosure**

The Board's key management personnel compensation is as follows:

	2022	2021
	\$	\$
<b>Short term employee benefits</b>		
Salaries	298,811	290,153
Non-monetary benefits	1,188	1,188
Post-employment benefits	27,692	23,062
Total remuneration	<u>327,691</u>	<u>314,403</u>

The Board entered 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:

	2022		2021	
	Transaction value	Net receivable/ (payable)	Transaction value	Net receivable/ (payable)
	\$	\$	\$	\$
State convenor fees	4,500	4,091	4,500	4,091
Board branding	-	-	990	990
Casual employment of close family members	-	-	3,360	3,360

**22 Events After the Reporting Period**

There are no subsequent events after the reporting date which materially affect the financial statements.

**End of audited financial statement**

## FINANCIAL MANAGEMENT

### INCOME BUDGET

Acct No	INCOME	BUDGET 2021-2022	REVISED BUDGET 2021-2022	BUDGET 2022-2023
<b>ADMINISTRATION – DEPT 01</b>				
4-1000	ENROLMENT FEE	36,000	36,000	33,300
4-1001	REINSTATEMENT FEES	19,530	19,530	21,756
4-1002	ANNUAL REGISTRATION FEE FOR ARCHITECTS	1,579,747	1,579,747	1,476,030
4-1004	REGISTRATION/ REINSTATEMENT INTERVIEW FEES	1,500	1,500	1,500
4-1006	REGISTRATION FEE FOR NON PRACTISING ARCHITECTS	7,500	7,500	7,500
4-1007	NON PRACTISING ARCHITECTS - ANNUAL REGISTRATION FEES	40,428	40,428	45,000
4-1009	NON PRACTISING ARCHITECTS REINSTATEMENT	1,750	1,750	1,750
4-1100	LISTING OF "NOMINATED ARCHITECT"/PRACTICE REGISTRATION	100,800	100,800	175,200
4-1101	ANNUAL PUBLICATION FEE FOR NOMINATED ARCHITECT	136,800	136,800	232,500
4-1102	"NOMINATED ARCHITECT" CHANGE OF DETAILS FEE	3,000	3,000	3,000
4-1306	MISCELLANEOUS RECEIPTS & REGISTRATION CERTIFICATE	300	300	-
4-1307	MERCHANT CHARGES	6,000	6,000	9,500
		<b>1,933,355</b>	<b>1,933,355</b>	<b>2,007,036</b>
<b>AACA – DEPT 03</b>				
4-3000	AACA AP EXAMINATION FEES	261,900	261,900	226,300
		<b>261,900</b>	<b>261,900</b>	<b>226,300</b>
<b>NSWPPA – DEPT 04</b>				
4-3100	NSW Portfolio Program of Assessment (NSWPPA)	13,400	13,400	7,050
		<b>13,400</b>	<b>13,400</b>	<b>7,050</b>
<b>OTHER INCOME – DEPT 02/07</b>				
8-.2000	INTEREST	4,500	4,500	6,461
8-1401	BHTS PROMOTION NCOME	-	10,000	6,000
		<b>4,500</b>	<b>14,500</b>	<b>12,461</b>
<b>TOTAL</b>		<b>2,213,155</b>	<b>2,223,155</b>	<b>2,252,847</b>

**EXPENDITURE BUDGET**

Acct No	EXPENDITURE	BUDGET 2021-2022	REVISED BUDGET 2021-2022	BUDGET 2022-2023
<b>EMPLOYMENT – DEPT 01</b>				
6-5000/5005	SALARIES AND CASUAL WAGES	778,510	778,510	932,833
6-5001	ANNUAL LEAVE	59,885	59,885	24,587
6-5003	SUPERANNUATION	99,753	99,753	136,067
6-5011	LONG SERVICE LEAVE	9,214	9,214	9,463
		<b>947,362</b>	<b>947,362</b>	<b>1,102,950</b>
<b>STATUTORY – DEPT 07</b>				
6-5402	BOARD MEMBERS HONORARIA	53,900	53,900	58,300
6-5405	BOARD MEMBERS CONTRIBUTION TO SCHOLARSHIP	6,200	6,200	6,200
6-5401	ELECTION COSTS	-	-	5,900
6-8016	BOARD MEETING EXPENSES	1,860	1,860	2,220
6-5404	BOARD MISCELLANEOUS EXPENSES	3,500	3,500	350
		<b>65,460</b>	<b>65,460</b>	<b>72,970</b>
<b>NSWPPA - DEPT 04</b>				
6-5350	NSWPPA EXAMINERS FEES	8,800	8,800	900
6-5352	NSWPPA ROOM HIRE/CATERING EXPENSES	100	100	-
		<b>8,900</b>	<b>8,900</b>	<b>900</b>
<b>DISCIPLINE - DEPT 05</b>				
6-5500	PART 4 DIV 4 LEGAL FEES/COMPLAINTS AGAINST ARCHITECTS	15,000	15,000	40,000
6-5501	PART 2, DIV 2 S9/10 LEGAL FEES/ILLEGAL USE OF TITLE	15,000	15,000	10,000
6-5506	NCAT EXPENSES	10,000	10,000	10,000
6-5503	COURT REPORTING AND TRANSCRIPTS	2,000	2,000	2,205
9-6000	EXPECTED CREDIT LOSS	8,500	8,500	-
		<b>50,500</b>	<b>50,500</b>	<b>62,205</b>
<b>DEPRECIATION</b>				
6-5055	DEPRECIATION (LEASE)	138,138	138,138	115,935
6-5050	DEPRECIATION (OFFICE EQUIPMENT)	35,000	35,000	12,600
6-5053	DEPRECIATION (OFFICE FITOUT)	20,000	20,000	58,800
6-5054	DEPRECIATION (LEASEHOLD IMPROVEMENTS)		14,640	14,628
		<b>193,138</b>	<b>207,778</b>	<b>201,963</b>
<b>EDUCATION, PRIZES AND GRANTS - DEPT 06</b>				
6-5610	GRADUATING STUDENT EXHIBITIONS	20,000	20,000	25,000
6-5611	ARCHITECTS MEDALLION COSTS	5,300	5,300	5,300
		<b>25,300</b>	<b>25,300</b>	<b>30,300</b>
<b>PRINTING AND STATIONERY – DEPT 01</b>				
6-8018	STATIONERY	1,000	1,000	1,000
6-5851	PRINTING BOARD	2,500	2,500	1,000
		<b>3,500</b>	<b>3,500</b>	<b>2,000</b>

Acct No	EXPENDITURE	BUDGET 2021-2022	REVISED BUDGET 2021-2022	BUDGET 2022-2023
<b>GENERAL EXPENSES - DEPT 01</b>				
6-8012	AUDIT FEES	22,550	22,550	23,500
	FURNITURE	2,700	2,700	-
6-4100	BANK ADMINISTRATION FEES	12,960	12,960	12,500
6-5652	ADVERTISING - ADMIN/EMPLOYMENT	1,200	1,200	1,200
6-8020	COURIERS	1,050	1,050	-
6-8038	STAFF TRAINING	4,500	4,500	8,000
	MAKE GOOD EXPENSE ACCOUNT	25,000	29,333	1,271
6-8022	STORAGE	9,600	9,600	10,584
6-8023	CABCHARGE	900	900	250
6-8021	STAFF AMENITIES	2,360	2,360	1,890
6-5700/5701	IT SYSTEMS	101,200	101,200	160,500
6-8024	ELECTRICITY	3,680	3,680	2,000
6-8025	INSURANCE D & O/OFFICE CONTENTS	9,900	9,900	8,500
6-8026	GENERAL LEGAL EXPENSES	26,000	10,000	10,000
6-8027	POSTAGE	1,025	1,025	1,000
6-8029	TELEPHONE/MOBILE	4,725	4,725	3,881
6-8031	WORKERS COMPENSATION	6,458	6,458	6,454
6-8040	INTEREST EXPENSE (OFFICE LEASE)	5,466	5,466	35,261
6-8033	OFFICE EXPENSES	11,250	11,250	3,276
6-8036	REPAIRS AND MAINTENANCE	10,000	10,000	-
6-8034	PHOTOCOPIER	2,470	5,000	1,920
6-8035	REMOVAL & FITOUT COSTS	10,000	10,000	-
6-6210-6242	REFUNDS	1,000	1,000	-
6-5703	GOVERNANCE COSTS	20,000	20,000	-
6-5704	BOARD BRANDING	-	-	15,000
		<b>295,994</b>	<b>286,857</b>	<b>306,987</b>
<b>A A C A - DEPT 03</b>				
6-6000/6011-6012	AACA - APE EXPENSES	170,000	170,000	191,680
6-6002	AACA - PER CAPITA CONTRIBUTIONS	38,088	38,088	43,512
6-6009	AACA - MEETING EXPENSES	1,000	1,000	1,000
6-6004	AACA - ACCREDITATION REVIEW PANEL (ARP)	24,000	24,000	24,000
6-6013	LOCALLY EXPERIENCED PRACTITIONER EXPENSES	1,800	1,800	1,500
		<b>234,888</b>	<b>234,888</b>	<b>261,692</b>
<b>PROMOTIONS - DEPT 08</b>				
9-5957	PROMOTIONS GENERAL	61,000	71,000	3,000
9-5950	SYDNEY ARCHITECTURE FESTIVAL	-	35,135	65,000
9-5965	MADE - STUDENT INTERNSHIPS	12,500	12,500	13,261
9-5966	MONASH ARC PROGRAM	22,669	22,669	23,349
		<b>96,169</b>	<b>141,304</b>	<b>104,610</b>
<b>TOTAL</b>		<b>1,921,211</b>	<b>1,971,849</b>	<b>2,146,577</b>

## Cyber Security Annual Attestation Statement for Financial Year 2021-2022 for NSW Architects Registration Board

I, Dr Kirsten Orr, am of the opinion that the NSW Architects Registration Board (the 'Board') has managed cyber security risks in a manner consistent with the Mandatory Requirements set out in the NSW Government Cyber Security Policy (CSP).

The Board is a very small government agency that is entirely funded by the registration fees paid by architects. It does not receive any government funding.

Governance is in place to manage and improve the Board's cyber security maturity, appropriate to the size of the agency, the scale and nature of its information technology (IT) operations, and the information processed, stored and communicated through its IT systems. Risks to the information and systems of the Board have been assessed and are managed.

The Board has a Cyber Incident Response Plan, which is integrated with the security components of business continuity arrangements and has been tested over the last 12 months with senior executive involvement. There is an internal Cyber Security Framework (CSF) in place.

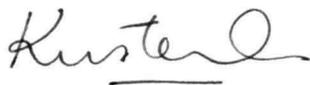
There are target maturity levels in the reporting for Financial Year 2021-2022 below level 3 and Essential Eight level 1. The Board accepts the risk of target maturity levels below these thresholds.

The Board is continuously improving the management of cyber security governance and resilience by:

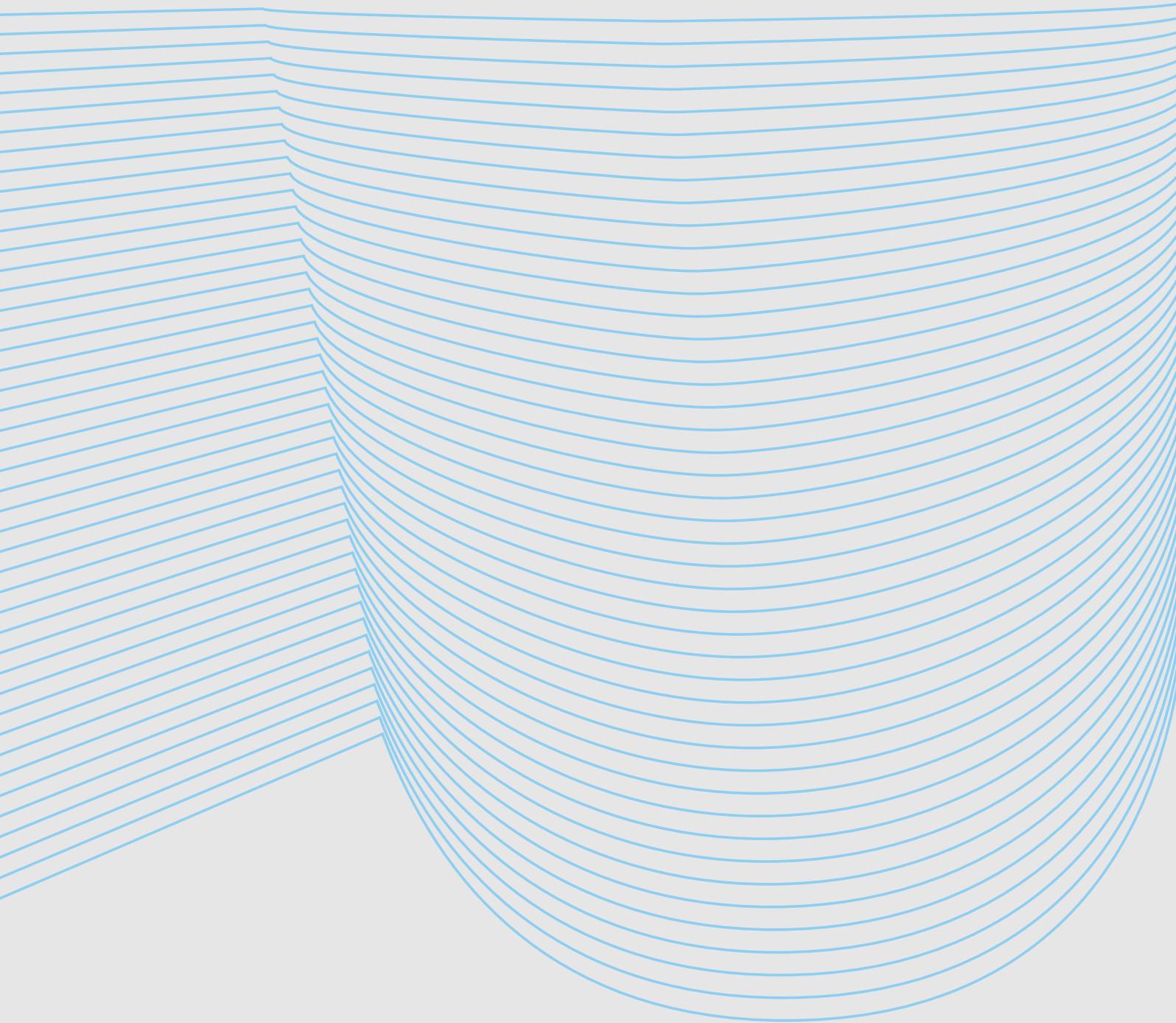
- i) managing risks to information and systems with the on-going support of IT service providers,
- ii) aligning with the Department of Customer Service (DCS) cluster cyber incident response plan,
- iii) undertaking regular reviews of the effectiveness of controls or reporting against the mandatory requirements of the CSP, which have found controls and reporting to be adequate, and
- iv) conducting regular staff training to maintain understanding and knowledge of cyber security risks and strategies for their management.

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



Dr Kirsten Orr  
Registrar & CEO, NSW Architects Registration Board  
28 September 2022



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NSW  
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Registration  
Board