

ARCHITTEAM

2022/23 ANNUAL REPORT

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AGENDA

BUSINESS

1. CHAIR'S WELCOME (INCL. ATTENDANCE & APOLOGIES)
APOLOGIES –
2. CONFIRM THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING -
WEDNESDAY 27 OCTOBER 2022
3. CHAIRS REPORT FOR THE YEAR ENDED 30 JUNE 2023
4. SECRETARY'S REPORT FOR THE YEAR ENDED 30 JUNE 2023
5. TREASURER/ FINANCIAL REPORT - RECEIVE AND CONSIDER THE FINANCIAL
STATEMENT FOR THE YEAR ENDED 30 JUNE 2023
6. APPOINT AN AUDITOR FOR 2023-24
7. DIRECTOR'S PORTFOLIO REPORTS:
 - A. INSURANCE REPORT
 - B. PARTNERSHIP REPORT
 - C. MEMBERS SERVICES REPORT
 - D. CPD EVENTS
 - E. 2023 CONFERENCE REPORT
 - F. ADVOCACY REPORT
 - G. AWARDS REPORT
8. QUESTIONS ON NOTICE
9. GENERAL BUSINESS
10. ELECTION OF DIRECTORS
THERE WERE 3 POSITIONS AVAILABLE TO JOIN THE BOARD. – 3 NOMINATIONS
WERE RECEIVED
- SONIA SARANGI
- JOHN LIU
- WESLEY SPENCER

THE FOLLOWING NOMINEES ARE TO BE ELECTED

- SONIA SARANGI
- JOHN LIU
- WESLEY SPENCER

NOTICES

QUESTIONS ON NOTICE

THE BOARD REQUEST THAT ANY QUESTIONS BE SUBMITTED PRIOR TO THE MEETING THURSDAY 16
NOVEMBER BY 4.PM THIS WILL ALLOW THE BOARD TO PREPARE A CONSIDERED RESPONSE.

QUESTIONS ON NOTICE ARE REQUESTED BY 4.PM THURSDAY 16 NOVEMBER 2023

**ARCHITEAM
AWARDS
2022**



Intro duction

Founded in 1991 ArchiTeam Cooperative is a membership association for Australian architects working to support small practice and sole practitioner architects.

ArchiTeam started 31 years ago and is democratically run by members, for members. Every member is encouraged to play an active part in shaping our organisation. With almost 1000 members nationally, we are the leading dedicated voice of Australia's small architectural practices.

Our Vision

To empower and support small practice architects to thrive

Our Mission

ArchiTeam exists to provide benefits of co-operation to our members. By utilising our combined voices, we are able to support our members in their work and professional learning and raise the profile of our industry.

To achieve this mission, we will:

- Promote and protect ArchiTeam and our members through education and activities
- Advocate for the importance of small, medium and emerging architects in Australia
- Assist the architecture community to connect and improve

ArchiTeam is a not-for-profit cooperative that represents approx. 1000 small practice and sole practitioners in Australia. Our mission is to provide benefits of co-operation to our members, by utilising our combined voices, we are able to support our members in their work and professional learning and raise the profile of our industry.

ArchiTeam members enjoy access to our free awards program, great-value professional indemnity and public liability insurance, discounts on CPD and events, CPD Online, biennial conference, access to our online member forum, networking and peer support, affordable business documents, and much more.

The Board



JAMIE SORMANN, Chair, Secretary & Insurance

Portfolios

Jamie is a director of Foomann Architects, which he and Jo Foong established in 2008. Their practice is devoted to realising beautifully simple, sensitive spaces.

Jamie is committed to collaboration and to sharing ideas with students, clients, colleagues and the architecture community. Jamie joined the ArchiTeam Board in 2019 and has previously been in charge of the Awards, Partnerships and Advocacy portfolios. At the 2021 AGM Jamie was re-elected to the Board and is currently the Chair and in charge of the Insurance Portfolio.



SONIA SARANGI, Treasurer, Finance & Research Portfolios

Sonia is a director of andever, a tenacious thinker and problem solver. A highly capable project lead, her collaborative approach and strong negotiation skills bring a fresh perspective to the table.

Sonia is a strong advocate for diversity in the profession and has been involved in a number of mentoring programs, a guest critic and tutor at University of Melbourne - Melbourne School of Design and is a frequent contributor to Parlour.

Sonia has been a member of the ArchiTeam since 2017 and the (Continuing Professional Development CPD) committee since 2018 and co-convenors of the 2021 ArchiTeam Virtual Conference - Trajectories. Sonia joined the Board in 2019 and was reelected at the 2021 AGM.

Sonia is a keen photographer and often drives around the block a little bit longer just so she can finish listening to a podcast episode.



DELIA TESCHENDORFF Awards & Partnership Portfolios, 2023 Conference Creative Director.

Delia founded Delia Teschendorff Architecture in 2009. A registered architect in Victoria, she received her architecture degree from RMIT University. Delia recently completed a design research PhD at Monash University, supported by a Monash University Graduate Research Scholarship.

Delia has taught design and construction studios at Swinburne University, RMIT University and the MSD (Melbourne School of Design) and is currently a design tutor at Monash University. Delia is a Fellow of the Australian Institute of Architects (AIA) and was a Victorian Chapter Councillor for two years from 2009. She has been a Juror for both the ArchiTeam Awards and Victorian AIA awards programs.

Delia joined the Board in 2020 and has been the Director in charge of the Insurance Portfolio and Co Director in charge of Member Services, in 2022 Delia is in charge of the ArchiTeam Awards and Partnership portfolios and was one of the 2023 ArchiTeam Conference Creative Directors.



KALLIOPI VAKRAS Advocacy & Member Services Portfolios

Kalliopi Vakras is the director of Kalliopi Vakras Architects, a small architecture practice established in 2009.

Kalliopi is a registered architect with over 20 years experience both locally and internationally. Her background lies in residential, low scale multi residential, commercial and early learning architecture. She has also taught various design studios for 8+ years.

Kalliopi joined the Board in 2020 and is the Director in charge of Advocacy and Member Services Portfolios.

She has recently completed an off-grid tiny home with her husband their rescue greyhound Dennis who plays an important role in the office.



JOHN LIU CPD & Events Portfolio

John is the director of Inbetween Architecture. He is passionate about architecture that delights and endures. Inbetween Architecture's work thrives to amplify the simple joys found in everyday life – spaces that nurture 'being' and 'being together'.

Before establishing Inbetween Architecture, John worked 10 years for some locally well-known practices with strong focus in sustainability, on projects from small home renovation to university building refurbishment. The invaluable training laid the foundation for Inbetween Architecture, that good design is inherent from inception, not bolt-on.

John joined the CPD committee in 2020 and was elected to the Board in 2021, where he is the Director in charge of the CPD and Events Portfolios.

John owns an Instagram account of vending machines he encountered on his travels. John looks forward to the day when he can share new posts again.

The Office



PHOEBE LA GERCHE-WIJSMAN, CEO

Phoebe is the ArchiTeam CEO, is a qualified landscape architect (RMIT University), has studied architecture (RMIT University), and has a keen interest in design. She has worked in the not-for-profit sector for around 20 years specifically within member-based organisations for architects, landscape architects and other professionals in the built environment and is highly skilled in governance and policy, social media and marketing, event and conference management.

Phoebe has run two successful small businesses which have provided her with additional small business management skills. Phoebe has completed a Diploma in Business (Governance) through the Institute of Community Directors Australia. Phoebe sits on the National Trust of Australia (Victoria) Expert Heritage Committee and is an Alternate member of The Heritage Council of Victoria.



OPHELIA HO, Membership & Events Manager

Ophelia manages the membership and events for ArchiTeam and is an experienced administrator with a passion for improving organisational efficiency, streamlining processes and procedures. Ophelia prides herself on providing excellent member service and support.

With diverse experience in a variety of environments - corporate, government and not-for-profit, she excels at building relationships. Ophelia has previously worked in a graphic design studio, which inspired her creativity and interest in supporting ArchiTeam.



REGGIE LYSAUGHT, Partnerships

Reggie is in charge of ArchiTeam partnerships and has worked in Marketing, Sponsorship and Events for over 10 years, across a variety of fields. She has a great appreciation and respect for design and the industry and has a passion for bringing people and businesses together and gets excited by orchestrating large events.

Reggie runs the experiential events management business VEE Agency who coordinated the ArchiTeam 2023 Conference.



MARGARET MAGALOTTI, Accounts

Margaret is the ArchiTeam bookkeeper. She has been with ArchiTeam for over twelve years and is a talented musician who loves Jazz.



Director Reports

CHAIR REPORT

ArchiTeam has once again been the steady friend of your practice. Providing a good time while steering us all towards sensible behaviour. Fun? Always. Safe? Safe.

Joining a committee is an excellent way to get involved from anywhere in Australia. Our committees are small and productive and an avenue to joining the board of directors (if you are so inclined). Being on the board has provided challenges that are distinct from running a small Architectural practice; something I've found nourishing and educational.

Here are some notable events:

- our committees generously donated their time across our advocacy and events
- our online forum retained its central role connecting us to our community
- we updated and re-released the ArchiTeam Client Architect Agreement (CAA), including a User-Guide and Copyright Disclaimer, creating a Client Architect Agreement pack – free for all current members
- the Advocacy Working Group released the POE (Post Occupancy Evaluation), the Residential Checklist, also free for current members
- we formalised a range of new partnerships
- we ran another successful, and well attended Conference
- we conducted another successful awards program (more on this in the Awards Portfolio Report)
- we weathered the storm of escalating insurance costs at renewal time (more on this in the Insurance Portfolio Report)
- we ended the year with a healthy surplus, providing a reliable buffer for our daily operations, programs and projects and allowing the cooperative to plan for the implementation of better services for members
- our membership continued to grow to almost 1000 (997) Australia-wide

This was made possible with the effort and talents of our CEO, Phoebe LaGerche-Wijsman, and her team, Ophelia Ho, Reggie Lysaught and Margaret Magalotti. My heartfelt thanks to them for ensuring ArchiTeam remains a vital, purposeful and successful organisation.

INCREASED MEMBERSHIP AND THE GROUP INSURANCE POLICY

Our group professional indemnity insurance policy, and its continued value and reliability, is the backbone of the cooperative and helps us deliver our services. As we grow, we remain conscious of the need to protect the group policy by ensuring our risk profile remains low. Member services such as the biennial conference, events program, DATUM, online forum, MOFL, RAsP and insurance nights are all geared to reducing our collective risk by encouraging education, peer support and dialogue. The 2023 Actuary Report included in the Appendix provides further information on how robust our professional indemnity insurance policy is for the group.

ArchiTeam was founded 31 years ago for architects to support each other and this spirit is alive and well in our cooperative today. Members demonstrate an abundance of generosity with their time. Some of us are committee members, some are directors, others contribute to the conference and CPD events, and many play an active role in our online forum, problem solving, providing advice, support and encouragement.

Thank you, members.

JAMIE SORMANN

Chairperson

SECRETARY REPORT

OFFICE STAFF

Phoebe La Gerche-Wijsman continued to steer the helm as CEO. We are delighted with Phoebe's dedication, passion and sound leadership for ArchiTeam over the last year and look forward to achieving new milestones in the year ahead. Ophelia Ho Membership and Events Manager has continued to be passionate about the membership and diligent with the management of the membership renewals and coordination of ArchiTeam events. Reggie Lysaught in charge of Partnerships has assisted ArchiTeam in cementing relationships with new and existing partners. Bookkeeper Margaret Magalotti has continued to manage the ArchiTeam accounts in line with the current accounting standards.

BOARD ELECTIONS

The board would like to thank the members who put themselves forward this year for a position on the ArchiTeam board. This is a period of ongoing growth and change for ArchiTeam where the co-operative will move in forthcoming years to be more active nationally within the profession and general community, a wonderful time to be involved.

DIRECTORS HONORARIUMS

As per the 2011 Notice of Resolution the Directors Honorarium was increased as per CPI in February 2023.

ARCHITEAM POLICY DOCUMENTS

ArchiTeam policy documents were updated by the CEO and Directors. This periodic revision is part of ensuring that the documents are relevant, functional and that they adapt to changes in procedure, legislation and national policy.

THE ARCHITEAM RULES - updated

In 2022 the ArchiTeam Rules were reviewed by Katie Ines of BAL Lawyers, who specialize in working with cooperatives. The Rules were produced in 1991 when ArchiTeam commenced and had only received some small updates over the years. The Rules were reviewed to make sure they were up-to-date with modern cooperative rules and regulations, as well as streamlined. All members received a copy of the current Rules (2016 version), with the changes noted. At the 2022 AGM the updated rules were approved by over 2/3 majority of members in attendance, as per the Rules.

ARCHITEAM PLANNING DAY

The annual Planning Day was held in March 2023 and was facilitated by Keith Widelski of KTW Consulting in reviewing the operations of the cooperative and how we are communicating with you. Thank you to Keith, who managed to map out our ideas and the input, we are looking forward to working with Keith again in early 2024. Part of the session with Keith also lead us to relooking at the cooperative in our 31st year and start focusing on the future look and feel of the cooperative which lead the board to commence in the rebranding and website redevelopment project with Ross Paxman of Primary Works. The board is only in the early stages of the rebranding and website redevelopment, with much of the work to commence in 2023/24.

EVENTS

All ArchiTeam CPD events continued to be broadcast nationally via Zoom this year with attendance numbers growing.

SECRETARY REPORT

Awards

The annual ArchiTeam Awards continued to be a strength with the 2022 opening night returning as an in-person event.

Conference

The ArchiTeam 2023 Conference was held on Friday 12 May, with Creative Directors Delia Teschendorff, Adam Newman and Ross Brewin. 270 members and non-members watched the conference online or attended it at the Melbourne Museum.

It has been another busy year at ArchiTeam which is growing from strength to strength, and I congratulate the Board and the staff for a great effort in continuing to grow our co-op with enthusiasm.

I have appreciated this opportunity to be engaged in so many aspects of our great cooperative and encourage every member to get involved. This is a collective that thrives on member input and it's very rewarding to be part of something beyond professional practice.

JAMIE SORMANN
Secretary

FINANCE REPORT

In 2022/23, I continued to oversee the Finance Portfolio. What can I say, I genuinely love numbers (and Xero)! The financial rollercoaster mentioned in last year's report came to a very slow and grinding halt for many this year. Anecdotally, many members indicated that projects continued to be put on hold at various stages during the year. The gradual (possibly temporary) brakes on the RBA interest-rate hikes do not appear to have filtered through in terms of an uptick in pipeline and/or consumer confidence, particularly in some sectors. For those involved in multiple sectors, we hope it has been a bit less bumpy. Hang in there! We continue to support our members in every way possible in both good times and bad.

At ArchiTeam, we have had a slightly less bumpy year but we are always listening and seeking ways to support members financially - be it via free business documents, excellent value-for-money CPD and PII, or even organizing a yummy pub lunch to share stories or learnings. We could not have done any of this without the reliable and excellent team who help us year-round in keeping our finances ticking along nicely. A big, thank you to:

- Our bookkeeper and BAS Agent Margaret Magalotti
- Our tax accountant, Michael Jensen and Associates
- Our auditors, Matthew Crouch and Zhi-Hui Lee of Seward Dawson.

GENERAL FINANCIAL POSITION

ArchiTeam finished the 2022/23 financial year with a very healthy surplus of 18%, showing that the co-op in is adequate financial health and commencing a post-Covid cycle of growth. Even though a bigger surplus is not something we are always able to achieve, we are excited that doing so gives us the resources to invest towards the future growth of ArchiTeam. This would be two-fold - initiating more special projects for members' benefit as well as to boost staffing resources when required. This surplus was achieved thanks to a robust growth in membership (as ArchiTeam continues to grow nationally), ongoing support from our partners/sponsors, PII premium increases and the popularity of our CPD offerings.

INCOME

As I am sure you will be aware, a very large portion of ArchiTeam's income is derived through or group policy, which in turn supports our operating expenses. To accommodate the increased cost of this policy and ensure we can continue delivering our portfolio of activities, the board agreed in April to increase the cost of insurance premiums across all bandings to match the increased PI quote. Our goal is still to leverage our collective buying power and low risk profile to deliver the best value for money to all members.

GROUP EXPENSES

The quotes we proceeded with for the \$5m group Professional Indemnity and \$20m group Public Liability insurance policies, increased by a combined 5.3% this year. The Brokers sought alternative quotes and recommended continuing our relationship with Allianz for PI and Pacific Indemnity for PL, as both offer the best and most competitive market price for members.

We are confident that the combined price each insurance member pays for PL, PI and membership is less than any available standalone insurance options, including policies with a smaller limit of \$1m. The membership fee was increased by 10%. These increases allow ArchiTeam to continue as a financially robust cooperative; well placed to expand and strengthen the services on offer.

FINANCE REPORT

OPERATING EXPENSES

Changes to major operating expenses for ArchiTeam this year have been as follows:

- With FY 22-23 being a conference year, our Member Services expenses (which includes Conference + CPD) has shown a significant 23% increase. Our Biennial 2023 ArchiTeam Conference “Ways of Working” saw very robust attendance both in-person in and online. As our marquee event, we are happy to invest in it and are excited to see it maintain continued growth and popularity.
- Our Awards program incurred a 20% increase in costs.
- Director honorariums were increased in January by CPI

Apart from the above, most expense categories have mostly increased as per inflation. A big thank you to our CEO and ArchiTeam staff who continue to run an incredibly tight ship that is always on the lookout for best value.

GROWTH

ArchiTeam membership has had an 4.5% growth in 22/23. This is indicative of an organisation in steady growth mode. We have continued to grow our members nationally slowly but surely, particularly Queensland and Tasmania. We expect expenses to continue to expand as we inch closer to the magical milestone of 1,000 members.

FINANCIAL MANAGEMENT STRATEGY

ArchiTeam financial investments are managed in accordance with our Risk Management Policy, in term deposits across a spread of banking institutions. Our focus with these investments is to secure our funds in ethical institutions including Bank Australia. Annual budgets and director responsibilities include the goal to break even on our diverse portfolio of programmes.

This year was overall a positive one in securing partnerships with sponsors. We were delighted to welcomed a few new supporters/ brands with a deep interest in supporting ArchiTeam members to our major awards and conference events.

I would like to extend my sincere gratitude to Phoebe and Margaret for their support, patience, astute management, and attention to detail in all matters financial throughout this year.

Sonia Sarangi
Treasurer
Director, Finance Portfolio

INSURANCE REPORT

In February 2023, the CEO, Ophelia and I met with Brokers Greg Hansen, Vincent Rizutto and Mike Luong to discuss the current insurance climate and the upcoming renewed policies. The market was again described as a ‘hard market’ with less insurers offering PI worldwide. After researching alternatives Aust Brokers Countrywide arranged for 3 alternative formal quotes and recommended that we continue our relationship with Allianz, who currently offer the most competitive price. Additionally, they are the only insurer with a quote that allows defence costs for claims involving combustible cladding. The intended strategy moving forward is to seek quotes from potential insurers on a rostered cycle. This is to help ensure that they remain motivated to quote competitively.

ArchiTeam group expenses in 2023

The quotes we proceeded with for the \$5m group Professional Indemnity and \$20m group Public Liability insurance policies, increased by a combined 5.3% this year.

The Brokers sought alternative quotes and recommended continuing our relationship with Allianz for PI and Pacific Indemnity for PL, as both offer the best and most competitive market price for members. Austbrokers Countrywide highlighted the following policy details, which were shared with all renewing insurance members:

Endorsements:

- Pre-Purchase and Pest Inspection Exclusion
- Non-Compliant Cladding Exclusion – Defence Costs Included (only)
- Part 7 Definitions – Amendment
- Cancellation Clause Amendment (NEW clause)
- Shared Limit Clause (NEW clause)

Policy Notes:

- Policy wording, limits are unchanged from last year.
- The two new endorsements have been applied by Allianz for underwriting compliance reasons and do not impact the cover in any material way.
 - o The ‘cancellation clause’ makes it clear that one insured member does not have ability to cancel the policy on behalf of the group.
 - o The ‘shared limit clause’ was always implicit, however, Allianz have made it a requirement that this clause appears on every individual certificate of currency.

We are confident that the combined price each insurance member pays for PL, PI and membership is less than any available standalone insurance options, including policies with a smaller limit of \$1m. The additional price members pay for this combined cost in each income banding has increased by an average of 4% and capped in line with CPI at 7.8% (note that some members are in new higher bandings). The membership fee was increased by 10% to \$360.00 ex GST. These increases allow ArchiTeam to continue as a financially robust cooperative; well placed to expand and strengthen the services on offer.

The Insurance renewal process went smoothly this year. After a correction and audit of the database after the 2022 renewals, there were 834 insurance members with 43 new members for 2022/23 who are now all equipped with a policy to provide our local registration boards with the documentation required to practice.

INSURANCE REPORT

The mandatory insurance event has been scheduled for late August and will give insurance members the opportunity to hear about the current insurance climate and intel on claims and risk in the industry from both Vincent Rizutto and Greg Hansen. We extend our thanks to Greg, Vincent and the Aust Brokers team for their diligence in responding to member queries.

Thank you to Phoebe, Ophelia and Margaret for their hard work and diligence, and Greg and Vincent at AustBrokers Countrywide for their ongoing support.

JAMIE SORMANN
Director, Insurance Portfolio

PARTNERSHIPS REPORT

ArchiTeam continued to develop and build relationships with existing and established partners and sponsors. Prestigious Education Partner, the University of Melbourne – Melbourne School of Design continued this year as both a sponsor of the Awards program and 2023 Conference. James Hardie and Architectural Window Systems (AWS) both stepped up as major sponsors of the ArchiTeam 2022 Awards program and the 2023 Conference and it was great to have the returning support from Built Environment Channel (BEC).

Brickworks continued with involvement with the ArchiTeam 2022 Awards program and we appreciate their continued support with face-to-face events at their showrooms around the country going forward.

The cooperative is grateful for the ongoing generous support of our partners - The Australian Passivhaus Association, Frater, Lovelight, Mondoluce, ProCalc, Niche Media, Bowerbird and Bookshop at Uro.

ACA continues to be an important Industry Partner, a relationship established in 2021, demonstrating the supportive environment that we work in as Australian Architects, providing shared benefits, including reciprocal rights for our members to both organisations.

CPD programs.

We continue to work closely with Open House Melbourne (OHM) which includes member participation in Open House Weekend events in 2023. Our partnership continues this year with MPavilion, the Naomi Milgrom Foundation, with opportunities for our members to be involved in a range of MPavilion events. We continue to build relationships with Architects Accreditation Council of Australia (AACA), Architects Registration Board of Victoria (ARBV), NSW Registration Board, Parlour (formalised with an MOU this year), New Architects Melbourne (NAM) and the Australian Institute of Architects.

The ArchiTeam community continues to grow around Australia, with the CPD program continuing to assist architects in capital cities and regionally areas build their knowledge through the CPD online program.

I wish to thank Reggie Lysaught and the ArchiTeam staff who continue to work towards building more relationships with partners, sponsors, and friends, and finding creative ways to establishing further relationships with industry peers.

DELIA TESCHENDORFF
Director, Partnerships Portfolio

MEMBER SERVICES REPORT

I continued with managing the Member Services Portfolio which consists of a mix of producing various business documents and services to assist members in the running of their practice. These documents include the Client Architect Agreement (CAA) which was made free to all members in 2019, Employment Contracts, the OH&S Kit and the CAD Disclaimer template which was released in 2021.

BUSINESS DOCUMENTS – GENERAL

Various business documents have been compiled and reviewed over time to assist members. The Board reviews which documents might be of use to members and then works on producing templates, check-lists and/ or kits. Some of these ideas come through comments made on the forum and others are emailed through to the office. Below is a list of Business Documents which were actioned this financial year.

BUSINESS DOCUMENTS**Client Architect Agreement, User Guide and CAD Disclaimer pack**

The Client Architect Agreement, along with the User Guide and CAD Disclaimer was re-released in March 2023 having undergone a detailed review by Jonathan Mills, Jackson Dyer and Emily Booth of Holding Redlich Lawyers. Many thanks to the tireless efforts of Rebecca Naughtin, Sonia Sarangi and CEO Phoebe LaGerche-Wijsman in getting the review completed and distributed for free to all members. The CAA User Guide was set up as an easy to follow guideline for members and acknowledged some of the regularly asked questions from our members.

Further to the CAA Agreement and User Guide we have also established a service whereby members can contact the office for advice on the use of the contract.

Residential checklist

Over the years several members have asked for a documentation checklist via the Facebook forum. A Residential Documentation Checklist was then initiated by Jamie Sormann with contributions from Sebastian Monroe, Mary Ann Jackson, Imogen Pullar, Sarah Hobday-North and myself. This was finalised and distributed in November 2022.

This document is free to members, with a request that non-members who would like to remain as non-members donate to one of seven causes.

We hope this checklist will remain as a work in progress and we ask that if members have any ideas or changes that they believe could benefit other members then they submit them to ArchiTeam for inclusion in a future version of the checklist.

We also note that some of the items on this checklist are Victorian based in terms of planning regulations. We appreciate that other states, for example NSW, have a different planning/ DA process and this may result in variations to some of the town planning/ DA aspects of the checklist. If you are an interstate member and would like to provide state specific information or changes to the Residential Checklist please feel free to get in touch with the office about your suggestions.

Post Occupancy Evaluation

The Post Occupancy Evaluation Survey (POE) was developed in 2020/2021 and was launched to members in November 2022. The POE development was led by Tom Bulic with the assistance of the rest of the Advocacy Team.

MEMBER SERVICES REPORT

The POE assists ArchiTeam members to obtain a valuable insight into the client experience of the architect designed homes that they occupy. Data is being fed back to the Advocacy Committee, as well as the individual architect allowing them to gain valuable insight into how their building performs over time in terms of sustainability, what the building process was like for the client and how they are experiencing the building itself.

It would be great if we could build on this information to gain insight on the benefits and joy of living in an architect designed home and we encourage you to send the POE to your clients.

MOFL (Members Only Forum Live)

In 2022/23 MOFL (Members Only Forum Live) commenced again once restrictions on gathering ended in Melbourne, with interstate sessions occurring in Hobart and Brisbane in March.

Melbourne MOFL are organised by Ajith Kuravilla and we thank him for doing such a great job at hosting these sessions. Damian Goode has been instrumental in getting the Brisbane MOFL up and running this year, as to has Sam Perverse-Brooks in Hobart. Thanks to Phoebe and the office for arranging the venue and coordinating these events. MOFL lunches have been a great way to meet fellow members in person in a small and casual setting. If you live in a regional area or interstate and are interested in attending or hosting a MOFL event please get in touch.

MEMBERSHIP DRIVE

Every year the ArchiTeam office undertakes a membership drive on social media prior to renewals on 31 May. This year I assisted the office with a number of Instagram visuals which were aimed at reminding our current and potential members about who ArchiTeam is and what we do.

Get in Touch – Future Business Documents List

We welcome members to get in touch with us about any further ideas you may have about future business documents and events.

KALLIOPI VAKRAS

Director, Member Services Portfolio

CPD & EVENTS REPORT

2023 CONFERENCE REPORT

2022/23 saw the CPD program remained online providing a more nationally focused approach for our members and continued the committee's focus on gaining speakers from around the country too. The online sessions held during the day additionally worked well for members (and speakers) with young families or for whom out of hours, in person sessions based in Melbourne, are inconvenient or prohibitive. The recording of the sessions, known as CPD Online, also now serves as a great catalogue of resources for members and non-members to access at their own convenience.

This year's CPD program was a result of you. Many of you contacted the committee or the ArchiTeam office. Some topics originated from the rich discussion on the Facebook members page, where members highlighted a need to address issues that matter to small practice architects. As a result, the committee coordinated sessions on Branding & Copywriting, Passive House, Preparing for the new NCC 2022 Requirements and Town Planning: Navigating the System.

There was also the ArchiTeam Client Architect Agreement Pack launch, and the Conference Ways of Working: Strength in small Practice.

Over the course of the year, the CPD program planned 5 events (down from 9 in the previous year, due to it being a Conference year) and was attended by a total of 1150 people (up from 739 in 21-22). CPD Online went from strength to strength also with almost 700 people accessing the system and we saw MOFL lunches happening in Melbourne, Brisbane and Hobart.

Our program of events included:

- 4 CPD events
- 1 workshop
- National Conference
- 3 Member Only Forum Live (MOFL) – lunches

I would like to thank all the members of the CPD committee – Sam Perversi-Brooks (TAS), Paul Cooksey (SA) and Damian Goode (QLD) for their excellent ideas, speaker suggestions and sharing the duty of event hosting, blurb and quiz writing. A big welcome to Vincent Choi (VIC) for joining the committee in March 2022. A fond farewell and thank you also to outgoing members Laura Litcanu (Vic) and Nina Still (NSW) - for their time, support and ideas.

Planning of the 2024 CPD year is underway and it will offer a full calendar of events, as well as some face-to-face events in capital cities around the country. As always if you have any ideas, please send them through to Ophelia in the office events@architeam.net.au to collate for the CPD committee. As a cooperative, ArchiTeam thrives on the involvement from all our members. Presenting at a CPD event, joining a working committee, or writing an article for Datum are all worth CPD points. Come and talk to us if you would like to contribute.

None of this would be possible without the incredibly dedicated and hard-working ArchiTeam office staff - Phoebe LaGerche-Wijsman, Ophelia Ho (who coordinates the logistics brilliantly for every single AT event) and Reggie Lysaught.

John Liu
Director, CPD & Events Portfolio

I was one of the Creative Directors of the ArchiTeam 2023 Conference, along with colleagues and ArchiTeam members, Ross Brewin and Adam Newman, taking on the role in March 2022. I was also the Conference Director.

The ArchiTeam 2023 Conference WAYS OF WORKING - Strength in small Practice was held on Friday 12 May at the Melbourne Museum. A hybrid conference, a total of 270 members and non-members watched the conference online or attended in person at the Melbourne Museum.

Esteemed speakers included, N'arwee't Carolyn Briggs, Grant Amon, Sarah Hicks, Patrick Kosky, Brit Andreson, Dr Marika Neustupny, Emma Williamson, Anthony Clarke, and Dr Louise Wright. With the panel sessions moderated by Dr Christine Phillips, Stuart Harrison and Dr Rory Hyde.

Titled, "Ways of Working: Strength in Small Practice", the conference explored the strength in small practice with a focus on Ways of Working, investigating the critical role that small practice plays in shaping our built environment, from the smallest detail to the broader urban landscape. A diverse range of speakers from across the continent were selected to share their practice knowledge, experiences, and processes, and how they are working collaboratively, or exploring different modes of practice to tackle major societal and environmental challenges.

Graphic design was produced by Will McMahon of Atticus Design. Additionally, as a companion piece for the conference, the creative directors also curated a small book, which captures and articulates a range of ways of working by small scale contemporary Australian architecture and landscape practitioners. Attendees and speakers were invited to interpret the theme of 'Ways of Working' in relation to their own practice and submit a drawing, a photograph, and a statement for inclusion in the book, that captures the aims, essence, or reality of their way of working, as pragmatic or poetic as desired.

The conference was an enriching and informative day and was very well received. It was also delivered within the allocated conference budget.

This year's conference management was outsourced to VEE Agency, run by ArchiTeam employee Reggie Lysaught, the board is very grateful for her skill and expertise in coordinating and running this year's event with her team Nerissa, Faith and Liz.

And finally, none of this would be possible without the incredibly dedicated and hard-working ArchiTeam office staff - Phoebe LaGerche-Wijsman, Ophelia Ho and Margaret Magalotti.

Delia Teschendorff
Conference Creative Director

ADVOCACY REPORT

The Advocacy Working Group has provided a vital arm to ArchiTeam in advocating for our members and the importance of small practice architects and architecture more broadly. The Group met various times between July 2022 – July 2023, actively submitting, reviewing, selecting and helping to develop a number of projects. 10 formal CPD points were allocated for the members; all of whom demonstrated committed involvement.

At times there is a crossover between the Member Services and Advocacy Portfolios, therefore some of the items below have also been covered in the Member Services Portfolio.

POST OCCUPANCY EVALUATION SURVEY: DESIGNING FOR SUSTAINABILITY

The Post Occupancy Evaluation Survey (POE) was developed in 2020/2021 and was launched to members in November 2022. The POE development was led by Tom Bulic with the assistance of the rest of the Advocacy Team.

The POE assists ArchiTeam members to obtain a valuable insight into the client experience of architect designed homes. Data is being fed back to the Advocacy Committee, as well as the individual architect allowing them to gain valuable insight into how their building performs over time in terms of sustainability, what the building process was like for the client and how they are experiencing the building itself.

As mentioned in the Member Services Report, it would be great if we could build on this information to gain insight on the benefits and joy of living in an architect designed home. We encourage you to send the POE to your clients.

RESIDENTIAL DOCUMENTATION CHECKLIST

Over the years several members have asked for a documentation checklist via the Facebook forum. A Residential Documentation Checklist was then initiated by Jamie Sormann with contributions from Sebastian Monroe, Mary Ann Jackson, Imogen Pullar, Sarah Hobday-North and myself. This was finalised and distributed in November 2022.

This document is free to members, with a request that nonmembers who would like to remain as non-members donate to one of seven causes.

We hope this checklist will remain as a work in progress and we ask that if members have any ideas or changes that they believe could benefit other members then they submit them to ArchiTeam for inclusion in a future version of the checklist.

PASSIVE HOUSE SCHOLARSHIP

The relationship with the Australian Passive House Association continued in 2022/23 and was formalized with a MOU in early 2023, which will include the ongoing generosity of their sponsorship of the Passive House Scholarship as part of the ArchiTeam Awards program. The Scholarship is worth \$4,500 and was awarded to IOA Studio, for Passive House Surprise.

Thanks to the following members who have continued to bring their commitment and vision to the group, Jo Foong (Chair), Talina Edwards, and Imogen Pullar. We also welcomed Karen Erdos this year as a new committee member. Karen was previously NSW based and now Victorian based and is able to provide insight from operating a small practice in both states.

ADVOCACY REPORT

We are proud to be raising our collective voices and contributing to the future of Architecture in Australia with a considered and collaborative approach. We look forward to the next steps in our ongoing advocacy and research at ArchiTeam as part of the mission to empower and support small practice architects to thrive.

KALLIOPI VAKRAS

Director, Advocacy Portfolio

AWARDS REPORT

Entries

Members were encouraged to enter with the first submission free and all entries displayed in the Awards Exhibition. In 2022 the ArchiTeam Awards program involved 98 entries a slight reduction from the previous year, mostly owing to lockdowns prohibiting access to projects for photography.

Budget

In 2022 the Awards Budget was reduced to \$50,000 due to the event being organized for an in-person event and less AV and graphics were required. The program was delivered for \$37,081 including sponsorship.

Design

Sonia Post and her team at Design Democracy produced the graphic design work for the 2022 Awards program, which featured the branding of the online entry program, exhibition signage, social media, the Awards booklet and other collateral. We thank Sonia for her continued enthusiasm, creative flair and mastery with colour. Thank you to Ash Fischer of Fisch Designs for creating the fantastic Awards trophies, which were sculptural puzzles made from recycled plastic.

Exhibition

Thankfully this year saw the return of the face-to-face Awards night, which was held at A.BCH gallery in West Melbourne in November 2022. Almost 150 members attended the evening MC'd by academic and writer Naomi Stead. Animations of the winners were projected across the space, produced by Isobel Knowles.

Jury

The Awards program would like to extend gratitude to the 2022 jury members for their generous involvement in the process:

- Adam Newman (Chair), NWMN, Vic
- Fiona Dunin, FMD, Vic
- Will Fung, CO + AP, NSW
- Rory Hyde, Melbourne School of Design, Vic
- Jenni Officer, Officer Woods, WA
- Anthony Gill, Gill Architects, NSW
- Amy Muir, Muir, Vic

Thank you to our 2022 Awards sponsors: Brickworks, AWS, The University of Melbourne, James Hardie, Frater Consulting, The Australian Passive House Association, Bookshop at Uro, Niche Media, Bowerbird.io, and Fisch Designs. Their generous support has allowed us to create this Awards program and provide additional exposure to our members and ArchiTeam.

We congratulate and thank the ArchiTeam personnel who help make the program and associated events such an integral and happy part of the Architectural calendar; CEO Phoebe La Gerche-Wijsman, Ophelia Ho and Reggie Lysaught. Thank you to all the ArchiTeamers who submitted entries; always a broad, exciting, inspirational range of projects.

DELIA TESCHENDORFF

ArchiTeam Director

Awards

Appendix



ArchiTeam Members in attendance at the 2022 Annual General Meeting

- 1 Aaron Cody
- 2 Andrew Le
- 3 Angela Banks
- 4 Antony McPhee
- 5 Areej Hashmi-Weyman
- 6 Barbara Kurdiosky
- 7 Barbara Moje
- 8 cathi colla
- 9 David Kidson
- 10 Debbie Thomson
- 11 Delia Teschendorff
- 12 Doren Rosemarin
- 13 Emma Green
- 14 Erica Slocombe
- 15 Fadi Issa
- 16 Fooi Ling Khoo
- 17 Gab Olah
- 18 Harriet Elliot
- 19 Helen Mathew
- 20 Jamie Sormann
- 21 Jo Foong
- 22 John Liu
- 23 Kalliopi Vakras
- 24 Katherine Somerville
- 25 Kel Greenway
- 26 Lucinda Owen
- 27 Marc Fyson
- 28 Michael Kemp
- 29 Nick Bamford
- 30 Peter Hogg
- 31 Semu
- 32 Sonia Sarangi
- 33 Sophie Dayton
- Quorum 34 Stephanie Chiu
- 35 Troy Gration
- 36 Vincent Choi
- 37 Warwick Mihaly



ANNUAL GENERAL MEETING

ATTENDANCE

Directors: Jamie Sormann – JS (Chair /Secretary/ Insurance), Sonia Sarangi – SS (Treasurer/Finance & Research), John Liu – JL (CPD Events), Delia Teschendorff – DT (Awards, Partnerships & Conference) and Kalliopi Vakras – KV (Advocacy & Member Services)
Members: 41 attendees
Invitees & Guests: Phoebe LaGerche-Wijsman, Reggie Lysaught and Ophelia Ho
Apologies:
Meeting Commenced: 12.05pm

Date: 27 October 2022
Venue: Zoom
Time: 12 pm

1.0	<p>Chair's welcome JS – Welcomed to country and welcomed all the attendees. Confirmed over 34 (quorum) members present (38 attended) Apologies were received from;</p> <ul style="list-style-type: none"> - Joanne Willson - Andrew Gardam - Adrian Amiconi - Philip Lambert - Andy Bancroft
2.0	<p>Confirm the Minutes of the previous Annual General Meeting held on n Melbourne, VIC, Wednesday 28 October 2021 JS said Peter Hogg had sent through two questions. JS said he'd like to respond to his first question at the beginning of the meeting Q1. <i>The practice of question on notice is against the spirit of the cooperative. Why can the AGM not reintroduce open questions and answers? Please put this to a vote of the AGM.</i></p> <p>Response: (Jamie Sormann, Chair) <i>Questions on Notice, have been part of the co-ops Rules for the AGM for many years and are standard practice for all organisations so that a considered response from a Director can be presented in response. At all AGMs attendees are given the opportunity to ask questions that arise throughout the meeting. The co-op regularly reminds members that ArchiTeam is their cooperative and encourages all members to have a voice and to get involved.</i></p> <p>Peter Hogg accepted JS explanation and discussed the history of why Questions on Notice was introduced ten years ago and encouraged the Board to accept questions as they arise throughout the meeting. JS said at times some questions may require a more detailed response. PH said this was fair.</p> <p>JS moved that the minutes of the previous AGM be accepted. Seconded: David Kidston</p>
p	<p>Chairs Report JS provided an overview of the Chair's report for the year ended 30 June 2022, asked if there were any questions – none were received and moved that it be accepted. Peter Hogg, reminded ALL that the 'seconders' must be members, not current Directors. Seconded: Peter Hogg</p>
4.0	<p>Secretary Report JS asked if anyone had any questions about the report – none were received and moved that the Secretary's report be accepted Seconded: Peter Hogg</p>
5.0	<p>Treasurer/ Financial Report SS asked if anyone had any questions about the report – none were received and moved that the financial report (including the financial accounts) be accepted. Seconded: Fady Issa</p>
6.0	<p>Appoint an Auditor for 2021-22 SS proposed retaining Auditors Seward Dawson. SS asked for any questions – none were received. SS moved that the recommendation be accepted. Seconded: Barbara Moje</p>
7.0	<p>Director's Portfolio Reports</p> <p>a. Insurance Report JS asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: Warwick Mihaly</p> <p>b. Sponsorship and Partnership Report DT asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: Peter Hogg</p> <p>c. Member Services Report. KV asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: Fooi Ling Khoo</p> <p>d. CPD & Events Report JL asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: Fady Issa</p> <p>e. Advocacy Report KV asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: Weian Lim</p> <p>f. Awards Report DT asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: Fooi Ling Khoo</p>
8.0	<p>Questions on Notice A request for any questions was distributed 5 weeks prior the AGM as per the Cooperative Rules, to be submitted prior to the meeting.</p>



	<p>Peter Hogg – SUBMITTED 2 QUESTIONS. The second question is as follows <i>Q 2. Architeam continues to do business with Westpac, who were found by the Royal Commission into banking to be guilty of more than 23 million criminal breaches. I move that Architeam introduce and ethical banking policy before the 2023 AGM and request a vote on this matter.</i></p> <p>Response: (Sonia Sarangi, Treasurer & Finance Director) SS said that the ArchiTeam Board are aware of the findings from the Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry that commenced in 2017. Prior Board member Barbara Moje when acting as Treasurer and Finance Director, actioned that all banking should only be with ethical banks. This is part of the current ArchiTeam Financial Management Policy (V5) that the Board. ArchiTeam currently banks with Westpac, Bank Australia and ME Bank. As you will be aware ArchiTeam has banked with Westpac since it began 30 years ago and is the main trading account for the cooperative. Plans to change banks have been delayed by COVID over the last 2 years due to not being able to get the Directors to the bank .</p> <p>Peter Hogg summarized that there is a policy and that the Board is acting on it. Peter asked if this change could be finalized prior to the 2023 AGM. SS said we would try.</p> <p>SS asked if there were any further questions from the members. None were received.</p>
<p>9.0</p>	<p>Special Resolution – Approval of the ArchiTeam Rules 2022</p> <p>CEO said over the last 12months the CEO and the Board of Directors worked with BAL Lawyers to review the ArchiTeam Rules (2016) and update them to modern standards. The Rules may be altered by Special Resolution in accordance with section 61 of the Law or by a resolution in accordance with section 62 of the Law.</p> <p>CEO said to ratify these changes we need Member participation. Earlier this month (20 September - 21 days) all members of the cooperative were sent a copy of the current ArchiTeam Rules with all proposed changes.</p> <p>The updates and changes included the following</p> <ul style="list-style-type: none"> - Any full mention of items from the Cooperatives National Law (CNL). These were replaced with reference to the Cooperatives National Law, as it is more likely that the CNL will be updated on a more regular basis than the ArchiTeam Rules - Mention of electronic communications were added, mention of facsimile were removed - incorporate the Appendices into the body of the Rules - reduce the lengthy detail regarding Shares of the Co-op. <p>A second Communique (7 October) was sent to all members with all member questions sent along with the answers. No further questions have been received.</p>
	<p>The Co-op needs to have a two-third majority at the AGM to approve the changes. CEO asked for a show of hands to approve the changes to the ArchiTeam Rules. Quorum is 23. The CEO asked if there were any questions. None were received.</p> <p>CEO acknowledges that 41 ArchiTeam members approved the changes to the ArchiTeam Rules.</p>
<p>10.0</p>	<p>General Business JS asked for any further questions. No questions were received.</p>
<p>11.0</p>	<p>Election of Directors JS said this year there were 2 positions available on the Board. Nominations were published to all members of the cooperative Tuesday 13 September, with nominations closing 10.30am Thursday 22 September.</p> <p>2 nominations were received, they were as follows.</p> <ul style="list-style-type: none"> - Delia Teschendorff - Kalliopi Vakras <p>as such no election was called and Delia Teschendorff and Kalliopi Vakras were nominated for a second term.</p> <p>JS congratulated Delia and Kalliopi on behalf of all present JS thanked all for attending the 2022 AGM and for voting and supporting the updated ArchiTeam Rules.</p> <p>Fady Issa asked if the AGM would remain online in the future. CEO responded that due to the national and regional growth it would to be accessible to all members, but that we would look at a possible hybrid event.</p> <p>Peter Hogg asked about the national growth and if the growth of over 950 members (his research indicating 500 members of a coop is the tipping point) would adversely impact the coop. He discussed how he'd thought that the co-op could potentially split into state-based co-ops. CEO said that the topic of growth is part of the Planning Day discussions, that the Board are comfortable with the sustained growth of the cooperative, but that with the interstate growth we are now organizing events and gatherings such as MOFL to bolster the community's interstate and regionally. JS said that having members in the regions and other cities, that there is hope that the members in those areas will be prepared to drive those communities.</p> <p>CEO said having a CPD Committee made up of members from almost every state provided great benefits to the CPD program, as the program was now richer from this more national approach.</p> <p>Peter Hogg said he was happy to hear that growth it is part of the discussion amongst the Board. JS said the attendance at this year's AGM was also a clear indication of the communication that was also growing.</p> <p>Barbara Moje asked how the staffing levels were in the office and asked about the workload of the current team. Does it reflect what is required? CEO said we would be looking at hiring this year. SS said many things such as XERO have been implemented to try and automate processes and reduce the workload of the current staff. Barbara Moje asked what the Director's workload was like. JS said that the portfolios were in a better organizational way than they were two years ago,</p>

	<p>making it easier to manage and handover. CEO said that the portfolios vary in workload through the ebbs and flows of the year, such as insurance is only busy for two months of the year, as too with finance with an increased workload during the audit.</p>
	<p>Nick Bamford express his appreciation to the Board for all that they do</p>
	<p>AGM closed @12.27pm</p>



26 October 2023

Phoebe LaGerche-Wijsman
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Dear Pheobe,

Actuarial Certificate for Architeam PI Insurance Cover

1 Introduction

Taylor Fry Pty Ltd (“Taylor Fry”) has been requested by ArchiTeam Co-Operative Limited (“Architeam”) to undertake an assessment of the adequacy of their professional indemnity (“PI”) insurance cover as required under paragraph 8.4.2 of the Architects Insurance Ministerial Order (“Order”) contained in *Victorian Government Gazette*, No. S19, Friday 17 January 2020.

This letter sets out the outcome of our assessment. We have been undertaking actuarial certifications for Architeam since 2005, with the previous assessment conducted in 2022 and documented in our letter dated 4 October 2022.

2 Background and Scope

Founded in 1991, Architeam is an approved co-operative membership association for Australian architects working in small, medium and emerging practices. As part of their services, Architeam holds a PI insurance policy to cover their architects, with around 83% of their membership base from Victoria¹.

¹ This has reduced from around 85% since the previous assessment, due to decreases in membership from Victoria.

For the policy to meet the mandatory requirements of PI insurance under Victorian law, the Order stipulates (among other requirements) that an Actuary has certified in writing the adequacy of the policy². Specifically, paragraph 8.4.2 of the Order requires that the policy for each annual policy period **provides cover for members that is no less comprehensive** than that required under paragraph 6 of the Order, which effectively requires an architect to have a minimum cover of \$1.2 million with one automatic reinstatement.

In making the assessment, the Actuary must have regard to:

- a) The limit of indemnity in the policy
- b) The excess (if any) in the policy
- c) The impact of the aggregation of risks
- d) The number of persons covered by the policy
- e) The claims history of those persons
- f) The practice areas of those persons
- g) The turnover of those persons
- h) The risk management education and assistance provided to those persons by the Approved Co-operative
- i) Any other matters the Actuary considers relevant.

For the purposes of the assessment, our certification relates to all of Architeam’s PI insurance policies covering the annual policy periods to 31 May 2024.

3 Data

We have relied on the following data files provided for this assessment:

- Architeam’s PI insurance claims experience extract as at 4 July 2023
- PI insurance renewal quote and policy schedule for the policy year 31 May 2023 to 31 May 2024
- Architeam’s PI insurance policy disclosure statement
- Architeam’s membership details as at 4 July 2023

We have also relied on data available from our previous assessments.

4 PI Insurance Policy Details

The Order requires each annual policy period to be examined. However, as Architeam’s PI insurance policies are written on a “claims made” basis³ and claims are rarely reopened⁴ after being finalised, our analysis can be simplified to only consider those policies which are currently in force (i.e. for the 23/24 policy year) or those with open claims.

To this end, Table 1 summarises the policy details for all annual policy periods since 31 May 2016.

² Only the state of Victoria requires an actuarial certification.

³ This means that the policy covers for claims made against Architeam and notified during the period of cover.

⁴ Based on comparing the 2023 claims report with the 2020-2022 reports, only 3 claims have been reopened following finalisation with one claim having payments of \$26,307 as at 4 July 2023. Note that the reopening of an old claim in a new policy year does not constitute a new claim according to the policy disclosure statement (page i, third bullet point under Claims Made).

Table 1 – Architeam’s PI insurance policy details

Policy Year	Limit of Liability	
	Indemnity ^a	Defence Cost ^b
31 May 2016 – 31 May 2018	<ul style="list-style-type: none"> \$5 million per claim Four reinstatements 	<ul style="list-style-type: none"> \$5 million per claim Four reinstatements
31 May 2018 – 31 May 2019	<ul style="list-style-type: none"> \$5 million per claim \$25 million in aggregate 	<ul style="list-style-type: none"> \$5 million per claim \$25 million in aggregate
31 May 2019 – 31 May 2024	<ul style="list-style-type: none"> \$5 million per claim \$25 million in aggregate 	<ul style="list-style-type: none"> Cladding claims: \$1 million in aggregate Others: \$5 million per claim and \$25 million in aggregate

Notes

- (a) Refer to the Policy Schedule or Renewal Quote
- (b) Refer to Policy Document (POL796BA 08/21) section 3.2

These policies have been underwritten by Allianz Australia Insurance Limited through Austbrokers. We note that:

- The policy wording change from “four reinstatements” to “\$25 million in aggregate” provides the same coverage, and only represents a different way of saying the same thing⁵
- From 31 May 2019, a non-compliant cladding exclusion clause was inserted, and defence costs associated with cladding issues were limited to \$1 million.

Of importance to the assessment, Table 1 shows defence costs are payable in addition to the limit of indemnity. This means the standard of establishing the policies are no less comprehensive as required under paragraph 6 of the Order is to demonstrate coverage of:

- No less than \$1 million in indemnity cover for any one claim
- No less than \$0.2 million in defence costs for any one claim
- No less than one automatic reinstatement.

5 Assessment of Adequacy

As shown in Table 1, Architeam’s limit of liability for indemnity and defence costs are each \$5 million per claim. This is higher than the \$1 million and \$0.2 million required for indemnity and defence costs (respectively) under paragraph 6 of the Order. The limit is also highly adequate, with only 1 claim exceeding \$0.250 million in incurred cost over the past 10 years for a cost of \$345,368. There are currently only 2 claims with estimates of over \$0.025 million, with:

- a claim from the 2021 policy year having an estimate of \$0.067 million, and
- a claim from the 2022 policy year having an estimate of \$0.182 million.

Furthermore, as each claim is subject to an excess of \$2,000, there is no real erosion of coverage provided to Architeam’s architects from the excess.

To assess whether the one automatic reinstatement condition has been met, we have analysed the number of non-nil claims reported each policy year. Figure 1 shows the reported claims by policy year with a split

⁵ Contacted Architeam’s broker, Austbrokers, on 5 October 2020 to confirm policy wording.

between nil claims, non-nil claims with incurred cost less than or equal to \$1,000 and non-nil claims with incurred cost over \$1,000. The 2024 policy year is incomplete with 11 months remaining and currently has 3 active claims with no finalised claims.

Figure 1 – Reported claims by policy year as at 4 July 2023

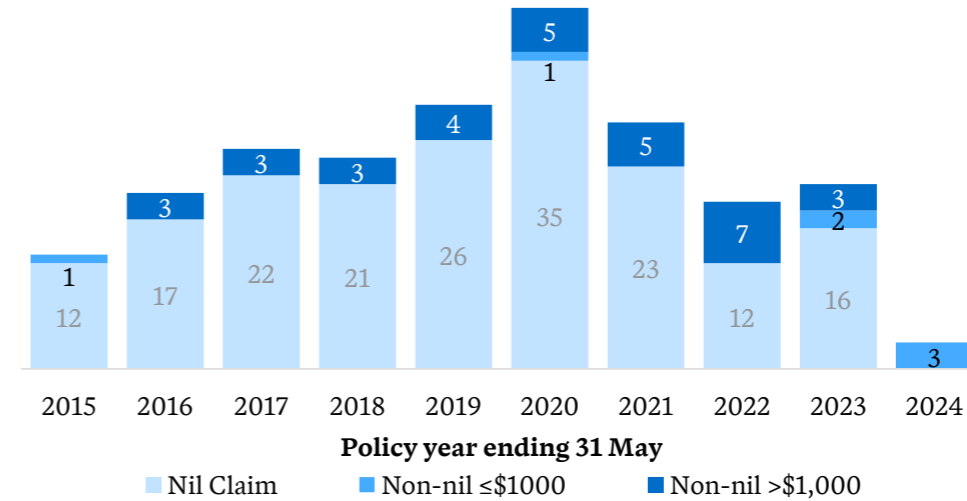


Figure 1 shows from 2015 to 2018, there were between one and three non-nil claims per policy year (or 8% to 17% of all reported claims are non-nil claims). The 2019 to 2023 policy years show higher non-nil claims, ranging between four and seven non-nil claims per policy year. This is in part due to claims with an incurred cost less than or equal to \$1,000 which have yet to be finalised, with all but 1 of the non-nil claims with an incurred cost of less than or equal to \$1,000 comprising solely of case estimates. Historical experience has indicated that these claims typically settle for nil in subsequent years.

The increase in non-nil claims has coincided with an increase in the number of PI insurance members; there are 777 members as at 4 July 2023 compared to 512 members at the start of 2018. It would also appear the volume or size of services provided have increased with the average turnover for each member increasing by 8% p.a. over this period, compared to wage inflation for the construction industry of 2.3%⁶ p.a. from June 2018 to June 2023. We note that the practice areas for the larger accounts remain reasonably consistent.

Total claim frequency has been fluctuating between 2% to 6% since 2015, with the typical frequency of claims with greater than \$1,000 incurred ranging from 0.4% to 0.9%, with no discernible increase over the 2019 to 2023 period. The 2023 policy year had a low total claim frequency of 3% due to fewer nil claims which resulted in a higher non-nil proportion of claims.

These observations are further supported by the following findings:

- Granular analysis on the claims data has not identified the presence of aggregation risks. No architect has had more than one claim with greater than \$3,000 paid over the past 10 years and there are also no obvious signs of accumulation risks from assessing the claims description. We note the Order allows liability arising from non-compliant cladding to be excluded from the contract (paragraph 5.3).
- Architeam continues to maintain a proactive approach to risk management, with an extensive continuing professional development program that has included covering compulsory insurance, building contracts and mental health.

⁶ Using Australian hourly rates for the private and public construction industry available from the Australian Bureau of Statistics.

In light of the analysis, based on historical experience and the increase in non-nil claims reported over policy years 2019 to 2023, we expect this would increase the number of finalised non-nil claims to around nine. This has been estimated by multiplying the number of PI members (777) by the claim frequency and non-nil proportion. We have assumed a claim frequency of 6% based on the highest frequency seen from 2019 to 2023 and a non-nil proportion of 19% based on the average from 2019 to 2023.

Estimated Number of non-nil claims: $777 \times 6\% \times 19\% = 9$ non-nil claims.

Assuming nine non-nil claims each with an automatic reinstatement and limit of liability of \$1 million for indemnity and \$0.2 million for defence costs (as required by paragraph 6), this produces a total cost of \$18 million and \$3.6 million respectively:

Indemnity: $9 \text{ non-nil claims} \times \$1 \text{ million} + 9 \text{ reinstatements} \times \$1 \text{ million} = \$18 \text{ million}$

Defence Costs: $9 \text{ non-nil claims} \times \$0.2 \text{ million} + 9 \text{ reinstatements} \times \$0.2 \text{ million} = \$3.6 \text{ million.}$

As Architeam’s policies allows for \$25 million in aggregate coverage for both indemnity and defence costs, the coverage provided is more comprehensive than the reinstatement requirements contained in paragraph 6.

6 Actuarial Certification

Based on our analysis, **we certify that Architeam’s PI insurance policies covering the annual policy periods to 31 May 2024 provide cover that is no less comprehensive than that required under paragraph 6 of the Order.**

For the certification to be effective, paragraph 8.4.2 of the Order also requires a copy of this letter to be provided to the Board of Architeam.

7 Reliances and Limitations

Although high level reasonableness checks were performed, we have relied on the accuracy and completeness of the information provided to us by Architeam. We have not conducted a formal audit of the data and should any material errors in the data surface, we should be advised immediately so that the potential impact of those errors on our results can be assessed.

The scope of this review has been limited to providing an actuarial certificate as stated under paragraph 8.4.2 of the Order. The advice contained herein are not to be used for any other purposes without prior written approval from Taylor Fry. Any copies of this letter provided to third parties must be complete copies.

Judgements about the methodology, assumptions and commentary in this letter should be made only after considering the letter in its entirety. Sections could potentially be misleading if considered in isolation from the remainder of the letter. We have prepared recommendations based on the information provided to us at the date of the assessment. Future experience could vary considerably from projections and deviations from our projections are normal and to be expected.

We trust that this letter covers the issues required. Please do not hesitate to contact me if you have any questions in relation to this letter or if you require any additional information.

Yours sincerely,



Kevin Gomes

Fellow of the Institute of Actuaries of Australia

Architeam Co-operative Ltd

ABN: 65 894 162 886

Financial Statements

For the Year Ended 30 June 2023

Architeam Co-operative Ltd

ABN: 65 894 162 886

Contents

For the Year Ended 30 June 2023

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ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Auditor's Independence Declaration to the Directors of ArchiTeam Co-operative Ltd

I am pleased to provide the following declaration of independence to the directors of ArchiTeam Co-operative Ltd. As the lead audit partner for the audit of the financial report of ArchiTeam Co-operative Ltd for the year ended 30 June 2023, I declare that, to the best of my knowledge and belief, there have been no contraventions of:

- (i) the auditor independence requirements in relation to the audit; and
- (ii) any applicable code of professional conduct in relation to the audit.

Saward Dawson
Saward Dawson

M Crouch
Matthew Crouch
Partner
Blackburn

Dated: 16 October 2023

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Statement of Income and Expenditure and Other Comprehensive Income

For the Year Ended 30 June 2023

	Note	2023 \$	2022 \$
Revenue	3	1,483,408	1,101,736
Insurance expense		(704,743)	(652,558)
Employee benefits expense		(231,184)	(220,189)
Member service expense		(77,510)	(9,367)
Directors' honorarium		(74,547)	(71,951)
Professional fees		(49,067)	(42,718)
Awards expense		(37,081)	(29,868)
Depreciation and amortisation expense		(9,944)	(9,817)
Office expense		(9,643)	(7,214)
Computer and internet expenses		(1,561)	(1,650)
Other expenses		(22,673)	(23,123)
Current year surplus before income tax		265,455	33,281
Income tax expense		-	-
Net current year surplus		265,455	33,281
Other comprehensive income			
Total other comprehensive income for the year		-	-
Total comprehensive income for the year		265,455	33,281

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ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Statement of Financial Position

As At 30 June 2023

	Note	2023 \$	2022 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	1,789,980	1,446,929
Trade and other receivables	6	30,818	15,400
Other financial assets	7	476,469	469,729
Other assets	8	679,055	639,049
TOTAL CURRENT ASSETS		2,976,322	2,571,107
NON-CURRENT ASSETS			
Property, plant and equipment	9	255,099	265,043
TOTAL NON-CURRENT ASSETS		255,099	265,043
TOTAL ASSETS		3,231,421	2,836,150
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	10	89,870	84,755
Other liabilities	11	1,248,889	1,136,328
Employee benefits	12	46,489	36,217
TOTAL CURRENT LIABILITIES		1,385,248	1,257,300
NON-CURRENT LIABILITIES			
Employee benefits	12	3,893	2,118
TOTAL NON-CURRENT LIABILITIES		3,893	2,118
TOTAL LIABILITIES		1,389,141	1,259,418
NET ASSETS		1,842,280	1,576,732
EQUITY			
Share capital		1,668	1,575
Retained earnings		1,840,612	1,575,157
TOTAL EQUITY		1,842,280	1,576,732

The accompanying notes form part of these financial statements.

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Statement of Changes in Equity

For the Year Ended 30 June 2023

2023

Balance at 1 July 2022

Shares issued

Surplus for the year

Balance at 30 June 2023

Share Capital \$	Retained Earnings \$	Total \$
1,575	1,575,157	1,576,732
93	-	93
-	265,455	265,455
1,668	1,840,612	1,842,280

2022

Balance at 1 July 2021

Shares issued

Surplus for the year

Balance at 30 June 2022

Share Capital \$	Retained Earnings \$	Total \$
1,493	1,541,876	1,543,369
82	-	82
-	33,281	33,281
1,575	1,575,157	1,576,732

The accompanying notes form part of these financial statements.

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Statement of Cash Flows

For the Year Ended 30 June 2023

	2023	2022
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from customers	1,717,728	1,550,753
Payments to suppliers and employees	(1,389,936)	(1,209,380)
Interest received	21,906	2,421
Net cash provided by/(used in) operating activities	13 <u>349,698</u>	<u>343,794</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Redemption/(placement) of term deposits	(6,740)	(2,219)
Purchase of other non-current assets	-	(654)
Net cash provided by/(used in) investing activities	<u>(6,740)</u>	<u>(2,873)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Proceeds from the issue of shares	93	82
Net cash provided by/(used in) financing activities	<u>93</u>	<u>82</u>
Net increase/(decrease) in cash and cash equivalents held	343,051	341,003
Cash and cash equivalents at beginning of year	<u>1,446,929</u>	<u>1,105,926</u>
Cash and cash equivalents at end of financial year	5 <u><u>1,789,980</u></u>	<u>1,446,929</u>

The accompanying notes form part of these financial statements.

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

(a) Basis of Preparation

The financial statements cover ArchiTeam Co-operative Ltd as an individual entity, incorporated and domiciled in Australia.

ArchiTeam Co-operative Ltd is a cooperative entity under the Co-operatives National Law Application Act 2013.

The directors have prepared the financial statements on the basis that the Co-operative is a non-reporting entity because there are no users dependent on general purpose financial statements. These financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the Co-operatives National Law Application Act 2013. The Co-operative is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

Statement of Compliance

The financial statements have been prepared in accordance with the mandatory Australian Accounting Standards applicable to entities reporting under the Co-operatives National Law Application Act 2013 and the significant accounting policies disclosed below, which the directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with those of previous periods unless stated otherwise.

The Co-operative has concluded that the requirements set out in AASB 10 and AASB 128 are not applicable as the initial assessment on its interests in other entities indicated that it does not have any subsidiaries, associates or joint ventures.

The recognition and measurement requirements that have not been complied with are those specified in AASB 119 Employee Benefits. This accounting policies adopted in the special purpose financial statements are set out in Note (j) and indicate how the recognition and measurement requirements of Australian Accounting Standards have not been complied with.

The financial statements, except for the cash flow information, have been prepared on an accrual basis and are based on historical costs unless otherwise stated in the notes. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise. The amounts presented in the financial statements have been rounded to the nearest dollar.

(b) Income Tax

The Co-operative prepares its income tax returns by reference to the application of the principle of mutuality to the revenue and expenses of the Co-operative. The principle of mutuality is a principle arising from the premise that individuals cannot profit from themselves. Accordingly, receipts from members are deemed to be mutual income and not subject to income tax, and expenses in connection with mutual activities are therefore not deductible for taxation purposes. All other receipts and payments are classified in accordance with taxation legislation.

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

(c) Revenue and other income

Revenue from contracts with customers

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the Co-operative expects to receive in exchange for those goods or services. Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer,
2. Identify the performance obligations,
3. Determine the transaction price,
4. Allocate the transaction price to the performance obligations,
5. Recognise revenue as and when control of the performance obligations is transferred.

Generally the timing of the payment for sale of goods and rendering of services corresponds closely to the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

None of the revenue streams of the Co-operative have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations.

The revenue recognition policies for the principal revenue streams of the Co-operative are:

Professional indemnity subscriptions

Revenue from professional indemnity subscription income is recognised over the period of insurance.

Membership fees

One-off member joining fee is recognised over the expected life of membership.

On-going fees are recognised over the period of the membership year.

Membership services income

Revenue recognition relating to the provision of services is recognised on the basis that the transfer of promised goods or services to customers at an amount that reflects the consideration expected to be received in exchange for those goods or services. Each agreement is analysed to determine the revenue recognition in accordance with the five step model. Some of the contracts are multi-year agreements. Where performance obligations have not been met, it will result in unearned income at year end.

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

(c) Revenue and other income

Interest income

Interest income is recognised using the effective interest method.

Other income

Other income is recognised on the basis that reflects the transfer of promised goods and services to customers at an amount that reflects the consideration the Co-operative expects to receive in exchange for hate goods or services.

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

(d) 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 with other receivables or payables in the statement of financial position.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(e) Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment. 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 and impairment losses are recognised in profit or loss. A formal assessment of recoverable amount is made when impairment indicators are present.

Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a straight-line basis over the assets useful life to the Co-operative, commencing when the asset is ready for use.

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

Fixed asset class	Depreciation rate
Buildings	2.5%
Office equipment and fit out	4% - 33%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

(e) Property, plant and equipment

Depreciation

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised in profit or loss in the period in which they arise. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

(f) Financial instruments

Financial instruments are recognised initially on the date that the Co-operative becomes party to the contractual provisions of the instrument. For financial assets, this is equivalent to the date that the Co-operative commits itself to either the purchase or the sale of the asset (ie trade date accounting is adopted).

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification

On initial recognition, the Co-operative classifies its financial assets into the following categories, those measured at:

- amortised cost
- fair value through profit or loss - FVTPL

Financial assets are not reclassified subsequent to their initial recognition unless the Co-operative changes its business model for managing financial assets.

(g) Impairment of non-financial assets

At the end of each reporting period the Co-operative determines whether there is any evidence of an impairment indicator for non-financial assets.

Where an indicator exists and regardless for indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the asset is estimated.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss.

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

(h) Intangibles

Intangibles are recorded at cost. Where intangibles is acquired at no cost, or for a nominal cost, the cost is its fair value as at the date of acquisition. It has a finite life and is carried at cost less accumulated amortisation and any impairment losses. The estimated useful life is three years. It is assessed annually for impairment.

(i) Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(j) Employee benefits

Provision is made for the Co-operative's liability for employee benefits arising from services rendered by employees (including wages, annual leave, personal leave, long service leave) to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled. Provision for annual leave is adjusted and calculated on an annual basis and includes on-costs.

Provision is made for long service leave, with a current liability recognised for staff members who will be eligible to take long service leave within 12 months. This accounting policy does not fully comply with the recognition and measurement requirements for long service leave included in AASB 119: Employee Benefits, however, which requires long term employee benefits to be measured at the present value of the expected future payments to be made to employees, as discounting has not been applied to the long service leave provisions.

Contributions are made by the Co-operative to employee superannuation funds and are charged as expenses when incurred.

(k) Comparative figures

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

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2023

2 Critical Accounting Estimates and Judgments

The directors make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

Key estimates - impairment

The Co-operative assesses impairment at the end of each reporting period by evaluating conditions and events specific to the Co-operative that may be indicative of impairment triggers.

Key judgements - performance obligations under AASB 15

To identify a performance obligation under AASB 15, the promise must be sufficiently specific to be able to determine when the obligation is satisfied. Management exercises judgement to determine whether the promise is sufficiently specific by taking into account any conditions specified in the arrangement, explicit or implicit, regarding the promised goods or services. In making this assessment, management includes the nature, value, quantity and the period of transfer related to the goods or services promised.

3 Revenue and Other Income

	2023	2022
	\$	\$
Professional indemnity subscriptions	966,799	738,422
Membership fees	299,804	280,911
Member services income	107,964	52,054
Interest income	21,906	2,421
Other income	86,935	27,928
	<u>1,483,408</u>	<u>1,101,736</u>

4 Insurance

Professional indemnity subscriptions	966,799	738,422
Insurance expense	(704,743)	(652,558)
	<u>262,056</u>	<u>85,864</u>

5 Cash and Cash Equivalents

Cash at bank	<u>1,789,980</u>	<u>1,446,929</u>
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ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2023

6 Trade and Other Receivables

	2023	2022
	\$	\$
CURRENT		
Trade receivables	28,049	14,927
Accrued income	2,769	473
	<u>30,818</u>	<u>15,400</u>

7 Other Financial Assets

(a) Term Deposits

CURRENT		
Term deposits	<u>476,469</u>	<u>469,729</u>

Term deposits are held for 6 - 7 months terms and at interest rates ranging between 3.75% p.a. and 4.6% p.a.

8 Other assets

CURRENT		
Prepayments	<u>679,055</u>	<u>639,049</u>

9 Property, plant and equipment

Buildings		
At cost	286,571	286,571
Accumulated depreciation	(83,466)	(76,301)
Total buildings	<u>203,105</u>	<u>210,270</u>
PLANT AND EQUIPMENT		
Office equipment and fitout		
At cost	107,171	107,171
Accumulated depreciation	(55,177)	(52,398)
Total office equipment	<u>51,994</u>	<u>54,773</u>
	<u>255,099</u>	<u>265,043</u>

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2023

10 Trade and Other Payables

	2023	2022
	\$	\$
CURRENT		
Trade payables	119	-
GST payable	65,258	59,493
Other Payables	24,493	25,262
	<u>89,870</u>	<u>84,755</u>

11 Other Financial Liabilities

CURRENT		
Amounts received in advance	1,248,889	1,136,328

12 Employee Benefits

CURRENT		
Provision for employee benefits	46,489	36,217
	<u>46,489</u>	<u>36,217</u>
NON-CURRENT		
Long service leave	3,893	2,118

13 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities		
Surplus/(deficit) for the year	265,455	33,281
Non-cash flows in surplus/(deficit):		
- depreciation and amortisation	9,944	9,817
- impairment of intangible assets	-	3,629
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	(15,418)	3,438
- (increase)/decrease in other assets	(40,006)	(48,204)
- increase/(decrease) in fees received in advance	112,561	303,761
- increase/(decrease) in trade and other payables	5,115	20,344
- increase/(decrease) in employee benefits	12,047	17,728
Cashflows from operations	<u>349,698</u>	<u>343,794</u>

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2023

14 Related Parties

Related parties include board members, key management personnel, close family members of key management personnel and entities that are controlled or significantly influenced by those key management personnel or their close family members. The Co-operative entered into sponsorship/partnership agreements with member organisations.

The directors were paid a total of \$74,547 in the 2023 financial year (2022: \$71,951) in honorariums for their role on the board.

Other related parties of the Co-operative include entities which are members of the Co-operative and the directors are involved with. The total membership, insurance and donation receipts from these related parties during the financial year were \$6,801 (2022: \$7,930).

15 Events after the end of the Reporting Period

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

16 Statutory Information

The registered office and principal place of business of the Co-operative is:

ArchiTeam Co-operative Ltd
Suite 16/204-218 Dryburgh St
North Melbourne
VIC 3051

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

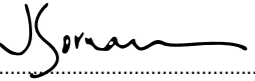
Directors' Declaration

The directors have determined that the Co-operative is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The directors of the Co-operative declare that:

1. The financial statements and notes, as set out on pages 2 to 14, are in accordance with the Co-operatives National Law Application Act 2013 and:
 - (a) comply with Accounting Standards as stated in Note 1; and
 - (b) give a true and fair view of the Co-operative's financial position as at 30 June 2023 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.
2. In the directors' opinion, there are reasonable grounds to believe that the Co-operative will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

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Director 

Director 

Dated 15/10/2023



ArchiTeam Co-operative Ltd

Independent Audit Report to the members of ArchiTeam Co-operative Ltd

Report on the Audit of the Financial Report

Opinion

We have audited the accompanying financial report, being a special purpose financial report of ArchiTeam Co-operative Ltd (the Co-operative), which comprises the statement of financial position as at 30 June 2023, the statement of income and expenditure and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion, the accompanying financial report of the Co-operative is in accordance with the Co-operatives National Law Application Act 2013, including:

- (i) giving a true and fair view of the Co-operative's financial position as at 30 June 2023 and of its financial performance for the year ended; and
- (ii) complying with Australian Accounting Standards to the extent described in Note 1 and the Co-operatives National Law Application Act 2013.

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 Co-operative in accordance with the auditor independence requirements of the Co-operatives National Law Application Act 2013 and 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 confirm that the independence declaration, which has been given to the directors of the Co-operative, would be in the same terms if given to the directors as at the time of this auditor's report.

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

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the directors' financial reporting responsibilities under the Co-operatives National Law Application Act 2013. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

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ArchiTeam Co-operative Ltd

Independent Audit Report to the members of ArchiTeam Co-operative Ltd

Responsibilities of Directors for the Financial Report

The directors of the Co-operative are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Co-operatives National Law Application Act 2013 and is appropriate to meet the needs of the members. The directors' responsibility also includes such internal control as the directors determine necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the Co-operative'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 directors either intend to liquidate the Co-operative or to cease operations, or have no realistic alternative but to do so.

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 the 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 Co-operative's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' 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 Co-operative'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 Co-operative 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.



ArchiTeam Co-operative Ltd

Independent Audit Report to the members of ArchiTeam Co-operative Ltd

We communicate with the directors 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.

Saward Dawson
Saward Dawson

M Crouch
Matthew Crouch
Partner

Blackburn, VIC

Dated this 16 day of October 2023

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