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**Architects Registration Board of
Victoria**

Annual Report 2011-2012

Contents:

Chairperson's foreword	3
Registrar's report	4
Letter of Transmittal	5
The ARBV overview	6
Board members, nominating agency and attendance	7
ARBV values and mission	8
Complaints, disciplinary proceedings, investigations, inquiries and outcomes	11
Registrations and APE statistics	14
Disclosure index	15
Operational and budgetary objectives, performance against objectives	17
Employment and conduct principles	18
Occupational health and safety	18
Freedom of Information Act 1982	19
Statement on national competition policy	19
The Whistleblowers Protection Act 2001	19
Availability of further information	19
Reporting on office based environmental impacts	20
Auditor General's Certificate	

Chairperson's Foreword:

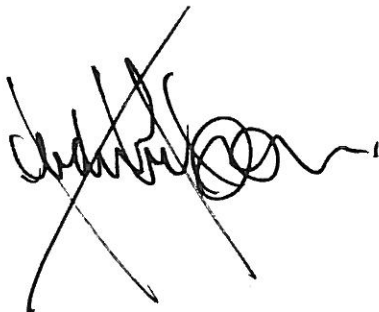
The Board has performed well over the previous year against a backdrop of changes and challenges. The core tasks of the Board in respect processing the registration of architects and maintaining registration have been carried out scrupulously and efficiently.

The numbers of candidates applying for registration have steadily increased over the years and this has challenged the resources of the Board. Similarly the rising costs associated with assessing complaints and legislative breaches have also put pressure on resources requiring careful and prudent management of the Board finances. To address what will be ongoing pressures, the Board is considering raising the annual registration fee to ensure it can fulfil its legislated responsibilities.

The Board is subject to a regular rotation of its membership through the selections of the various nominating bodies. As such we see new faces around the Board meetings. This process provides the opportunity for review of representation by the nominating bodies and can help revitalize to the Board. The danger with frequent change though is that corporate memory is sometimes lost. The Board is looking at the nomination process and the period for sitting members to ensure an orderly and effective balance of experience and new blood. The Board thanks the nominating bodies for their attention in proposing candidates for the Board positions.

The Board is also promoting changes to the legislation to incorporate Continuing Professional Development in line with nationwide registration requirements. Other changes to the legislation have also been proposed to make the processes of the Board more efficient and to benefit architects and the public.

As Chairperson of the Board I would like to thank all Board members, the Registrar and staff for their tireless contributions. I would also like to thank all the examiners, tribunal members and others who have offered time and expertise toward the extensive Board activities. I look forward to an active and robust Board in the forthcoming year.

A handwritten signature in black ink, appearing to read 'Andrew Hutson', with a large, stylized flourish extending upwards and to the left.

Andrew Hutson

Chairperson

Registrar's Report:

I am very pleased to report that the massive project begun last year to sort and scan paper records and transferring files to electronic storage has been completed. The compactus has been dismantled and removed, and as far as possible, all communications from the office are now electronic, resulting in a reduction of our paper consumption, our carbon footprint, and costs. This is a considerable achievement on the part of the Board staff.

The numbers of candidates for the Architectural Practice Examination (APE) have continued to grow in Victoria, with an all time national record of 178 candidates in August last year. Finding a venue able to accommodate those numbers has been a challenge, and we are grateful for the professionalism and reliability of the staff at Etihad Stadium. The five yearly Architects Accreditation Council of Australia review of all aspects of the APE has begun with a panel made up of a convenor, an examiner, a registrar and the national convenor. I am the registrar on the panel and am looking forward to contributing to this important review.

A national initiative that all Boards have been working on is the proposal to implement national recognition of registration. This would remove the requirement for architects, companies and partnerships to be registered in more than one jurisdiction under mutual recognition, dispensing with a lot of red tape and reducing costs. In order for this to happen, legislation needs to be amended, and the Board and staff have been working towards this. It will introduce the concept of an Australian architect.

In the office we have been reviewing all of our expenditure with the aim of reducing costs to the Board without compromising the efficiency of our work. We have been able to achieve significant savings by utilising electronic systems and communications, eliminating some costly annual Board expenses, and reducing the costs of the APE, among other things. We need to continue this conservative financial management along with seeking to raise the annual registration fee to make it more in line with that of other jurisdictions.

We are fortunate to have excellent staff here, and enjoy a positive atmosphere in the office. I am grateful to them for their continued professionalism and hard work, and appreciate the support they give me and the Board. We would like to thank the Board for their support, understanding and leadership.

Alison Ivey

Registrar

The Hon Matthew Guy MLC
Minister for Planning
Level 17, 8 Nicholson Street,
Melbourne, VIC 3000

1st August 2012

Dear Minister,

In accordance with the *Financial Management Act 1994* and Section 46 of the *Architects Act 1991*, I am pleased to submit the annual report of the Architects Registration Board of Victoria for the 2011-2012 financial year.

The report reviews the Board's performance in serving the public interest by maintaining the Register of architects, investigation, inquiry and discipline procedures and regulatory requirements of the profession and providing advice for architects and the public.

The report includes a full set of audited financial statements for the period.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Andrew Hutson', with a large, stylized flourish extending from the end of the signature.

Andrew Hutson

Chairperson

THE ARBV OVERVIEW

The Architects Registration Board of Victoria (ARBV) has existed since 1923 when it was established to carry out the duties entrusted to it by the *Architects Registration Act 1922*. The current Board was established under the *Architects Act 1991*. The Act defines the Board's charter and *The Architects Regulations 2004* are made by the Board within the powers of the Act to implement its provisions.

The Architects Registration Board of Victoria is a self-funding statutory authority which has as its primary responsibilities:

- The registration of architects and the approval of companies and partnerships
- investigation of complaints against architects,
- provision of Tribunal inquiry into professional conduct, and
- accreditation of architecture courses.

The Hon. Matthew Guy, Minister for Planning, is the responsible Minister for The Architects Act 1991.

Charter and Purpose:

The present Board was established in The Architects Act 1991 and Architects Regulations 2004.

The main purposes of The Act are to provide for the registration of architects, to provide for the approval of partnerships and companies providing architectural services, to regulate the professional conduct of architects, to provide a procedure for handling complaints against architects, to regulate the use of the terms "architect", "architectural services", "architectural design services" and "architectural design", and to establish the Architects Registration Board of Victoria.

The Architects Registration Board of Victoria aims to perform its duties as empowered under the Act efficiently and effectively, with fairness, impartiality and transparency, embodying the values of the Victorian Public Sector.

The Board administers the registration process and architectural practice examinations, assesses and accredits courses in architecture in association with approved schools of architecture, provides for the annual payment of registration fees and checks compliance with insurance requirements for architects, partnerships and companies. The Board has disciplinary powers, and may cancel or suspend an architect's registration, investigate complaints against architects and constitute a Tribunal to conduct inquiries. The Board is responsible for regulating the professional conduct of architects, approved partnerships and approved companies. There is a responsibility for the Board to publish information relating to the operation of the Board and The Architects Act 1991.

BOARD MEMBERS AND NOMINATING AGENCY

The members of the Board are appointed by Governor in Council in accordance with Section 47 of the Act. The Board is meant to consist of ten people appointed by the Minister from nominations from the Minister for Consumer Affairs, the profession, architecture schools and the building and allied industries.

ARCHITECTS REGISTRATION BOARD MEMBERS 2011-2012	
<p>Mr Andrew Hutson (Chairperson) Nomination: architecture schools Meeting attendance: 10/11</p>	<p>Ms Karen McWilliam Nomination: AIA, until 30/6/12 Meeting attendance: 11/11</p>
<p>Ms Venise Reilly Nomination: building industry Meeting attendance: 10/11</p>	<p>Mrs Jenifer Nicholls Nomination: architects, until 15/11/11 Meeting attendance: 5/5</p>
<p>Mr David Hallett Nomination: architects Meeting attendance: 10/11</p>	<p>Mr David Sainsbery Nomination: architects, from 16/11/11 Meeting attendance: 6/6</p>
<p>Ms Jill Garner Nomination: Minister, Senior Gov. Architect Meeting attendance: 7/11</p>	<p>Ms Vanessa Bleyer Nomination: Minister of Consumer Affairs, until 30/6/12 Meeting attendance: 10/11</p>
<p>Ms Colleen Peterson Nomination: allied industries Meeting attendance: 7/11</p>	<p>Ms Efy Karagiannis Nomination: Minister of Consumer Affairs until 15/11/11 Meeting attendance: 4/5</p>
<p>Ms Bernadine McNamara Nomination: Minister of Consumer Affairs, from 27/3/12 Meeting attendance: 3/3</p>	<p>Vacant position since May 2011 Nomination: building industry</p>

ARBV Core Values

The ARBV strategic plan is developed in the context of the following core values:

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect
- Leadership
- Human rights

ARBV Mission

The Architects Registration Board of Victoria aims to perform its duties as empowered under the Act efficiently and effectively, with fairness, impartiality and transparency, embodying the values of the Victorian Public Sector.

Long term, core objectives:

1. Undertake a regular review of the Architects Act 1991
2. Set standards of professional conduct and practice.
3. Improve stakeholder communications

Goals supporting the long term objectives:

1. Review The Architects Act 1991 with recommendations to the Minister for change.
2. Improve communications via electronic means.
3. Implement a process of mandatory CPD in annual registration.
4. Review accreditation.
5. Raise the annual registration fees.
6. Continue Board appraisal annually and induction as required.
7. Promote good professional practice and conduct.

Progress on each goal 2011-2012

Review of the Act Papers prepared by the Victorian Government Solicitors Office, the Board and staff on each of the issues identified will inform any decision on a review of the Act and Regulations.

Improve communications via electronic means The Board template for e-newsletters has been loaded into Campaign Monitor, and e-news have been distributed in November, April and May. Feedback has been positive.

Implement a process of mandatory CPD in annual registration ARBV is progressing this issue as part of government consideration of CPD for the building industry including Architects.

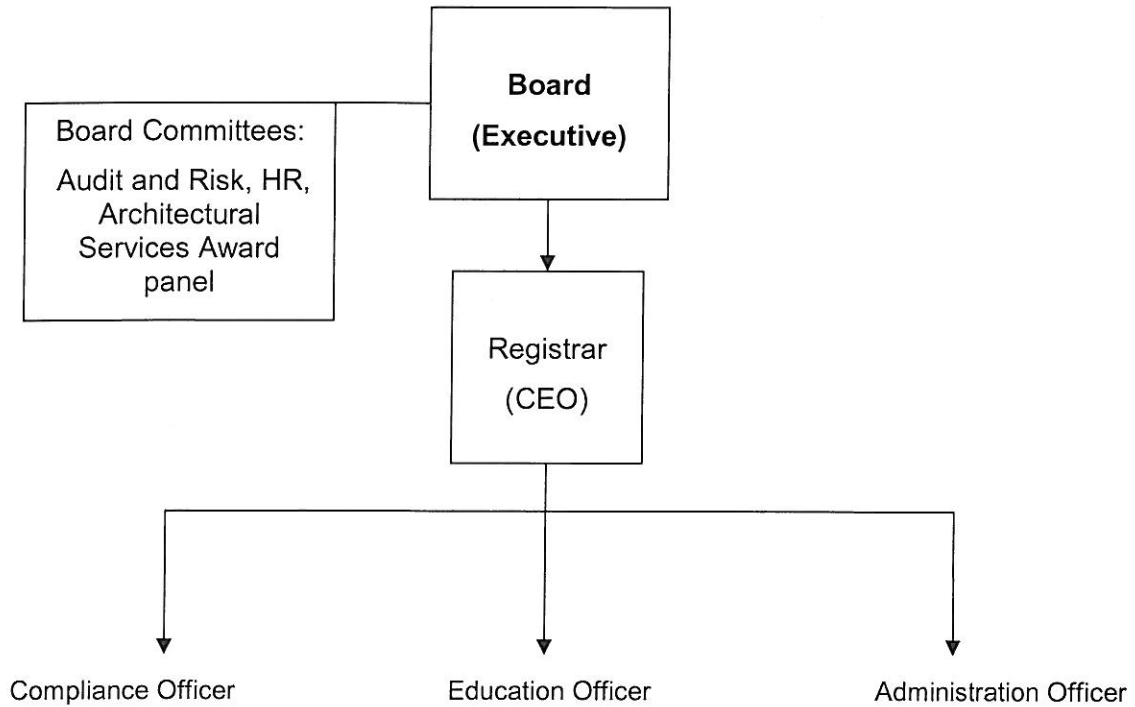
Review accreditation The Board continues to work with the Architects Accreditation Council of Australia to achieve this goal.

Raise the annual registration fees Cost recovery analysis has been undertaken which will enable consideration to be given to setting fees at an appropriate level to meet rising operational and legal costs, and implement the Board's financial reserves policy.

Continue Board appraisal annually and induction as required The Board's appraisal model has been implemented. New Board members receive the induction pack and have an hour's briefing from the Compliance officer and Registrar.

Promote good professional practice and conduct The Architectural Services Award (ASA) continued in 2011. The winner was Allan Willingham. Professional practice awards were given to three recipients at the Certificate Conferring Ceremony in 2011. The Board continued its support of Melbourne Open House as one of the sponsors of the Speaker Series. A donation was made to Sacred Spaces.

ARBV Organizational Chart



Other allied bodies & groups:

- Architects Tribunal Panel
- Examiners

The Audit and Risk Committee has an independent chairperson, Rob Dickens, Executive Director, State Revenue Office. Board members on the committee are Vanessa Bleyer, Venise Reilly and Efy Karagiannis until 15/11/11, replaced by David Sainsbery.

The Human Resources committee is chaired by Andrew Hutson. Other Board members are Jenifer Nicholls until 15/11/11, and Vanessa Bleyer.

COMPLIANCE WITH THE ARCHITECTS ACT 1991

The purpose of the *Architects Act 1991* is consumer protection. The Act:

- controls the title “architect” so consumers can be confident that a person so described actually is an architect;
- requires practising architects to have compliant professional indemnity insurance;
- regulates the professional conduct of architects and provides for investigations and inquiries into the professional conduct of architects.

Administration of compliance measures is carried out by the Compliance Officer. This involves investigative and legal services, provision of hearing space, and other administrative costs.

Offences against the Act – Title Breaches

Section 46 (k) of the Architects Act 1991 enables the Board “to investigate and take proceedings for offences against [the] Act”. The Act (Sections 4, 5, 6, 7 & 8) controls the title of “architect”, as well as the expressions “architectural services”, “architectural design services” and “architectural design” in certain contexts. It also contains more general provisions preventing persons who are not architects from “holding out” as architects.

The Board investigates allegations of misuse of the title, as well as undertaking investigations on its own behalf. In the reporting period, 31 complaints of breaches of the Act were received, in addition to numerous telephone enquiries regarding registration status of individuals and firms.

If after investigation it appears that there is or has been a breach of the Act, a letter from the Board requiring compliance is sent, and normally this is sufficient to achieve compliance with the Act. In cases where this purpose is not achieved, the matter is referred for legal advice regarding prosecution in the Magistrates Court.

During this reporting period, 19 letters of compliance were issued either to a person or firm representing themselves as an architect or using the protected terms, or to media outlets such as newspapers and magazines that have published the protected words in relation to persons or firms not registered or approved by the Board.

Three prosecutions were completed during the reporting period (*see below*). Five matters have been referred for prosecution.

Title breach actions - summary

	2009 - 2010	2010 - 2011	2011 - 2012
<i>Number of Title breach investigations</i>	24	29	31
<i>Number of letters of compliance issued</i>	19	21	26
<i>Number of referrals for advice re prosecution</i>	2	9	5
<i>Number of completed prosecutions</i>	1	2	3

Compliance with Professional Indemnity Insurance requirements

The Act (Section 8B and 8C) requires practising architects to have professional indemnity insurance that complies with requirements set out in the *Architects Insurance Ministerial Order*. Practising architects are required to provide proof to the Board that they hold such insurance. The Board monitors compliance with this requirement and may suspend the registration of architects who fail to comply.

During 2011-2012 the Board introduced software to automatically monitor compliance and issue reminders to architects when their insurance expiry date is approaching.

Complaints against Architects

The Act (Section 18) provides that the Board, on its own initiative or the complaint of any person, may determine whether an inquiry into an architect's fitness to practise or professional conduct should be held. The professional conduct of architects is governed by the *Architects Regulations 2004*.

Each year the Board receives enquiries related to the services of architects. In many cases, the caller is seeking information or clarification of rights and responsibilities, normal practice and reasonable expectations of architects; generally not wishing to make a complaint. Callers are assisted as far as possible with information or referred to Board publications and other relevant sources. Some callers are seeking information about or clarification of the disciplinary provisions of the Act and Regulations. Other callers require information about complaint procedures and a complaint form, so they are able to make a formal complaint if they wish to do so.

Complaints must be in writing and include a completed official complaint form, which is available from the Board. All complaints are carefully reviewed using documentation supplied by the complainant and architect and further investigation conducted where necessary.

If after reviewing a complaint the Board decides that there are grounds for further inquiry, it refers the matter to a separate body called the Architects Tribunal. The Tribunal operates independently of the Board.

If the Architects Tribunal finds allegations against an architect proved, the Board is required to enforce the Determinations made by the Tribunal. The Act provides for application to be made to the Victorian Civil and Administrative Tribunal for review of a Determination made at an inquiry.

The Act also provides for application to be made to the Victorian Civil and Administrative Tribunal for review of a decision by the Board not to refer a complaint to inquiry.

Architects Tribunals

In accordance with the requirements of the Act, a Panel of persons qualified to serve as Architects Tribunal Panel members has been appointed by the Minister.

Bruce Allen, Margaret Pitt, Peter McEwan, John Permewan, Tony Mussen, Alan Synman, Peter Haworth, Maggie Edmond, Sally Angell, Renee Gorenstein, Nicole Feeney, Ian Cunliffe, Drago Dragojlovic, Tony Hinz, Shirley Rooney, Michael Ryan, Les Schwarz, Mark Yorston, Heather Howes, Bronwyn Naylor, Peter Harkness.

Membership of Tribunal

- (1) A Tribunal must consist of—
 - (a) one person who is a practising architect; and
 - (b) one person who is not an architect; and
 - (c) one person who is a representative of consumer interests.
- (2) The members of a Tribunal must be chosen from a panel of persons appointed by the Minister under section 21A.
- (3) A member of the Board cannot be a member of a Tribunal.
- (4) At least one member of a Tribunal is to be a person with legal experience and knowledge.
- (5) A Tribunal must elect one of its members to be the Chairperson of the Tribunal.

Number of Complaints & Architects Tribunal Inquiries

The incidence of complaints, as well as the proportion of complaints resulting in Tribunal inquiry, bears favourable comparison with the number of architects registered in Victoria (of whom approximately 3,400 are in practice).

The Board received 10 formal complaints. Of those 10 complaints, the Board did not find grounds for referral to inquiry in 9 cases; and 1 complaint is still under review. It was noted that a number of the complaints received by the Board this year have been more complex than usual.

4 Architects Tribunal inquiries were held during the reporting period.

	<i>2009 - 2010</i>	<i>2010 - 2011</i>	<i>2011 - 2012</i>
<i>Number of formal complaints received</i>	5	13	10
<i>Complaint reviews pending</i>	0	0	1
<i>Number of complaints referred to Tribunal</i>	1	3	0
<i>Number of Tribunal inquiries completed</i>	1	1	4

Registrations and Architectural Practice Examination Statistics

NEW REGISTRATIONS	2007-08	2008-09	2009-10	2010-11	2011-12
Female	76	98	61	77	122
Male	177	180	117	192	194
Total	253	278	178	269	316
Company / Partnerships	38	91	52	68	58

Total on Register	3527	4003	4185	4309	4513
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	2008-09	2009-10	2010-11	2011-12
Total on Register as at 30/06				
Retired	182	204	219	217
Non-Practising	645	667	694	766
Practising	3056	3200	3290	3435
Non-Practising Exempt	96	90	90	90
Practising Exempt	24	24	16	5
Company / Partnership	765	788	828	863

APE (Part 3)	2007-08	2008-09	2009-10	2010-11	2011-12
Number of Candidates	210	224	230	224	290
Number of Pass	187	196	204	203	257
Number of Fail	23	28	26	21	33
Female	66	83	79	93	126
Male	144	141	151	131	164

DISCLOSURE INDEX

The Annual Report of the Architects Registration Board of Victoria is prepared in accordance with all relevant Victorian legislation. This index has been prepared to facilitate identification of our compliance with statutory disclosure requirements.

Legislation	Requirement	Page reference
Charter and Purpose		
FRD 22B	Manner of establishment and responsible Minister	6
FRD 22B	Objectives and functions	6
Management and Structure		
FRD 22B	Organisational structure	10
Financial and other information		
FRD 10	Disclosure index	15
FRD 12A	Disclosure of major contracts	
FRD 22B, SD4.2(k)	Operational and budgetary objectives and performance against objectives	
FRD 22B	Employment and conduct principles	18
FRD 22B	Occupational safety and health policy	18
FRD 22B	Summary of financial results for the year	
FRD 22B	Significant changes in financial position during the year	
FRD 22B	Major changes or factors affecting performance	
FRD 22B	Application and operation of the FOI Act	19
FRD 22B	Statement on National Competition Policy	19
FRD 22B	Application and operation of the Whistleblowers Protection Act 2001	19
FRD 22B	Details of consultancies over \$100,000	
FRD 22B	Details of consultancies under \$100,00	
FRD 22B	Statement of availability of other information	19
FRD 22B	Reporting on office based environmental impacts	20
FRD 24C	Victorian Industry Participation Policy disclosures	20
FRD 25	Workforce data disclosures	
FRD 29	Risk management compliance attestation	
SD 4.5.5	General information requirements	
SD 4.2(g)	Sign off requirements	
SD 4.2(j)		
Legislation		
	Freedom of Information Act 1982	19
	Building Act 1993	20
	Whistleblowers Protection Act 2001	19

	Victorian Industry Participation Policy Act 2003	20
	Financial Management Act 1994	21
	Multicultural Victoria Act 2004	20
Financial statements required under Part 7 of the FMA		
SD4.2(a)	Statement of changes in equity	
SD4.2(b)	Operating statement	
SD4.2(b)	Balance sheet	
SD4.2(b)	Cash flow statement	
Other requirements under Standing Directions 4.2		
SD4.2(c)	Compliance with Australian accounting standards and other authoritative pronouncements	21
SD4.2(c)	Compliance with Ministerial Directions	21
SD4.2(d)	Rounding of amounts	
SD4.2(c)	Accountable officer's declaration	21
SD4.2(f)	Compliance with model financial report	21
Disclosures required by FRDs in notes to financial statements		
FRD 9A	Disclosure of administered assets and liabilities (voluntary)	
FRD 11	Disclosure of ex gratia payments	
FRD 21A	Responsible person and executive officer disclosures	21
FRD 102	Inventories	
FRD 103D	Non-current physical assets	
FRD 104	Foreign currency	
FRD 106	Impairment of assets	
FRD 109	Intangible assets	
FRD 107	Investment properties	
FRD 110	Cash flow statement	
FRD 112B	Defined benefit superannuation obligations	
FRD 114A	Financial Instruments – general government entities and public non-financial corporations	
FRD 119	Contributions by owners	

The ARBV has entered into no consultancies over \$100,000 or major contracts over \$10,000,000.

Operational and budgetary objectives and performance against objectives

<p><u>Goal 1</u> Review of the Act</p>	<p>Main tasks: 1 review Act 2 recommendations 3 Minister's briefing 4 liaise with DPCD 5 get bill passed</p>	<p>Strategy: VGSO briefed and provided papers for Board consideration</p>	<p>Actions: All briefing papers and VGSO advice provided to DPCD end 2011</p>
<p><u>Goal 2</u> Improve Communications</p>	<p>Main tasks: 1 define requirements 2 identify media 3 identify audience & key messages</p>	<p>Strategy: Set up a working group to address this</p>	<p>Actions: Working group set up Style guide reviewed E newsletter produced.</p>
<p><u>Goal 3</u> Mandatory CPD</p>	<p>Main tasks: 1 implement via goal one or other means 2 communications 3 lobbying</p>	<p>Strategy: Incorporate in Goal 1.</p>	<p>Actions: The DPCD is managing this process.</p>
<p><u>Goal 4</u> Review accreditation</p>	<p>Main tasks: 1 engage in review 2 investigate Board, AIA & AACA roles & responsibilities</p>	<p>Strategy: Input to AACA Review</p>	<p>Actions: AACA representative reported in November 2011 to the Board.</p>

<u>Goal 5</u> Board appraisal	Main tasks: 1 identify VPS requirements 2 choose methods 3 get agreement 4 implement	Strategy: Research other jurisdictions' practices	Actions: Appraisal process approved and adopted.
Goal 6 Promote Good Professional Practice and Conduct.	Main tasks: 1 Professional Practice Awards 2. Architectural Services Award	Strategy: ASA working group for 2011	Actions: ASA working group meetings held. Award winners identified, presented December 2011

EMPLOYMENT AND CONDUCT PRINCIPLES

The ARBV is committed to applying merit and equity principles when appointing staff. The selection processes ensure that applicants are assessed and evaluated fairly and equitably on the basis of key selection criteria and other accountabilities without discrimination.

OCCUPATIONAL HEALTH AND SAFETY POLICY

The ARBV has continued its commitment to OH&S compliance as well as general staff health and wellbeing. An O.H&S policy is included in the employment manual, adopted by the Board after staff consultation. There is a first aid kit in the office, a record book for accidents and injuries at work, and staff meetings regularly assess workplace safety. O H & S procedures include:

- vaccinations for influenza are paid for by the ARBV
- Cash and cheques are picked up by courier instead of staff members delivering them in person to the bank.
- Times when staff are alone in the office are kept to a minimum.
- staff are encouraged to monitor their sedentary hours, regularly move around the office, and practise yoga exercises.
- staff are encouraged to use sick leave when ill, and are required to take annual leave entitlements.

Job satisfaction levels are monitored as part of the annual appraisal cycle, and recorded for the financial year as higher than previously, with some staff reporting their satisfaction in the "high" category.

The Administration Officer has completed the five day VECCI O.H & S training.

FREEDOM OF INFORMATION ACT 1982

The Freedom of Information Act 1982 allows public access to documents held by the ARBV. There was 1 FOI application processed in the reporting period.

The FOI Officer is the Compliance Officer, and if required the Registrar reviews FOI decisions.

STATEMENT ON NATIONAL COMPETITION POLICY

Competitive neutrality seeks to enable fair competition between government and private sector businesses. The ARBV continues to implement and apply this principle in its business undertakings.

THE WHISTLEBLOWERS PROTECTION ACT 2001

The *Whistleblowers Protection Act 2001* (the Act) commenced operation on 1 January 2002. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to whistleblowers who make disclosures in accordance with the Act, and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

No disclosures were made under the Act during the reporting period. Disclosures may be made to the Compliance Officer, the Registrar, or the Chairperson of the Board.

A disclosure about improper conduct or detrimental action by the ARBV or its employees, may also be made directly to the Ombudsman:

The Ombudsman Victoria
Level 22, 459 Collins Street
Melbourne Victoria 3000
(DX 210174)

Internet: www.ombudsman.vic.gov.au

Email: ombudvic@ombudsman.vic.gov.au

AVAILABILITY OF FURTHER INFORMATION

Information relevant to Financial Reporting Direction 22B of the *Financial Management Act 1994* is held at the ARBV's office and is available on request subject to the *Freedom of Information Act 1982*.

STATUTORY COMPLIANCE

The ARBV attests that it is compliant with the *Victorian Industry Participation Policy Act 2003*, the *Multicultural Victoria Act 2004* and the *Building Act 1993*.

The landlord is asked to provide assurance of the building's compliance with The Building Act 1993 each year.

REPORTING ON OFFICE BASED ENVIRONMENTAL IMPACTS

Used printer cartridges are disposed of via Planet Ark.

Recycled paper is always used, and waste paper is binned for recycling. Carbon offsets are purchased with all air tickets. The tinting of the windows has reduced some of the need for air conditioning.

Secure bins are used to dispose of confidential documents, which are collected regularly.

The ARBV office has transferred the majority of paper records to electronic storage in the cloud and on off site servers. The compactus has been removed.

Parking fees in parking buildings are no longer a claimable expense for examiners to encourage the use of public transport.

DISABILITY ACTION PLAN

The Compliance Officer attended a training session from the Office of Disability on this and has developed a plan which staff have considered, and it has been approved by the Board.

INDEPENDENT AUDITOR'S REPORT

To the Members of Architects Registration Board of Victoria

The Financial Report

The accompanying financial report for the year ended 30 June 2012 of the Architects Registration Board of Victoria which comprises the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information, and the accountable officer's and responsible body's declaration has been audited.

The Board's Responsibility for the Financial Report

The Board of the Architects Registration Board of Victoria are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, and the financial reporting requirements of the *Financial Management Act 1994*, and for such internal control as the Board determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

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

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

Independent Auditor's Report (continued)

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Architects Registration Board of Victoria as at 30 June 2012 and of its financial performance and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Financial Management Act 1994*.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the financial report of the Architects Registration Board of Victoria for the year ended 30 June 2012 included both in the Architects Registration Board of Victoria's annual report and on the website. The Board of the Architects Registration Board of Victoria is responsible for the integrity of the Architects Registration Board of Victoria's website. I have not been engaged to report on the integrity of the Architects Registration Board of Victoria's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in the website version of the financial report.

MELBOURNE
30 October 2012



D D R Pearson
Auditor-General

Financial Statements and Certification

Statement by the Architects Registration Board of Victoria for the year ended 30 June 2012

Accountable Officer's and Responsible Body's Declaration

The attached financial statements for the Architects Registration Board of Victoria have been prepared in accordance with Standing Directions 4.2 of the Financial Management Act 1994, applicable Financial Reporting Directions, Australian Accounting Standards including interpretations, and other mandatory professional reporting requirements.

We further state that in our opinion the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes, presents fairly the financial transactions during the year ended 30th June 2012 and financial position of the Board at 30th June 2012.

At the time of signing we are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

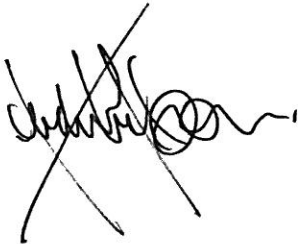
We authorise the attached financial statements for issue on the 26th October 2012.



Accountable Officer

Alison Ivey

Registrar



Chairperson of the Board

Andrew Hutson

Dated this 26th day of October 2012.

Statement by the Architects Registration Board of Victoria for the year ended 30 June 2012

Accountable Officer's and Responsible Body's Declaration

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We authorise the attached financial statements for issue on 26th October 2012.



Accountable Officer

Alison Ivey

Registrar



Chairperson of the Board

Andrew Hutson

Dated this 26th day of October 2012.

**Comprehensive Operating Statement
for the financial year ended 30 June 2012**

	Notes	2012 \$	2011 \$
Continuing operations			
Income from transactions			
Revenue from continuing operations	2	<u>1,274,197</u>	<u>1,100,743</u>
Total income from transactions		<u>1,274,197</u>	<u>1,100,743</u>
Expenses from transactions			
Application for registration		3,543	16,930
Annual registration		13,926	13,694
Employee expenses		324,710	315,764
Professional services		282,895	275,371
Administration	3a	166,137	218,455
Registration examinations		182,663	141,419
Occupancy		150,047	145,064
Postage, printing & stationery		18,582	27,612
Depreciation and amortisation		42,366	53,313
Boyd Foundation grant	3b	50,000	50,000
Sponsorships and Donations	3b	<u>2,250</u>	<u>12,000</u>
Total expenses from transactions		<u>1,237,119</u>	<u>1,269,622</u>
Net result from transactions (net operating balance)		<u>37,078</u>	<u>(168,879)</u>
Comprehensive result		<u>37,078</u>	<u>(168,879)</u>

The comprehensive operating statement should be read in conjunction with the accompanying notes.

Balance Sheet
as at 30 June 2012

	Notes	2012 \$	2011 \$
Assets			
Financial assets			
Cash and Cash Equivalents	4	808,726	662,036
Receivables	5	<u>56,453</u>	<u>58,609</u>
Total financial assets		<u>865,179</u>	<u>720,645</u>
Non-financial assets			
Prepayments		16,524	17,229
Plant and equipment	6	<u>38,700</u>	<u>85,345</u>
Total non-financial assets		<u>53,566</u>	<u>102,574</u>
Total assets		<u>920,403</u>	<u>823,219</u>
Liabilities			
Annual Registration Fees received in Advance		608,502	587,716
Payables	7a	268,874	237,009
Provisions	7b	<u>55,932</u>	<u>48,477</u>
Total liabilities		<u>933,308</u>	<u>873,202</u>
Net assets		<u>(12,905)</u>	<u>(49,983)</u>
Equity			
Contributed Capital	8	221,718	221,718
Retained Surplus / (Accumulated Losses)	9	<u>(234,623)</u>	<u>(271,701)</u>
Total Equity		<u>(12,905)</u>	<u>(49,983)</u>

The balance sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity
for the financial year ended 30 June
2012

	<i>Notes</i>	<i>Accumulated Surplus</i>	<i>Contributions by Owner</i>	<i>Total</i>
Balance at 1 July 2010		(102,822)	221,718	118,896
Net result for the year		(168,879)	0	(168,879)
Balance at 30 June 2011		(271,701)	221,718	(49,983)
Net result for the year		37,078	0	37,078
Balance at 30 June 2012		(234,623)	221,718	(12,905)

The statement of changes in equity should be read in conjunction with the accompanying notes.

Cash Flow Statement
for the financial year ended 30 June 2012

	Notes	2012 \$	2011 \$
		Inflows (Outflows)	Inflows (Outflows)
Cashflows from operating activities			
Receipts:			
Interest		22,741	19,357
Receipts from Subscribers and Sundry Income		1,345,177	1,295,096
Total receipts		<u>1,367,918</u>	<u>1,314,453</u>
Payments:			
Payments to Suppliers and Employees		(1,218,961)	(1,233,803)
Total payments		<u>(1,218,961)</u>	<u>(1,233,803)</u>
Net cash from / (used in) operating activities	10(b)	<u>148,957</u>	<u>80,650</u>
Cashflows from investing activities:			
Receipts from Sales of Fixed Assets		273	0
Payments for Plant & Equipment		(2,539)	(2,613)
Net cash from / (used in) investing activities		<u>(2,266)</u>	<u>(2,613)</u>
Net increase (decrease) in Cash and cash equivalents		146,691	78,037
Cash and cash equivalents at beginning of financial year		<u>662,036</u>	<u>583,999</u>
Cash and cash equivalents at end of financial year	10(a)	<u>808,726</u>	<u>662,036</u>

The above cash flow statement should be read in conjunction with the accompanying notes.

Notes to the financial statements

For the financial year ended 30 June 2012

Note 1. Summary of Significant Accounting Policies

These annual financial statements represent the audited general purpose financial statements for the Architects Registration Board of Victoria (ARBV) for the period ending 30 June 2012. The purpose of the report is to provide users with information about the ARBV's stewardship of resources entrusted to it.

(a) Statement of Compliance

These general purpose financial statements have been prepared in accordance with the Financial Management Act 1994 (FMA) and applicable Australian Accounting Standards (AAS) which include Interpretations, issued by the Australian Accounting Standards Board (AASB). In particular, they are presented in a manner consistent with the requirements of the AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

Where appropriate, those AAS paragraphs applicable to not-for-profit entities have been applied.

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

To gain a better understanding of the terminology used in this report, a glossary of terms and style conventions can be found in Note 19.

(b) Basis of Accounting Preparation and Measurement

The accrual basis of accounting has been applied in the preparation of these financial statements whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AASs that have significant effects on the financial statements and estimates relate to

- assumptions for employee benefit provisions based on likely tenure of existing staff, patterns of leave claims, future salary movements and future discount rates.

These financial statements are presented in Australian dollars, and prepared in accordance with the historical cost convention.

Going concern basis of accounting preparation

The financial statements for the year ended 30 June 2012 have been prepared on a going concern basis despite the presence of negative net assets. The Board believes that the going concern basis of preparation is appropriate after preparing a cash flow forecast that indicates that the ARBV will be in a position to meet its operating costs for at least 12 months from the date of this report.

Note 1. Summary of Significant Accounting Policies (continued)

Going concern basis of accounting preparation (continued)

To strengthen the ongoing financial position of the entity, the Board has sought government support to increase annual registration fees in accordance with the Department of Treasury and Finance, Cost Recovery Guidelines to a level which ensures the board is able to continue to carry out all its statutory obligations. The Board is also in discussion with the Department of Planning and Community Development regarding payments to the department for the Boyd Foundation Grant which have not been finalised at balance date.

Reporting entity

The financial statements cover the ARBV as an individual reporting entity.

Its principal address is:

The Architects Registration Board of Victoria

Level 7, 372 Albert Street

East Melbourne VIC 3002

(c) Scope and presentation of financial statements

Comprehensive operating statement

Income and expenses in the comprehensive operating statement are classified according to whether or not they arise from 'transactions' or 'other economic flows'. This classification is consistent with the whole of government reporting format and is allowed under AASB 101 Presentation of financial statements.

'Transactions' and 'other economic flows' are defined by the Australian system of government finance statistics: concepts, sources and methods 2005 Cat. No. 5514.0 published by the Australian Bureau of Statistics.

'Transactions' are those economic flows that are considered to arise as a result of policy decisions, usually interactions between two entities by mutual agreement. Transactions also include flows within an entity, such as depreciation where the owner is simultaneously acting as the owner of the depreciating asset and as the consumer of the service provided by the asset. Taxation is regarded as mutually agreed interactions between the Government and taxpayers. Transactions can be in kind (e.g. assets provided/given free of charge or for nominal consideration) or where the final consideration is cash.

'Other economic flows' are changes arising from market re-measurements. They include:

- gains and losses from disposals, revaluations and impairments of non-financial physical and intangible assets;
- actuarial gains and losses arising from defined benefit superannuation plans;
- fair value changes of financial instruments and agricultural assets; and
- depletion of natural assets (non-produced) from their use or removal.

The net result is equivalent to profit or loss derived in accordance with AASs.

Balance sheet

Assets and liabilities are presented in liquidity order with assets aggregated into financial assets and non-financial assets.

Current and non-current assets and liabilities (non-current being those assets or liabilities expected to be recovered or settled in more than 12 months) are disclosed in the notes, where relevant.

Cash flow statement

Cash flows are classified according to whether or not they arise from operating, investing, or financing activities. This classification is consistent with requirements under AASB 107 Statement of cash flows.

Statement of changes in equity

The statement of changes in equity presents reconciliations of non-owner and owner changes in equity from opening balance at the beginning of the reporting period to the closing balance at the end of the reporting period. It also shows separately changes due to amounts recognised in the 'Comprehensive result' and amounts recognised in 'Other economic flows-other movements in equity' related to 'Transactions with owners in its capacity as owner'.

Rounding

Amounts in the financial statements (including the notes) have been rounded to the nearest dollar, unless otherwise stated.

Note 1. Summary of Significant Accounting Policies (continued)

(d) Financial Assets

Cash and Deposits

Cash and deposits including cash equivalents, comprise cash on hand and cash at bank, deposits at call and those highly liquid investments with an original maturity of three months or less, which are held for the purpose of meeting short term cash commitments rather than for investment purposes, and which are readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value

Receivables

Receivables consist of:

- contractual receivables, which include mainly debtors in relation to goods and services, loans to third parties, accrued investment income; and
- statutory receivables, which include predominantly amounts owing from the Federal Government GST input tax credits recoverable. Receivables that are contractual are classified as financial instruments. Statutory receivables are not classified as financial instruments.

Contractual receivables are classified as financial instruments and categorised as loans and receivables (refer to Note 14 for recognition and measurement). Statutory receivables, are recognised and measured similarly to contractual receivables (except for impairment), but are not classified as financial instruments because they do not arise from a contract.

Receivables are subject to impairment testing as described below. A provision for doubtful receivables is recognised when there is objective evidence that the debts may not be collected, and bad debts are written off when identified.

Impairment of Financial Assets

At the end of each reporting period, the ARBV assesses whether there is objective evidence that a financial asset or group of financial assets is impaired. All financial instrument assets, except those measured at fair value through profit or loss, are subject to annual review for impairment.

Receivables are assessed for bad and doubtful debts on a regular basis. Those bad debts considered as written off by mutual consent are classified as a transaction expense. Bad debts not written off by mutual consent and the allowance for doubtful receivables are classified as other economic flows in the net result.

The amount of the allowance is the difference between the financial asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. In assessing impairment of statutory (non-contractual) financial assets, which are not financial instruments, professional judgement is applied in assessing materiality using estimates, averages and other computational methods in accordance with AASB 136 Impairment of Assets.

Note 1. Summary of Significant Accounting Policies (continued)

(e) Other Financial Assets

Other financial assets are recognised and derecognised on trade date where purchase or sale of an investment is under a contract whose terms require delivery of the investments within the timeframe established by the market concerned, and are initially measured at fair value, net of transaction costs. Other financial assets are classified between current and non current assets based on the ARBV Management's intention at balance date with respect to the timing of disposal of each asset.

The ARBV classifies its other financial assets as at fair value through profit or loss, loans and receivables, held-to-maturity investments, and available for sale. They are initially stated at fair value. This classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition.

The ARBV assesses at each balance sheet date whether a financial asset or group of financial assets is impaired.

(f) Other non-financial Assets

Prepayments

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Property , Plant and Equipment

All non-financial physical assets, are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Where an asset is acquired for no or nominal cost, the cost is its fair value at the date of acquisition.

Revaluation of Non-Financial Physical Assets

Non-current physical assets are measured at fair value on a cyclical basis, in accordance with the Financial Reporting Directions (FRDs) issued by the Minister for Finance. A full revaluation normally occurs every five years, based upon the asset's government purpose classification but may occur more frequently if fair value assessments indicate material changes in values. Any interim revaluations are determined in accordance with the requirements of the FRDs.

Revaluation increases or decreases arise from differences between an asset's carrying value and fair value.

Net revaluation increases (where the carrying amount of a class of assets is increased as a result of a revaluation) are recognised in 'Other economic flows – other movements in equity', and accumulated in equity under the asset revaluation surplus. However, the net revaluation increase is recognised in the net result to the extent that it reverses a net revaluation decrease in respect of the same class of property, plant and equipment previously recognised as an expense (other economic flows) in the net result.

Net revaluation decreases are recognised in 'Other economic flows – other movements in equity' to the extent that a credit balance exists in the asset revaluation surplus in respect of the same class of property, plant and equipment. Otherwise, the net revaluation decreases are recognised immediately as other economic flows in the net result. The net revaluation decrease recognised in 'Other economic flows – other movements in equity' reduces the amount accumulated in equity under the asset revaluation surplus.

Revaluation increases and decreases relating to individual assets within a class of property, plant and equipment, are offset against one another within that class but are not offset in respect of assets in different classes. Any asset revaluation surplus is not normally transferred to accumulated funds on derecognition of the relevant asset.

Note 1. Summary of Significant Accounting Policies (continued)

(g) Liabilities

Payables

Payables consist of:

- contractual payables, such as accounts payable, and unearned income. Accounts payable represent liabilities for goods and services provided to the ARBV prior to the end of the financial year that are unpaid, and arise when the ARBV becomes obliged to make future payments in respect of the purchase of those goods and services; and
 - statutory payables, such as goods and services tax and PAYG withholding tax.
- Contractual payables are classified as financial instruments and categorised as financial liabilities at amortised cost. Statutory payables are recognised and measured similarly to contractual payables, but are not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from a contract. Terms of settlement are generally 30 days from date of invoice.

Provisions

Provisions are recognised when the ARBV has a present obligation, the future sacrifice of economic benefits is probable, and the amount of the provision can be measured reliably

The amount recognised as a liability is the best estimate of the consideration required to settle the present obligation at reporting period, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows, using discount rate that reflects the time value of money and risks specific to the provision.

When some or all of the economic benefits required to settle a provision are expected to be received from a third party, the receivable is recognised as an asset if it is virtually certain that recovery will be received and the amount of the receivable can be measured reliably

Employee Benefits

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered to the reporting date.

(i) Wages and Salaries and Annual Leave

Liabilities for wages and salaries, including non monetary benefits and annual leave are recognised in the provision for employee benefits, classified as current liabilities. Those liabilities which are expected to be settled within 12 months of the reporting period, are measured at their nominal values.

Those liabilities that are not expected to be settled within 12 months are also recognised in the provision for employee benefits as current liabilities, but are measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

(ii) Long Service Leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Unconditional LSL is disclosed in the notes to the financial statements as a current liability, even where the ARBV does not expect to settle the liability within 12 months because it will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months.

Note 1. Summary of Significant Accounting Policies (continued)

Provisions (continued)

The components of this current LSL liability are measured at:

- nominal value-component that the ARBV expects to settle within 12 months; and
- present value-component that the ARBV does not expect to settle within 12 months.

Conditional LSL is disclosed as a non-current liability. There is an unconditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value. Any gain or loss following revaluation of the present value of non-current LSL liability is recognised as a transaction, except to the extent that a gain or loss arises due to changes in bond interest rates for which it is then recognised as an 'other economic flow'

(iii) Termination benefits

Termination benefits are payable when employment is terminated before the normal retirement date, or when an employee accepts voluntary redundancy in exchange for these benefits. The ARBV recognises termination benefits when it is demonstrably committed to either terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after the end of the reporting period are discounted to present value.

(iv) Employee benefits on-costs

Employee benefits on-costs (payroll tax, workers compensation, superannuation) are recognised separately from provision for employee benefits.

(h) Income from Transactions

Income is recognised to the extent that it is probable that the economic benefits will flow to the entity and the income can be reliably measured at fair value.

Revenue is recognised in accordance with AASB 118 *Revenue* and is recognised as to the extent it is earned. Unearned income at reporting date is reported as income received in advance.

Amounts disclosed as revenue are, where applicable, net of returns, allowances and duties and taxes.

Revenues from registration fees and sundry income are recognised when they are earned.

Registration fees received relating to the following year are recognised as fees received in advance at year end, as the service has not yet been provided.

Any fee revenue relating to periods beyond the current financial year in accordance with the above revenue recognition policies are carried forward in the Balance Sheet as Unearned Fees as a Current Liability.

Interest

Interest includes interest received on deposits and other investments and the unwinding over time of the discount on financial assets. Interest income is recognised using the effective interest method which allocates the interest over the relevant period.

Interest income on investments and cash holdings are recognised as they accrue.

Note 1. Summary of Significant Accounting Policies (continued)

(i) Expenses from Transactions

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

Employee expenses

These expenses include all costs related to employment (other than superannuation which is accounted for separately) including wages and salaries, fringe benefits tax, leave entitlements, redundancy payments and WorkCover premiums.

Superannuation

Defined Contribution Plans

The amount recognised in the comprehensive operating statement is the employer contributions for members in the defined benefit superannuation plans that are paid or payable during the reporting period.

Defined Benefit Plans

The ARBV does not have a defined benefit plan.

The ARBV does not recognise any unfunded defined benefit liability in respect of the superannuation plans because the entity has no legal or constructive obligation to pay future benefits relating to its employees; its only obligation is to pay superannuation contributions as they fall due.

Depreciation and amortisation

All plant and equipment that have finite useful lives are depreciated. Depreciation is generally calculated on a straight-line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life.

Leasehold improvements are depreciated over the period of the lease using the straight-line method. The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period and adjustments made where appropriate.

The following are typical estimated useful lives for the different asset classes for current and prior years.

Asset class	Useful life
Computers	4 Years
Furniture & Fittings	5 – 13 Years
Leasehold Improvements	7 Years

Other operating expenses

Other operating expenses generally represent the day to day running costs incurred in normal operations.

Supplies and services

Supplies and services costs which are recognised as an expense in the reporting period in which they are incurred.

Note 1. Summary of Significant Accounting Policies (continued)

(i) Other economic flows included in the net result

Net Gain/(Loss) on Non-Financial Assets

Net gain/(loss) on non-financial assets includes realised and unrealised gains and losses from as follows:

Revaluations of non-financial physical assets

The revaluation gain/(loss) on financial instruments at fair value excludes dividends or interest earned on financial assets, which is reported as part of income from transactions.

Net Gain/(Loss) on Financial Assets

Net gain/(loss) on financial instruments includes realised and unrealised gains and losses from revaluations of financial instruments that are designated at fair value through profit or loss or held-for-trading, impairment and reversal of impairment for financial instruments at amortised cost, and disposals of financial assets.

Disposal of Non-Financial Assets

Any gain or loss on the disposal of non-financial assets is recognised at the date that of disposal and is determined after deducting from the proceeds the carrying value of the asset at that time.

Impairment of Non-Financial Assets

Intangible assets with indefinite useful lives are tested annually for impairment (i.e. as to whether their carrying value exceeds their recoverable amount, and so require write-downs) and whenever there is an indication that the asset may be impaired. All other assets are assessed annually for indications of impairment, except for:

- financial assets;
- non-current physical assets held for sale.

If there is an indication of impairment, the assets concerned are tested as to whether their carrying value exceeds their possible recoverable amount. Where an asset's carrying value exceeds its recoverable amount, the difference is written off as an expense except to the extent that the write-down can be debited to an asset revaluation reserve amount applicable to that class of asset.

It is deemed that, in the event of the loss or destruction of an asset, the future economic benefits arising from the use of the asset will be replaced unless a specific decision to the contrary has been made. The recoverable amount for most assets is measured at the higher of depreciated replacement cost and fair value less costs to sell. Recoverable amount for assets held primarily to generate net cash inflows is measured at the higher of the present value of future cash flows expected to be obtained from the asset and fair value less costs to sell.

(i) Financial instruments

Financial instruments arise out of contractual agreements that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Due to the nature of the ARBV's activities, certain financial assets and financial liabilities arise under statute rather than a contract. Such financial assets and financial liabilities do not meet the definition of financial instruments in AASB 132 Financial Instruments: Presentation. For example, statutory receivables arising from taxes, fines and penalties do not meet the definition of financial instruments as they do not arise under contract.

Where relevant, for note disclosure purposes, a distinction is made between those financial assets and financial liabilities that meet the definition of financial instruments in accordance with AASB 132 and those that do not.

The following refers to financial instruments unless otherwise stated.

Note 1. Summary of Significant Accounting Policies (continued)

(i) Financial instruments (continued)

Categories of non derivative financial instruments

Receivables

Receivables are financial instrument assets with fixed and determinable payments that are not quoted on an active market. These assets are initially recognised at fair value plus any directly attributable transaction costs.

Available for sale financial assets

Available for sale financial instrument assets are those designated as available for sale or not classified in any other category of financial instrument asset.

Held to maturity financial assets

If the ARBV has the positive intent and ability to hold nominated investments to maturity, then such financial assets may be classified as held to maturity. Held to maturity financial assets are recognised initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition held to maturity financial assets are measured at amortised cost using the effective interest method, less any impairment losses.

Financial assets and liabilities at fair value through profit and loss

Financial instrument liabilities

Financial instrument liabilities are initially recognised on the date they are originated. They are initially measured at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, these financial instruments are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in profit and loss over the period of the interest bearing liability, using the effective interest rate method.

Financial instrument liabilities measured at amortised cost include all of the ARBVs contractual payables, deposits held and advances received, and interest bearing arrangements other than those designated at fair value through profit or loss.

(j) Leases

A lease is a right to use an asset for an agreed period of time in exchange for payment.

The ARBV as lessee

Operating Leases

Operating lease payments, including any contingent rentals, are recognised as an expense in the comprehensive operating statement on a straight line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefits of incentives are recognised as a reduction of rental expense on a straight-line basis, except where another systematic basis is more representative of the time pattern in which economic benefits from the leased asset are consumed.

Leasehold Improvements

The cost of leasehold improvements are capitalised as an asset and depreciated over the remaining term of the lease or the estimated useful life of the improvements, whichever is the shorter.

Note 1. Summary of Significant Accounting Policies (continued)

(k) Income Taxes

Tax effect accounting has not been applied, as the Board is exempt from income tax under Section 50-25 of the Income Tax Assessment Act 1997.

(l) Accounting for the goods and services tax (GST)

Income, expenses and assets are recognised net of the amount of associated GST, except where GST incurred is not recoverable from the Taxation Authority. In this case, the GST payable is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the taxation authority, are presented as operating cash flow.

Commitments and contingent assets and liabilities are also stated inclusive of GST.

(m) Corporate Structure

The ARBV is a statutory body established by the Architects Act 1991 and the Architects Regulation 1994.

(n) Equity

Contributed Capital

Additions to net assets which have been designated as contributions by owners are recognised as contributed capital. Other transfers that are in the nature of contributions or distributions have also been designated as contributions by owners.

Transfers of net assets arising from administrative restructurings are treated as distributions to or contributions by owners. Transfers of net liabilities arising from administrative restructurings are treated as distributions to owners.

Notes to the Financial Statements for the financial year ended 30 June 2012

NOTE 2. Income from transactions

	2012	2011
	\$	\$
Income		
Revenue from fees:		
Annual Registration	878,382	809,930
Entrance, Reinstatement & Certificate	77,596	70,702
Revenue from examinations:		
Examination	242,250	191,750
Interest Received:		
Variable Interest	22,741	19,357
Register Sales	0	327
Sundry Income	316	101
Legal Fees Recovery	<u>52,912</u>	<u>8,576</u>
Total income from transactions	<u>1,274,197</u>	<u>1,100,743</u>

NOTE 3a. Administration expenses

The Administration expenses comprises:

	2012	2011
	\$	\$
Finance and Bank Charges	11,182	11,863
Advertising	3,009	3,949
Travel and Accommodation	12,045	16,666
Awards	9,381	7,589
Service & Maintain Office Equipment	9,324	5,166
IT and Computer Services	49,178	40,540
Other Expenses	6,840	8,345
Loss on disposal of assets	6,546	0
Subscriptions	23,379	20,486
Project - Server and database maintenance and development	35,253	67,414
Project - Awards and Risk Management	<u>0</u>	<u>36,437</u>
Total administration expenses	<u>166,137</u>	<u>218,455</u>

NOTE 3b. Boyd Foundation Grant, Sponsorships and Donations

Boyd Foundation grant	50,000	50,000
Sponsorships and Donations	<u>2,250</u>	<u>12,000</u>
	<u>52,250</u>	<u>62,000</u>

Sponsorship of the Melbourne Open Homes continued in 2012 with the ARBV agreeing to sponsor the speaker night at Federation Square.

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 4. Cash and Cash Equivalents

	2012	2011
	\$	\$
Cash on Hand	360	360
Cash at Bank	<u>808,366</u>	<u>661,676</u>
Total cash assets	<u>808,726</u>	<u>662,036</u>

NOTE 5. Receivables

Security Deposit Bond	52,721	52,721
GST Receivable	<u>3,732</u>	<u>5,888</u>
Total receivables	<u>56,453</u>	<u>58,609</u>

NOTE 6. Property, plant and equipment

Office Equipment at cost	111,406	127,616
Accumulated Depreciation	<u>(74,757)</u>	<u>(76,704)</u>
	<u>36,649</u>	<u>50,912</u>
Leasehold Improvements at cost	274,301	274,301
Accumulated Depreciation	<u>(272,250)</u>	<u>(239,868)</u>
	<u>2,051</u>	<u>34,433</u>
	<u>38,700</u>	<u>85,345</u>

These assets are all classified as public administration fixed assets

Movements in carrying amounts for the purpose group

2012	Office Equipment	Leasehold Improvements	Total
Opening balance	50,912	34,433	85,345
Additions	2,539	0	2,539
Disposals	<u>(6,819)</u>	0	<u>(6,819)</u>
Depreciation	<u>(9,983)</u>	<u>(32,382)</u>	<u>(42,365)</u>
Closing balance	<u>36,649</u>	<u>2,051</u>	<u>38,700</u>
2011	Office Equipment	Leasehold Improvements	Total
Opening balance	62,387	73,658	136,045
Additions	2,613	0	2,613
Disposals	<u>(3,016)</u>	0	<u>(3,016)</u>
Depreciation	<u>(11,072)</u>	<u>(39,225)</u>	<u>(50,297)</u>
Closing balance	<u>50,912</u>	<u>34,433</u>	<u>85,345</u>

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 7a. Payables

	2012	2011
	\$	\$
Contractual		
Accrued Expenses	228,770	180,742
Creditors	33,237	49,662
Other	<u>127</u>	<u>0</u>
	<u>262,134</u>	<u>230,404</u>
Statutory		
PAYG Liability	5,344	6,605
Superannuation	<u>1,396</u>	<u>0</u>
	<u>6,740</u>	<u>6,605</u>
Total Payables	<u>268,874</u>	<u>237,009</u>

The 2011 Accrued expenses included \$150,000 for the Boyd Foundation Grant. The 2012 Accrued expenses includes a \$200,000 accrual for the Boyd Foundation Grant

NOTE 7b. Provisions

	2012	2011
	\$	\$
Current Provisions		
Employee benefits (a)		
Unconditional and expected to be settled within 12 months	<u>48,008</u>	<u>43,397</u>
Total current provisions	<u>48,008</u>	<u>43,397</u>
Non-current Provisions		
Employee benefits (a)		
Conditional long service leave entitlements	<u>7,924</u>	<u>5,080</u>
Total non-current provisions	<u>7,924</u>	<u>5,080</u>
Total provisions	<u>55,932</u>	<u>48,477</u>
 (a) Employee benefits		
Current employee benefits		
Annual leave entitlements	3,105	14,613
Unconditional long service leave entitlements	44,903	28,784
Non-current employee benefits		
Conditional long service leave entitlements	<u>7,924</u>	<u>5,080</u>
Total employee benefits	<u>55,932</u>	<u>48,477</u>

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 8. Contributed Capital

	2012	2011
	\$	\$
Balance at beginning of the year	<u>221,718</u>	<u>221,718</u>
Balance at end of the year	<u>221,718</u>	<u>221,718</u>

NOTE 9. Retained surplus / (Accumulated losses)

Opening balance	(271,701)	(102,822)
Net Surplus / loss for the year	<u>37,078</u>	<u>(168,879)</u>
Closing balance	<u>(234,623)</u>	<u>(271,701)</u>

NOTE 10. Notes to the cash flow statement

	2012	2011
	\$	\$
Cash on Hand	360	360
Cash at Bank	<u>808,366</u>	<u>661,676</u>
	<u>808,726</u>	<u>662,036</u>

(b) Reconciliation of Net Cash provided by Operating Activities to Net Profit

Operating Result – Net Surplus/(Deficit)	37,078	(168,879)
Add non-cashflows		
Depreciation	42,366	53,313
Loss on Assets Scrapped	6,546	0
Changes in Assets & Liabilities		
(Increase)/decrease in current receivables	2,156	(912)
(Increase)/decrease in prepayments	705	748
(Decrease)/increase in current payables	31,865	58,284
(Decrease)/increase in annual fees in advance	20,786	140,425
(Decrease)/increase in Provisions	<u>7,455</u>	<u>(2,329)</u>
Net cash provided (used) by operating activities	<u>148,957</u>	<u>80,650</u>

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 11. Commitments

(a) As at June 2012 there were no capital commitments

(b) Boyd Foundation grant

	2012	2011
	\$	\$
Not later than one year	0	50,000
Later than one, not later than five years	<u>0</u>	<u>0</u>
	<u>0</u>	<u>50,000</u>

NOTE 12. Contingent liabilities

At 30 June 2012 there were no contingent liabilities in existence.

NOTE 13. Subsequent events

No material concerns/events have occurred subsequent to balance date.

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 14. Financial Instruments

(a) Accounting policy, terms and conditions

Recognised Financial Instruments	Accounting Policy	Terms and conditions
Financial assets		
Cash and cash equivalents	Cash on hand and at call bank accounts are valued at face value	On call deposits returned a weighted average floating rate of 3.84% (3.66% in 2010/2011). The weighted average interest rate at balance date was 1.78% (1.64% in 2010/2011)
Receivables	Receivables are carried at nominal amounts due less any provision for doubtful debts. Provisions for doubtful debt is recognised when collection of the full amount is no longer achievable.	Trade sales are generally on a cash basis. Other receivables are usually settled within 30 days from the end of the month.
Financial Liabilities		
Payables	Liabilities are recognised for amounts to be paid in the future for goods and services received as at balance date whether or not invoices have been received	General creditors are unsecured and are usually settled within 30 days of the end of the month. As at 30 June 2012 100.0% were 0-30 days

Categorisation of financial instruments

	Carrying Amount 2012	Carrying Amount 2011
	\$	\$
Financial Assets		
Cash and cash equivalent	808,726	662,036
Loans and Receivables	<u>52,721</u>	<u>52,721</u>
Total Financial Assets	<u>861,447</u>	<u>714,757</u>
Financial Liabilities		
Payables	<u>262,134</u>	<u>230,404</u>
Total Financial Liabilities	<u>262,134</u>	<u>230,404</u>

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 14. Financial Instruments (continued)

(b) Interest rate risk

The exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised at balance date are as follows:

2012

	Floating Interest Rate \$	Fixed Interest Rate \$	Non Interest Bearing \$	Total \$
Financial assets				
Cash and cash equivalents	808,366	0	360	808,726
Receivables	<u>52,721</u>	<u>0</u>	<u>0</u>	<u>52,721</u>
Total Financial Assets	<u>861,087</u>	<u>0</u>	<u>360</u>	<u>861,447</u>
Weighted Average Interest Rate	2.50%	0%	0%	
Financial Liabilities				
Payables	<u>0</u>	<u>0</u>	<u>262,134</u>	<u>262,134</u>
Total Financial Liabilities	<u>0</u>	<u>0</u>	<u>262,134</u>	<u>262,134</u>
Weighted Average Interest Rate	0%	0%	0%	
Net Financial Assets/ Liabilities	<u>861,087</u>	<u>0</u>	<u>(261,774)</u>	<u>599,313</u>

2011

	Floating Interest Rate \$	Fixed Interest Rate \$	Non Interest Bearing \$	Total \$
Financial assets				
Cash and cash equivalents	661,676	0	360	662,036
Receivables	<u>52,721</u>	<u>0</u>	<u>0</u>	<u>52,721</u>
Total Financial Assets	<u>714,397</u>	<u>0</u>	<u>360</u>	<u>714,757</u>
Weighted Average Interest Rate	1.76%	0%	0%	
Financial Liabilities				
Payables	0	0	230,404	230,404
Total Financial Liabilities	<u>0</u>	<u>0</u>	<u>230,404</u>	<u>230,404</u>
Weighted Average Interest Rate	0%	0%	0%	
Net Financial Assets/ Liabilities	<u>714,397</u>	<u>0</u>	<u>(230,404)</u>	<u>484,353</u>

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 14. Financial Instruments (continued)

Net Market Value

(c) Net fair values

The aggregate net fair values of financial assets and financial liabilities, both recognised and unrecognised at balance date are as follows:

Financial Instruments	Total Carrying amount as per Balance Sheet		Aggregate Net fair Value	
	2012 \$	2011 \$	2012 \$	2011 \$
Financial Assets				
Cash and cash equivalents	808,366	661,676	808,366	661,676
Receivables	<u>52,721</u>	<u>52,721</u>	<u>52,721</u>	<u>52,721</u>
Total Financial Assets	<u>861,087</u>	<u>714,397</u>	<u>861,087</u>	<u>714,397</u>
Financial Liabilities				
Payables	<u>(262,134)</u>	<u>(230,404)</u>	<u>(262,134)</u>	<u>(230,404)</u>
Total Financial Liabilities	<u>(262,134)</u>	<u>(230,404)</u>	<u>(262,134)</u>	<u>(230,404)</u>

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 14. Financial Instruments (continued)

(d) Credit risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the Balance Sheet. Credit risk is minimal as the main debtor is a security deposit held with the Macquarie Bank for the leased premises.

2012

	Carrying Amount	Not past due and not impaired	Less than 1 month	Impaired financial assets
	\$	\$	\$	\$
Investments and other contractual financial assets				
Security Deposit bond	<u>52,721</u>	<u>52,721</u>	<u>0</u>	<u>0</u>
Total	<u>52,721</u>	<u>52,721</u>	<u>0</u>	<u>0</u>

2011

	Carrying Amount	Not past due and not impaired	Less than 1 month	Impaired financial assets
	\$	\$	\$	\$
Investments and other contractual financial assets				
Security Deposit bond	<u>52,721</u>	<u>52,721</u>	<u>0</u>	<u>0</u>
Total	<u>52,721</u>	<u>52,721</u>	<u>0</u>	<u>0</u>

(e) Risks and mitigation

The risks associated with the ARBV's main financial instruments and our policies for minimising these risks are detailed below.

Market risk

Market risk is the risk that the fair value or future cash flows of the ARBV's financial instruments will fluctuate because of changes in market prices. The only market risk to which the ARBV is exposed is interest rate risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. The ARBV is not exposed to any material interest rate risk.

Sensitivity analysis

A shift in the interest rates during the current year by + or - 1.0% (100 basis points) would have yielded a \$5,400 difference to the operating result and equity (\$4,794 for 2010/2011).

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 14. Financial Instruments (continued)

(f) Liquidity risk

Liquidity risk is the risk that the ARBV would be unable to meet its financial obligations as and when they fall due. The ARBV settles financial obligations within 30 days.

	Carrying Amount	Nominal Amount	Maturity Dates	
			Less than 1 month	1-3 months
	\$	\$	\$	\$
2012				
Payables				
Supplies and services	40,645	40,645	40,645	0
Other Payables	<u>221,489</u>	<u>221,489</u>	<u>221,489</u>	<u>0</u>
Total	<u>262,134</u>	<u>262,134</u>	<u>262,134</u>	<u>0</u>
2011				
Payables				
Supplies and services	58,173	58,173	58,173	0
Other Payables	<u>172,231</u>	<u>172,231</u>	<u>172,231</u>	<u>0</u>
Total	<u>230,404</u>	<u>230,404</u>	<u>230,404</u>	<u>0</u>

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 15. Responsible person

In accordance with the Ministerial Directions issued by the Minister for Finance under the Financial Management Act 1994, the following disclosures are made regarding responsible persons for the reporting period.

(a) The persons who held the positions of minister and accountable officers in the ARBV are as follows:

NAMES

Minister for Planning	The Hon Matthew Guy MLC	1 July 2011 to 30 June 2012
Chairperson	Andrew Hutson	1 July 2011 to 30 June 2012
Deputy Chairperson	Karen McWilliam	1 July 2011 to 30 June 2012
Board Member	Vanessa Bleyer	1 July 2011 to 30 June 2012
Board Member	Jill Garner	1 July 2011 to 30 June 2012
Board Member	David Hallett	1 July 2011 to 30 June 2012
Board Member	Efy Karagiannis	1 July 2011 to 15 November 2011
Board Member	Bernadine McNamara	27 March 2012 to 30 June 2012
Board Member	Jenifer Nicholls	1 July 2011 to 15 November 2011
Board Member	Colleen Peterson	1 July 2011 to 30 June 2012
Board Member	Venise Reilly	1 July 2011 to 30 June 2012
Board Member	David Sainsbery	16 November 2011 to 30 June 2012
Accountable Officer	Alison Ivey	1 July 2011 to 30 June 2012

REMUNERATION

(b) The number of Responsible Persons whose total remuneration fell within the following band:

Income Band	Total Remuneration		Base Remuneration	
	2012	2011	2012	2011
	10	10	10	10
\$0- \$9,999 (Board Members)				
\$10,000- \$1,9999 (Board Members)	1	0	1	0
\$110,000 - \$119,999 (Accountable Officer)	0	1	0	1
\$120,000 - \$129,999 (Accountable Officer)	1	0	1	0
Total Numbers	12	11	12	11
Total Amount	\$160,662	\$149,292	\$160,662	\$149,292

The remuneration of the Minister is disclosed in the Financial Statements of the Department of Premier and Cabinet

Notes to the Financial Statements for the Year Ended 30 June 2012

NOTE 16. Remuneration of auditors

	2012	2011
Victorian Auditor-General's Office		
Audit or review of the financial statements	10,300	10,663

NOTE 17. Superannuation

Employees of the ARBV are entitled to receive superannuation benefits and the ARBV contributes to defined contribution plans.

The ARBV does not recognise any defined benefit liability in respect of the plan(s) because the entity has no legal or constructive obligation to pay future benefits relating to its employees; its only obligation is to pay superannuation contributions as they fall due.

However, superannuation contributions paid or payable for the reporting period are included as part of employee benefits in the comprehensive operating statement of the ARBV.

The name, details and amounts expensed in relation to the major employee superannuation funds and contributions made by the ARBV are as follows:

Fund	Paid Contribution for the Year		Contribution outstanding at year end	
	2012	2011	2012	2011
Hesta	12,499	13,515	1,289	0
Retail Employees Superannuation Trust	9,834	9,654	0	0
Other	<u>1,006</u>	<u>1,897</u>	<u>0</u>	<u>0</u>
	<u>23,339</u>	<u>25,066</u>	<u>1,289</u>	<u>0</u>

NOTE 18. Commitments

Operating lease commitments contracted for but not capitalised in the accounts payable.

	2012	2011
Not later than one year	82,809	82,809
Later than one, not later than five years	<u>117,312</u>	<u>200,121</u>
	<u>200,121</u>	<u>282,930</u>

The lease relates to the Board's premises at 7/372-377 Albert Street East Melbourne. The board took up the option to extend the lease for a further 5 year period from December 2009. The lease commitments are subject to annual CPI increases.

Notes to the Financial Statements for the Year Ended 30 June 2012

Note 19. Glossary of Terms

Comprehensive result

The net result of all items of income and expense recognised for the period. It is the aggregate of operating result and other non-owner movements in equity.

Commitments

Commitments include those operating, capital and other outsourcing commitments arising from non cancellable contractual or statutory sources.

Depreciation

Depreciation is an expense that arises from the consumption through wear or time of a produced physical or intangible asset. This expense is classified as a 'transaction' and so reduces the 'net result from transaction'.

Employee benefits expenses

Employee benefits expenses include all costs related to employment including wages and salaries, fringe benefits tax, leave entitlements, redundancy payments and defined contribution superannuation plans.

Interest income

Interest income includes unwinding over time of discounts on financial assets and interest received on bank term deposits and other investments.

Net result

Net result is a measure of financial performance of the operations for the period. It is the net result of items of income, gains and expenses (including losses) recognised for the period, excluding those that are classified as 'other non owner changes in equity'.

Net result from transactions/net operating balance

Net result from transactions or net operating balance is a key fiscal aggregate and is income from transactions minus expenses from transactions. It is a summary measure of the ongoing sustainability of operations. It excludes gains and losses resulting from changes in price levels and other changes in the volume of assets. It is the component of the change in net worth that is due to transactions and can be attributed directly to ARBV policies.

Non financial assets

Non financial assets are all assets that are not 'financial assets'. It includes plant and equipment.

Payables

Includes accounts payable, grants and taxes.

Receivables

Includes amounts owing to the ARBV through accounts receivable, accrued investment income, and interest receivable.

Transactions

Transactions are those economic flows that are considered to arise as a result of policy decisions, usually an interaction between two entities by mutual agreement. They also include flows within an entity such as depreciation where the owner is simultaneously acting as the owner of the depreciating asset and as the consumer of the service provided by the asset. Taxation is regarded as mutually agreed interactions between the government and taxpayers. Transactions can be in kind (e.g. assets provided/given free of charge or for nominal consideration) or where the final consideration is cash.

Style conventions

Figures in the tables and in the text have been rounded. Discrepancies in tables between totals and sums of components reflect rounding. Percentage variations in all tables are based on the underlying unrounded amounts.

The notation used in the tables is as follows:

(xxx) negative numbers

20xx year period

20xx/20xx year period

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