



# Annual Report

## 2024-25

**ā rbv**

Architects  
Registration Board  
of Victoria





*The ARBV respectfully acknowledges the Traditional Owners and custodians of the land and water upon which we rely. We pay our respects to their Elders, past and present. We recognise and value the ongoing contribution of Aboriginal people and communities to Victorian life. We embrace the spirit of reconciliation, working towards equality of outcomes and an equal voice.*

The Architects Registration Board of Victoria (ARBV) is a statutory entity of the State Government of Victoria created under the *Architects Act 1991*.

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Cover image: Princess Theatre, Architect: William Pitt, 1886. Facade restoration works, Lovell Chen, 2018. Auditorium restoration, Conservation Studio, 2024. The Princess Theatre is located on Wurundjeri Woi-Wurrung Country of the Kulin Nation.

Data provided in this report is correct as of 30 June 2025. The publication of the ARBV Annual Report 2024–25 complies with requirements under the Financial Reporting Direction 30 regarding its design, use of colour and images, standard sizing, paper stocks and other publishing requirements.



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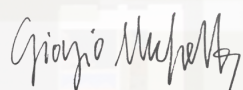
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# Responsible Body's Declaration

In accordance with the *Financial Management Act 1994* and the *Architects Act 1991*, I am pleased to submit the Architects Registration Board of Victoria's Annual Report for the year ending 30 June 2025.

Yours faithfully,



**Dr Giorgio Marfella Chairperson**  
**Architects Registration Board of Victoria**  
17 September 2025



## ABOUT US

The Architect Registration Board of Victoria (ARBV) is the statutory authority responsible for regulating Victorian architects, approved companies and partnerships. As the State's regulator of architects, the ARBV is dedicated to achieving the highest professional standards of architectural services and building outcomes throughout Victoria.

The ARBV is an entity within Victoria's transport and planning portfolio, which is led by the Department of Transport and Planning (DTP). DTP and its entities share responsibility for Victoria's transport and planning systems. Our common aim is to create thriving places and connected communities that underpin an inclusive, successful and sustainable state. DTP is an integrated department that brings together transport, planning, land, precinct, and policy functions. It serves four ministers and two parliamentary secretaries. The responsible ministers for the ARBV for the reporting period were the Hon. Sonya Kilkenny MP, Minister for Planning and the Hon. Harriet Shing MP, Minister for Housing and Building.

The ARBV and its initiatives are vital contributors to the transport and planning portfolio.

## OUR VISION

A well designed, liveable and safe built environment for Victorians.

## OUR MISSION

We will engage, educate and regulate to ensure architectural services in Victoria are delivered according to high professional standards and contribute to improved building outcomes for the benefit of the community.

## OUR VALUES

The ARBV operates in accordance with the Victorian Public Sector values of:





## OUR ROLE

The ARBV administers the *Architects Act 1991* (the Act) and *Architects Regulations 2015*.

The Act establishes the framework for the regulation of architects in Victoria and has as its main purposes:

- to provide for the registration of architects
- to provide for the approval of partnerships and companies providing architectural services
- to regulate the professional conduct of architects
- to provide a procedure for handling complaints against architects
- to regulate the use of the terms “architect”, “architectural services”, “architectural design services” and “architectural design”
- to establish the Architects Registration Board of Victoria.

## OUR FUNCTIONS

The ARBV's statutory functions include:

- assessing and determining applications for registration from individuals and applications for approval from partnerships and companies
- suspending and cancelling registrations or approvals and revoking suspensions where required
- regulating the professional conduct of architects, approved partnerships and approved companies
- preparing guidelines on professional conduct and practice for architects, approved partnerships and approved companies
- publishing information relating to the operation of the ARBV and the Act
- together with the Architects Accreditation Council of Australia (AACA), administering the Architectural Practice Examination (APE), the most common pathway to registration
- accrediting architectural programs of study within Victoria, in accordance with the established Architecture Program Accreditation Procedure in Australia and New Zealand administered by the AACA and in doing so, determining qualifications required for registration under the Act
- investigating and bringing proceedings for offences against the Act
- carrying out any other powers and functions which are given to it by the Act or which are necessary to implement the Act.

## OUR STRATEGIC DIRECTIONS

1

### **KNOWLEDGE, CAPABILITY AND EXCELLENCE**

*To support architects in the delivery of professional services for the benefit of the community and advancement of the industry.*

2

### **COMMUNITY UNDERSTANDING**

*To build community understanding of the role of architects and the ARBV.*

3

### **TRUSTED REGULATOR**

*To demonstrate the ARBV's value as a trusted regulator, supporting the delivery of a high-quality built environment.*

4

### **CULTURE AND OUTCOMES**

*To drive positive outcomes for consumers by promoting a professional culture of accountability among architects.*



## OUR REGULATORY APPROACH

The ARBV strives to ensure the delivery of quality architectural services in Victoria, the protection of consumers of architectural services as well as the broader community, and to instil public confidence in the regulation of the architecture profession by the ARBV. To this end, the ARBV is committed to ensuring that outcomes are at the heart of its regulatory approach and activities.

### Regulatory objectives

In overseeing the regulatory framework, the ARBV specifically aims to:

- promote and maintain high standards of professional conduct and practice by architects
- restrict who can represent themselves as architects
- ensure only suitably qualified entities are registered and approved to provide architectural services
- ensure compliance by architects with insurance requirements
- support architects to fulfil their professional obligations to their clients
- encourage and support voluntary compliance
- engender confidence in and respect for the profession.

The ARBV uses all its available regulatory tools to pursue these objectives.

### Regulatory strategy

The Regulatory Strategy sets out the ARBV's risk-based approach. It explains how the ARBV regulates the architecture profession in Victoria using the risks associated with non-compliance that could compromise the achievement of regulatory objectives as a guide for its regulatory activities. In turn, this approach helps to ensure that the ARBV regulates in a manner that is effective, fair, efficient, and consistent.

The Statement of Regulatory Approach published on the ARBV website provides an overview of the Regulatory Strategy. It enables regulated entities (architects, approved companies and partnerships) to understand the ARBV's regulatory approach and supports them to develop a positive and effective compliance culture.

### Regulatory activities

The ARBV uses its registration and approval function to ensure that only those that are eligible under the regulatory framework are permitted to provide architectural services. In addition, the ARBV undertakes proactive and reactive regulatory activity to respectively mitigate the risk of non-compliance with the regulatory framework and address that risk in cases when non-compliance occurs.

#### Proactive regulatory activity

The ARBV's proactive strategic plan for FY 23/24 – FY 25/26 helps to ensure that the ARBV's proactive regulatory activities keep pace with a rapidly changing environment.

Proactive activities include:

- developing educational materials, including fact sheets, updates and webinars, to assist architects to understand and meet their obligations and to help clients to understand their rights
- engaging with a broad range of stakeholders, including architects, clients and industry bodies, to discuss compliance issues, encourage voluntary compliance, and gain insights about areas of concern
- carrying out research and analysis to help the ARBV better understand sector-wide issues and concerns
- monitoring regulated entities, gathering intelligence from various sources about compliance risks and analysing information to detect compliance trends and issues.

#### Reactive regulatory activity

The ARBV undertakes reactive regulatory activity to respond to instances of actual or possible non-compliance. The ARBV's reactive regulatory activity may include:

- education and engagement
- informal advice about compliance or warning
- referral to the Architects Tribunal where there are concerns about an architect's fitness to practise and/or professional conduct
- suspending or cancelling registration or approval
- institution of prosecution proceedings.

## AT A GLANCE IN 2024-25

**5,675**

Practising Architects  
on the Register

**283**

New architect  
registrants

**110**

New companies and  
partnerships

**1,552**

Approved companies  
and partnerships

**338**

Architectural Practice  
Examination  
participants

**59**

Professional conduct  
assessments and  
investigations initiated

**24**

Professional conduct  
complaints investigated

**34**

Written advice on  
compliance  
(22 CPD and 12 other  
Code non-compliance)

**7**

Matters referred to  
Architects Tribunal

**46**

Prohibited conduct  
assessments initiated

**9**

1 hour formal CPD  
webinars  
(with 9,800 attendees)

**88,000**

Visits to the ARBV  
website

For further information about registration and complaints statistics see pages 22 and 25





## CHAIRPERSON AND CHIEF EXECUTIVE OFFICER/REGISTRAR REPORT

**With more than 7,000 practising architects, approved companies and partnerships and over 300 Architectural Practice Examination candidates undertaking pre-registration requirements, we continue to be extremely proud of our efforts to engage, educate and regulate to ensure high standards of professional conduct and practice and improved built outcomes for Victorians.**

This year's annual report highlights our key successes and progress towards the achievement of the ARBV's strategic objectives under our Strategic Plan 2022-2026. This work is critical to ensuring high professional standards are upheld and providing protection for consumers and improved confidence in the building industry.

An immensely successful schedule of CPD webinars has been designed and delivered to an ever-increasing audience. These include:

- Deep Dive into Client Architect Relationships and Agreements (529 attendees)
- Roof Drainage for Low Pitched Metal Roofs (1,315 attendees)
- Deep Dive into D&C Procurement (996 attendees)
- Tackling common design issues with the State Building Surveyor (1,433 attendees)
- Deep dive into NCC compliance (1,396 attendees)
- Architects & Compliance – Navigating Professional and Business Responsibilities (1,046 attendees)
- A Close Look at Performance Solutions and the Architects Role in the Performance Solution Process (1273 attendees)
- Deep dive into Disruptive forces (966 attendees)
- Assessing the Suitability of Building Products and Materials under the NCC – what steps should architects take? (921 attendees)

Our presenters included Dr Dariel De Sousa, Frances Hall, Isabel Legge, Rowan Gregory, Mei Yang, Steven Baxas, Anthony Apollini, Paul Viney, Jenine Birney and Prof M. Hank Haeusler to whom we extend our thanks. A number of webinars in the series provided information and guidance to architects about NCC compliance.

Building on the success of our previous systemic risks research reports undertaken with the NSW ARB, the ARBV initiated a third major research project – 'Strengthening Compliance Culture in the Architecture Sector'. The report completed in June 2025, highlights the critical role of compliance culture within the architecture profession, explaining why it matters, what it looks like in practice, and how it can be strengthened. The report draws on insights from architects, industry leaders, regulators, educators, and insurers to evaluate compliance culture within the Victorian architecture sector and outlines strategies that can be implemented by sole practitioners, small firms and large firms to help them discharge their duties and strengthen compliance culture. It additionally calls on all participants in the broader construction sector to work collectively and collaboratively to improve compliance culture across the sector, with architects encouraged to lead by example. This will help to drive positive behavioural change, raise standards and ensure that buildings are compliant, safe and high-quality.

In addition to focusing on compliance culture, we collaborated closely with the Department of Transport and Planning (DTP) to progress legislative and regulatory reforms to strengthen the regulatory oversight of architects.

Changes to the *Architects Act 1991* (the Act) were included in the *Building Legislation Amendment and Other Matters Act 2024* enacted by Parliament on 13 November 2024. The ARBV collaborated with DTP to progress the changes, which primarily relate to registration renewal obligations that will come into effect in August 2025. The changes mean that registration will no longer continue in perpetuity and will transition to an annual term based on the financial year. The onus will be on architects to meet renewal requirements by 30 June to continue to practise in Victoria. The objective of resetting registration renewal obligations is to ensure that architects are timely in meeting statutory requirements, including payment of fees. Importantly, the implementation of these changes will help to embed public protection requirements for the benefit of consumers and the public at large. The changes will also significantly reduce the administrative burden on the ARBV in dealing with high rates of non-compliance at renewal and escalating to a suspension in instances where statutory requirements remain unmet. Those resources can instead be redirected to education and other initiatives that support architects to comply with their regulatory obligations.

The *Architects Regulations 2015* (the Regulations) were due to be replaced in April 2025, however, the ARBV worked with the government to extend this timeframe for 12 months. The sunset review of the Regulations provides an opportunity to ensure the regulatory framework remains effective for the next ten years, addressing any gaps and improving the regulations to suit the growing needs of architects, consumers, and the building industry in Victoria. Key areas for review include the Code of Professional Conduct, Continuing Professional Development (CPD), the ARBV's powers under Regulation 8 as well as other priorities identified by key stakeholders, including the ARBV. The 12-month extension will allow time for consultation and analysis of the impact of proposed regulatory amendments. The review will also incorporate changes to the Regulations consequential to amendments to the Act.

We continued to reach out and engage with consumers and the public, taking opportunities to build community understanding of our role and purpose.

The ARBV had a stand at the Melbourne Home Show in August 2024 and our plans to attend the 2025 show are well-advanced. The Melbourne Home Show is Australia's longest running home improvement expo held over 3 consecutive days. The ARBV decided to exhibit at this event to raise public awareness of the importance of architect registration in Victoria. Staff highlighted the ARBV's role and the resources available to consumers to ensure architectural services are provided by registered and approved entities. Staff also provided information for consumers about working with an architect and information about pathways to registration for those interested in pursuing a career in the industry.

Our contribution to the Open House Melbourne July weekend 2024 was to host the walking tour The Architecture of Olympic Boulevard. The walk was led by heritage architect and architectural historian Jim Gard'ner, Director of GJM Heritage, along Olympic Boulevard to the Olympic Swimming Pool, Rod Laver Arena, Olympic Park Stadium, AAMI Park, Gosch's Paddock and the MCG Olympic Stand. Participants also had the pleasure of meeting Peter McIntyre, architect of the 1956 Olympic Swimming and Diving Stadium. Peter delighted attendees with his anecdotes and shared his vast experience and insight into the development of what is the only remaining purpose-built facility from the 1956 Melbourne Olympic Games.

In June 2025, we delivered a live formal CPD webinar at the ArchiBuild Expo. The Expo is the leading event for architects, designers and builders showcasing new and contemporary architectural building products, materials and systems. It also provided an opportunity for architects to attend CPD sessions during the event. The ARBV collaborated with the Australian Institute of Architects to present 'Assessing the suitability of building products and materials under the NCC – what steps should architects take?'. We also presented a consumer-focused panel discussion that shared insights into the architectural design and build process for a project aiming to achieve passivhaus certification.



Proactive monitoring of architects' compliance with professional indemnity insurance (PII) and CPD obligations continued to be a central focus in 2024-25 for the ARBV. Regular audits of PII records and follow-up by the ARBV has resulted in a significant decrease in the instances of non-compliance by architects, partnerships and companies.

Unfortunately, we have not seen the same reduction in the instances of non-compliance relating to CPD obligations and it will continue to be an area of focus. The introduction of changes to the Act and Regulations and a focus on compliance culture within the profession should help to strengthen rates of compliance going forward.

The ARBV has had a busy year dealing with an increased number of complaints from consumers and matters proactively initiated by the ARBV. Of the 59 new professional conduct matters dealt with by the ARBV in 2024-25, 27 were proactively initiated by the ARBV. The ARBV has focused on strengthening processes and resources to improve case throughput times. In relation to prohibited conduct matters this includes developing guidance to assist architects and non-architects involved in building design and construction from committing offences against the Act and promoting transparency for the end user about the qualifications and registration status of persons carrying out work on their project. In this regard, we continue to monitor the use of terms and wording that may mislead consumers into thinking they are engaging the services of a registered architect or approved company or partnership when this is not the case.

The ARBV has continued to monitor and provide accreditation for five Schools of Architecture in Victorian universities. Working in collaboration with the Architects Accreditation Council of Australia and aligning with the decisions of other Architects Registration Boards (ARBs), the ARBV has taken important and nationally consistent decisions that will improve the prerequisite activities of professional practice required to sit the Architectural Practice Examination. We have also continued to work closely with other regulators, including other ARBs through the National Registrars Forum.

In 2024-25, the ARBV welcomed new Board members Sally Brincat (Deputy Chairperson), Michael Leeton, Tim Leslie, Professor Sarah McGann, Lorina Nervejna and Yana Podolskaya

who joined Sally Wills and reappointed Board members Dr Giorgio Marfella (Chairperson) and Mark Curry. Collectively the Board brings a breadth of skills, knowledge and experience and is well-equipped to ensure the ARBV maintains momentum in achieving its strategic objectives and developing a new Strategic Plan 2026-2030.

Finally, we extend our appreciation to our small team of dedicated staff for their continuous support and to Victorian architects for the valuable services they offer to their clients and the Victorian community.



**Dr Giorgio Marfella**  
Chairperson



**Dr Glenice Fox**  
CEO/Registrar

## PERFORMANCE REPORT

The **ARBV Strategic Plan 2022-2026** (the Strategic Plan) guides our activities and how we prioritise our resources to achieve the ARBV's mission to uphold the highest standards of integrity in the professional practice of architecture and engage with architects, consumers and government to enhance the quality and safety of the built environment for all Victorians. The Strategic Plan sets out the objectives to be met during the course of the plan and details of the strategic initiatives which will enable the ARBV to meet those objectives. This is our third year under the plan.

The ARBV's strategic direction and performance also reflects the Minister for Planning's Statement of Expectations for the ARBV issued on 3 July 2023 requiring the ARBV to focus on the following thematic priority elements:

- Risk based strategies informed by enhanced data capture and knowledge gathering;
- Improved delivery and regulatory responsiveness; and
- Stakeholder engagement and consultation.

In setting these priority elements and corresponding initiatives and actions to address them, the Minister also highlighted that this would enable the ARBV to address the recommendations of the Building System Review's Expert Panel Stage 1 Report, particularly recommendation 12 insofar as it relates to architects:

*Modernise legislative schemes and regulate governance and operations for architects and design practitioners to ensure alignment with best practice and that qualification requirements include a focus on compliance with current regulatory settings.*

The Expert Panel considered Recommendation 12 should be implemented through improvements to the ARBV's regulatory practice including:

- adoption of systems, resources, intelligence, and processes to meaningfully embed a risk-based approach to regulatory practice; and
- broadening the focus of compliance and enforcement activity and strengthening information sharing with other regulators and agencies.

In addition, the Expert Panel highlighted the need for alignment with the Minister's 2019 Statement of Expectations and ensuring that the changes recommended have been fully implemented. The changes implemented pursuant to the Minister's 2019 Statement of Expectations have been reported by the ARBV in previous annual reports. The Expert Panel also identified that the composition of the ARBV Board should be skills based. This has now been implemented with the latest round of Board appointments made in accordance with the amendments to the membership provisions of the *Architects Act 1991* that came into operation in 2024.

Where there is an overlap between initiatives and actions in the ARBV's Strategic Plan and the Minister's Statement of Expectations this has been highlighted in blue. The ARBV's progress in implementing improvements to its regulatory practices as recommended by the Expert Panel has also been incorporated into this performance report.

A Performance Monitoring and Evaluation Framework (PMEF) has been developed by the ARBV that provides a structured framework and process for evaluating our performance against the strategic objectives we have committed to in the Strategic Plan. Measures that have been drawn from the PMEF have been bolded.

**Objective 1: Knowledge, capability, & excellence**

To support architects in the delivery of professional services for the benefit of the community and achievement and advancement of the industry



| Strategic Initiative and Action                                                                                                                                                                                                                                                                           | KPI and Measure                                                                                                                                                                                                                                                                               | Performance outcome                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Undertake proactive communications, education and engagement with registered and future architects about the importance and value of registration.                                                                                                                                                        | Increase in registration numbers, particularly among persons who meet registration requirements but are not registered as architects. <b>At least 5% annual increase in registrations/approvals.</b>                                                                                          | The ARBV engaged in a range of proactive activities aimed at increasing registration numbers including university outreach, direct communications with architects and future architects, and the publication of information. There was an annual increase of 4.85% for registrations/approvals. This was less than anticipated for 2024-25, which may reflect a broader economic downturn in the sector.   |
| Engage with Victorian universities about preparing graduates to meet requirements for practical experience and becoming registered architects.                                                                                                                                                            | Increase in the number of initiatives and events delivered to Victorian universities and future architects about professional practice, the regulatory framework, and pre-registration, and registration requirements. <b>At least 3 pre-registration activities are undertaken annually.</b> | The ARBV engaged with all Victorian Universities that offer accredited courses in architecture and delivered 6 pre-registration information sessions to architecture students.                                                                                                                                                                                                                             |
| Communicate the importance of fulfilling Continuing Professional Development (CPD) obligations.                                                                                                                                                                                                           | Ensure that registered architects comply with CPD obligations. <b>Annual audit of compliance with CPD requirements.</b>                                                                                                                                                                       | The ARBV conducted an annual audit of architects' compliance with their CPD obligations. 114 architects found to be non-compliant must submit their CPD records for the registration renewal period in July 2025. Of those 114, 34 architects who did not submit records were issued advice on compliance under Regulation 8. This disciplinary action is recorded on the architects' registration record. |
| Work with the Architects Accreditation Council of Australia (AACA) to support nationally consistent accreditation and registration of architects in Australia. This includes strengthening the focus on the National Construction Code (NCC) in the National Standard of Competency for Architects (NSCA) | Ensure the NSCA is embedded in pre-registration programs. <b>At least 2 information sessions are undertaken annually.</b>                                                                                                                                                                     | The ARBV conducted two APE information sessions incorporating relevant aspects of the NSCA. The ARBV has continued to highlight with the AACA the need to strengthen architects' awareness and compliance with the NCC as part of both pre-registration and registration requirements.                                                                                                                     |



| Strategic Initiative and Action                                                                     | KPI and Measure                                                | Performance outcome                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Support, recognise and monitor high standards of architectural education in Victorian universities. | Support AACA activities to review the accreditation procedure. | The ARBV collaborated with the AACA on review of the accreditation procedure. The ARBV continued to monitor relevant Victorian universities, mapping their education programs against the performance criteria in the 2021 NSCA; reviewed provider annual reports and ensured scheduled site visits occurred within accreditation timeframes. The ARBV also sponsored student awards to recognise students who demonstrated high-level learning outcomes. |

| <b>Objective 2: Community understanding</b><br>To build community understanding of the role of architects and the ARBV  |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Initiative and Action                                                                                                                                                                            | KPI and Measure                                                                                                                                                                                                                               | Performance outcome                                                                                                                                                                                                                                                                                                                                          |
| Ensure consumers have access to the most up-to-date information about registered architects in Victoria.                                                                                                   | <b>The Register of Architects is updated in real time.</b>                                                                                                                                                                                    | The Register of Architects is updated automatically and can be searched on the ARBV's public website.                                                                                                                                                                                                                                                        |
| Continuously improve the ARBV's website to deliver engagement with the community and stakeholders.                                                                                                         | Increase in engagement with consumers via the website, the ARBV portal and other communications, events and resources provided by the ARBV. <b>At least 5% annual increase in clicks on consumer-oriented material on the ARBV's website.</b> | The ARBV's public website continues to be enhanced to improve usability and provide current and relevant content for consumers and architects. There was more than a 5% annual increase in clicks on consumer-oriented material on the ARBV's website with a significant increase in the number of clicks on the ARBV's working with an architect checklist. |
| Deliver information programs about the role of the ARBV and architects for the community.                                                                                                                  | Launch a broader range of consumer-focused activities.                                                                                                                                                                                        | The ARBV continued to raise awareness of its role as a regulator by participating in a range of public events in addition to communicating via the website and the portal. Public events have included the Open House Melbourne July Weekend Walking Tour; the Melbourne Home Show; and the Archibuild Expo.                                                 |

| Strategic Initiative and Action                                                                                            | KPI and Measure                                                                                                                       | Performance outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide information and guidance to the public about the obligations of architects and the consumer protections available. | <b>Evidence of consumer-focused communications and engagement activities captured in all key strategic and operational documents.</b> | The ARBV's strategic approach to communications and engagement is embedded in the ARBV's key implementation documents, systems and procedures. Guidance and information on the protections available to consumers is available to the public on the ARBV's website, including working with an architect checklist and what information an architect is required to include in a Client Architect Agreement. This information was reinforced directly with potential consumers of architectural services through the ARBV's participation at public events such the Melbourne Home Show and Archibuild Expo. |

### Objective 3: Trusted regulator

To demonstrate the ARBV's value as a trusted regulator, supporting the delivery of a high-quality built environment



| Strategic Initiative and Action                                                                                          | KPI and Measure                                                                                        | Performance outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strengthen the ARBV's risk-based and evidence-led approach and decision making.                                          | <b>Annual reporting on implementation of the Regulatory Strategy and the Proactive Strategic Plan.</b> | Comprehensive processes, procedures and tools embed the risk-based approach into ARBV's regulatory activities. This includes detailed implementation plans for proactive regulatory activities. It also includes risk-based assessments and tools captured in the Customer Relationship Management system (CRM) and consistently applied in case management. Each investigation report that recommends disciplinary action sets out how the risk-based approach has been applied. With several new Board members in 2024-25, the ARBV provided dedicated training sessions to strengthen members' knowledge and application of risk-based and evidence-led approaches to regulatory decision making. There is regular and comprehensive reporting to the Board and more broadly on the ARBV's reactive and proactive regulatory activities. |
| Deliver public facing communications about the regulatory strategy that drives transparency about the ARBV's activities. | Public facing communications about the ARBV's regulatory strategy delivered.                           | A revised Statement of Regulatory Approach was published on the ARBV's website in 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Strategic Initiative and Action                                                                                                                                                                                                                                                                                                                                                                                               | KPI and Measure                                                                                                                                                                                | Performance outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Improve service delivery and future activities by implementing a Service Charter and other mechanisms to obtain feedback.</p>                                                                                                                                                                                                                                                                                              | <p><b>Less than 5% deviation from Service Charter commitments in relation to the ARBV's regulatory activities.</b></p>                                                                         | <p>The ARBV's Service Charter is published on the website and performance against the commitments in the Service Charter is regularly monitored and reported on throughout the year. There was less than 5% deviation from commitments set out in the Service Charter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Develop strategies to better use and optimise existing regulatory powers, while contributing to legislative reform. This includes proactively contributing to initiatives to modernise legislation and broaden the focus of compliance and enforcement activity e.g., work collaboratively and provide input into future legislative reforms for betterment of architectural sector and construction industry overall.</p> | <p><b>At least 4 meetings annually with the Department of Transport and Planning (DTP) to discuss and advance legislative reform issues regarding regulation of the profession.</b></p>        | <p>The ARBV continued to collaborate with the DTP to progress a workplan for potential legislative amendments to the <i>Architects Act 1991</i> and changes to the <i>Architects Regulations 2015</i>, including revision of the Code of Professional Conduct.</p> <p>To optimise existing regulatory powers the ARBV issued a new guideline under regulation 7 on protection works. The ARBV also produced guidance for architects and building surveyors regarding building permits in which the architect is named as the builder.</p> <p>The ARBV has continued to hold regular meetings with the Victorian Building Authority (VBA) to monitor and respond to emerging compliance issues in the sector; shared compliance related information with other regulators such as Cladding Safety Victoria (CSV); and engaged with a wide range of industry stakeholders, including consumers, industry bodies, insurers, government departments, and other regulators via focus groups and surveys as part of the ARBV's research projects.</p> |
| <p>Collaborate across jurisdictions with other regulators of the architectural profession.</p>                                                                                                                                                                                                                                                                                                                                | <p><b>At least 3 meetings annually with co-regulators and other sectoral stakeholders to discuss/advance issues of local and national importance for the regulation of the profession.</b></p> | <p>The ARBV met more than 3 times with the Architects Registration Boards of other Australian states, as well as with the AACA.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



| Strategic Initiative and Action                                                                                                                                                                                                                                                                                                                                                                                                                 | KPI and Measure                                                                                   | Performance outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain effective working relationships with government, co-regulators, educational institutions and stakeholders to optimise regulatory outcomes. For example, continue working with government and other agencies to improve data sharing and outcomes such as providing input into the development of a centralised building data repository, prescribed building documentation and scopes of work for architects and design practitioners. | Effective working relationships with key stakeholders maintained to optimise regulatory outcomes. | Key industry stakeholders that the ARBV actively engaged with during the period included DTP, VBA, Design Standards Working Group, and CSV. Data was shared between the VBA and the ARBV, and the CSV and the ARBV. The ARBV contributed to the Design Documentation Practice Guide for Class 2 residential buildings produced by the Design Standards Working Group. Industry stakeholders, including insurers were also engaged with by the ARBV in the context of the focus group that formed part of the ARBV's "Strengthening Compliance Culture in the Architecture Sector" research project. |

#### Objective 4: Culture & Outcomes

To drive positive outcomes for consumers by promoting a professional culture of accountability among architects



| Strategic Initiative and Action                                                                                                                      | KPI and Measure                                                                                                                                 | Performance outcome                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maximise the functionality of the customer relationship management system to identify trends and emerging issues relating to architects' compliance. | <b>Complaints and non-compliance data is reviewed at least twice a year to inform and enhance targeting and scope of regulatory activities.</b> | Enhancements continued to be made to the functionality of the CRM system. Internal staff continued to upskill in order to better interrogate and analyse data to identify trends and inform regulatory activities to target areas of non-compliance.                                                                                                                                               |
| Engage with research and knowledge gathering about the profession to better understand systemic issues and compliance disposition.                   | Continue thought leadership activities in accordance with the Proactive Strategic Plan.                                                         | The ARBV commissioned an evidence-led "Strengthening Compliance Culture in the Architecture Sector" research project to ascertain the compliance disposition of Victorian architects and identify practical ways to help architects meet their professional obligations. The fieldwork included a focus group with a wide range of industry stakeholders and a survey of all Victorian architects. |

| Strategic Initiative and Action                                                                                                                       | KPI and Measure                                                                                         | Performance outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identify regulatory focus areas as informed by data, research and knowledge gathering and publicise targeted strategies to address these focus areas. | <b>At least two publications annually to inform regulated entities about areas of regulatory focus.</b> | The ARBV collected and analysed compliance data from its internal CRM and external regulators such as the VBA and CSV to identify regulatory focus areas. In publicising regulatory focus areas to the profession, the ARBV developed a range of strategies including new guideline material, formal CPD webinars, case studies and Q&As in the ARBV's quarterly newsletter.                                                                                                                                       |
| Improve architects' compliance by targeted regulatory activities and education to support behavioural change and encourage voluntary compliance.      | <b>At least 5% annual increase in CPD attendance.</b>                                                   | Targeted proactive regulatory activities were implemented in accordance with the ARBV's (3-year) Proactive Strategic Implementation Plan. They included conducting CPD and Professional Indemnity insurance (PII) audits to detect non-compliance. They also included development and delivery of 9 formal CPD webinars which addressed competencies from the NSCA for architects. Several webinars were focused on uplifting compliance with the NCC. There was more than a 5% annual increase in CPD attendance. |
| Efficiently and effectively manage and respond to complaints and non-compliance.                                                                      | Case management KPIs are met.                                                                           | Case management KPIs are being met. Having fully implemented process refinements in 2023-24 following a review of the complaints and investigation function to ensure alignment between the ARBV's Regulatory Strategy and actual practice, the emphasis in 2024-25 was to shorten the average time taken to assess and respond to complaints of non-compliance and increase throughput to successfully reduce backlogs, which has been achieved.                                                                  |
| Continue to regulate the use of the terms 'architect', 'architectural services', architectural design services' and 'architectural design'.           | Case management KPIs are met.                                                                           | Case management KPIs are being met. Process improvements were implemented during the year which have resulted in most prohibited conduct cases being satisfactorily resolved following the initial contact from the ARBV. Additional guidance has been developed to clarify obligations and reduce incidences of prohibited conduct.                                                                                                                                                                               |

## **Additional objectives/activities from the Ministers Statement of Expectations**

Under the Statement of Expectations (SOE) the ARBV is required to continuously improve systems, resources, intelligence and processes as recommended by the Expert Panel to support efficient and effective delivery of regulatory services.

As evident from the reporting in the table above, the ARBV has continuously improved systems, resources, intelligence and processes to support the efficient and effective delivery of regulatory services. Significant systems such as the Customer Relationship Management system (CRM) have been introduced and are firmly embedded. The CRM supports the ARBV's Regulatory Strategy, which embodies the risk-based approach to regulation. Important research projects have been undertaken that help inform regulatory activities and uplift understanding about risks and compliance. Work has been undertaken in collaboration with other regulators and information shared to increase accountability and improve outcomes. Procedures and manuals have been developed and are regularly revised.

The SOE also requires the ARBV to maintain a high-performing focused and sustainable organisation and the ARBV's small, dedicated team implemented activities in accordance with its annual business plan and within the approved budget. The ARBV's new Enterprise Agreement included a staff adaptability allowance, recognising the ARBV's need to optimise its resources to improve delivery of regulatory services. The ARBV monitors and maintains an adequate solvency ratio to meet its long-term liabilities and ensure its financial sustainability.



## SPOTLIGHT ON REGISTRATION

Registration is an important regulatory function as it controls entry to the profession and provides assurance to consumers that architects possess a high standard of education and experience, adhere to prescribed standards of professional practice and hold professional indemnity insurance.

### Requirements for registration

#### Pre-registration pathways

Persons seeking registration as an architect in Victoria must have been engaged for not less than 2 years in practical architectural work and attained a standard of professional practice satisfactory to the ARBV.

The *Architects Act 1991* (the Act) makes provision for the main pre-registration pathway being the Architectural Practice Examination (APE) for this purpose, as it allows candidates to be tested on their practical knowledge. The APE has been adopted by all Australian state and territory architects registration boards, providing national consistency in pre-registration examinations.

The APE is the most common pathway to registration and is held twice in each calendar year. The other pathways to registration are administered by the Architects Accreditation Council of Australia (AACA) and include:

- the Experienced Practitioner Assessment (EPA) – for both overseas experienced and locally experienced persons;
- overseas mutual recognition – Asia Pacific Economic Co-operation and US architects; and
- the UK mutual recognition pathway – allows for graduates and registered practitioners from the UK to seek registration.

The pathways to registration generally require the completion of a university degree for eligibility to a registration pathway.

#### Fit and Proper Person (FPP) requirement

The FPP requirements for registration require registrants to answer probity questions related to their fitness to practise.

These probity questions relate to any convictions or findings of guilt for offences involving fraud, dishonesty, drug trafficking or violence punishable by imprisonment for six months or more, within the past 10 years; suspension or cancellation of

registration, licence, approval or other authorisation within the past 10 years; being subject to an order from a court or Victorian Civil and Administrative Tribunal that has not been complied with; disciplinary action taken under the Building Act 1993; and insolvency (bankruptcy) within the past 10 years.

The ARBV also administers an enduring declaration at renewal for registrants to provide details of changes in their registration related to the FPP requirements contained in section 10A of the Act.

#### Professional Indemnity Insurance (PII) requirements

Section 8B and 8C of the Act require practising architects to be covered by PII that complies with the requirements set out in the Architects Insurance Ministerial Order of February 2020. The Board audits compliance with this requirement. The ARBV's Customer Relationship Management system (CRM) enables efficient auditing of compliance with insurance obligations.

The ARBV conducts routine audits to ensure compliance with PII requirements and statutory requirements are being met by architects.

#### Continuing Professional Development (CPD) requirements

Under the Victorian Architects Code of Professional Conduct, architects must maintain their skills and knowledge. The ARBV recommends that this is achieved by complying with the National CPD framework.

The framework requires architects in the practising class to complete a set number of hours of CPD activities throughout the registration year. The CPD activities undertaken must reflect the performance criteria in the National Standard of Competency for Architects (NSCA).

The ARBV monitors CPD compliance through an annual audit conducted after the renewal period to ensure CPD requirements are met.

In the reporting period, the ARBV provided Regulation 8 advice to 22 architects in relation to non-compliance with their CPD obligations. This is recorded as disciplinary action on an architect's registration record.

## **Approval requirements for companies and partnerships**

Under the Act, there are requirements for companies and partnerships providing architectural services to be appropriately approved.

The ARBV monitors all entities providing architectural services to ensure they comply with the requirements of the Act. This includes ensuring that where an architect is trading through a company (e.g. as reflected by their PII policy), that the company is appropriately approved.

There are also requirements that the registered director/partner is responsible for the carrying out of the services, and that the services are carried out by or under the supervision of a registered architect. This is an area that is increasingly being monitored by the ARBV to ensure compliance.

## **Registration renewal**

The ARBV actively communicates the annual renewal process and the requirement to meet the 1 July date for payment of prescribed annual fees. The portal and the CRM has streamlined the overall renewal process and allowed registrants to be more actively engaged with renewal and their broader compliance obligations.

If a regulated entity fails to pay their registration renewal by the due date (which may be extended in agreed circumstances, e.g. through the Financial Hardship Policy) the ARBV may initiate steps to suspend registration. In the reporting period the ARBV suspended 30 registrants for non-payment of fees, representing 0.42% of registrants.

## **Other registration activities**

The registration function continues to deliver a range of services, including:

- Overseeing the accreditation processes administered by the AACA
- Embedding the NSCA into pre- registration programs
- Delivering training to the ARBV's Panel of APE Examiners
- Collaborating with the AACA and other architects registration boards to implement improvements to relevant registration and examination procedures and processes
- Working to increase registrations, particularly among persons who meet registration requirements but are not registered as architects
- Improving communications regarding registration processes and ensuring that all relevant details are available on the website
- Contributing content for the ARBV Update (newsletter) provided quarterly to registrants.

## Registration and Architectural Practice Examination statistics

| New Registrants                | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|--------------------------------|---------|---------|---------|---------|---------|
| Architect Registrations        | 315     | 336     | 338     | 390     | 283     |
| Company Approvals              | 87      | 119     | 120     | 160     | 108     |
| Partnership Approvals          | 0       | 1       | 3       | 1       | 2       |
| Changing of Registration Class | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
| Practising to Non-Practising   | 121     | 226     | 237     | 277     | 303     |
| Non-Practising to Practising   | 72      | 105     | 76      | 76      | 109     |

| Total Architects on Register at 30 June | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|-----------------------------------------|---------|---------|---------|---------|---------|
| Practising                              | 5025    | 5276    | 5423    | 5570    | 5675    |
| Non-Practising                          | 3083    | 1779    | 1975    | 2189    | 2421    |
| Total                                   | 8108    | 7055    | 7398    | 7759    | 8,096   |

Note: Due to changes in recent years in how we record Non-Practising registrants on the Register of Architects, the total in 2020-21 appears greater.

| Total Companies and Partnerships on Register | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|----------------------------------------------|---------|---------|---------|---------|---------|
| Companies                                    | 1176    | 1274    | 1362    | 1457    | 1525    |
| Partnerships                                 | 27      | 28      | 28      | 28      | 27      |

| Architectural Practice Examination | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|------------------------------------|---------|---------|---------|---------|---------|
| Number of Candidates               | 418     | 348     | 329     | 319     | 295     |
| Successful Candidates              | 373     | 310     | 280     | 283     | 273     |
| Unsuccessful Candidates            | 45      | 38      | 49      | 27      | 22      |



## SPOTLIGHT ON COMPLAINTS AND INVESTIGATION

The Complaints and Investigation function is responsible for administering compliance obligations set out in the *Architects Act 1991* (the Act) and *Architect Regulations 2015* (the Regulations) to maintain the standards and integrity of the profession of architecture, protect consumer interests, and reinforce the importance of holding registration.

There are two key areas of regulatory activity undertaken by Complaints and Investigation:

- regulating the professional conduct of architects, approved partnerships and approved companies
- investigating and bringing proceedings for offences against the Act (known as 'prohibited conduct').

Regulating the professional conduct of architects and prohibited conduct is discussed in more detail below.

### **Risk-based approach and efficient and effective regulation**

The ARBV's Regulatory Strategy, which sets out a risk-based approach to regulation, helps guide the delivery of these functions and drive fair, consistent and robust decision-making. The risk-based approach contributes to the ARBV's compliance and enforcement activity by:

- assisting in the triaging of complaints and referrals when they are first received so that they can be prioritised based on the relative risk of non-compliance
- assisting in the assessment of the risk associated with specific non-compliance under investigation to guide the appropriate regulatory response among those available for a particular instance of non-compliance with the regulatory framework.

The ARBV is also guided by the Minister's Statement of Expectations, which requires the ARBV to improve efficiency and effectiveness in its regulation of architects.

### **Key focus areas in 2024-25**

Having fully implemented case management and process refinements in 2023-24, a key focus for the Complaints and Investigation function in 2024-25 has been on enhancing case management to reduce backlogs and achieve timely throughput of cases. Very good progress has been made, especially considering an increased caseload.

The ARBV continued to focus on design compliance and worked closely and shared data with other building regulators including the Victorian Building Authority and Cladding Safety Victoria. Through referrals received, the ARBV was able to initiate 27 professional conduct cases on its own motion during the reporting period.

The Complaints and Investigation function supported the ARBV's proactive regulatory activities. This included working on a revised Victorian Architects Code of Professional Conduct (the Code) for consideration as part of the sunset of the Regulations. It also included identifying complaint trends and emerging issues to help inform educative initiatives and the development of information and guidance to support voluntary compliance.

### **Professional conduct of architects**

Under the regulatory framework architects must be competent, demonstrate professional standards and avoid engaging in unprofessional conduct. This includes, but is not limited to, fulfilling the compliance obligations detailed in the Code contained within the Regulations.

The Code sets out requirements architects must comply with relating to:

- standards of conduct
- skills and knowledge
- approval of documents
- contracts and agreements with clients administering a building contract for a client
- professional fees and costs
- provision of information to clients
- retaining documents and records
- maintaining confidentiality of client information
- disclosing conflicts of interest, referrals, and endorsements
- engendering confidence in and respect for the profession
- maintaining standards and integrity of the profession.

Upon receiving a complaint, the ARBV assesses the complaint to determine whether it is within the ARBV's jurisdiction, namely whether it is about an architect's professional conduct and/or fitness to

practise, whether there is sufficient information to conduct an assessment and, if so, whether the conduct concerns a compliance obligation imposed on the architect under the regulatory framework. If the complaint is within the ARBV's jurisdiction and there is sufficient information to assess the complaint, the ARBV may progress the complaint for investigation.

An investigation into an architect's professional conduct and/or fitness to practise is undertaken for the ARBV to determine whether or not to refer the matter to the Architects Tribunal for inquiry, or to determine that another regulatory action may be more appropriate in the circumstances. Such action may include the issuing of educative guidance, a formal written warning or written advice on compliance under regulation 8 of the Regulations. It is also possible that the ARBV may determine that no regulatory action is warranted.

Further information about the Architects Tribunal can be found on page 26.

In 2024-25, the ARBV's complaint data indicates that the highest incidence of complaints about professional conduct related to the following complaint issues:

- Careless or incompetent design
- Undue delay in provision of services
- Failure to perform with due skill, care or diligence
- Copyright or licensing issues
- False statements
- Unfair billing practices
- Wrong or misleading information.

### **Prohibited Conduct**

The Act makes it an offence in Victoria for an unregistered person or unapproved business (company or partnership) to represent themselves as an architect or to allow someone else to represent them as an architect. It is also an offence for an unregistered person or body to use the expressions "architectural services", "architectural design services" or "architectural design" in relation to the design of buildings or the preparation of plans, drawings or specifications for buildings.

To represent oneself or be represented as an architect in Victoria, a person must be registered with the ARBV. The education and experience

required for registration, coupled with the professional conduct obligations and CPD and PII requirements, contribute towards maintaining the standards and integrity of the profession and providing consumer protection.

If a person or body is not registered with the ARBV, they are not an architect in Victoria and are in breach of the Act's prohibited conduct provisions if they represent themselves or allow themselves to be represented as an architect.

When deciding whether published information may offend against the Act, the ARBV considers what overall impression is being created by that information. If, taking the circumstances and context into account, the information creates an overall impression that the person or business is an architect and/or provides the services of an architect when they are not a registered architect, this is likely to offend against the Act.

While breaches of the Act's prohibited conduct provisions may be prosecuted by the ARBV, the ARBV continues to experience significant success by engaging those involved in prohibited conduct to provide them with an opportunity to voluntarily take action to address the conduct.

In 2024-25, 100% of cases where prohibited conduct was identified were closed after the conduct was voluntarily addressed.

## Complaint and Investigation Statistics

| Professional Conduct of Architects                                                                               | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|
| Assessments and Investigations initiated                                                                         | 67      | 33      | 26      | 49      | 59      |
| Reactive (complaints)                                                                                            | 63      | 33      | 24      | 39      | 32      |
| Proactive (initiated by ARBV)                                                                                    | 4       | 0       | 2       | 10      | 27      |
| Assessments and investigations carried over from previous years                                                  |         | 26      | 26      | 17      | 29      |
| Assessments and Investigations caseload                                                                          |         | 59      | 52      | 66      | 88*     |
| Assessments completed - no investigation                                                                         |         | 23      | 19      | 21      | 39      |
| Assessments completed - referred for investigation                                                               |         | 36      | 32      | 29      | 14      |
| Investigations completed                                                                                         | 79      | 23      | 29      | 13      | 24      |
| Investigations completed – not referred for inquiry                                                              | 63      | 20      | 16      | 3       | 5       |
| Investigations completed – not referred for inquiry, but written advice provided to architect (per Regulation 8) | 14      | 2       | 5       | 3       | 12      |
| Investigations completed - referred to Architects Tribunal                                                       | 2       | 1       | 8       | 7       | 7       |

\*7 assessments and 18 investigations were ongoing at the end of the reporting period.

Note: Where no values are shown this indicates the category was not previously reported.

| Prohibited Conduct                                                                                | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|---------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|
| Assessments and Investigations initiated                                                          | 64      | 44      | 32      | 64      | 46      |
| Investigations in which prohibited conduct was not identified                                     | 29      | 7       | 20      | 20      | 3       |
| Investigations in which prohibited conduct was identified, compliance achieved without escalation | 32      | 15      | 19      | 15      | 10      |
| Investigations referred for prosecution advice                                                    | 0       | 8       | 0       | 0       | 0       |
| Prosecutions initiated                                                                            | 0       | 0       | 1       | 0       | 0       |
| Completed prosecutions                                                                            | 0       | 2       | 1       | 0       | 0       |

Note: Where no values are shown this indicates the category was not previously reported.

## SPOTLIGHT ON ARCHITECTS TRIBUNAL

Inquiries into the professional conduct and/or fitness to practise of architects are conducted by a tribunal constituted, as required from time to time, from a panel of suitably qualified people appointed by the Minister (Architects Tribunal). The Architects Tribunal constituted for an inquiry must comprise:

- one panel member who is a practising architect
- one panel member who is not an architect
- one panel member who is a representative of consumer interests.

At least one member of a Tribunal is to be a person with legal experience and knowledge.

The Architects Tribunal is independent of the ARBV. While the ARBV provides administrative assistance to the Architects Tribunal after a matter has been referred for inquiry, the ARBV is not a party to the inquiry. It is the Architects Tribunal's role to consider the available evidence to determine any allegations that are to be put to the architect, to hold the inquiry and ultimately decide whether any grounds for disciplinary action under the *Architects Act 1991* (the Act) has been made out, including whether:

- the architect has been careless or incompetent in their practice
- the professional standards of the architect are demonstrably lower than the standards which a competent architect should meet
- the architect is guilty of unprofessional conduct
- the architect has breached or failed to comply with any provision of the Act.

See section 32 of the Act for the complete list of grounds for disciplinary action.

If the Tribunal finds that a ground for disciplinary action has been proven, it may make determinations against the architect that include:

- caution
- reprimand
- require the architect to undertake further education of a kind, to be completed within a period stated
- impose a condition or limitation on the architect's registration that relates to their practice
- impose a financial penalty
- suspend the architect's registration
- cancel the architect's registration.

The ARBV is responsible for enforcing determinations made by the Tribunal.

An architect may apply to the Victorian Civil and Administrative Tribunal for a review of an Architects Tribunal determination concerning them.

In 2024-25, seven matters were referred to the Architects Tribunal. In addition, there were 7 matters already before the Architects Tribunal from previous reporting periods. A total of 5 matters were finalised in the financial year. Of the inquiries that were able to proceed to a hearing, the grounds found to be proven by the Architects Tribunal in these inquiries included:

- unprofessional conduct in that the architect provided architectural services without having entered into a written agreement with their client, in breach of clause 4(1) of the Victorian Architects Code of Professional Conduct.
- unprofessional conduct in that the architect continued to provide architectural services to their client where to do so would result in a conflict of interest between the interests of the architect and that client (who was an adjoining owner to a property owned in part by the architect), in breach of clause 12(3) of the Victorian Architects Code of Professional Conduct.
- unprofessional conduct in that the architect failed to act with reasonable care in the provision of architectural services by designing a building that encroached into the airspace above an adjoining property to their client's property, in breach of clause 1(a) of the Victorian Architects Code of Professional Conduct.

Notices of the determinations made against the architects are recorded in the ARBV's Register of Disciplinary Action after the relevant appeal timeframe has expired.

At 30 June 2025, there were 11 matters with the Tribunal which had not yet progressed through to hearing and 3 matters awaiting a determination to be made.



# SPOTLIGHT ON PROACTIVE REGULATORY PROGRAM

## Proactive regulatory program

The ARBV has completed year two of a three-year Proactive Strategic Plan by implementing a range of proactive activities to:

- **encourage voluntary compliance:** through education and engagement
- **detect non-compliance:** through monitoring, intelligence-gathering and data mining and analysis
- **anticipate and prevent non-compliance:** through intelligence-gathering and data mining and analysis supplemented with thought leadership and engagement with a broad range of stakeholders to identify systemic risks and to prevent non-compliance from occurring.

The ARBV's Proactive Strategic Plan for FY 23/24-FY25/26 is structured around 9 categories with actions planned for each year and directed to recognising the role of stakeholders such as government and regulatory bodies, clients and users of architectural services, in addition to architects and future architects.

### Education

(to enhance understanding and raise awareness among stakeholders)

**Webinar Program:** The webinar program was expanded during the year, delivering 9 formal CPD webinars to address key compliance risks identified through the ARBV's broader regulatory activities.

**Guidance and Guidelines:** New and updated Guideline titled '*Protection of adjoining property – section 93 insurance requirements*' were developed and published.

The ARBV has collaborated with the Victorian Building Authority (VBA) regarding prohibited conduct messaging and guidance for architects and building surveyors regarding building permits in which the architect is named as builder.

### Engagement

(to consult, communicate with and support stakeholders)

**Design Standards Working Group:** The ARBV was involved in the Design Standards Working Group established by the VBA to develop the practice guide and set out the minimum details required in design documentation. The Design Documentation Practice Guide for Class 2 residential buildings was released in August 2024.

The ARBV continued to work with the Design Standards Working Group on design documentation standards for other classes of buildings.

**University Outreach Program:** 6 pre-registration information sessions delivered to architecture students enrolled in Victorian Universities.

The ARBV also developed written guidance on the requirements for registration for universities to distribute to students.

**Thought leadership**  
(to undertake research and analysis that enhances understanding and drives innovative thinking and practices)

### **Strengthening Compliance Culture in the Architecture Sector**

**research project:** The research, initiated and funded by the ARBV, examines compliance culture in the architecture sector and reinforces the significance of the overarching duties and culture that define professionalism among architects.

As part of the ARBV's proactive regulatory program, the research is consistent with the objective in the 2022-26 Strategic Plan "to drive positive outcomes for consumers by promoting a professional culture of accountability among architects" and the current Ministerial Statement of Expectations which requires the ARBV to improve architects' compliance by targeted regulatory activities and education to support behavioural change and encourage voluntary compliance.

This research builds upon prior studies conducted by the ARBV in collaboration with the NSW Architects Registration Board, which culminated in the release of the Systemic Risks in the Australian Architecture Sector report in 2022 and its follow-up Deep Dive into Systemic Risks in the Architecture Sector report in 2024. It draws on insights from architects, industry leaders, regulators, educators, and insurers to evaluate compliance culture within the Victorian architecture sector.

The research has culminated in a report on "Strengthening Compliance Culture in the Architecture Sector". The report highlights the critical role of compliance culture within the architecture profession, explaining why it matters, what it looks like in practice, and how it can be strengthened. The report is accompanied by a high-level summary and booklet containing practical guidance to support architects and architectural firms to strengthen compliance culture. The ARBV is also planning to provide a series of CPD webinars on the research. A copy of the high-level summary is on pages 30 and 31.

**Profile building / marketing**  
(to raise awareness of and enhance trust and confidence in the ARBV)

**Melbourne Home Show:** The ARBV exhibited at the Melbourne Home Show from 23-25 August 2024.

**Archibuild Expo:** The ARBV exhibited at the Archibuild Expo from 12-14 June 2025.

**Open House Melbourne (OHM) July Weekend Walking Tour:** The ARBV hosted a walking tour in July 2024.

**Student Awards:** The ARBV recognised the importance of the professional practice of architecture by providing an award to the highest performing student in a professional practice subject. Six students received awards in the reporting period.

**Centenary assets published on website:** To celebrate its centenary in 2023-24, the ARBV commissioned Prof. Julie Willis, Dean of the Faculty of Architecture, the University of Melbourne, to write ten articles on the history of the regulation of architects in Victoria. During the reporting period, the articles, which focus on series of "first to register", i.e., first female architect, first company, etc. were published on the ARBV website.

**Reporting**  
(to ensure transparency and accountability of the ARBV's proactive regulatory activities)

**Performance Monitoring and Evaluation Framework (Framework):** The ARBV developed the Framework to assess the effectiveness of its strategic initiatives, including the Proactive Regulatory program. The Framework defines indicators and measures (KPIs), data sources and evaluation tools. Regular reporting on proactive activities is provided to DTP and the ARBV Board.

**Monitoring**  
(to assess compliance)

**Continuing Professional Development (CPD) compliance audits:** The ARBV audited a sample of architects' CPD declarations submitted with annual renewal applications. Non-compliant architects were issued with Regulation 8 compliance advice letters.

**PII audits:** The ARBV continued to conduct regular audits of professional indemnity insurance (PII) records resulting in a significant decrease in the instances of non-compliance since the PII audits commenced in 2022.

**Intelligence gathering**  
(to collect information that enhances the ability to assess compliance)

**Strengthening information sharing:** The ARBV established regular meetings with the VBA to monitor and respond to emerging compliance issues. Most recently the ARBV has requested that the VBA share information about balcony inspections, undertaken as part of a targeted VBA initiative, where it appears that architects may have been involved in producing inadequate design documentation and/or non-compliant designs. Compliance information has been shared by other regulators such as Cladding Safety Victoria (CSV); and the ARBV has engaged with a wide range of industry stakeholders, including consumers, industry bodies, insurers, government departments, and other regulators.

**Data mining and analysis**  
(to identify and analyse patterns and trends)

**Identifying and responding to patterns and trends:** The ARBV regularly reviews data captured in the Customer Relationship Management system (CRM) to identify and analyse patterns and trends to inform monitoring and other proactive activities. The ARBV also maintains a repository of themes emerging from issues and questions raised at CPD webinars which are addressed as FAQs.

**Proactive investigations**  
(to investigate possible instances of non-compliance)

**Proactively managing possible instances of non-compliance:** The ARBV proactively assesses possible instances of non-compliance through information sharing with other regulators (e.g., the VBA and CSV). The ARBV also closely monitors possible instances of non-compliance involving unapproved companies, practitioners in the wrong class of registration or not holding registration and referring for compliance and enforcement action as appropriate.

**Legislative reform**  
(to pursue legislative changes so that the effectiveness of the regulatory framework can be enhanced)

**The Building Legislation and Other Matters (BLAOM) Act 2024:** The ARBV worked closely with Department of Transport and Planning (DTP) during the year on the BLAOM Act which passed into legislation on 12 November 2024. Part 3 of the Act introduced changes to the *Architects Act 1991*, relating to registration, approvals and the fit and proper person test. Changes specifically relating to the registration and renewal process of Victorian architects come into effect on the default date on 13 August 2025.

**Other Legislative and Regulation Reform:** The ARBV also worked closely with DTP during the year on the sunset of the *Architects Regulations 2015* and on the potential revision of the Victorian Architects Code of Professional Conduct which is Schedule 1 of the Regulations. The Minister approved an extension to the existing Regulations which now sunset on 26 April 2026.

# STRENGTHENING COMPLIANCE CULTURE IN THE ARCHITECTURE SECTOR

## PURPOSE OF RESEARCH

The ARBV has prepared a report to examine compliance culture in the architecture sector, particularly:

- What is compliance culture?
- Why does compliance culture matter to clients, architects, the profession and the broader construction sector?
- Architects overarching duties
- What does a strong compliance culture look like in practice for sole practitioners, small firms and large firms?

### WHAT IS COMPLIANCE CULTURE?

Compliance culture is the combination of the shared values, attitudes and habits that guide people's behaviour, actions and decisions regarding their compliance obligations.

Architects are required to comply with "all applicable laws", including the Architects Act, Code of Professional Conduct, the National Construction Code, as well as other laws, including (but not limited to) competition laws, occupational health and safety laws, and taxation laws.

### WHY DOES COMPLIANCE CULTURE MATTER?

A weak compliance culture can lead to poor client-architect relationships, designs that do not meet clients' needs or have adverse social or environmental impacts, and defective and unsafe buildings.

A strong compliance culture reduces the risk of non-compliance with applicable obligations and regulatory sanction. It also enhances trust and confidence in architects and the profession and can support business growth and staff morale. It can set a positive example in the broader construction sector.

### ARCHITECTS OVERARCHING DUTIES

The spectrum of architects' compliance obligations can be simplified to a suite of seven "overarching duties":

1. Duty of care
2. Duty of competence
3. Duty of honesty and integrity
4. Duty to comply with all applicable laws
5. Duty of confidentiality
6. Duty to act impartially and avoid conflicts of interest
7. Duty to keep records and communicate effectively

These overarching duties reflect the core values and responsibilities of members of the architecture profession.

By understanding and embracing these overarching duties, architects can lay the foundation for a strong compliance culture that protects the clients, users and communities they serve from harm.

### WHAT DOES A STRONG COMPLIANCE CULTURE LOOK LIKE IN PRACTICE?

The foundation for a strong compliance culture is a shared understanding and agreement about why compliance is important. In practice, this involves:

- a commitment to learning about compliance requirements;
- an acceptance of responsibility for addressing compliance risks;
- a vigilant approach in daily tasks to identify and document compliance issues; and
- a commitment to choosing a compliant pathway, regardless of the incentives and rewards that might exist for doing otherwise.

The report outlines how sole practitioners, small firms and large firms can embed a strong compliance culture. It includes case studies to illustrate how the overarching duties can be discharged and strategies to strengthen compliance culture.

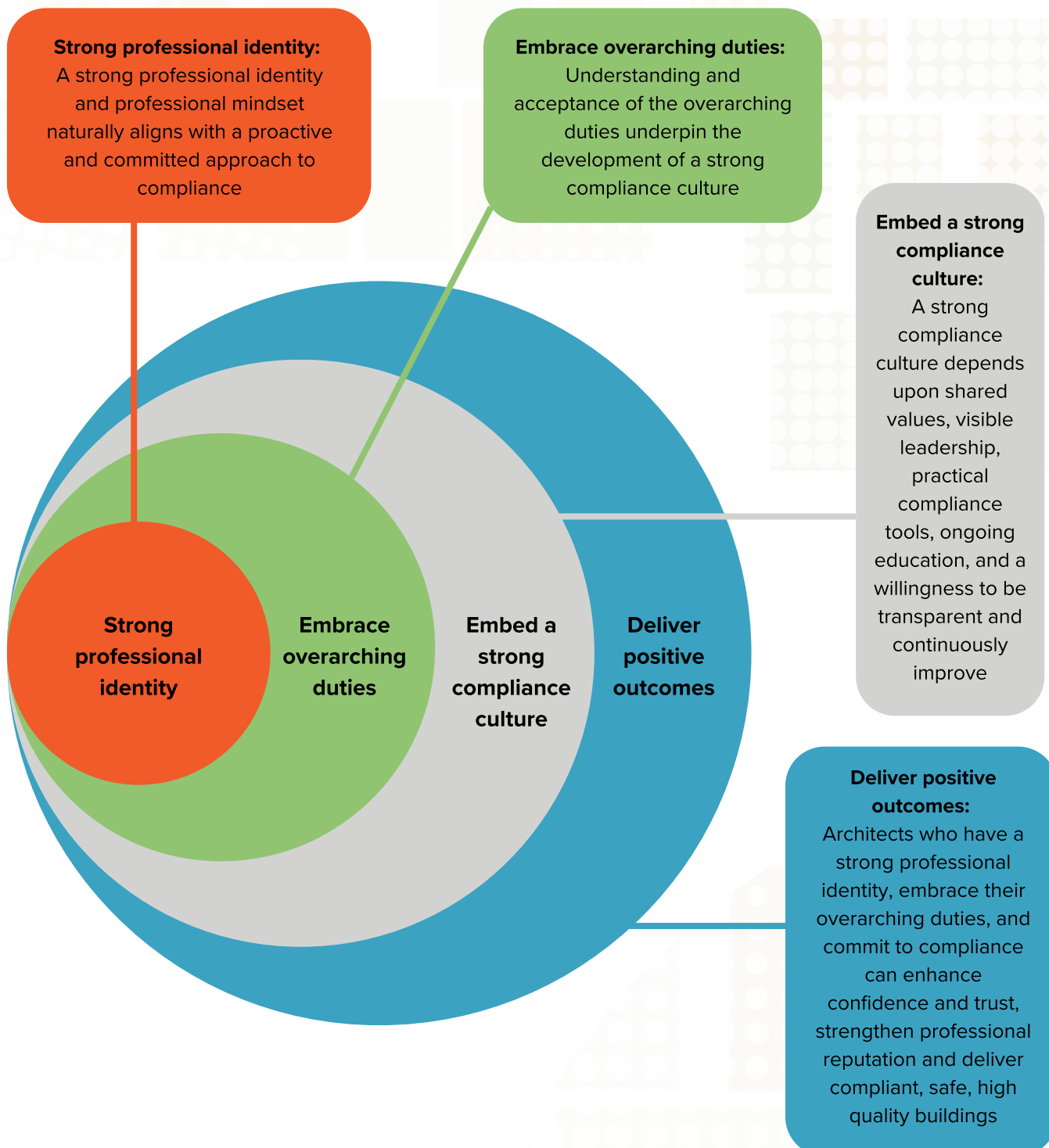
## EVALUATION OF COMPLIANCE CULTURE IN THE VICTORIAN ARCHITECTURE SECTOR

The ARBV's report includes an evaluation of compliance culture in the Victorian architecture sector. Evidence indicates that, while many architects demonstrate a strong awareness of their professional responsibilities and are committed to compliance, this commitment can be undermined by regulatory complexity, commercial pressures, and contractual arrangements and associated risks.



## THE LINK BETWEEN PROFESSIONALISM, COMPLIANCE CULTURE AND POSITIVE OUTCOMES

Architects are professionals and, as such, are held to high standards by their clients, the public and professional peers. By upholding professional standards and complying with their overarching duties, architects and architectural firms can strengthen compliance culture and, in turn, build confidence and trust in the profession and deliver compliant, safe, high-quality buildings.



**The ripple effect - An individual's strong professional identity supports wider compliance culture within a firm and the broader construction industry**

### ARBV'S INITIATIVES TO ENHANCE COMPLIANCE CULTURE

The ARBV will use its understanding of compliance culture in the architecture sector to target the root causes of non-compliance so that compliance issues can be pre-empted and prevented. The ARBV will seek to guide meaningful cultural change to secure positive outcomes in the long-term with support from and collaboration with education and training bodies, industry bodies and regulators across the broader construction sector

# ARBV SERVICE CHARTER

The ARBV Service Charter sets out the standard of service people can expect to receive from the ARBV, including:

- how to contact us
- what you should do if you wish to make a complaint or provide feedback about your dealings with us
- how you can help us to help you
- our expected time frames for services provided.

## OUR SERVICE COMMITMENTS

### Responsiveness

- We will respond promptly to your enquiries through our phone and email service.
- We aim to respond to phone enquiries and emails within 3 business days and written correspondence within 10 working days.
- We will provide accurate and up to date information in response to enquiries.
- We will manage all registration applications efficiently and finalise complete and routine applications for registration within 6 weeks.
- We will keep complainants informed about the progress of their complaint and the expected timeframe for finalisation.
- We will acknowledge complaints about the ARBV within 3 days and respond to those complaints within 4 weeks.

### Transparency

- We will be open and transparent about our processes.
- We will provide consistent and clear information across our communication channels.
- Our staff and Board will disclose conflicts of interest and comply with the VPS codes of conduct.
- We will give you access to your personal information if you request it.
- We will publish clear and current information on our website.

### Quality service

- We will give you clear and straightforward information about the ARBV, including information on how to register as an architect in Victoria, make an enquiry or complaint, or respond to a complaint.
- We will keep an up-to-date Register of Architects in Victoria.
- We will handle all complaints about the conduct of architects fairly and efficiently.
- We will keep you informed about the progress of your enquiry, application, or complaint.
- We will tailor our response to your accessibility needs where possible. We will provide linkages and referral to other government information relevant to your needs where reasonably practicable.

### Confidentiality

- We will have systems in place to protect your confidential information.
- We will treat all information received in accordance with the Privacy and Data Protection Act 2014.

### Professionalism and Respect

- Our dealings with you will be conducted with integrity, honesty and respect.
- Our staff will be informative and helpful and responsive to feedback you may wish to provide.
- When you contact us, the person who responds to your enquiry will give you their name.
- We will be inclusive and treat every member of the public equally.
- We will endeavour to ensure we are accessible for those with disabilities and culturally diverse backgrounds.

## SERVICE CHARTER REPORTING

Approximately 10,000 enquiries were received and responded to in the 2024-25 financial year.

The ARBV has processes in place to track performance against service commitments.

The ARBV collects feedback from architects and consumers of architectural services throughout the

year, and the data is reviewed to inform systems and process enhancements. It also provides valuable insights into key trends and issues to inform and guide the ARBV's Regulatory Strategy.

Enquiries were responded to in accordance with the timelines set out in the ARBV Service Charter.

| Category                            | Emails       | Portal enquiries | Calls       |
|-------------------------------------|--------------|------------------|-------------|
| Registration                        | 2,487        | 235              | 412         |
| Continuing Professional Development | 700          | 52               | 86          |
| Architectural Practice Examination  | 1,497        | 112              | 206         |
| Professional Indemnity Insurance    | 617          | 31               | 107         |
| Portal help                         | 393          | NA               | 128         |
| General advice                      | 28           | NA               | 34          |
| Renewal                             | 371          | NA               | 206         |
| Other                               | 1,302        | 158              | 196         |
| Complaints and Investigation        | 620          | NA               | 88          |
| <b>Total</b>                        | <b>8,015</b> | <b>588</b>       | <b>1463</b> |

## SPOTLIGHT ON FINANCIAL MANAGEMENT

The information presented in the table below provides a financial summary for the ARBV's financial performance over a 5-year period.

|                                             | 2025  | 2024  | 2023  | 2022  | 2021  |
|---------------------------------------------|-------|-------|-------|-------|-------|
| Total income from transactions              | 3,733 | 3,605 | 2,870 | 2,636 | 2,501 |
| Total expenses from transactions            | 3,570 | 3,507 | 2,824 | 2,597 | 2,433 |
| Other economic flows included in net result | (9)   | 30    | 1     | 0     | 0     |
| Net result for the period                   | 154   | 128   | 46    | 38    | 68    |
| Expense from sponsorships and awards*       | 11    | 25    | 13    | 4     | 5     |
| Net cash flows from operations              | 861   | 458   | 803   | 479   | (40)  |
| Total assets                                | 5,074 | 4,624 | 4,324 | 3,947 | 3,915 |
| Total liabilities                           | 3,290 | 2,994 | 2,822 | 2,560 | 2,567 |

\* Expenses from sponsorships and awards are included in the net result for the period.

### Net result

The ARBV achieved a net surplus of \$153,937 (2024: \$127,684). This was an increase of \$26,253 compared to 2023-24. The surplus for the current year compared to the budgeted surplus of \$22,835 was principally due to savings in employee expenses (changed staffing arrangements) and contractor expenses.

Sustaining an operating surplus is a critical financial strategy for the longer-term health of the organisation. Net assets have risen to \$1.78 million (2024: \$1.63 million) and underpins the organisation's financial viability and provides capacity to address emerging issues, new opportunities and asset replacements.

### Income

Total income from transactions for 2024-25 was \$3.73 million, an increase of \$0.13 million (2024: \$3.60 million) and included an additional \$0.15 million from annual registration fees. This was primarily due to an increase in the applicable fees for registered architects, companies and partnerships for the period commencing 1 July 2024.

A breakdown of the major income sources is shown below. This highlights the ARBV's reliance on registration fees to support the funding of services and other business activities.

|                                | 2025  | 2024  | Movement |
|--------------------------------|-------|-------|----------|
| Annual registration fees       | 3,109 | 2,963 | 146      |
| Examinations                   | 352   | 357   | (5)      |
| Interest income                | 164   | 142   | 22       |
| Other income                   | 108   | 143   | (35)     |
| Total income from transactions | 3,733 | 3,605 | 128      |



## Expenses

Total expenditure from transactions for 2024-25 was \$3.57 million, an increase of \$0.06 million from the previous year (2024: \$3.51 million). A breakdown of expenditure by the ARBV is shown below.

|                                    | 2025  | 2024  | Movement |
|------------------------------------|-------|-------|----------|
| Employee benefits                  | 1,766 | 1,602 | 164      |
| Contractors                        | 133   | 279   | (146)    |
| Legal                              | 452   | 330   | 122      |
| Digital and information technology | 315   | 309   | 6        |
| Examinations                       | 263   | 258   | 5        |
| Administration                     | 89    | 129   | (40)     |
| Depreciation and amortisation      | 218   | 275   | (57)     |
| Other expenses                     | 334   | 325   | 9        |
| Total expenses from transactions   | 3,570 | 3,507 | 63       |

## Financial position – Balance Sheet

The ARBV's financial position is demonstrated by net assets which increased in 2024-25 by the reported net result of \$0.15 million to \$1.78 million (2024: \$1.63 million). Total assets at 30 June 2025 were \$5.07 million, including \$4.84 million in cash and deposits and \$0.18 million in non-financial assets. Total assets were partially offset by \$2.92 million in payables (includes \$2.56 million unearned income for 2024-25 registration fees) and \$0.37 million in other liabilities.

## Capital expenditure

There was no capital expenditure exceeding \$5,000 for the year (2024: \$63,301 intangible assets – CRM software enhancements). Minor asset purchases amounted to \$14,639. In line with the ARBV policy, minor asset purchases under \$5,000 are expensed in the year of purchase.

## Significant changes or factors affecting performance

There were no significant changes or factors affecting the ARBV's performance during the reporting period.

## Subsequent events

As at the date of signing the annual Financial Statements there were no subsequent events requiring disclosure.

# GOVERNANCE AND ORGANISATIONAL STRUCTURE

## ARBV Board

The ARBV Board is responsible for performing statutory decision-making functions and powers conferred by the *Architects Act 1991* (the Act) and the *Architects Regulations 2015*. The ARBV Board also provides leadership, strategic guidance and policy direction in addition to overseeing implementation of policies and initiatives.

With effect from 1 February 2024, the Building Legislation Amendment Act 2023 introduced changes to governance arrangements in the Act, including changes to provisions relating to board composition.

The following changes were ushered in:

### Membership

The Board to consist of at least 3 and no more than 9 members appointed by the Governor in Council.

The Board will comprise at least 3 members who are architects, each who have demonstrated experience in a leadership role within the building industry.

Collectively, the members of the Board have the skills, knowledge or experience specified in the *Architects Act 1991*, section 47(b).

### Terms of appointment

The maximum term is up to 5 years.

### Chairperson

The Minister appoints one of the members of the Board to be the Chairperson of the Board.

### Deputy Chairperson

The Minister appoints one of the members of the Board to be the Deputy Chairperson of the Board.

The Board membership of the ARBV on 30 June 2025 was as follows:

- Dr Giorgio Marfella, PhD, M.Arch (Chairperson)
- Sally Brincat, M.Arch (Prac) (Deputy Chairperson)
- Michael Leeton, B.Arch (Hon), FRAIA
- Mark Curry, B.AppSc (Met), BSW, GAICD

- Tim Leslie, B.Arch (Hon), B.AppSc (environmental design)
- Prof Sarah McGann, PhD. B.ArchSc, Dip.Arch, FRAI (Ireland)
- Lorina Nervegna, B.Arch
- Yana Podolskaya, B.Legal Studies, LLB.
- Sally Wills, Adv. Dip. Building Design (Architectural)

Directors whose terms expired on 30 June 2025 were as follows:

- Sally Wills

During the year, the Board was assisted by the Remuneration and Organisation Development Committee. From time to time the Board is assisted by working groups. A joint working group comprising Board and staff members was formed to assist with the preparation of the Strengthening Compliance Culture in the Architecture Sector research report. The Board is also responsible for constituting the independent Architects Tribunal to conduct inquiries concerning architects and their fitness to practise or professional conduct. The Act prohibits a person being concurrently a member of the ARBV Board and the Architects Tribunal.

### CEO/Registrar

The Board appoints a Registrar to deliver the operations of the organisation in accordance with the agreed strategy. Dr Glenice Fox, SJD, LLB, BA, Grad Cert in Dispute Resolution has occupied the role of CEO/Registrar since February 2021.

### Board Committees

#### Remuneration and Organisation Development Committee

The purpose of the Remuneration and Organisation Development Committee is to assist the Board to fulfil its obligations relating to remuneration, organisation development and human resource policy and related matters, including the management of the CEO/Registrar's contract and performance review. The Committee fulfilled its purpose during the reporting period.

Members of the Remuneration and Organisation Development Committee during the year were Dr Giorgio Marfella (Chairperson), Sally Brincat (Deputy Chairperson) and Mark Curry.

### **Exemption from the requirement to have an Audit and Risk Committee and Internal Audit function for 2024-25**

The ARBV was granted an extension of the exemptions from the requirements under clauses 3.2.1. and 3.2.2 of the Standing Directions 2018 to have an Audit and Risk Committee and Internal Audit function for the 2024-25 financial year. Each year, the ARBV is required to make an application for the continuation of these exemptions, to demonstrate that it has adequate controls in place, and that the exemptions remain appropriate.

The primary function of the Audit and Risk Committee was to assist the Board to fulfil its statutory obligations relating to the *Financial Management Act 1994* (FMA) and associated Standing Directions 2018 issued by the Assistant Treasurer under Section 8 of the FMA. This function was subsumed by the Board with effect from 1 July 2023. Four Board meetings held during the year are focused on fulfilling the Board's audit and risk obligations.

The following audit and risk responsibilities were subsumed by the Board:

- reviewing the effectiveness of the ARBV's internal control environment, covering effectiveness and efficiency of operations, reliability of financial reporting and compliance with applicable laws and regulations
- reviewing the annual financial statements
- reviewing the information in the report of operations on financial management, performance and sustainability
- reviewing the rolling 3-year audit and review plan and ensure resources are adequate and used effectively, including co-ordination with external auditors
- maintaining effective communication with external auditors, consider recommendations arising from internal audits or made by external auditors and review the implementation of actions to resolve issues raised, and
- overseeing the effective operation of the risk management framework.

## Board and Committee Meeting Attendances

Number of meetings attended/eligible to attend in 2024-25

| Name                               | Board | Remuneration & Organisation Development Committee | Notes / Overall meeting attendance |
|------------------------------------|-------|---------------------------------------------------|------------------------------------|
| Dr Giorgio Marfella (Chairperson)  | 8/8   | 2/2                                               | 10/10                              |
| Sally Brincat (Deputy Chairperson) | 8/8   | 2/2                                               | 10/10                              |
| Mark Curry                         | 8/8   | 2/2                                               | 10/10                              |
| Tim Leslie                         | 7/8   |                                                   | 7/8                                |
| Michael Leeton                     | 7/8   |                                                   | 7/8                                |
| Sarah McGann                       | 6/8   |                                                   | 6/8                                |
| Lorina Nervegna                    | 7/8   |                                                   | 7/8                                |
| Yana Podolskaya                    | 8/8   |                                                   | 8/8                                |
| Sally Wills                        | 7/8   |                                                   | 7/8                                |

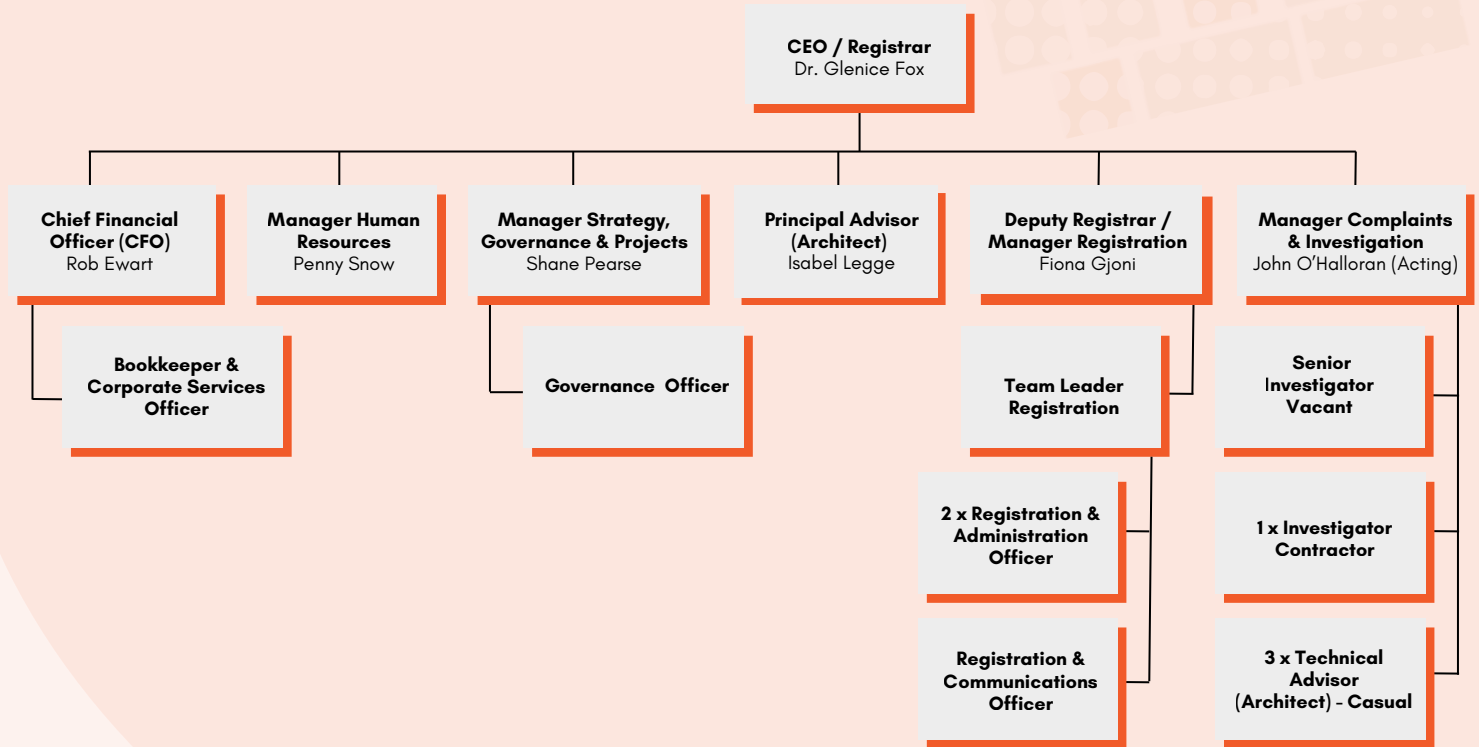
## ARBV Chairpersons and Registrars since 1923

| Chairpersons                                                    | Year                | Registrars                                                                                                                                       | Year                |
|-----------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1. Edward Bates                                                 | 1923 - 1931         | 1. William Campbell                                                                                                                              | 1923 - 1929         |
| 2. William Godfrey<br>Plus, a period 1924-1925 as acting chair. | 1931 - 1934         | 2. John Islip<br>Charles Serpell was acting registrar 1942-1946 while John Islip was on leave having enlisted in the Royal Australian Air Force. | 1929 - 1970         |
| 3. Kingsley Henderson                                           | 1934 - 1939         | 3. John Janicke                                                                                                                                  | 1970 - 1971         |
| 4. John Gawler                                                  | 1939 - 1946         | 4. Tom Cranston                                                                                                                                  | 1971 - 1972         |
| 5. Stanley Parkes                                               | 1946 - 1966         | 5. Raymond Wilson                                                                                                                                | 1972 - 1972         |
| 6. Harry Winbush                                                | 1966 - 1971         | 6. Noel Bewley                                                                                                                                   | 1972 - 1986         |
| 7. Ronald Lyon                                                  | 1971 - 1975         | 7. Mary Mauthoor                                                                                                                                 | 1986 - 1992         |
| 8. R.J.Gibson                                                   | 1975 - 1983         | 8. Jeffrey Keddle                                                                                                                                | 1992 - 1998         |
| 9. J.F.Swan                                                     | 1983 - 1985         | 9. Michael Kimberley                                                                                                                             | 1998 - 2008         |
| 10. Allan Rodger                                                | 1985 - 1988         | 10. Alison Ivey                                                                                                                                  | 2008 - 2018         |
| 11. Peter Williams                                              | 1988 - 1997         | 11. Adam Toma                                                                                                                                    | Sep 2018 - Jul 2020 |
| 12. Robert McGauran                                             | 1997 - 2000         | 12. Allan Bawden<br><i>Interim Registrar</i>                                                                                                     | Jul 2020 - Feb 2021 |
| 13. Andrew Hutson                                               | 2000 - 2012         | 13. Dr Glenice Fox                                                                                                                               | Feb 2021 -          |
| 14. David Sainsbery                                             | 2012 - Dec 2017     |                                                                                                                                                  |                     |
| 15. David Islip                                                 | Dec 2017 - May 2020 |                                                                                                                                                  |                     |
| 16. Karen Alcock                                                | May 2020 - May 2021 |                                                                                                                                                  |                     |
| 17. Dr Giorgio Marfella                                         | May 2021 -          |                                                                                                                                                  |                     |



# ARBV ORGANISATION STRUCTURE

As at 30 June 2025



## WORKFORCE DATA

The ARBV employed 13 staff (10.8 full time equivalent) on 30 June 2025, compared to 18 staff (12.4 full time equivalent) on 30 June 2024. Appendix 1 provides further details about the ARBV's employment levels in June 2024 and June 2025.

Employees have been correctly classified in workforce data collections. All employees, except executive officers, are covered by the ARBV Enterprise Agreement.

### Employment and conduct principles

The ARBV Enterprise Agreement 2024 is linked to the Victorian Public Service (VPS) Enterprise Agreement 2024 through a nexus agreement. As such, it is closely tied to the VPS agreement and adopts many of its provisions. The ARBV largely aligns its employee relations practices with the VPS, taking account of relevant policies, procedures, and values that reflect public sector employment principles. Employment decisions at the ARBV, including recruitment, probationary periods, and performance assessments, are consistent with these principles.

### Occupational Health & Safety

The ARBV is committed to providing and maintaining a work environment which secures the health, safety and welfare of all employees, contractors and other visitors. The ARBV believes that a well-managed program which focuses on both physical and psychological health and wellbeing is an integral part of good management practice.

The ARBV is committed to the principles of health, safety and employee welfare protections set out in relevant Occupational Health and Safety (OHS) laws and the ARBV Enterprise Agreement 2024 and seeks to ensure employees work in an environment which is, so far as is reasonably practicable, safe and without risks to physical health and psychosocial wellbeing.

The ARBV's target for 2024-2025 was for zero OHS incidents leading to claims which was achieved. No incidents, hazards or near misses or lost time were reported during the 2024-25 year.

The Occupational Health and Safety policy was reviewed this year and amended to provide more clarity on determining 'what is reasonably practicable' and to better reflect that supporting psychosocial wellbeing and eliminating hazards has the same importance as addressing physical risks in the workplace.

The ARBV offered various OHS-related activities to employees this year, which aimed to mitigate the risks associated with health, safety and wellbeing. These included:

- an influenza vaccination program
- an employee assistance program
- a focus on monitoring ongoing staff health and wellbeing.

The ARBV's Workcover premium rate at the completion of 2024-2025 was 0.97%. This was below the applicable State Government Administration industry classification rate of 1.0240%. ARBV's performance rating of 0.97 was 2.11% better than the industry average.

### Workforce Inclusion

The ARBV strives to provide an inclusive working environment to create a diverse and inclusive workplace where all employees feel respected, valued, and empowered to contribute their best. Due to the ARBV's size the ARBV does not have formal plans or strategies in place, for example Gender Equality Action Plan for 2022–25 or an Aboriginal Employment Plan 2020–26 or targets for gender diverse staff, as adopted by larger public sector organisations.

## OTHER DISCLOSURES

### Local Jobs First Act 2003

The *Local Jobs First Act 2003* introduced in August 2018 requires Departments and public sector bodies to apply the Local Job first policy in all projects valued at \$3 million or more in Metropolitan Melbourne or for state-wide projects, or \$1 million or more for projects in regional Victoria.

There were no procurements initiated by the ARBV in 2024-25 falling within the provisions of the Local Jobs First Policy.

### Social procurement

The ARBV is a very small agency and whilst it remains conscious of its obligations under the State Government's Social Procurement Framework, it is difficult for the entity to generate meaningful social value given the limited annual expenditure budget for goods and services, and the nature of goods and services acquired over the course of the year.

### Government advertising expenditure

The ARBV did not undertake a government advertising campaign in 2024-25

### Declarations of private interests

All ARBV Board members and the Accountable Officer have completed a declaration of private interests.

### Disclosure of major contracts

The ARBV did not enter into any major contracts valued at \$10 million or above during 2024-25

### Consultancy expenditure

#### Details of consultancies (valued at \$10,000 or greater)

In 2024-25, there were four consultancies where the total fees payable to the consultants were \$10,000 or greater (excluding GST). The total expenditure incurred during 2024-25 in relation to these consultancies was \$90,773 (excl. GST). Details of individual consultancies are outlined below.

| Consultant                    | Purpose of consultancy            | Start - end date  | Total approved project fee (excl. GST) | Expenditure 2024-25 (excl. GST) | Future Expenditure (excl. GST) |
|-------------------------------|-----------------------------------|-------------------|----------------------------------------|---------------------------------|--------------------------------|
| Dart Legal Consulting Pty Ltd | Compliance Culture Project        | Mar 2025-Jun 2025 | \$57,760                               | \$46,000                        | \$11,760                       |
| BGIS Pty Ltd                  | Real Estate and Advisory Services | Mar 2025-Jun 2025 | \$16,500                               | \$13,200                        | \$3,300                        |
| Comvision Australia           | Security Uplift Project           | Nov 2024-Jun 2025 | \$27,380                               | \$12,868                        | \$nil                          |
| Comvision Australia           | SharePoint Migration Project      | May 2025-Jun 2025 | \$20,000                               | \$18,705                        | \$nil                          |

### Details of consultancies under \$10,000

In 2024-25 there were seven consultancies engaged during the year where the total fees payable to the individual consultancies were less than \$10,000. The total expenditure incurred during 2024-25 in relation to these consultancies was \$27,757 (excl. GST).

### Information and communication technology (ICT) expenditure

For the 2024-25 reporting period, the ARBV had a total ICT expenditure of \$390,684 with the details shown on the next page.

| Operational ICT Expenditure             | ICT Expenditure relating to projects to create or enhance ICT capabilities |                         |                     |
|-----------------------------------------|----------------------------------------------------------------------------|-------------------------|---------------------|
| Business as usual (BAU) ICT expenditure | Non-business as usual (Non-BAU) ICT expenditure                            | Operational expenditure | Capital expenditure |
| (Total)                                 | (Total = Operational and capital expenditure)                              |                         |                     |
| \$359,111                               | \$31,573                                                                   | \$76,066                | \$nil               |

ICT expenditure refers to the ARBV's costs in providing business enabling ICT services within the current reporting period. It comprises BAU and Non-BAU ICT expenditure. Non-BAU ICT expenditure relates to extending or enhancing the ARBV's current ICT capabilities. BAU ICT expenditure is all remaining ICT expenditure that primarily relates to ongoing activities to operate and maintain the current ICT capability.

### Reviews and studies expenditure

During 2024-25, there were four reviews and studies undertaken with a total cost of \$90,773. Details of individual reviews and studies are outlined below

| Name of the review                                    | Reasons for review/ study                                                              | Terms of reference/ scope                                                                                                            | Anticipated outcomes                                                                                                                                                            | Estimated cost for the year (excl. GST) | Final cost if completed (excl. GST) | Publicly available (Y/N) and URL |
|-------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------|----------------------------------|
| Compliance Culture in the Architecture Sector         | To understand and assess compliance culture across the profession                      | To evaluate compliance culture within the Victorian architecture sector and outline strategies to help strengthen compliance culture | The report provides strategies that can be implemented by sole practitioners, small firms and large firms to help them discharge their duties and strengthen compliance culture | \$46,000                                | N/A                                 | Yes ( <a href="#">link</a> )     |
| Assessment of other market options a new office lease | To develop options for negotiation of new office lease – current lease expires 2025-26 | Assistance with identifying and securing alternative premises and/or renegotiating a new lease or renewal for its existing premises  | New office lease is executed                                                                                                                                                    | \$13,200                                | N/A                                 | No                               |



| Name of the review           | Reasons for review/ study                                                                              | Terms of reference/ scope                                                                                                                                | Anticipated outcomes                                                                                                                                                               | Estimated cost for the year (excl. GST) | Final cost if completed (excl. GST) | Publicly available (Y/N) and URL |
|------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------|----------------------------------|
| Security Uplift Project      | Agreed mitigations to Security Control Assessment                                                      | Action agreed controls in ACSC's Essential 8 Mitigation strategies and extended security measures recommended by ARBV's IT Service and Security Provider | To meet maturity level 1 of ACSC's Essentials 8 Framework and deploy extended security measures                                                                                    | \$12,868                                | \$27,380                            | No                               |
| SharePoint Migration Project | Document storage solution required to centralise, modernise, manage, and secure documented information | Stage 1 includes solution design and implementation of data from ARBV's file server                                                                      | Archive all data on ARBV's file server and user devices. Stage 2 in 2025-26 will include archiving data from previous SharePoint sites and where required transferred to new sites | \$18,705                                | N/A                                 | No                               |

### Freedom of Information Act 1982

The *Freedom of Information Act 1982* (the Act) allows the public a right of access to documents held by the ARBV, including documents created by the ARBV or supplied to the ARBV by an external organisation or individual

Information about the type of material produced by the ARBV is available on the ARBV's website under its Part II Information Statement.

The Act allows the ARBV to refuse access, either fully or partially, to certain documents or information. Examples of documents that may not be accessed include but are not limited to cabinet documents; some internal working documents; law enforcement documents; documents covered by legal professional privilege, such as legal advice; personal information about other people; and information provided to the ARBV in-confidence.

Under the Act, the FOI processing time for requests is 30 days. However, when external consultation is required under subsections 29, 29A, 31, 31A, 33, 34 or 35, the processing time is 45 days. Processing time may also be extended by periods of 30 days, in consultation with the applicant. With the applicant's agreement this may occur any number of times. However, obtaining an applicant's agreement for an extension cannot occur after the expiry of the timeframe for deciding a request.

If an applicant is not satisfied with a decision made by the ARBV, under section 49A of the Act, they have the right to seek a review by the Office of the Victorian Information Commissioner (OVIC) within 28 days of receiving a decision letter.

During 2024-25, the ARBV received 1 FOI application, and finalised another matter received in 2023-24.

## Making a request

FOI requests can be lodged in writing to the ARBV via email or post. An application fee of \$33.60 applies (as of 1 July 2025). Access charges may also be payable if the document pool is large, and the search for material, time-consuming.

Access to documents can also be obtained through a written request to the ARBV as detailed in section 17 of the Act.

Requests for documents in the possession of the ARBV should be addressed to:  
Freedom of Information Officer  
Architects Registration Board of Victoria  
Level 10, 533 Little Lonsdale Street, Melbourne  
3000 or [registrar@arbv.vic.gov.au](mailto:registrar@arbv.vic.gov.au)

## Further information

Further information regarding the operation and scope of FOI can be obtained from the Act; regulations made under the Act; and [ovic.vic.gov.au](http://ovic.vic.gov.au). The ARBV's Part II statement can be found on our website.

## Competitive Neutrality Policy

Competitive neutrality requires government businesses to ensure where services compete, or potentially compete with the private sector, any advantage arising solely from their government ownership is removed if it is not in the public interest. Government businesses are required to cost and price these services as if they were privately owned. Competitive neutrality policy supports fair competition between public and private businesses and provides government businesses with a tool to enhance decisions on resource allocation. This policy does not override other policy objectives of government and focuses on efficiency in the provision of service.

The ARBV continues to comply with the requirements on competitive neutrality reporting as required under the Competition Principles Agreement and Competition and Infrastructure Reform Agreement.

## Public Interest Disclosures Act 2012

The *Public Interest Disclosures Act 2012* (PID Act) encourages and assists people in making disclosures of improper conduct by public officers and public bodies. The PID Act provides protection

to people who make disclosures in accordance with the PID Act and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

The ARBV recognises the value of transparency and accountability in its administrative and management practices and supports making disclosures that reveal improper conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment. It does not tolerate improper conduct by the organisation, its employees, officers or board members, or taking detrimental action in reprisal against those who come forward to disclose such conduct.

The ARBV will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure to the extent it is legally possible.

## Reporting procedures

The ARBV is not able to receive public interest disclosures.

A disclosure under the PID Act about improper conduct of, or detrimental action, taken in reprisal for a public interest disclosure by, the ARBV or its Board members, officers or employees should be made in writing to:

Independent Broad-based Anti-Corruption Commission (IBAC)

Level 1, North Tower, 459 Collins Street  
Melbourne, VIC 3000

Mail: IBAC, GPO Box 24234, Melbourne Victoria  
3001

Phone: 1300 735 135

Internet: [www.ibac.vic.gov.au](http://www.ibac.vic.gov.au)

Email: See the website above for the secure email disclosure process, which also provides for anonymous disclosures.

## Building Act 1993

The ARBV does not own or control any government buildings and consequently is exempt from notifying its compliance with the building and maintenance provisions of the *Building Act 1993*.

## Disability Act 2006

The *Disability Act 2006* under Section 38 requires that public sector bodies prepare and implement Disability Action Plans to reduce barriers to persons with a disability accessing goods, services and facilities and reduce barriers to persons with a disability obtaining and maintaining employment.

The ARBV is committed to making reasonable adjustments for persons with a disability to ensure an inclusive and disability equitable workplace and accessible services.

The ARBV's Service Charter provides that the ARBV will be accessible for those with disabilities and will tailor communications to accessibility needs where possible.

Web content can be difficult for users with a disability to navigate and process. The ARBV follows the accessibility standards for vic.gov.au in relation to content on the ARBV website. The ARBV also provides multiple channels of communication to assist with access to and delivery of services. These measures help to ensure people with disabilities have the same access to information and services as others in the community.

## Office-based environmental impacts

The ARBV is committed to reducing its environmental footprint and promoting awareness and participation amongst its employees. The emphasis on electronic document management and a "paperlite" approach is reducing paper and storage. Board papers are produced and distributed electronically via a dedicated portal and the end-to-end registration process is completely online via the ARBV Portal.

## Disclosure of Emergency Procurement

In 2024-25 the ARBV was not required to activate any Emergency Procurement resulting in Nil spending on emergency procurement.

## Disclosure of procurement complaints

Under the Governance Policy of the Victorian Government Purchasing Board (VGPB), the ARBV must disclose any formal complaints relating to the procurement of goods and services received through its procurement complaints management system. The ARBV did not receive any formal complaints relating to procurement.

## Additional information available on request

In compliance with the requirements of the Standing Directions 2018 of the Minister for Finance, details in respect of the items listed below, where applicable to the ARBV, have been retained and are available on request, subject to the provisions of the *Freedom of Information Act 1982*:

- details of publications produced by the ARBV about itself, and how these can be obtained
- details of major research undertaken by the ARBV
- details of major promotional, public relations and marketing activities undertaken by the ARBV to develop community awareness of the entity and its services
- details of changes in prices, fees, charges, rates and levies charged
- a statement on industrial relations within the ARBV
- details of all consultancies and contractors, including consultants/contractors engaged, services provided, and expenditure committed for each engagement.

The information is available on request from:

Registrar, ARBV

Level 10, 533 Little Lonsdale Street, Melbourne 3000 or [registrar@arbv.vic.gov.au](mailto:registrar@arbv.vic.gov.au)

## Statement of availability of other information available on request

Details of the following items have been included in the ARBV's annual report, on the pages indicated below:

- a list of the ARBV's major committees, the purposes of each committee, and the extent to which the purposes have been achieved (on page 36-37)
- assessments and measures undertaken to improve the occupational health and safety of employees (on page 40).

### **Information that is not applicable to the ARBV**

The following information is not relevant to the ARBV for the reasons set out below:

- declaration of shares held by senior officers (no shares have ever been issued in the ARBV)
- details of overseas visits undertaken (no ARBV members or senior executives took overseas work-related trips)
- details of any major external reviews carried out on the ARBV (no major external reviews undertaken)
- details of major development activities undertaken by the ARBV (no major development activities undertaken).

### **DataVIC Access Policy**

The ARBV discloses information online and via printed publications. It also provides information services in person and/or by phone, annual report and website.



## THE ARCHITECTS REGISTRATION BOARD OF VICTORIA'S FINANCIAL MANAGEMENT COMPLIANCE ATTESTATION STATEMENT

I, Dr Giorgio Marfella, on behalf of the Responsible Body, certify that the Architects Registration Board of Victoria has no Material Compliance Deficiency with respect to the applicable Standing Directions under the Financial Management Act 1994 and Instructions.



**Dr Giorgio Marfella Chairperson**  
**Architects Registration Board of Victoria**  
17 September 2025

**ā rbv**

Architects  
Registration Board  
of Victoria

# FINANCIAL STATEMENTS

2024-25

## HOW THIS REPORT IS STRUCTURED

The Architects Registration Board of Victoria (ARBV) presents its audited general-purpose Financial Statements for the financial year ended 30 June 2025 in the following structure to provide users with information about the organisation's stewardship of resources entrusted to it. It is presented in the following structure:

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## DECLARATION IN THE FINANCIAL STATEMENTS

The attached financial statements for the ARBV have been prepared in accordance with Direction 5.2 of the Standing Directions of the Minister for Finance under the Financial Management Act 1994, applicable Financial Reporting Directions, Australian Accounting Standards including interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2025 and the financial position of the ARBV as at 30 June 2025.

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

We authorise the attached Financial Statements for issue on 26 August 2025.



**Dr Giorgio Marfella**  
Chairperson



**Dr Glenice Fox**  
CEO/Registrar



**Rob Ewart**  
Chief Financial Officer



# Independent Auditor's Report

To the Board of Architects Registration Board of Victoria

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Opinion</b>                                           | <p>I have audited the financial report of the Architects Registration Board of Victoria (the authority) which comprises the:</p> <ul style="list-style-type: none"> <li>• Balance sheet as at 30 June 2025</li> <li>• Comprehensive operating statement for the year then ended</li> <li>• Statement of changes in equity for the year then ended</li> <li>• Cash flow statement for the year then ended</li> <li>• Notes to the financial statements, including material accounting policy information</li> <li>• Declaration in the financial statements</li> </ul> <p>In my opinion the financial report presents fairly the financial position of the authority as at 30 June 2025 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards - Simplified Disclosures. I have conducted my audit in accordance with the <i>Audit Act 1994</i> which</p> |
| <b>Basis for Opinion</b>                                 | <p>incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the authority in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>                                                                                                                                                                                    |
| <b>Board's responsibilities for the financial report</b> | <p>The Board of the authority is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards - Simplified Disclosures and the <i>Financial Management Act 1994</i>, and for such internal control as the Board determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Board is responsible for assessing the authority'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 it is inappropriate to do so.</p>                                                                                                                                                                                                                                                                                                   |

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Auditor's responsibilities for the audit of the financial report</b> | <p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit 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 my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"> <li>• 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 my 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.</li> <li>• 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 authority's internal control</li> <li>• evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.</li> <li>• conclude on the appropriateness of the Board's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the authority's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the authority to cease to continue as a going concern.</li> <li>• 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.</li> </ul> <p>I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p> |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



BENDIGO  
4 September 2025

Kathie Teasdale  
*as delegate for the Auditor-General of Victoria*

# COMPREHENSIVE OPERATING STATEMENT

for the financial year ended 30 June 2025

|                                                             | Notes      | 2025<br>\$         | 2024<br>\$         |
|-------------------------------------------------------------|------------|--------------------|--------------------|
| <b>Continuing operations</b>                                |            |                    |                    |
| <b>Revenue and income from transactions</b>                 |            |                    |                    |
| Annual registration fees                                    |            | 3,109,240          | 2,963,539          |
| Examinations                                                |            | 351,985            | 356,535            |
| Interest income                                             |            | 164,104            | 141,530            |
| Other income                                                |            | 107,441            | 143,191            |
| <b>Total revenue from transactions</b>                      | <b>2.1</b> | <b>3,732,770</b>   | <b>3,604,795</b>   |
| <b>Expenses from transactions</b>                           |            |                    |                    |
| Employee expenses                                           | 3.1.1      | (1,765,781)        | (1,601,594)        |
| Depreciation and amortisation                               | 4.4.1      | (218,416)          | (274,669)          |
| Interest expense                                            | 6.2.2      | (4,488)            | (7,830)            |
| Other operating expenses                                    | 3.1        | (1,581,293)        | (1,623,229)        |
| <b>Total expenses from transactions</b>                     |            | <b>(3,569,978)</b> | <b>(3,507,322)</b> |
| <b>Net result from transactions (net operating balance)</b> |            | <b>162,792</b>     | <b>97,473</b>      |
| <b>Other economic flows included in net result</b>          |            |                    |                    |
| Net gain/(loss) on revaluation long service leave liability |            | (8,855)            | 30,211             |
| <b>Total other economic flows included in net result</b>    |            | <b>(8,855)</b>     | <b>30,211</b>      |
| <b>Net result from continuing operations</b>                |            | <b>153,937</b>     | <b>127,684</b>     |
| <b>Other economic flows – other comprehensive income:</b>   |            |                    |                    |
| Other gains/(losses) from other economic flows              |            | -                  | -                  |
| <b>Comprehensive result</b>                                 |            | <b>153,937</b>     | <b>127,684</b>     |

The accompanying notes form part of these Financial Statements.

## BALANCE SHEET

As at 30 June 2025

|                                   | Notes | 2025<br>\$       | 2024<br>\$       |
|-----------------------------------|-------|------------------|------------------|
| <b>Assets</b>                     |       |                  |                  |
| <b>Financial assets</b>           |       |                  |                  |
| Cash and deposits                 | 6.1   | 4,835,562        | 3,974,846        |
| Receivables                       | 5.1   | 59,155           | 247,304          |
| <b>Total financial assets</b>     |       | <b>4,894,717</b> | <b>4,222,150</b> |
| <b>Non-financial assets</b>       |       |                  |                  |
| Property, plant and equipment     | 4.1   | 38,873           | 87,967           |
| Right-of-use assets               | 4.2   | 73,827           | 167,083          |
| Intangible assets                 | 4.3   | 38,346           | 114,412          |
| Other non-financial assets        |       | 28,115           | 32,116           |
| <b>Total non-financial assets</b> |       | <b>179,161</b>   | <b>401,578</b>   |
| <b>Total assets</b>               |       | <b>5,073,878</b> | <b>4,623,728</b> |
| <b>Liabilities</b>                |       |                  |                  |
| Payables                          | 5.2   | 2,920,688        | 2,599,523        |
| Lease liability                   | 6.2   | 82,171           | 180,886          |
| Employee related provisions       | 3.1.2 | 287,391          | 213,628          |
| <b>Total liabilities</b>          |       | <b>3,290,250</b> | <b>2,994,037</b> |
| Net assets                        |       | 1,783,628        | 1,629,691        |
| <b>Equity</b>                     |       |                  |                  |
| Accumulated surplus               |       | 1,561,910        | 1,407,973        |
| Contributed capital               |       | 221,718          | 221,718          |
| <b>Net worth</b>                  |       | <b>1,783,628</b> | <b>1,629,691</b> |

The accompanying notes form part of these Financial Statements



# CASH FLOW STATEMENT

for the financial year ended 30 June 2025

|                                                                  | Notes | 2025<br>\$         | 2024<br>\$         |
|------------------------------------------------------------------|-------|--------------------|--------------------|
| <b>Cash flows from operating activities</b>                      |       |                    |                    |
| <b>Receipts</b>                                                  |       |                    |                    |
| Interest received                                                |       | 164,104            | 141,530            |
| Receipts from registrations and examinations                     |       | 3,883,444          | 3,258,954          |
| GST receipts from Australian Tax Office                          |       | 127,351            | 148,370            |
| Other receipts (incl GST)                                        |       | 26,998             | 41,317             |
| <b>Total receipts</b>                                            |       | <b>4,201,897</b>   | <b>3,590,171</b>   |
| <b>Payments</b>                                                  |       |                    |                    |
| Payments to suppliers and employees                              |       | (3,336,693)        | (3,124,192)        |
| Interest paid                                                    |       | (4,488)            | (7,830)            |
| <b>Total payments</b>                                            |       | <b>(3,341,181)</b> | <b>(3,132,022)</b> |
| <b>Net cash flows from operating activities</b>                  |       | <b>860,716</b>     | <b>458,149</b>     |
| <b>Cash flows from investing activities</b>                      |       |                    |                    |
| Purchases of non-financial assets                                |       | -                  | (63,301)           |
| <b>Net cash flows used in investing activities</b>               |       | <b>-</b>           | <b>(63,301)</b>    |
| <b>Cash flows from financing activities</b>                      |       |                    |                    |
| Repayment of borrowings and principal portion of lease liability |       | (98,715)           | (94,629)           |
| <b>Net cash flows used in financing activities</b>               |       | <b>(98,715)</b>    | <b>(94,629)</b>    |
| Net increase in cash and cash equivalents                        |       | 860,716            | 300,219            |
| Cash and cash equivalents at beginning of financial year         |       | 3,974,846          | 3,674,627          |
| <b>Cash and cash equivalents at end of financial year</b>        | 6.1   | <b>4,835,562</b>   | <b>3,974,846</b>   |

*The accompanying notes form part of these Financial Statements.*

## STATEMENT OF CHANGES IN EQUITY

for the financial year ended 30 June 2025

|                                    | Accumulated<br>surplus | Contributed<br>capital<br>\$ | Total<br>\$      |
|------------------------------------|------------------------|------------------------------|------------------|
| <b>Balance at 1 July 2023</b>      | 1,280,289              | 221,718                      | 1,502,007        |
| <b>Net result for 2023-24 year</b> | 127,684                | -                            | 127,684          |
| Balance at 30 June 2024            | 1,407,973              | 221,718                      | 1,629,691        |
| Net result for 2024-25 year        | 153,937                | -                            | 153,937          |
| <b>Balance at 30 June 2025</b>     | <b>1,561,910</b>       | <b>221,718</b>               | <b>1,783,628</b> |

*The accompanying notes form part of these Financial Statements.*

# NOTES TO THE FINANCIAL STATEMENTS

## 1. ABOUT THIS REPORT

The ARBV is a not-for-profit self-funded statutory authority established by the *Architects Act 1991*.

Its principal address is:  
Level 10  
533 Little Lonsdale Street  
Melbourne VIC 3000

A description of the nature of the ARBV's operations and its principal activities is included in the ARBV overview, which does not form part of these Financial Statements.

### Basis of preparation

These Financial Statements are Tier 2 general purpose financial statements prepared in accordance with AASB 1060 General Purpose Financial Statements – Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities (AASB 1060) and Financial Reporting Direction 101 Application of Tiers of Australian Accounting Standards (FRD 101).

The ARBV is a Tier 2 entity in accordance with FRD 101. These Financial Statements are the first general purpose financial statements prepared in accordance with Australian Accounting Standards – Simplified Disclosures. The ARBV's prior year financial statements were general purpose financial statements prepared in accordance with Australian Accounting Standards (Tier 1). As the ARBV is not a 'significant entity' as defined in FRD 101, it was required to change from Tier 1 to Tier 2 reporting effective from 1 July 2024.

These Financial Statements are in Australian dollars and the historical cost convention is used unless a different measurement basis is specifically disclosed in the notes to the Financial Statements.

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

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements made

in the preparation of these Financial Statements are disclosed in the notes where amounts affected by those judgements are disclosed. Estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in applying Australian Accounting Standards (AAS) that have significant effects on the Financial Statements and estimates are disclosed in note 7.

These financial statements cover the ARBV as an individual reporting entity. There is no entity consolidated into the ARBV.

All amounts in the Financial Statements have been rounded to the nearest dollar.

### Compliance information

These general-purpose Financial Statements have been prepared in accordance with the Financial Management Act 1994 (FMA) and applicable AAS, which include Interpretations, issued by the Australian Accounting Standards Board (AASB).

Where appropriate, those AAS paragraphs applicable to not-for-profit entities have been applied. Accounting policies selected and applied in these Financial Statements ensure that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

These annual Financial Statements were authorised for issue by the ARBV Chairperson, Chief Executive Officer and Chief Financial Officer on behalf of the ARBV on 26 August 2025.

## 2. FUNDING DELIVERY OF OUR SERVICES

Established in 1923, the ARBV administers the *Architects Act 1991* (Vic) and *Architects Regulations 2015* (Vic).

The Acts establishes the framework for the regulation of architects in Victoria and has as its purposes to:

- provide for the registration of architects;
- provide for the approval of partnerships and companies providing architectural services;
- regulate the professional conduct of architects;
- provide a procedure for handling complaints against architects;

- regulate the use of the terms 'architect', 'architectural services', 'architectural design services' and 'architectural design'; and
- establish the Architects Registration Board of Victoria.

Revenue and income are generated from the following sources and is used to deliver the ARBV's purposes.

### 2.1 Summary of revenue and income that funds the delivery of our services

|                                                   | 2025<br>\$       | 2024<br>\$       |
|---------------------------------------------------|------------------|------------------|
| Annual registration fees                          | 3,109,240        | 2,963,539        |
| Applications and revocations                      | 80,442           | 101,874          |
| Examinations                                      | 351,985          | 356,535          |
| Interest income                                   | 164,104          | 141,530          |
| Legal fees recovered                              | 26,559           | 41,000           |
| Other income                                      | 440              | 317              |
| <b>Total revenue and income from transactions</b> | <b>3,732,770</b> | <b>3,604,795</b> |

#### Revenue from contracts with customers

Annual registration fees are recognised under AASB15 Revenue from Contracts with Customers.

The ARBV charges an annual fee for the registration of Architects. These fees are recognised in the year to which the renewal relates. Annual registration fees paid in advance are recognised as unearned income. Examination fees are recognised when the service is provided.

#### Interest

Interest income includes interest received on cash holdings and is recognised as it accrues.

### 3.THE COST OF DELIVERING SERVICES

This section provides an account of the expenses incurred by the ARBV in delivering services. In section 2, the funds that enable the provision of services were disclosed and in this note the cost associated with provision of services are disclosed.

#### 3.1 Expenses incurred in delivery of services

|                                                        | Notes | 2025<br>\$       | 2024<br>\$       |
|--------------------------------------------------------|-------|------------------|------------------|
| Employee expenses                                      |       |                  |                  |
| Total employee expenses                                | 3.1.1 | 1,765,781        | 1,601,594        |
| Other operating expenses                               |       |                  |                  |
| Contractors                                            |       | 133,053          | 278,679          |
| Legal expenses                                         |       | 452,488          | 329,545          |
| Tribunal expenses                                      |       | 15,357           | 19,541           |
| Professional services                                  |       | 144,495          | 89,989           |
| Digital and Information technology                     |       | 314,618          | 308,876          |
| Examination expenses                                   |       | 263,050          | 258,070          |
| Subscriptions (AACCA)                                  |       | 76,567           | 75,714           |
| Administration                                         |       | 86,861           | 129,204          |
| Occupancy                                              |       | 62,482           | 78,358           |
| Sponsorships and awards                                |       | 11,000           | 25,000           |
| Other operating expenses                               |       | 21,323           | 30,253           |
| <b>Total other operating expenses</b>                  |       | <b>1,581,293</b> | <b>1,623,229</b> |
| <b>Total expenses incurred in delivery of services</b> |       | <b>3,347,074</b> | <b>3,224,823</b> |

Expenses from transactions are recognised and reported in the financial year to which the related goods and services are received.

Other operating expenses generally represent the day-to-day running costs incurred in normal operations. It also includes bad debts expense from transactions that are mutually agreed.

#### 3.1.1 Employee expenses in the Comprehensive Operating Statement

Employee expenses include all costs related to employment including wages and salaries, leave

entitlements, termination payments, payroll tax and WorkCover premiums.

The amount recognised in the Comprehensive Operating Statement in relation to superannuation is employer contributions for members of defined contribution superannuation plans that are paid or payable during the reporting period.

Termination benefits are payable when employment is terminated before normal retirement date, or when an employee accepts an offer of benefits in exchange for the termination of employment.

|                                                                   | Notes | 2025<br>\$       | 2024<br>\$       |
|-------------------------------------------------------------------|-------|------------------|------------------|
| Salaries and wages, annual leave, long service leave and on-costs |       | 1,555,642        | 1,434,767        |
| Defined contribution superannuation expense                       |       | 194,696          | 161,851          |
| Termination benefits                                              |       | 15,443           | 4,976            |
| <b>Total employee expenses</b>                                    |       | <b>1,765,781</b> | <b>1,601,594</b> |



### 3.1.2 Employee-related provisions

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave (LSL) for services rendered to the reporting date and recorded as an expense during the period the services are delivered.

|                                                           | 2025<br>\$     | 2024<br>\$     |
|-----------------------------------------------------------|----------------|----------------|
| <b>Current provisions:</b>                                |                |                |
| Annual leave                                              | 115,520        | 102,521        |
| Long service leave                                        | 35,797         | 29,442         |
| Provisions for on-costs                                   | 28,773         | 23,522         |
| <b>Total current provisions for employee expenses</b>     | <b>180,090</b> | <b>155,485</b> |
| <b>Non-current provisions:</b>                            |                |                |
| Employee expenses                                         | 89,689         | 49,347         |
| On-costs                                                  | 17,614         | 8,796          |
| <b>Total non-current provisions for employee expenses</b> | <b>107,303</b> | <b>58,143</b>  |
| <b>Total provisions for employee expenses</b>             | <b>287,393</b> | <b>213,628</b> |

#### Wages and salaries, annual leave and sick leave

Liabilities for wages and salaries (including annual leave and on-costs) are recognised as part of the employee-related provision as current liabilities, because the ARBV does not have an unconditional right to defer settlements of these liabilities.

The liability for salaries and wages are recognised in the Balance Sheet at remuneration rates which are current at the reporting date. As the ARBV expects the liabilities to be wholly settled within 12 months of reporting date, they are measured at undiscounted amounts.

The annual leave liability is classified as a current liability and measured at the undiscounted amount expected to be paid, as the ARBV does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period.

No provision has been made for sick leave as all sick leave is non-vesting and it is not considered probable that the average sick leave taken in the future will be greater than the benefits accrued in the future. As sick leave is non-vesting, an expense is recognised in the Comprehensive Income Statement as it is taken.

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

The components of this current LSL liability are measured at either:

- undiscounted value – if the ARBV expects to wholly settle within 12 months; or
- present value – if the ARBV does not expect to wholly settle within 12 months.

#### Conditional LSL

Conditional LSL is disclosed as a non-current liability. There is a conditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service. This non-current LSL is measured at present value.

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

#### 4. KEY ASSETS TO SUPPORT SERVICE DELIVERY

The ARBV controls assets that are utilised in fulfilling its objectives and conducting its activities. They represent the resources that have been entrusted to the ARBV to be utilised for delivery of those outputs.

##### 4.1 Property, plant and equipment

|                               | Gross carrying amount |                | Accumulated depreciation |                  | Net carrying amount |               |
|-------------------------------|-----------------------|----------------|--------------------------|------------------|---------------------|---------------|
|                               | 2025                  | 2024           | 2025                     | 2024             | 2025                | 2024          |
|                               | \$                    | \$             | \$                       | \$               | \$                  | \$            |
| Office equipment at cost      | -                     | 15,400         | -                        | (15,400)         | -                   | -             |
| Leasehold improvement at cost | 245,512               | 245,512        | (206,639)                | (157,545)        | 38,873              | 87,967        |
| <b>Net carrying amount</b>    | <b>245,512</b>        | <b>260,912</b> | <b>(206,639)</b>         | <b>(172,945)</b> | <b>38,873</b>       | <b>87,967</b> |

Items of property, plant and equipment are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Where an asset is acquired for no or nominal cost, the cost is its fair value at the date of acquisition.

##### Impairment of property, plant and equipment

The recoverable amount of primarily non-cash-generating assets of not-for-profit entities, which are typically specialised in nature and held for continuing use of their service capacity, is expected to be materially the same as fair value determined under AASB 13 Fair Value Measurement, with the consequence that AASB 136 Impairment of Assets does not apply to such assets that are regularly revalued.

##### 4.1.1 Reconciliation of movements in carrying amounts for property, plant and equipment

| 2025                                  | Office equipment | Leasehold improvements | Total          |
|---------------------------------------|------------------|------------------------|----------------|
|                                       | \$               | \$                     | \$             |
| Opening balance                       | -                | 87,967                 | 87,967         |
| Depreciation                          | -                | 49,094                 | 49,094         |
| <b>Closing Balance <sup>(a)</sup></b> | <b>-</b>         | <b>137,061</b>         | <b>137,061</b> |

| 2024                                   | Office equipment | Leasehold improvements | Total         |
|----------------------------------------|------------------|------------------------|---------------|
|                                        | \$               | \$                     | \$            |
| Opening balance                        | 10,887           | 177,243                | 188,130       |
| Transferred to expenses <sup>(b)</sup> | (8,355)          | (18,202)               | (26,557)      |
| Depreciation                           | (2,532)          | (71,074)               | (73,606)      |
| <b>Closing Balance</b>                 | <b>-</b>         | <b>87,967</b>          | <b>87,967</b> |

Notes:

(a) Office equipment with a gross carrying value of \$nil was scrapped in 2025.

(b) Office equipment with a gross carrying value of \$54,723 and net carry value of \$8,355, was transferred to expenses during 2024.

Leasehold improvements with a net carry value of \$18,802, was reclassified and transferred to expenses during 2024.

## 4.2 Right-of-use assets: building

### Right-of-use asset acquired by lessees – initial measurement

The ARBV recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentive received;
- any initial direct costs incurred; and

- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

### Right-of-use asset – subsequent measurement

The ARBV depreciates the right-of-use assets on a straight-line basis from the lease commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The right-of-use assets are also subject to revaluation.

In addition, the right-of-use asset is periodically reduced by impairment losses, if any and adjusted for certain remeasurements of the lease liability.

|                            | Gross carrying amount |                | Accumulated depreciation |                  | Net carrying amount |                |
|----------------------------|-----------------------|----------------|--------------------------|------------------|---------------------|----------------|
|                            | 2025                  | 2024           | 2025                     | 2024             | 2025                | 2024           |
|                            | \$                    | \$             | \$                       | \$               | \$                  | \$             |
| Building at fair value     | 466,279               | 466,279        | (392,452)                | (299,196)        | 73,827              | 167,083        |
| <b>Net carrying amount</b> | <b>466,279</b>        | <b>466,279</b> | <b>(392,452)</b>         | <b>(299,196)</b> | <b>73,827</b>       | <b>167,083</b> |

#### 4.2.1 Reconciliation of movements in carrying amounts for right-of-use asset: building

|                                     | \$             |
|-------------------------------------|----------------|
| <b>Opening balance 1 July 2024</b>  | <b>167,083</b> |
| Depreciation                        | (93,256)       |
| <b>Closing balance 30 June 2025</b> | <b>73,827</b>  |
| <b>Opening balance 1 July 2023</b>  | <b>260,339</b> |
| Depreciation                        | (93,256)       |
| <b>Closing balance 30 June 2024</b> | <b>167,083</b> |

## 4.3 Intangible assets

| Computer software                                            | 2025<br>\$       | 2024<br>\$       |
|--------------------------------------------------------------|------------------|------------------|
| <b>Gross carrying amount</b>                                 |                  |                  |
| <b>Opening balance</b>                                       | <b>294,525</b>   | <b>270,284</b>   |
| Additions                                                    | -                | 63,301           |
| Disposals                                                    | -                | (39,060)         |
| <b>Closing balance</b>                                       | <b>294,525</b>   | <b>294,525</b>   |
| <b>Accumulated depreciation, amortisation and impairment</b> |                  |                  |
| <b>Opening balance</b>                                       | <b>(180,113)</b> | <b>(111,367)</b> |
| Amortisation                                                 | (76,066)         | (107,806)        |
| Disposals                                                    | -                | 39,060           |
| <b>Closing balance</b>                                       | <b>(256,179)</b> | <b>(180,113)</b> |
| <b>Net book value at end of financial year</b>               | <b>38,346</b>    | <b>114,412</b>   |

## Recognition and subsequent measurement

Purchased intangible assets (computer software) are initially recognised at cost. Subsequently, purchased intangible assets with finite useful lives are carried at cost less accumulated amortisation and accumulated impairment losses. Amortisation begins when the asset is available for use, that is, when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Purchased intangible assets are amortised on a straight-line basis to the earlier of the end of the useful life, the expiry of the CRM Software supplier contract or a period of three years.

### 4.4 Depreciation and amortisation

In line with the ARBV policy, all property, plant and equipment with a purchase value of less than \$5,000 is immediately expensed. All property, plant and equipment with a purchase value of greater

than \$5,000 with a finite useful life is depreciated. Depreciation is generally calculated on a straight-line basis, at rates that allocate the asset's value over its estimated useful life.

Right-of-use assets are generally depreciated over the shorter of the asset's useful life and the lease term.

Leasehold improvements are depreciated over the shorter of the lease term and their useful lives using the straight-line method.

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period and adjustments made where appropriate.

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

| Asset                  | Useful life |
|------------------------|-------------|
| Intangible assets      | 3-5 years   |
| Leasehold improvements | Lease term  |

#### 4.4.1 Aggregate depreciation and amortisation recognised as an expense during the year

|                                | 2025           | 2024           |
|--------------------------------|----------------|----------------|
|                                | \$             | \$             |
| Computers and office equipment | -              | 2,533          |
| Intangible assets              | 76,066         | 107,806        |
| Leasehold improvements         | 49,094         | 71,074         |
| Right-of-use assets            | 93,256         | 93,256         |
| <b>Total</b>                   | <b>218,416</b> | <b>274,669</b> |

## 5. OTHER ASSETS AND LIABILITIES

This section sets out those assets and liabilities that arose from the ARBV's operations.

### 5.1 Receivables

|                          | 2025<br>\$    | 2024<br>\$     |
|--------------------------|---------------|----------------|
| <b>Contractual</b>       |               |                |
| Trade receivables        | 17,800        | 19,100         |
| Sundry debtors           | 21,960        | 208,494        |
|                          | 39,760        | 227,594        |
| <b>Statutory</b>         |               |                |
| GST receivable           | 19,395        | 19,710         |
| <b>Total receivables</b> | <b>59,155</b> | <b>247,304</b> |
| <b>Represented by</b>    |               |                |
| Current receivables      | 54,555        | 242,104        |
| Non-current receivables  | 4,600         | 5,200          |

**Contractual receivables** are classified as financial instruments and categorised as 'financial assets at amortised costs' (refer note 7.1 Financial instruments specific disclosures).

**Statutory receivables** do not arise from contracts and are recognised and measured similarly to contractual receivables (except for impairment) but

are not classified as financial instruments for disclosure purposes as they do not arise from a contract.

Receivables are subject to impairment testing. An expected credit loss is recognised when there is objective evidence that the debts may not be collected, and bad debts are written off when identified.

### 5.2 Payables

|                        | 2025<br>\$       | 2024<br>\$       |
|------------------------|------------------|------------------|
| <b>Contractual</b>     |                  |                  |
| Supplies and services  | 167,502          | 81,463           |
| Accrued expenses       | 142,598          | 129,508          |
| Unearned income        | 2,560,305        | 2,304,123        |
| Other payables         | 6,912            | 5,053            |
| <b>Statutory</b>       |                  |                  |
| PAYG                   | 26,672           | 32,652           |
| Payroll tax            | 16,578           | 46,376           |
| WorkCover levy         | 121              | 348              |
| <b>Total payables</b>  | <b>2,920,688</b> | <b>2,599,523</b> |
| <b>Represented by:</b> |                  |                  |
| Current payables       | 2,920,688        | 2,599,523        |

- **Contractual payables:** Classified as financial instruments and measured at amortised cost. Accounts payable represent liabilities for goods and services provided to the ARBV prior to the end of the financial year that are unpaid; and
- **Statutory payables:** Recognised and measured similarly to contractual payables, but

not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from contracts.

Payables for supplies and services generally have settlement terms of 30 days.



## 6. HOW WE FINANCED OUR OPERATIONS

This section provides information on the sources of finance utilised by the ARBV during its operations, along with other information related to financing activities of the ARBV.

This section includes disclosures of balances that are financial instruments (such as cash balances). Notes 7.1 and 7.3 provide additional, specific financial instrument disclosures.

### 6.1 Cash flow information and balances

Cash and deposits, including cash equivalents,

comprise cash on hand and cash at bank. The ARBV's bank accounts are held in the Central Banking System (CBS) under the Standing Directions 2018.

For Cash Flow Statement presentation purposes, cash and cash equivalents include bank overdrafts, which are included as current borrowings on the balance sheet, as indicated in the reconciliation below.

|                                                        | 2025<br>\$       | 2024<br>\$       |
|--------------------------------------------------------|------------------|------------------|
| Total cash and deposits disclosed in the Balance Sheet | 4,835,562        | 3,974,846        |
| <b>Balance as per Cash Flow Statement</b>              | <b>4,835,562</b> | <b>3,974,846</b> |

### 6.2 Leases

The ARBV leases office premises at Level 10, 533 Little Lonsdale Street, Melbourne. The three year lease expired in April 2024 and an option for a further term of two years was exercised. Rent under

the lease increases by 3.5% on the second and fourth anniversary of the commencement date. An annual interest rate of 3.5% was adopted to determine the lease liability.

|                              | 2025<br>\$    | 2024<br>\$     |
|------------------------------|---------------|----------------|
| Current liability            | 82,171        | 98,715         |
| Non-current liability        | -             | 82,171         |
| <b>Total lease liability</b> | <b>82,171</b> | <b>180,886</b> |

#### 6.2.1 Right-of-use assets

Right-of-use assets are presented in note 4.2.

#### 6.2.2 Amounts recognised in the Comprehensive Operating Statement

The following amounts are recognised in the Comprehensive Operating Statement relating to leases:

|                                                                         | 2025<br>\$    | 2024<br>\$     |
|-------------------------------------------------------------------------|---------------|----------------|
| Interest expense on lease liabilities                                   | 4,488         | 7,830          |
| Depreciation expense relating to right-of-use assets                    | 93,256        | 93,256         |
| <b>Total amount recognised in the Comprehensive Operating Statement</b> | <b>97,744</b> | <b>101,086</b> |

### 6.2.3 Recognition and measurement of leases as a lessee

For any new contracts entered into, the ARBV considers whether a contract is, or contains a lease. A lease is defined as 'a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration'. To apply this definition the ARBV assesses whether the contract meets three key evaluations:

- whether the contract contains an identified asset, which is either explicitly identified in the contract or implicitly specified by being identified at the time the asset is made available to the ARBV and for which the supplier does not have substantive substitution rights;
- whether the ARBV has the right to obtain substantially all of the economic benefits from use of the identified asset throughout the period of use, considering its rights within the defined scope of the contract and the department has the right to direct the use of the identified asset throughout the period of use; and
- whether the ARBV has the right to take decisions in respect of 'how and for what purpose' the asset is used throughout the period of use.

#### Lease Liability – initial measurement

The lease liability is initially measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease if that rate is readily determinable or the ARBV's incremental borrowing rate.

#### Future lease payments

| Minimum future lease payments <sup>(a)</sup>   | 2025<br>\$    | 2024<br>\$     |
|------------------------------------------------|---------------|----------------|
| Not longer than 1 year                         | 82,171        | 98,715         |
| Longer than 1 year but not longer than 5 years | -             | 82,171         |
| <b>Minimum future lease payments</b>           | <b>82,171</b> | <b>180,886</b> |
| Less future finance charges                    | 1,781         | 6,269          |
| <b>Present value of minimum lease payments</b> | <b>80,390</b> | <b>174,617</b> |

Notes: (a) Minimum future lease payments include the aggregate of all base payments and any guaranteed residual.

### 6.3 Commitments for expenditure

There were no commitments at balance date not otherwise disclosed in the Financial Statements and notes.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments (including in-substance fixed payments) less any lease incentive receivable;
- variable payments based on an index or rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable under a residual value guarantee; and
- payments arising from purchase and termination options reasonably certain to be exercised.

#### Lease Liability – subsequent measurement

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification, or if there are changes in-substance fixed payments.

When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset, or profit and loss if the right-of-use asset is already reduced to zero.

#### Presentation of right-of-use assets and lease liabilities

The ARBV presents right-of-use assets and lease liabilities separately in the Balance Sheet.

## 7. FINANCIAL INSTRUMENTS, CONTINGENCIES AND VALUATION JUDGEMENTS

It is often necessary for the ARBV to make judgements and estimates associated with recognition and measurement of items in the Financial Statements. This section sets out financial instrument specific information, as well as those items that are contingent in nature or require a higher level of judgement to be applied, which for the ARBV related mainly to fair value determination.

### 7.1 Financial instruments specific disclosures

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

#### Categories of financial assets

##### Financial assets at amortised cost

Financial assets are measured at amortised costs if both of the following criteria are met and the assets are not designated as fair value through net result:

- the assets are held by the ARBV to collect the contractual cash flows; and
- the assets' contractual terms give rise to cash flows that are solely payments of principal and interests.

These assets are initially recognised at fair value plus any directly attributable transaction costs and subsequently measured at amortised cost using the effective interest method less any impairment.

The ARBV recognises the following assets in this category:

- cash and deposits; and
- receivables (excluding statutory receivables).

##### Derecognition of financial assets

A financial asset (or, where applicable, a part of a financial asset or part of a group of similar financial assets) is derecognised when:

- the rights to receive cash flows from the asset have expired

- the ARBV retains the right to receive cash flows from the asset, but has assumed an obligation to pay them in full without material delay to a third party under a 'pass through' arrangement
- the ARBV has transferred its rights to receive cash flows from the asset and either:
  - has transferred substantially all the risks and rewards of the asset
  - has neither transferred nor retained substantially all the risks and rewards of the asset but has transferred control of the asset.

Where the ARBV has neither transferred nor retained substantially all the risks and rewards or transferred control, the asset is recognised to the extent of the ARBV's continuing involvement in the asset.

#### Categories of financial liabilities

##### Financial liabilities at amortised cost

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

- payables (excluding statutory payables).

##### Derecognition of financial liabilities

A financial liability is derecognised when the obligation under the liability is discharged, cancelled or expires.

When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised as an 'other economic flow' in the Comprehensive Operating Statement.

### 7.1.1 Financial instruments – Net gain/(loss) on financial instruments by category

| 2025                                            | Carrying amount  | Net gain/(loss) | Total interest income/(expense) | Fee income/(expense) | Impairment loss |
|-------------------------------------------------|------------------|-----------------|---------------------------------|----------------------|-----------------|
| <b>Financial assets at amortised cost</b>       |                  |                 |                                 |                      |                 |
| Cash and deposits                               | 4,835,562        | -               | 164,104                         | -                    | -               |
| Trade receivables <sup>(a)</sup>                | 39,760           | -               | -                               | -                    | -               |
| <b>Total financial assets at amortised cost</b> | <b>4,875,322</b> | <b>-</b>        | <b>164,104</b>                  | <b>-</b>             | <b>-</b>        |
| <b>Financial liabilities at amortised cost</b>  |                  |                 |                                 |                      |                 |
| Trade payables <sup>(a)</sup>                   | 317,012          | -               | -                               | -                    | -               |
| Lease liabilities                               | 82,171           | -               | (4,488)                         | -                    | -               |
| <b>Total contractual financial liabilities</b>  | <b>399,183</b>   | <b>-</b>        | <b>(4,488)</b>                  | <b>-</b>             | <b>-</b>        |

Note (a): The total amounts disclosed here exclude statutory amounts (e.g. GST input tax credit recoverable and taxes payable).

| 2024                                            | Carrying amount  | Net gain/(loss) | Total interest income/(expense) | Fee income/(expense) | Impairment loss |
|-------------------------------------------------|------------------|-----------------|---------------------------------|----------------------|-----------------|
| <b>Financial assets at amortised cost</b>       |                  |                 |                                 |                      |                 |
| Cash and deposits                               | 3,974,846        | -               | 141,530                         | -                    | -               |
| Trade receivables <sup>(a)</sup>                | 227,594          | -               | -                               | -                    | -               |
| <b>Total financial assets at amortised cost</b> | <b>4,202,440</b> | <b>-</b>        | <b>141,530</b>                  | <b>-</b>             | <b>-</b>        |
| <b>Financial liabilities at amortised cost</b>  |                  |                 |                                 |                      |                 |
| Trade payables <sup>(a)</sup>                   | 216,024          | -               | -                               | -                    | -               |
| Lease liabilities                               | 180,886          | -               | (7,830)                         | -                    | -               |
| <b>Total contractual financial liabilities</b>  | <b>396,910</b>   | <b>-</b>        | <b>(7,830)</b>                  | <b>-</b>             | <b>-</b>        |

Note (a): The total amounts disclosed here exclude statutory amounts (e.g. GST input tax credit recoverable and taxes payable).

## 7.2 Contingent assets and contingent liabilities

Contingent assets and contingent liabilities are not recognised in the balance sheet but are disclosed and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively. As at 30 June 2025 there were no contingent assets or contingent liabilities in existence (2024 nil).

## 7.3 Fair value determination

This section sets out information on how the ARBV determines fair value for financial reporting purposes. Fair value is the price that would be

received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Plant and equipment (including right-of-use assets) is carried at fair value.

For all assets measured at fair value, the ARBV considers the current use is the highest and best use.

The ARBV considers that the carrying amount of assets and liabilities recorded in the Financial Statements to be a fair approximation of their value.

## 8. OTHER DISCLOSURES

This section includes additional material disclosures required by accounting standards or otherwise, for the understanding of this Financial Report.

### 8.1 Other economic flows included in net result

Other economic flows are changes in the volume or value of an asset or liability that do not result from transactions.

|                                                                        | 2025<br>\$     | 2024<br>\$    |
|------------------------------------------------------------------------|----------------|---------------|
| <b>Other gain/(loss) from other economic flows</b>                     |                |               |
| Net gain/(loss) arising from revaluation of long service liability (a) | (8,855)        | 30,211        |
| <b>Total other gain/(loss) from other economic flows</b>               | <b>(8,855)</b> | <b>30,211</b> |

Note: (a) Revaluation gain/(loss) due to changes in bond rates

### 8.2 Responsible persons

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

| Title                             | Name                       | Period of appointment            |
|-----------------------------------|----------------------------|----------------------------------|
| Minister for Planning             | The Hon Sonya Kilkenney MP | 1 July 2024 to 22 May 2025       |
| Minister for Housing and Building | The Hon Harriet Shing MP   | 19 December 2024 to 30 June 2025 |
| ARBV Board Chairperson            | Dr Giorgio Marfella        | 13 August 2024 to 30 June 2025   |
| ARBV Board Deputy Chairperson     | Ms Sally Brincat           | 13 August 2024 to 30 June 2025   |
| ARBV Board Member                 | Mr Mark Curry              | 13 August 2024 to 30 June 2025   |
| ARBV Board Member                 | Mr Michael Leeton          | 13 August 2024 to 30 June 2025   |
| ARBV Board Member                 | Mr Tim Leslie              | 13 August 2024 to 30 June 2025   |
| ARBV Board Member                 | Prof Sarah McGann          | 13 August 2024 to 30 June 2025   |
| ARBV Board Member                 | Ms Lorina Nervenga         | 13 August 2024 to 30 June 2025   |
| ARBV Board Member                 | Ms Yana Podolskaya         | 13 August 2024 to 30 June 2025   |
| ARBV Board Member                 | Ms Sally Wills             | 1 July 2024 to 30 June 2025      |
| ARBV Accountable Officer          | Dr Glenice Fox             | 1 July 2024 to 30 June 2025      |

### Remuneration responsible persons

Remuneration received or receivable by the ARBV Board and the Accountable Officer in connection with the management of the ARBV during the reporting period was in the range: \$330,000–\$340,000 (2024: \$300,000–\$310,000).

Remuneration for the Minister of Planning and the Minister of Housing and Building are not included in the table above. Ministerial remuneration is only disclosed in the Financial Report of the Department of Parliamentary Services.

| Number of responsible persons | 2025     | 2024     |
|-------------------------------|----------|----------|
| <b>ARBV Board</b>             | <b>9</b> | <b>7</b> |
| Accountable Officer           | 1        | 1        |

Remuneration includes all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for service rendered.



### 8.3 Remuneration of executives

The number of Senior Executive service members (SES), other than Ministers and accountable officers is nil (2024: nil).

The ARBV's Accountable Officer remuneration is disclosed in note 8.2 Responsible persons, there are no other ARBV executives that require disclosure.

### 8.4 Related parties

The ARBV is a self-funded agency of the Government of Victoria and is the statutory authority that regulates the architectural profession in the State of Victoria.

Related parties of the ARBV include:

- all key management personnel and their close family members and personal business interests (controlled entities, joint ventures and entities they have significant influence over);
- all Cabinet Ministers and their close family members;
- all departments and public sector entities that are controlled and consolidated into the whole of state consolidated Financial Statement; and
- Architects Accreditations Council of Australia (AACA).

All related party transactions have been entered into on an arm's length basis.

#### Significant transactions with government-related entities

During the year there were no related party transactions with government related entities (2024: nil).

### Key management personnel (KMP)

The KMP's of the ARBV is the same as listed in note 8.2 Responsible persons.

#### Transactions with key management personnel and other related parties

Given the breadth and depth of State government activities, related parties transact with the Victorian public sector in a manner consistent with other members of the public e.g. stamp duty and other government fees and charges. Further employment of processes within the Victorian public sector occur on terms and conditions consistent with the Public Administration Act 2004 and Codes of Conduct and Standards issued by the Victorian Public Sector Commission. Procurement processes occur on terms and conditions consistent with the Victorian Government Purchasing Board requirements.

The ARBV has assessed related party disclosures for the year based on reasonable enquiries made by management in relation to the portfolio ministers and their related parties and the information available to the organisation.

As previously disclosed, the AACA is a related party of the ARBV. The ARBV responsible persons, Dr Giorgio Marfella and Dr Glenice Fox, both held the position of director for the AACA (2024: Dr Giorgio Marfella and Dr Glenice Fox held the position of director for the AACA).

The following transactions occurred with the AACA (inclusive of GST):

|                                       | 2025<br>\$     | 2024<br>\$     |
|---------------------------------------|----------------|----------------|
| Candidate examinations                | 177,340        | 176,047        |
| ARBV contribution to AACA             | 76,567         | 75,713         |
| <b>Total remuneration of auditors</b> | <b>253,907</b> | <b>251,760</b> |
| Unpaid transactions at 30 June        | 15,616         | -              |

Outside of normal citizen type transactions with the ARBV, there were no other related party transactions that involved key management personnel, their close family members and their personal business interests.

### 8.5 Remuneration of auditors

|                                       | 2025<br>\$    | 2024<br>\$    |
|---------------------------------------|---------------|---------------|
| Victorian Auditor-General's Office    |               |               |
| Audit of the financial statements     | 25,000        | 27,000        |
| <b>Total remuneration of auditors</b> | <b>25,000</b> | <b>27,000</b> |

### 8.6 Subsequent events

There are no matters or circumstances that have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the entity, the results of those operations, or the state of affairs of the ARBV in the future financial years. As at the date of signing the annual Financial Statements there were no subsequent events requiring disclosure.

## COMPARATIVE WORKFORCE DATA

| Jun 1, 2025        |  |  |  |                       |      |                       |   |               |   |                       |    |                       |   |     |     |   |   |
|--------------------|--|--|--|-----------------------|------|-----------------------|---|---------------|---|-----------------------|----|-----------------------|---|-----|-----|---|---|
| All employees      |  |  |  | Ongoing               |      | Fixed term and casual |   | All employees |   | Ongoing               |    | Fixed term and casual |   |     |     |   |   |
| Number (headcount) |  |  |  | Full-time (headcount) |      | Part-time (headcount) |   | FTE           |   | Full-time (headcount) |    | Part-time (headcount) |   | FTE |     |   |   |
| Gender             |  |  |  |                       |      |                       |   |               |   |                       |    |                       |   |     |     |   |   |
| Women              |  |  |  | 11                    | 7.8  | 4                     | 2 | 5             | 5 | 2.8                   | 9  | 7.4                   | 4 | 3   | 5.4 | 2 | 2 |
| Men                |  |  |  | 7                     | 4.6  | 2                     | 2 | 3.6           | 3 | 1                     | 4  | 3.4                   | 2 | 2   | 3.4 | 0 | 0 |
| Self-described     |  |  |  | n                     | n    | n                     | n | n             | n | n                     | n  | n                     | n | n   | n   | n | n |
| Age                |  |  |  |                       |      |                       |   |               |   |                       |    |                       |   |     |     |   |   |
| 15-24              |  |  |  | 0                     | 0    | 0                     | 0 | 0             | 0 | 0                     | 0  | 0                     | 0 | 0   | 0   | 0 | 0 |
| 25-34              |  |  |  | 3                     | 2.8  | 2                     | 1 | 2.8           | 0 | 0                     | 2  | 2                     | 2 | 0   | 2   | 0 | 0 |
| 35-44              |  |  |  | 3                     | 1.8  | 0                     | 1 | 0.6           | 1 | 0.2                   | 1  | 0.4                   | 0 | 1   | 0.4 | 0 | 0 |
| 45-54              |  |  |  | 3                     | 2.2  | 2                     | 0 | 2             | 2 | 1.2                   | 3  | 3                     | 2 | 0   | 2   | 1 | 1 |
| 55-64              |  |  |  | 4                     | 4    | 2                     | 0 | 2             | 2 | 2                     | 5  | 4.2                   | 2 | 2   | 3.2 | 1 | 1 |
| 65+                |  |  |  | 5                     | 1.6  | 0                     | 2 | 1.2           | 3 | 0.4                   | 2  | 1.2                   | 0 | 2   | 1.2 | 0 | 0 |
| VPS 1-6 grades     |  |  |  | 17                    | 11.4 | 6                     | 4 | 8.6           | 7 | 2.8                   | 12 | 9.8                   | 6 | 5   | 8.8 | 1 | 1 |
| VPS 1              |  |  |  | 0                     | 0    | 0                     | 0 | 0             | 0 | 0                     | 0  | 0                     | 0 | 0   | 0   | 0 | 0 |
| VPS 2              |  |  |  | 0                     | 0    | 0                     | 0 | 0             | 0 | 0                     | 0  | 0                     | 0 | 0   | 0   | 0 | 0 |
| VPS 3              |  |  |  | 5                     | 4.8  | 4                     | 1 | 4.8           | 0 | 0                     | 4  | 4                     | 3 | 0   | 3   | 1 | 1 |
| VPS 4              |  |  |  | 1                     | 0.4  | 0                     | 0 | 0             | 1 | 0.4                   | 2  | 1.6                   | 1 | 1   | 1.6 | 0 | 0 |
| VPS5               |  |  |  | 6                     | 2    | 0                     | 1 | 0.6           | 5 | 1.4                   | 2  | 1.4                   | 1 | 1   | 1.4 | 0 | 0 |
| VPS 6              |  |  |  | 5                     | 4.2  | 2                     | 2 | 3.2           | 1 | 1                     | 4  | 2.8                   | 1 | 3   | 2.8 | 0 | 0 |
| Executives         |  |  |  | 1                     | 1    | 0                     | 0 | 0             | 1 | 1                     | 1  | 1                     | 0 | 0   | 0   | 1 | 1 |
| Other              |  |  |  | 0                     | 0    | 0                     | 0 | 0             | 0 | 0                     | 0  | 0                     | 0 | 0   | 0   | 0 | 0 |
| Total employees    |  |  |  | 18                    | 12.4 | 6                     | 4 | 8.6           | 8 | 3.8                   | 13 | 10.8                  | 6 | 5   | 8   | 2 | 2 |

Note:

- All figures reflect employment status during the last full pay period in June of each year.
- There is 1 VPS-6 employee on LWOP.
- There is 1 VPS-5 acting as VPS-6 under a long-term acting arrangement.

- Three casual Technical Advisors were not working during the relevant pay period.
- 'FTE' stands for Full Time Equivalent.
- The ARBV has adopted the Victorian Public Sector (VPS) Salaries and Classification structure.

## APPENDIX 2:

# DISCLOSURE INDEX

| Legislation                                    | Requirement                                                               | Page Reference |
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| <b>Year in Review</b>                          |                                                                           |                |
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| Legislation                                   | Requirement                                                                            | Page Reference |
|-----------------------------------------------|----------------------------------------------------------------------------------------|----------------|
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## APPENDIX 3:

# ACRONYMS

|           |                                                                                                                            |
|-----------|----------------------------------------------------------------------------------------------------------------------------|
| AACA      | Architects Accreditation Council of Australia                                                                              |
| ACA       | Association of Consulting Architects                                                                                       |
| AIA       | Australian Institute of Architects                                                                                         |
| APE       | Architectural Practice Examination                                                                                         |
| ARBV      | Architect Registration Board of Victoria                                                                                   |
| ArchiTeam | ArchiTeam Cooperative; a membership association for Australian architects working in small, medium, and emerging practices |
| CPD       | Continuing Professional Development                                                                                        |
| DTF       | Department of Treasury and Finance                                                                                         |
| DTP       | Department of Transport and Planning                                                                                       |
| FMCF      | Financial Management Compliance Framework                                                                                  |
| FPP       | Fit and Proper Person                                                                                                      |
| FOI       | Freedom of Information                                                                                                     |
| IBAC      | Independent Broad-based Anti-Corruption Commission                                                                         |
| NSCA      | The National Standard of Competency for Architects                                                                         |
| NSW ARB   | New South Wales Architects Registration Board                                                                              |
| OHM       | Open House Melbourne                                                                                                       |
| PII       | Professional Indemnity Insurance                                                                                           |
| OVIC      | Office of the Victorian Information Commissioner                                                                           |
| VCAT      | Victorian Civil and Administrative Tribunal                                                                                |



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