



Architects Board of Western Australia

Annual Report

July 2017 – June 2018

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Introduction

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

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

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

Review of the *Architects Act 2004*

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

The Building Commission released its Consultation Regulatory Impact Statement (CRIS) regarding the statutory review of the Act on 27 February 2015. The CRIS was the first major stage of the regulatory impact assessment process.

The Board's response to the CRIS was submitted to the Building Commission on 22 May 2015.

A Decision Regulatory Impact Statement (DRIS), incorporating analysis of all submissions in response to the CRIS, is in the process of being finalised by the Government. The DRIS will outline the recommendations of the review and the Government's preferred options for implementation, following which a final report of the review will be prepared and presented to Parliament, in accordance with section 81 of the Act.

Architects Board of Western Australia - Board Members and Board Meetings

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

Board members during the year are listed below:

David Ashton is a consumer representative Board member, appointed in October 2017. David has held senior commercial, operational and general management positions across a range of industry sectors including construction, property investment and asset management. He also has experience in the areas of governance and risk

as a former Deputy Mayor of the Town of Victoria Park and as the CEO of consulting company, Corporate Supremacy.

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

Neil Cownie is an architect Board member who was elected to the Board in 2015. Neil has been a practising architect since 1994 and started his own architectural practice in 2009, specialising in residential, commercial, hospitality, interior design and urban planning projects. He is also a member of the Australian Institute of Architects.

Bob Gadsdon was a consumer representative Board member, appointed to the Board in 2008. Bob was the Director of Works and Building Services at the Department of Housing and Works. Bob is an architect who previously worked as a design architect on hospitals for 38 years and was later Manager, Health, managing the procurement of health facilities throughout Western Australia for government. Bob retired from full-time work in 2007 and as a Board member in September 2017.

Judith Hogben is a consumer representative Board member, appointed in October 2017. Judith was trained as a psychologist and has held many senior positions in the government and community sectors. Her roles have included CEO of the Centre for Cerebral Palsy/Ability Centre and President, COTA (WA). She was also awarded the WA Telstra Business Women Award for Business Innovation in 2014.

Dr Sharon Ivey is a consumer representative on the Board, appointed by the Minister for Commerce in 2014. She practised as a commercial litigation solicitor in Perth for over 25 years until February 2014, working in various national and WA commercial law firms. Sharon also served as a Ministerial appointee to the Consumer Product Safety Committee (WA) for over 14 years. She holds a PhD in Comparative Literature from the University of California, Berkeley and an LLB (Hons) from the Australian National University, Canberra.

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

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

Leigh Robinson is an architect Board member and was elected to the Board in 2013. He has been a practising registered architect since 1983 and is a Director of Taylor Robinson Chaney Broderick. Leigh was made a Fellow of the Australian Institute of Architects in 1999. He is also a committee member of the Association of Consulting Architects – a position held since 2014.

Margaret Stockton was a consumer representative Board member whose term ran from 2012 to September 2017. Her background is in managing social work and other services in the public sector, management advice and consulting primarily to the public and non-government sectors. Her practice provides services in evaluation, planning, policy and services development, and executive coaching. She has a long-standing interest in ensuring services meet the needs of consumers and in good governance. She has experience on professional, government and non-government Boards.

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

Ante Zubac is an architect Board member who was elected to the Board in 2015. He has broad professional experience gained over 25 years practising as an architect in Croatia, the USA and Australia. Ante obtained his BArch Diploma in Architecture and Engineering from the University of Sarajevo, his Masters of Architecture from the University of Houston, Texas and a LEED AP accreditation from New York. He is registered as an architect in both New York and Western Australia. Ante runs his own architectural practice and is a passionate advocate for the architectural profession.

Board Meeting Attendances for Financial Year ended 30 June 2018

Name	Jul	Aug	Sep	Oct	Nov	Jan	Feb	Mar	Apr	May	Jun	Total
D Ashton	n/a	n/a	n/a	√	√	√	√	√	√	√	√	8/8
J Cooper	√	√	√	√	Ap	√	√	√	√	√	√	10/11
N Cownie	LA	√	LA	√	√	√	√	√	√	√	√	9/11
B Gadsdon	LA	LA	√	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1/3
J Hogben	n/a	n/a	n/a	√	√	LA	√	√	√	√	√	7/8
S Ivey	√	√	√	LA	√	√	√	√	√	√	√	10/11
S McGann	√	√	√	√	√	Ap	√	√	√	LA	√	9/11
I McRobbie	√	Ap	√	Ap	√	√	√	√	√	√	√	9/11
L Robinson	√	√	√	√	√	LA	√	√	√	√	√	10/11
M Stockton	√	LA	LA	√	n/a	n/a	n/a	n/a	n/a	n/a	n/a	2/3
J Taylor	√	√	√	√	√	√	√	√	√	√	√	11/11
A Zubac	√	√	√	√	√	√	√	√	√	√	√	11/11

Ap - apology

LA – leave of absence

n/a – not applicable

Board Sub-Committees

The Board currently has two standing sub-committees, as follows:

Policy Committee – this committee is charged with developing, and regularly reviewing and updating, the many and varied policies that enable the Board to discharge its duties under the *Architects Act 2004*. The Policy Committee generally meets up to three times a year (reviewing, and updating, several policies on each occasion) and then whenever required.

Continuing Professional Development (CPD) Committee – this committee is responsible for all things related to the Board's requirement to ensure that all architects maintain an appropriate level of knowledge, skill and competence. The Board's preferred method for architects to establish this level is through the achievement of 20 CPD points per year. Each year, the Board randomly audits 5% of practising architects to ensure they are fulfilling their CPD requirements. The CPD Committee makes recommendations to the Board with regard to architects who do not appear to have fulfilled their requirements. It is also responsible for developing, maintaining and updating the Board's CPD framework and assessing the levels of qualification and experience of candidates seeking restoration to the practising division of the register.

In addition to the standing committees outlined above, new committees are regularly established by the Board to deal with matters as they arise. Examples of such committees include:

Governance Committee – this committee is being established to make recommendations regarding financial governance and staffing/human resources matters, such as salary reviews and recruitment.

Graduate Award Judging Panels – there are two Graduate Awards presented each year (one to a UWA graduate and one to a Curtin graduate) so two new judging panels are established each year.

Architects Act 2004 Review Committee – this committee was responsible for compiling the Board's submission in response to the CRIS and continues to be responsible for all work related to the on-going review of the Act, such as meeting with the Building Commission regarding the DRIS etc....

Architect Registration in Western Australia

Natural Persons

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

On 30 June 2017, 1333 architects were on the register, of which 1097 were practising architects and 236 were non-practising architects. At the end of the year, there were 1315 architects on the register. The following alterations were made to the register:

Details	Division 1 Practising	Division 2 Non- practising	Total
Registered architects at 30 June 2017	1097	236	1333
Deletions due to resignation, removal for non-payment or deceased	- 164	- 62	- 226
Movement between divisions 1 & 2	+ 4	+ 45	+ 49
New registrations and re-registrations	+ 137	+ 22	+ 159
Registered architects at 30 June 2018	1074	241	1315

Of the 1315 registered architects, 280 are female and 1035 are male. The number of registered architects decreased by 18 during the reporting period.

Corporations

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

On 30 June 2017, 239 licensed corporations were on the register. At the end of the year, there were 236 licensed corporations on the register. The following alterations were made to the register:

Details	Number
Licensed corporations at 30 June 2017	239
Ceased operations or removal for non-payment	- 23
New licences and restored licences	+ 20
Licensed corporations at 30 June 2018	236

The number of licensed corporations decreased by 3 during the reporting period.

Registration Requirements

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

Accredited Academic Qualifications

A national system of accreditation of architectural education courses has been adopted by all registration authorities in Australia. The accreditation of each architecture course was previously carried out on a five-yearly basis, interspersed with interim visits to the schools of architecture to ensure that the standard of graduates was acceptable to registration authorities. A new Accreditation procedure took effect from 1 January 2018. Assessment for accreditation now occurs through the conduct of an Accreditation Review Panel composed of practising architects and academics, which then makes a recommendation on whether, and for how long, a program should be accredited. During their period of accreditation, all programs are then monitored via Annual Reporting. In WA, the schools of architecture at Curtin University and the University of Western Australia offer accredited courses for the purposes of registration.

In 2014, the Curtin University course was accredited until 2017, subject to annual interim panel visits. The last interim panel visit occurred in October 2016 and the Board accepted the interim panel's report. A national visiting panel accreditation assessment occurred in October 2017. The Board accepted the report of the national visiting panel and accredited the Master of Architecture course for 3 years, until 31 December 2020.

Curtin University has also implemented a new on-line Master of Architecture course for which it will be seeking accreditation. This on-line course was subject to an initial preliminary assessment panel (PAP) visit in September 2014 and a further PAP visit in November 2015. The course has not yet been accredited by the Board.

As the University of Western Australia was implementing a new Master of Architecture course, the Board agreed to extend the existing course accreditation for a further two years until 31 December 2016. An accreditation visit for the new course was undertaken in September 2016. The Board accepted the report of the national visiting panel and accredited the new Master of Architecture course for 5 years, until 31 December 2021.

Equivalence of Qualifications

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

The Board's preferred method of establishing the academic equivalence of qualifications obtained overseas is through the Overseas Qualification Assessment (OQA) process. The OQA assesses overseas qualifications through an interview process in which the interviewers examine the content of the course leading to the candidate's qualification and a portfolio of their work to determine the extent to which the candidate meets the competencies required of a current Australian accredited architecture course.

The outcome of the OQA process is a recommendation by the Architects Accreditation Council of Australia (AACCA) as to the equivalence, or not, of a qualification. The Board considers the AACCA's recommendation in making its decision about equivalence.

During the reporting period, there were no applications for the Board's determination on the equivalence of qualifications following completion of an OQA process.

Standard of Practice

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

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

During the reporting period, two candidates applied for the Board's determination on their standard of practice following completion of the NPrA. The Board determined that both candidates had attained an acceptable standard in relation to the practice of architecture in that they had satisfied the requirements of regulation 12(a)(iii) of the *Architects Regulations 2005*, which is the standard required for registration in Western Australia.

Architectural Practice Examination

The final requirement for registration in Western Australia is the successful completion of the Architectural Practice Examination (APE). Two series of examinations were conducted during the reporting year (August/October 2017 and April/May 2018). A total of 71 candidates were admitted to the examination, of which 66 were successful.

The Board uses registered architects as examiners for the APE. The Board would like to thank the following architects, who were examiners for the oral interviews and Sally Matthews and Rod Mollett (the Board's State Convenor and Acting State Convenor, respectively) for the APE.

Simon Bodycoat	Garry Lawrence	Kerie Tang
Eamon Broderick	Laurence Lim	John Taylor
Gavin Broom	Nathan Limpus	Cynthia Teng
Bruce Callow	Kym MacCormac	Simon Venturi
Caroline Di Costa	Helen Marchesani	Dean Wood
Paul Edwards	Sally Matthews	Brian Wright
Lynette Gardiner	John Monger	
Terry Holton	Elizabeth Pracilio	

Architects Accreditation Council of Australia

The AACA is recognised as the national organisation responsible for establishing, coordinating and advocating national standards for the registration of architects in Australia and for the recognition of Australian architects overseas by relevant registration authorities.

The AACA is constituted of nominees from each of the State and Territory Architect Registration Boards in Australia. It is not a registration authority and can only make recommendations to the Boards. The Chairperson and Registrar are members of the AACA.

Awards and Prizes

Architects Board Award

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

The Board Award is not intended to recognise the successful career of an architect, achievement in building design or academic excellence. Rather, it is awarded to recognise special endeavours outside of those considered to be the normal business activities of an architect, which may otherwise go unrecognised.

The recipient of the Architects Board Award in 2017 was Bruce Callow who has been a member of the architectural profession for well over 40 years. He was elected to the Board in 1999 and was a member for over 15 years, during which time he served as Chairperson from 2007 to 2014, and as Deputy Chairperson for a further year. As Board Chairperson, Mr Callow was actively involved in the development of the new *Architects Act 2004* and *Architects Regulations 2005* and the implementation of the new legislation into practice.

During Mr Callow's tenure as a Board member, he played a pivotal role in the Board's introduction of mandatory professional indemnity insurance and continuing professional development for practising architects, the Board's first successful prosecution of an offence in the Magistrate's Court and numerous actions in the State Administrative Tribunal (SAT).

Mr Callow has also been a member of the Australian Institute of Architects (AIA) since 1974 and was honoured with a Life Fellowship in 2013 after having served for many years on the AIA's Heritage and Education Committees.

In addition to his many roles within the profession, Mr Callow has also served his local community as a Councillor for the Mundaring Shire (1986-1992), a Board member of the Rottnest Island Authority (1988-1994) and as a Commissioner for Declarations (since 1986). Through his own practice, he also provides pro bono architectural work to some NGO's and local groups to assist them with their work in the community.

Mr Callow continues to serve the profession today as a current sessional member of the SAT, as an examiner for the APE (a role he has undertaken for nearly 30 years), as an assessor for the NPrA and as a regular member of State and National Visiting Panels for the accreditation of the schools of architecture in WA and interstate.

Education Prizes

The Board sponsors two student prizes - one for the University of Western Australia and one for Curtin University. The Architects Board Graduate Award rewards the excellence of a top performing final year student from each University who, in the opinion of the Faculty and Board, is most likely to benefit from travel or further study. Each prize is valued at \$5,000.

The recipient of the 2016 Architects Board Graduate Award from Curtin University was Callum Spurge and the winners of the 2017 Architects Board Graduate Awards were David Houston (Curtin University) and Lucy Dennis (University of Western Australia).

Complaints and Offences

Complaints

The Board received four new complaints in 2017/18 alleging that architects had acted unprofessionally. The Board decided to take no further action with regard to one of those complaints. The remaining three complaints are currently being investigated by the Board.

The Board's investigation into the complaint received during the 2015/16 reporting period was concluded and no further action was taken by the Board.

Two matters (one from the 2014/15 reporting period and one from the 2016/2017 reporting period) were deferred until other legal processes that were currently underway had been resolved. Both matters continue to be deferred as the legal processes are still on-going.

Offences

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

During 2017/18, a total of 10 individuals or organisations were advised that they were in contravention of the Act by holding themselves out to be architects or offering architectural services.

Administration

Staff

Registrar	Lisa Edwards
Administration Officer	Olivia Merredew

Contact Details

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Disclosures and Legal Compliance

Board Remuneration

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

Position	Name	Period of Membership	Board Meetings	Other Board Activities	AACA Attendances
Chair	John Taylor	12 months	\$4,620	\$3,360	\$1,953
Deputy Chair	Leigh Robinson	12 months	\$2,840		
Member	David Ashton	9 months	\$2,272		
Member	Janet Cooper	12 months	\$2,840		
Member	Neil Cownie	12 months	\$2,556		
Member	Bob Gadsdon	3 months	\$284		
Member	Judith Hogben	9 months	\$1,988		
Member	Sharon Ivey	12 months	\$2,840	\$568	
Member	Sarah McGann	12 months	\$2,556		
Member	Isla McRobbie	12 months	\$2,556		
Member	Margaret Stockton	3 months	\$568		
Member	Ante Zubac	12 months	\$3,124		
Sub-totals:			\$29,044	\$3,928	\$1,953
TOTAL:					\$34,925

Advertising

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

1. Total expenditure for 2017/18 was \$184.57.
2. The expenditure was incurred for research conducted through Survey Monkey.

Compliance with Public Sector Standards and Ethical Codes

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

No compliance issues concerning the public sector standards, the Public Sector Commission's Code of Ethics or the Board's Code of Conduct arose during the reporting period 1 July 2017 to 30 June 2018.

Record Keeping Plans

At its meeting on 24 October 2017, the State Records Commission approved the continuation of the Board's amended Record Keeping Plan and Retention and Disposal Schedule.

All administrative staff have undertaken Record Keeping Awareness Training.

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

Occupational Safety and Health

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

The Board reviewed its occupational safety and health (OSH) policy in 2015 and adopted an amended policy on 16 June 2015. The policy will next be reviewed in the 2018/2019 reporting period. The OSH policy has been communicated directly with all staff members by the Registrar.

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

The Board's current injury management policy was adopted on 2 July 2013 and is due for review in July 2018. The Board has a documented injury management system in place, including return to work programs, in accordance with the *Workers' Compensation and Injury Management Act 1981*. The policy and documented procedures have been communicated directly with all staff.

The Board's report of annual performance for 2017/18 is summarised below.

Measure	Actual Results		Results Against Target	
	2016-17	2017-18	Target	Comment on result
Number of fatalities	0	0	0	Achieved target
Lost time injury and/or disease incidence rate	0	0	0	Achieved target
Lost time injury and/or disease severity rate	0	0	0	Achieved target
Percentage of injured workers returned to work: (i) within 13 weeks (ii) within 26 weeks	n/a	n/a	80%	Achieved target - no workers were injured
Percentage of managers trained in occupational safety, health and injury management responsibilities	0%	0%	80%	Below target

Audited Financial Statements 2017-18

Architects Board of Western Australia

ABN: 79 638 751 988

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Architects Board of Western Australia


ABN: 79 638 751 988

Statement by the Board


In the opinion of the Board the financial report as set out on pages 5 to 17:

1. Presents fairly, the financial position of the Architects Board of Western Australia as at 30 June 2018 and its performance for the year ended on that date in accordance with Australian Accounting Standards - Reduced Disclosure Requirements; and
2. At the date of this statement, there are reasonable grounds to believe that the Architects Board of Western Australia will be able to pay its debts as and when they fall due and payable.

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

Chairperson 
John Taylor

Deputy Chairperson 
Leigh Robinson

Registrar 
Lisa Edwards

Dated 18 September 2018

INDEPENDENT AUDITOR'S REPORT

To the members of Architects Board of Western Australia

Opinion

We have audited the financial report of the Architects Board of Western Australia (the 'entity'), which comprises the statement of financial position as at 30 June 2018, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the Architects Board of Western Australia as at 30 June 2018 and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and the *Architects Act 2004*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Responsibilities of the Board for the Financial Report

The Board is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the *Architects Act 2004* and for such internal control as the Board determines is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Board is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intend to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

The Board is responsible for overseeing the entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- Conclude on the appropriateness of the Board's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Date: 18th September 2018
West Perth
Western Australia



DRY KIRKNESS
B ROTHMAN
Partner

Architects Board of Western Australia

ABN: 79 638 751 988

Statement of Profit or Loss and Other Comprehensive Income

For the Year Ended 30 June 2018

		2018	2017
	Note	\$	\$
Revenue	2	458,363	435,153
Consultant fees		(26,581)	(13,958)
Depreciation and amortisation expense	3	(4,039)	(5,720)
Employee benefits expense		(213,538)	(212,590)
Examination fees		(48,702)	(33,727)
Legal fees		(8,722)	(16,254)
Prizes, certificates and board awards		(24,900)	(11,601)
Other expenses from ordinary activities	12	(106,825)	(97,409)
Surplus before income tax		25,056	43,894
Income tax expense	1(b)	-	-
Surplus for the year		25,056	43,894
Other comprehensive income, net of tax		-	-
Total comprehensive income for the year		25,056	43,894

The accompanying notes form part of these financial statements.

Architects Board of Western Australia

ABN: 79 638 751 988

Statement of Financial Position

As At 30 June 2018

	Note	2018 \$	2017 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	675,450	655,121
Trade and other receivables	5	4,572	-
Other assets		1,552	-
TOTAL CURRENT ASSETS		681,574	655,121
NON-CURRENT ASSETS			
Property, plant and equipment	6	5,704	4,510
TOTAL NON-CURRENT ASSETS		5,704	4,510
TOTAL ASSETS		687,278	659,631
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	7	6,934	9,644
Employee benefits	8	15,667	16,015
Other liabilities		-	235
TOTAL CURRENT LIABILITIES		22,601	25,894
NON-CURRENT LIABILITIES			
Employee benefits	8	5,884	-
TOTAL NON-CURRENT LIABILITIES		5,884	-
TOTAL LIABILITIES		28,485	25,894
NET ASSETS		658,793	633,737
EQUITY			
Accumulated funds		658,793	633,737
TOTAL EQUITY		658,793	633,737

The accompanying notes form part of these financial statements.

Architects Board of Western Australia

ABN: 79 638 751 988

Statement of Changes in Equity

For the Year Ended 30 June 2018

2018

	Accumulated funds	Total
	\$	\$
Balance at 1 July 2017	633,737	633,737
Surplus attributable to the entity	25,056	25,056
Balance at 30 June 2018	<u>658,793</u>	<u>658,793</u>

2017

	Accumulated funds	Total
	\$	\$
Balance at 1 July 2016	589,843	589,843
Surplus attributable to the entity	43,894	43,894
Balance at 30 June 2017	<u>633,737</u>	<u>633,737</u>

The accompanying notes form part of these financial statements.

Architects Board of Western Australia

ABN: 79 638 751 988

Statement of Cash Flows

For the Year Ended 30 June 2018

	2018	2017
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from customers	447,211	424,927
Interest received	11,379	10,528
Payments to suppliers	(225,026)	(173,009)
Payments to employees	(208,002)	(210,993)
Net cash provided by operating activities	13(b) <u>25,562</u>	<u>51,453</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property, plant and equipment	(5,233)	-
Net cash used in investing activities	<u>(5,233)</u>	-
Net increase in cash and cash equivalents held	20,329	51,453
Cash and cash equivalents at beginning of year	655,121	603,668
Cash and cash equivalents at end of financial year	13(a) <u>675,450</u>	<u>655,121</u>

The accompanying notes form part of these financial statements.

Architects Board of Western Australia

ABN: 79 638 751 988

Notes to the Financial Statements

For the Year Ended 30 June 2018

1 Summary of Significant Accounting Policies

(a) Basis of Preparation

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

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

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

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

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

(b) Income Tax

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

(c) Plant and Equipment

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

Plant and equipment

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

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

Architects Board of Western Australia

ABN: 79 638 751 988

Notes to the Financial Statements

For the Year Ended 30 June 2018

1 Summary of Significant Accounting Policies (continued)

(c) Plant and Equipment (continued)

Depreciation

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

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

Fixed asset class	Depreciation rate
Office Equipment	10 - 33%
Leasehold Improvements	5 years

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

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

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

(d) Financial instruments

Initial recognition and measurement

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

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

Classification and subsequent measurement

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

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

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

Architects Board of Western Australia

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Notes to the Financial Statements

For the Year Ended 30 June 2018

1 Summary of Significant Accounting Policies (continued)

(d) Financial instruments (continued)

(i) Loans and receivables

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

(ii) Financial liabilities

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

Derecognition

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

(e) Impairment of assets

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

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

(f) Cash and cash equivalents

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

(g) Trade and other payables

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

Architects Board of Western Australia

ABN: 79 638 751 988

Notes to the Financial Statements

For the Year Ended 30 June 2018

1 Summary of Significant Accounting Policies (continued)

(h) Employee benefits

Short-term employee benefits

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

Other long-term employee benefits

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

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

(i) Leases

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

(j) Revenue and other income

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

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

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

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

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

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

Architects Board of Western Australia

ABN: 79 638 751 988

Notes to the Financial Statements

For the Year Ended 30 June 2018

1 Summary of Significant Accounting Policies (continued)

(k) Goods and Services Tax (GST)

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

Receivables and payable are stated inclusive of GST.

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

(l) Comparative Amounts

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

(m) New and amended accounting standards

The entity has assessed all new and amended accounting standards issued and effective for financial reporting periods beginning on or after 1 January 2018, and determine there to be no effect on the current or prior period financial statements.

2 Revenue and Other Income

	2018	2017
	\$	\$
Operating activities:		
- Natural person fees	291,802	287,075
- Corporation fees	108,531	108,280
- Examination fees	41,711	27,777
- Other revenue	4,940	1,493
	<u>446,984</u>	<u>424,625</u>
Non-operating activities:		
- Interest income	11,379	10,528
Total Revenue	<u><u>458,363</u></u>	<u><u>435,153</u></u>

3 Result for the Year

The result for the year includes the following specific expenses

Depreciation of plant and equipment	4,039	5,720
Rental expense on operating leases:		
- Minimum lease payments	18,570	15,354

4 Cash and cash equivalents

Cash at bank and in hand	147,668	138,525
Short-term bank deposits	527,782	516,596
	<u><u>675,450</u></u>	<u><u>655,121</u></u>

Architects Board of Western Australia

ABN: 79 638 751 988

Notes to the Financial Statements

For the Year Ended 30 June 2018

	2018	2017
	\$	\$
5 Trade and Other Receivables		
CURRENT		
GST/PAYG receivable	4,572	-
Total current trade and other receivables	<u>4,572</u>	<u>-</u>
6 Property, plant and equipment		
Office furniture and equipment		
At cost	28,735	31,771
Accumulated depreciation	(23,031)	(27,261)
Total office furniture and equipment	<u>5,704</u>	<u>4,510</u>
(a) Movements in Carrying Amounts		
<p>Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:</p>		
	Office Furniture and Equipment	Total
	\$	\$
Balance at the beginning of year	4,510	4,510
Additions	5,233	5,233
Depreciation expense	(4,039)	(4,039)
Balance at the end of the year	<u>5,704</u>	<u>5,704</u>
7 Trade and other payables		
CURRENT		
Trade payables	6,934	5,212
GST/PAYG payable	-	4,432
	<u>6,934</u>	<u>9,644</u>
(a) Financial liabilities at amortised cost classified as trade and other payables		
	Note	
Trade and other payables:		
- total current	6,934	9,644
	<u>6,934</u>	<u>9,644</u>
Less:		
Other payables (net amount of GST payable)	-	(4,432)
Financial liabilities as trade and other payables	9 <u>6,934</u>	<u>5,212</u>

Architects Board of Western Australia

ABN: 79 638 751 988

Notes to the Financial Statements

For the Year Ended 30 June 2018

	2018	2017
	\$	\$
8 Employee Benefits		
CURRENT		
Provision for employee benefits	15,667	16,015
	<u>15,667</u>	<u>16,015</u>
NON-CURRENT		
Provision for long service leave	5,884	-
	<u>5,884</u>	<u>-</u>

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

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

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

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

9 Financial Risk Management

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

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

	Note		
Financial Assets			
Cash and cash equivalents	4	675,450	655,121
Total financial assets		<u>675,450</u>	<u>655,121</u>
Financial Liabilities			
Financial liabilities at amortised cost			
Trade and other payables	7(a)	6,934	5,212
Total financial liabilities		<u>6,934</u>	<u>5,212</u>

Architects Board of Western Australia

ABN: 79 638 751 988

Notes to the Financial Statements

For the Year Ended 30 June 2018

2018	2017
\$	\$

10 Commitments

Operating Leases

Minimum lease payments under non-cancellable operating leases:

- not later than one year

-	1,148
-	1,148

The operating lease relates to premises at 33 Broadway Nedlands, Western Australia which expired on 23 July 2017 and renewal for a further term is under negotiation.

11 Contingencies

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

12 Related Party Information

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

Attendance fees received by Board members

29,044	28,476
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Some Board members are employed within or as directors of entities influenced by the regulatory activities of the entity, and as such these members pay registration fees.

No other related party transactions exist that require disclosure.

13 Cash Flow Information

(a) Reconciliation of cash

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

Cash and cash equivalents

675,450	655,121
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Architects Board of Western Australia

ABN: 79 638 751 988

Notes to the Financial Statements

For the Year Ended 30 June 2018

	2018	2017
	\$	\$
13 Cash Flow Information (continued)		
(b) Reconciliation of result for the year to cashflows from operating activities		
Reconciliation of net surplus to net cash provided by operating activities:		
Surplus for the year	25,056	43,894
Non-cash flows in surplus:		
- depreciation	4,039	5,720
Changes in assets and liabilities:		
- (increase)/decrease in other assets	(4,572)	7
- (increase)/decrease in prepayments	(1,552)	-
- increase/(decrease) in income in advance	(235)	235
- increase/(decrease) in trade and other payables	(2,710)	(2,207)
- increase/(decrease) in employee benefits	5,536	3,804
Cashflow from operations	<u>25,562</u>	<u>51,453</u>

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

14 Events Occurring After the Reporting Date

The financial report was authorised for issue on 18 September 2018 by the Board.

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

15 Entity Details

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

16 Segment Reporting

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