

ANNUAL REPORT 2024-25



ARCHITEAM

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AGENDA

BUSINESS

1. CHAIR'S WELCOME (INCL. ATTENDANCE & APOLOGIES)
2. CONFIRM THE MINUTES OF THE PREVIOUS ANNUAL
GENERAL MEETING - THURSDAY 28 NOVEMBER 2024
3. CHAIRS REPORT FOR THE YEAR ENDED 30 JUNE 2025
4. TREASURER/ FINANCIAL REPORT - RECEIVE AND CONSIDER
THE FINANCIAL STATEMENT FOR THE YEAR ENDED 30
JUNE 2025
5. APPOINT AN AUDITOR FOR 2025-26
6. DIRECTORS PORTFOLIO REPORTS:
 - INSURANCE REPORT
 - PARTNERSHIPS REPORT
 - MEMBERS SERVICES REPORT
 - CPD & EVENTS REPORT
 - ADVOCACY REPORT
 - AWARDS REPORT
 - CONFERENCE REPORT
7. QUESTIONS ON NOTICE
8. GENERAL BUSINESS
9. ELECTION OF DIRECTORS

QUESTIONS ON NOTICE

THE BOARD REQUEST THAT ANY QUESTIONS BE SUBMITTED BEFORE THE MEETING ON THURSDAY 27 NOVEMBER, THIS WILL ALLOW THE BOARD TO PREPARE A CONSIDERED RESPONSE.

QUESTIONS ON NOTICE ARE REQUESTED BY 4.PM THURSDAY 20 NOVEMBER 2025



INTRO- DUCTION

Introduction

About ArchiTeam Cooperative

Founded in 1991, ArchiTeam Cooperative is the go-to membership association for Australian architects dedicated to supporting small practice and sole practitioner architects. For over three decades, ArchiTeam has been driven by its members, with a strong focus on democratic participation, every member has a voice in shaping our organisation. With over 1000 members nationwide, we are the leading advocate for Australia’s small architectural practices.

Our Vision: *Empowering and supporting small practice architects to thrive.*

Our Mission: ArchiTeam exists to harness the power of cooperation for the benefit of our members. By uniting our voices, we not only support members in their work and ongoing professional development we also elevate the profile of our industry.

How We Achieve Our Mission:

- **Promoting and Protecting:** Through education and various activities, we bolster ArchiTeam and our members.
- **Advocating:** We champion the significance of small, medium, and emerging architects across Australia.
- **Connecting:** We foster community among architects, helping them connect, learn, and grow.

As a cooperative, ArchiTeam represents approximately 1000 small practices and sole practitioners across Australia. Our cooperative spirit enables us to offer a wealth of benefits to our members, including;

- Free Awards Program: Recognising and celebrating architectural excellence.
- Exclusive Insurance: Access to affordable professional indemnity and public liability insurance.
- Discounted Learning: Savings on Continuing Professional Development (CPD) sessions and events, including CPD Online.
- Biennial Conference: A platform for knowledge sharing and networking.
- Member only events and opportunities to connect
- Member Forum: Engage with peers through our online community.
- Affordable Resources: Access to business documents and tools designed to support your practice.

At ArchiTeam, we are committed to helping you thrive, whether you're looking to advance your career, grow your practice, or connect with like-minded professionals.

Previous page.
ArchiTeam 2025 National
Conference.
Melbourne Museum
Image Greg Briggs Photography

The Board

JOHN LIU, Chair, Insurance and Partnerships Portfolios

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

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

John joined the CPD Committee in 2020 and was elected to the Board in 2021, where he is the Director in charge of the CPD and Events Portfolio. At the 2023 AGM John took on the role of Director in charge of the Insurance and Partnerships Portfolios.

John owns an Instagram account of vending machines he encountered on his travels.

SONIA SARANGI, Secretary, Treasurer, Finance, Conference & Research Portfolios

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

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

Sonia has been a member of the ArchiTeam since 2017 and was a member of the Continuing Professional Development (CPD) committee since 2018, and a co-convenor of the 2021 ArchiTeam Conference - Trajectories. Sonia joined the Board in 2019 and was reelected at the 2021 and the 2023 AGM.

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

WESLEY SPENCER, Awards and Member Services Portfolios

Wesley is the director of Wexhaus; an Architecture Studio, founded in 2013, defined by an unwavering commitment to quality and a relentless pursuit of perfection. Wexhaus’ approach is deeply personalised and reflects Wesley’s commitment to collaborating closely with clients and builders to create homes that are true manifestations of the owners.

Wesley has completed a Master’s of Cultural Heritage and Museum Studies to embrace the practice’s evolution into a heritage architecture specialisation. He is also on the Design Assessment Panel for the Sandarra estate and a Board member of the National Trust of Australia(Victoria).

Wesley was elected to the ArchiTeam Board at the 2023 AGM. He has been the Director in charge of the CPD and Events Portfolio and is currently the Director of the Member Services and Awards Portfolios.

SAM PERVERSI-BROOKS, CPD and Events Portfolio

Sam Perversi-Brooks has recently been engaged to lead the Tasmanian studio of NH Architecture, overseeing the team and enabling the seamless delivery of projects across the state. He has a background in large, collaborative practices working on the briefing, design, coordination and delivery of complex projects within the education, research, commercial and civic sectors.

For the last 10 years Sam has been running his own practice, Perversi-Brooks Architects, focusing primarily on residential and small educational and community projects. This broad-ranging experience has given him a holistic view of the design and delivery of both small, community based and large-scale projects.

Always interested and engaged in expanding design ideas and knowledge within the broader discipline, Sam is a director of ArchiTeam and heads the CPD Committee. He has taught within the Architecture department at RMIT University and has been a regular guest critic at the University of Tasmania, the University of Melbourne and Monash University.

KAREN ERDOS, Advocacy Portfolio

Karen Erdos is the director of Karen Erdos Architecture and a registered architect and Passive House Certified Designer in New South Wales and Victoria, working across Sydney, Melbourne, and regional areas in both states. She has extensive experience managing building projects from concept through to completion, demonstrating a commitment to high-quality design and execution.

Alongside her architectural practice, Karen contributes to architectural education as a tutor at RMIT, having previously taught at UNSW. She has worked with acclaimed firms such as Renato D’Ettorre Architects and served as Senior Project Architect at Sam Crawford Architects, where her projects earned prestigious awards from the Australian Institute of Architects at state and national levels.

Karen is also a dedicated fine artist and a founding board member of Pocket City Farms, a not-for-profit organisation focused on integrating urban farming and rooftop agriculture into city spaces, reflecting her passion for sustainability and community-driven initiatives.

ArchiTeam Staff

PHOEBE LA GERCHE-WIJSMAN, CEO

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

Phoebe has run two successful small businesses which have provided her with additional small business management skills. Phoebe has completed a Diploma in Business (Governance) through the Institute of Community Directors Australia.

OPHELIA HO, Membership & Events Manager

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

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

ELSPETH JOINER, Events & Membership Administrator

Elspeth has been part of a consortium of creative directors, graphic designers, animators, writers, producers, historians, and storytellers for much of her career. She is a highly skilled, dynamic, and adaptable event coordinator and administrative professional with over fifteen years experience, producing and coordinating events for a diverse range of clients.

With a portfolio that spans the government, corporate and not-for-profit sectors, Elspeth constantly seeks to combine creativity with programs that educate, inform and excite. Her deep passion for creativity, design, and storytelling, Elspeth brings with her, a wide range of experience and hopes to deliver inspiring and educational events for members.



JOHN LIU Chair, Insurance and Partnerships Portfolios



SONIA SARANGI, Secretary, Treasurer, Finance, Conference & Research Portfolios



KAREN ERDOS. Advocacy Portfolio



WESLEY SPENCER, Awards and Member Services Portfolios



SAM PERVERSI-BROOKS, CPD and Events Portfolio



PHOEBE LA GERCHE-WIJSMAN, CEO



OPHELIA HO, Membership & Events Manager



CHRISTINE WATSON, Partnerships Manager



ELSPETH JOINER, Events & Membership Administrator



MARGARET MAGALOTTI, Accounts

CHRISTINE WATSON, Partnerships Manager

Christine has a diverse background with experience in property sales, education, recruitment and member associations. Arriving in Melbourne 11 years ago, Christine joined the Royal Institution of Chartered Surveyors which enabled her to utilise her skills to interact with clients, business partners, membership management and event coordination. Six years later at the Master Plumbers Association, Christine focussed her strong people skills on sponsorship, member benefits and promoting the association’s services. Christine continues to work with Dragon Boat Victoria Inc, where she is involved in sports and the community, managing relationships, stakeholders and sponsors.

MARGARET MAGALOTTI, Accounts

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



BOARD REPORTS

1.1 - CHAIR REPORT

This year has certainly brought its share of challenges, with many highs and lows along the way. While these times may be difficult for many of us, I want to assure you that through it all, ArchiTeam has remained focused on supporting our members. At every Board meeting, we continue to ask ourselves: “What else can we do to support our members?” My hope is that ArchiTeam continues to be a steady touchstone, a place of connection, advocacy, and support amidst it all.

Joining a committee is an excellent way to get involved from anywhere in Australia, with meetings now held online. Serving on the Board and representing our members are responsibilities I have always taken seriously, and they have been meaningful in more ways than I can recount here. We are now, more than ever, embracing our identity as a truly national membership organisation, one with a clear, unified voice on the issues that matter most to our profession.

So, what did we get up to since the last time you read this report? A lot, actually! Most notably:

- Our membership grew to 1031 Australia-wide.
- Our committees generously donated their time across advocacy and events.
- Our online forum retained its central role in connecting our community.
- We formalised a range of new partnerships.
- We conducted another successful Awards program (see Awards Portfolio Report).
- We held another very successful Conference (see Conference Portfolio Report).
- We navigated the changing insurance environment (see Insurance Portfolio Report).
- We ended the year with a healthy surplus, providing a reliable buffer for daily operations.
- We launched new programs and projects, allowing the cooperative to offer even greater value to members.

This success was made possible by the dedication and talents of our CEO, Phoebe LaGerche-Wijsman, who lives and breathes all things ArchiTeam. Alongside her are our exceptional staff: Ophelia Ho, Christine Watson, Elspeth Joiner and Margaret Magalotti.

A heartfelt thank you to each of them for their unwavering commitment, ensuring ArchiTeam remains a vibrant, purpose-driven, and immensely successful organisation. We are lucky to have them.

MEMBERSHIP GROWTH & THE GROUP INSURANCE POLICY

Our group professional indemnity insurance policy, and its continued value and reliability, remains the backbone of the cooperative and underpins our ability to deliver our services. As we grow, we remain conscious of the need to protect the group policy by maintaining a low risk profile.

Member services such as the biennial conference, events program, DATUM, online forum, MOFL, RAsP and insurance nights are all geared to reducing our collective risk by encouraging education, peer support and dialogue.

2024 ACTUARY REPORT

The Report (see Appendix) provides further information on the ongoing strength of our professional indemnity insurance policy.

As this report marks the end of my time as Chair, and also as a Director of ArchiTeam, I want to take a moment to reflect on what an honour it has been to serve you all. Over my two terms (four years), I have greatly valued the camaraderie and dedication of my fellow Board members and our staff. Together, we have faced challenges, celebrated achievements, and continued to strengthen ArchiTeam as a cooperative built on collaboration and shared purpose.

JOHN LIU
Chair

Previous page.
ArchiTeam 2024 Awards.
No Vacancy, Melbourne.
Image Greg Briggs Photography

1.2 - SECRETARY REPORT

It has been another full-on yet productive year for ArchiTeam. Together, we are building an even more resilient and connected cooperative that is on an upward path.

I congratulate the Staff and Board for their commitment and contributions this past year.

OFFICE STAFF

Phoebe La Gerche-Wijsman continued to steer the helm as our CEO. We are impressed with her dedication to members’ needs, passion for growing AT’s profile, and sound strategic leadership over the past year. We look forward to achieving the new milestones envisioned in the year ahead. Ophelia Ho, Membership and Events Manager, has remained committed to our members, managing renewals and coordinating events with diligence, enthusiasm, and warmth.

Our Partnerships Manager, Christine Watson, brought her vibrant personality to the team, quickly familiarising herself with our operations, maintaining existing relationships, and forging new ones.

In early 2024, Elspeth Joiner announced her pregnancy and safely welcomed baby Lotti in October. Elspeth resumed her role as Events and Membership Administrator to lead the final promotional push for the 2025 Conference and support the 2025/26 renewals process.

Last but not least, our Bookkeeper, Margaret Magalotti, has continued to manage the cooperative’s accounts in line with current accounting standards.

BOARD ELECTIONS

We extend our heartfelt thanks to all members who nominated for a position on the ArchiTeam Board this year. This is a period of exciting growth and transformation for the cooperative, with plans to become increasingly active on a national level within the architectural profession and broader community. It is a wonderful time to be involved and we look forward to the fresh ideas the successful candidates will bring.

DIRECTORS’ HONORARIUMS

In accordance with the 2011 Notice of Resolution, Directors’ Honorariums were adjusted in February 2025 to reflect a modest increase, slightly above CPI (5% vs. 2.4%).

ARCHITEAM POLICY DOCUMENTS

Our policy documents underwent a scheduled review and update, led by the CEO and Board of Directors. This ensures our governance remains current, functional, and adaptable to changes in procedures, legislation, and national policies.

ARCHITEAM RULES – UPDATED

At the 2024 AGM, members passed a Special Resolution to adopt updated Rules for the cooperative. This update allows ArchiTeam the flexibility to either undertake a full financial audit or a financial review. In 2024, our accounts were reviewed and will again be reviewed in 2025 by independent auditors, Saward Dawson.

ARCHITEAM PLANNING DAY

The 2025 Planning Day took place in March and was facilitated by Keith Widelski of KTW Consulting. Keith helped the Board and CEO review and refine our Strategic Plan, extracting ideas from across the team and shaping them into a thoughtful, achievable direction for ArchiTeam’s future. Our thanks to Keith for his excellent guidance and support.

EVENTS

All ArchiTeam CPD events continued to be broadcast nationally via Zoom in 2025, with increasing attendance. We also expanded our events program through our administration of New Architects Melbourne (NAM) events. Additional activities included MOFL (Members Only Forum Live) lunches in Melbourne, Brisbane, and Hobart, along with sponsor-hosted CPD sessions.

AWARDS

The 2024 ArchiTeam Awards were once again a highlight of the year. The Opening Night celebration was held at NoVacancy in Melbourne’s CBD, showcasing the creativity and excellence of our member community. A huge thank you to our many partners/sponsors who support it each year.

CONFERENCE

The 2025 ArchiTeam Conference took place on Friday 16 May, at the Melbourne Museum and online via Bettercast. Curated by Creative Directors Nick Johnston, Shae Parker McCashen, and Jane Cameron Finlay, the event offered an inspiring program that inspired and re-charged our members.

CIAO

After six years of service on the ArchiTeam Board, I will be stepping down at this year’s AGM. It has been an honour to work alongside the Board and AT staff to serve the needs of our fellow members. Personally, I am excited for what lies ahead for ArchiTeam.

Every portfolio, decision, or other contribution I have made has been focussed on strengthening (financially, and otherwise) this special and wonderful collective called ArchiTeam.

Getting involved in the co-operative pays off in more ways than you might expect—join a discussion, write for DATUM, take part in a committee, or even nominate for the Board. ArchiTeam is powered by its members, and I’ve learned firsthand how much you can gain from being part of something larger than your own practice.

I leave with the realisation that we each truly are small, but mighty.

SONIA SARANGI
Secretary

1.3 - FINANCE REPORT

In 2024/25, I continued to oversee the Finance Portfolio. At this point it is clearly no longer a secret how much I love looking at Xero reports (and the infinity gauntlet that is Excel!).

Anecdotally, the much anticipated interest rate cuts were greeted with a collective sigh of relief and transformed eventually into an uptick of activity for a fair chunk of our members. For our emerging members, there has been an uptick in interest in diversifying their income sources and/or their project typologies. The initial lull in construction activity coincided with many founding members also stepping back and making the decision to retire.

At ArchiTeam, we’ve had a smoother year, with modest growth in our membership. We’re always keen to hear from you, whether it’s ideas for supporting the whole community or for helping members facing financial challenges. Our inbox is always open.

We could not have done any of this without the reliable and excellent team who help us year-round in keeping our finances ship-shape! A big, thank you to:

- Margaret Magalotti, our bookkeeper and BAS Agent
- Dan O’Neil, our tax accountant at Rose Partners
- Matthew Crouch, Zhi-Hui Lee and Andrew Gan, our Auditor team from Saward Dawson.

GENERAL FINANCIAL POSITION

The 2024/25 year ended on an upbeat note with a 18% surplus, reflecting ArchiTeam’s solid financial health and ongoing growth as we connect with more members across the country. This is in parallel with keeping increases to our members as low as possible. We know few are exempt from the cost-of-living pressures in 2025!

Our surplus this year has been boosted by continued strong growth in partnerships, a blockbuster CPD calendar, and the ongoing high interest rate environment—plus some careful reinvestment of our fixed deposits. We are excited to put this surplus to work for you! That means newer member resources, updates to the ones you already love, and a few new initiatives we cannot wait to reveal soon.

INCOME

As I am sure you will be aware, a very large portion of ArchiTeam’s income is derived through our group policy, which in turn supports our operating expenses. We were delighted to note that there was minimal increase to our overall policy. To support our members struggling with the increase cost-of-living, the board agreed to keep the same cost of insurance premiums across bandings to match those in the previous financial year. We continually review our pricing and leverage our collective buying power and strong risk profile to ensure our members receive exceptional value for money.

GROUP EXPENSES

As many of you know, our group PI insurance has been with Allianz for several years. Over the past year, Allianz has transferred its PI business to Dual, marking a change for ArchiTeam as well. With guidance from our long-time insurance broker Vincent Rizutto, we made this transition to Pacific Indemnity carefully, and we’re pleased to share that it came with no increase in costs for members.

We remain confident that the combined value of your membership, PL, and PI insurance continues to offer excellent savings compared with standalone policies, even those with lower coverage limits. This year’s small membership fee increase of \$5 helps ensure ArchiTeam remains strong, sustainable, and ready to keep growing the services that support our members and their practices.

OPERATING EXPENSES

This year, we’ve seen a few shifts in ArchiTeam’s operating expenses.

- As our events and programs continue to blend in-person and online formats, our investment in software platforms has grown. The expanding complexity of our needs now places us within mid-tier pricing levels for several of these tools.
- We also undertook important updates to key member documents — including the Client Architect Agreement (CAA) which was updated to include various disclaimers creating a CAA Pack (free for members), extending the suite of Employment Agreements and our Rules — resulting in higher legal and professional fees this year. However, these updates are not an annual requirement, and we expect these costs to ease in the coming year.

Most expense categories saw a modest increase and some even a corresponding decrease. This is only possible thanks to the CEO and ArchiTeam staff who continue to identify what is the optimal use of every resource and balancing investment with savings.

1.3 - FINANCE REPORT

GROWTH

Growth in ArchiTeam membership for 2024/25 has been a little slower than last year, which is natural for an organisation at our stage. Many of our founding members have retired or moved their insurance into run-off since we celebrated our 30-year milestone in 2021.

Our network continues to expand nationally, with steady growth in Queensland, New South Wales, and Tasmania. We are also seeing an emerging trickle of members from South Australia and Western Australia.

FINANCIAL MANAGEMENT STRATEGY

ArchiTeam’s financial investments are managed carefully in line with our Risk Management Policy, held in term deposits across a variety of financial institutions.

This approach ensures our funds are secure while supporting our values and the long-term stability of the co-op.

- Annual budgets and director oversight aim to balance our diverse programs, with the goal of breaking even while continuing to deliver value to members.
- We’ve had another strong year in nurturing and growing partnerships with sponsors.
- We were thrilled to welcome emerging supporters to our major awards program, each bringing a genuine commitment to supporting and celebrating ArchiTeam members.

I would like to sincerely thank Phoebe and Margaret for their insightful management, and meticulous attention to detail in all financial matters over the past year.

SONIA SARANGI

Treasurer

Director, Finance Portfolio

Opposite page.
New Architects Melbourne
NAM #46
MA+Co, Richmond
Image Dan Chaill Photographer



1.4 - INSURANCE REPORT

In 2024/25, I continued in the role of Director responsible for the Insurance Portfolio. In February 2025, the CEO, Ophelia Ho and I met with our long-standing insurance broker Vincent Rizzuto and his assistant Isabel Bramble from AustBrokers Countrywide to discuss the current insurance climate and upcoming policy renewals. Encouragingly, the market was described as “softening.”

INSURANCE PRICING AND PROVIDER UPDATE

Following consultation with Vincent Rizzuto, ArchiTeam accepted a new quote for Professional Indemnity (PI) insurance from Pacific Indemnity Underwriting Solutions, backed by IAG and Zurich. Previously, the ArchiTeam Group Insurance facility for PI was with Allianz. In late 2024, Vincent contacted Allianz/Dual for a renewal quote for the 2025/26 year, but no response was received. Over the past 12 months, Allianz has been steadily withdrawing from the PI market, transferring its business to Dual.

The decision to move providers was not taken lightly. We relied on Vincent’s expert advice—drawing on more than 12 years of experience managing the ArchiTeam Group Insurance program. We are confident that Pacific Indemnity offers excellent value, appropriate coverage, and strong service. They have already been providing Public Liability (PL) insurance to members for several years, with consistently positive outcomes. As such the premiums for both PI and PL remained unchanged for 2025/26 thanks to successful negotiations. However, a small \$5 increase was added to the membership fee, now totalling \$429.50 incl. GST, to reflect the expanding value of ArchiTeam membership.

Your Membership now includes:

- An expanded suite of Employment Agreement templates
- Access to free legal guidance service
- The upcoming updated Client Architect Agreement Pack
- Additional networking and professional events

This modest increase helps ensure ArchiTeam remains financially strong and able to continue expanding its valuable member services. Together, the cost of membership + group insurance (PI + PL) remains well below market alternatives, even those offering lower policy limits (e.g. \$1M).

POLICY TRANSITION AND CONTINUOUS COVER

- Allianz will continue to manage any existing claims declared before the 31 May 2025 renewal.
- Pacific Indemnity will manage all new claims post-renewal, offering unlimited retroactive cover.

NEW PI ENDORSEMENTS (PACIFIC INDEMNITY)

- Amendment to Refund of Fees & Professional Trading Debts (NEW)
- Non-Compliant Cladding Exclusion – Defence Costs
- Cancellation Clause – Amended
- Shared Limit Clause – Amended

- Pest & Building Exclusion
- Project/Construction Managers (NEW)
- Project and Construction Managers Exclusion (NEW)
- Contractors Cover (NEW)
- Extended Continuous Cover (NEW with revised terms)
- Cyber Incident (Affirmative Cover) (NEW with revised terms)

Notable clarifications:

- Refund of Fees Endorsement reinstates cover for architects regarding ‘estimate of probable cost’ responsibilities.
- Project/Construction Managers endorsement clarifies coverage applies to consultancy risk only—not manual labour.
- Contractors Cover now includes sub-consultants (e.g. drafters) automatically, aligning with previous Allianz policies.
- Shared Limit Clause protects the group by capping each member’s reinstatement to once per policy period—ensuring one claim doesn’t exhaust the group’s overall limit.

Minor Policy Differences

- Inquiry costs under Pacific are capped at \$250,000 (vs. Allianz’s \$500,000). According to Vincent, formal inquiries are rare and typically cost well under \$10,000.

PL ENDORSEMENTS

- Construction Exclusion
- Professional Liability Exclusion
(Terms, conditions, and premium remain unchanged)

MILESTONES AND EVENTS

- In 2024/25, ArchiTeam surpassed 1,000 members, reaching 1,031 nationally.
- The mandatory biennial Insurance CPD Seminar was held in May, offering members valuable insights into the insurance landscape, risk trends, and recent claims intel—presented by Vincent Rizzuto.

ACKNOWLEDGEMENTS

We sincerely thank Vincent Rizzuto and the AustBrokers Countrywide team for their diligence, industry knowledge, and timely member support. We also extend heartfelt appreciation to Phoebe La Gerche-Wijsman, Ophelia Ho, Elspeth Joiner, and Margaret Magalotti for their behind-the-scenes work in ensuring a smooth insurance process for all members.

JOHN LIU

Director, Insurance Portfolio

1.5 - PARTNERSHIPS REPORT

In 2024/25, I continued in my role as Director responsible for the Partnerships Portfolio, supported by Partnerships Manager Christine Watson. Together, we focused on strengthening relationships with existing partners while welcoming new sponsors who share our values and vision for the future of small practice architecture.

NEW AND ONGOING SPONSORS

We were delighted to welcome No1 Roofing and Building Supplies and Colorbond as Major Partners in 2024/25, as well as Resene, who joined as an Awards Partner. These new relationships have further enhanced the value and visibility of the ArchiTeam community.

We also continued long-standing partnerships with James Hardie and Architectural Window Systems (AWS), both of whom generously returned as Major Sponsors for the 2024 ArchiTeam Awards and the upcoming 2025 Conference.

The Australian Passivhaus Association once again sponsored the Passivhaus Scholarship, highlighting their ongoing commitment to advancing sustainable and high-performance design within the small practice community.

A host of incredible partners contributed to the success of the 2024 ArchiTeam Awards, including Southern Impact, Creffields, Design Democracy, Premium Screen, Bookshop at Uro, and Essjay Consulting Engineers

Special thanks to BEC, our continuing Digital Sponsor, for sharing their engaging monthly e-newsletter, The Design Atlas, with our members and audience.

COLLABORATIONS AND STRATEGIC RELATIONSHIPS

We continue to enjoy strong and collaborative relationships with several peak bodies and allied organisations, including:

- The Australian Consulting Architects Association (ACA) – a valued partnership since 2021, offering shared benefits and reciprocal member rights.
- Parlour – mutual support continues to grow through cross-promotion of CPD programs and joint initiatives.
- Open House Melbourne (OHM) – ArchiTeam proudly continues to support The Naked Architect series, which we initiated in 2018.
- Architects Accreditation Council of Australia (AACA), Architects Registration Board of Victoria (ARBV), and the NSW Architects Registration Board (NSW ARB) – engagement continues to deepen.
- Australian Institute of Architects (AIA) – with whom we maintain constructive dialogue and shared interests.

New Architects Melbourne (NAM)

In 2023, ArchiTeam stepped in to provide administrative support to New Architects Melbourne (NAM), ensuring the continuity of their vibrant and much-loved events program. NAM continues to be a platform that celebrates and promotes emerging voices in architecture.

ACKNOWLEDGEMENTS

A heartfelt thank you to Christine Watson for her diligence and care in managing our partner relationships, and to Phoebe LaGerche-Wijsman, whose leadership as CEO has played a critical role in strengthening these connections.

Together, we are forging meaningful, creative partnerships that not only expand opportunities for our members but also contribute to a more collaborative and resilient architectural community.

If you have suggestions for potential partnerships or sponsorship opportunities, please don't hesitate to get in touch with the office or with me directly.

JOHN LIU
Director, Partnerships Portfolio

1.6 - MEMBER SERVICES REPORT

I have continued to oversee the Member Services Portfolio in 2024/25, which focuses on developing and delivering a range of valuable business resources and services to support our members in managing their practices effectively.

Throughout 2024/25, the Board and I have continued to identify areas of need through member feedback—via the Forum, emails, and events—and developed relevant templates, checklists, and kits tailored to the realities of small practice.

BUSINESS DOCUMENTS

ArchiTeam offers a suite of essential documents, including the Client Architect Agreement (CAA) and User Guide (including CAD Disclaimer), made free to members in 2019, the OH&S Kit, and Employment Agreements.

This year, the Employment Agreements underwent a thorough review and expansion. Members can now access four separate agreements, available individually or as a discounted bundle:

- ArchiTeam Employment Agreement – Casual
- ArchiTeam Employment Agreement – Permanent Employee
- Independent Contractor Agreement – Entity (Sub-consultants)
- Independent Contractor Agreement – Sole Trader (Sub-consultants)

The Client Architect Agreement (CAA) is also currently undergoing a review and update to reflect best practice and current legislation. As part of this, we prepared some crucial disclaimers for members. The Contract Administration Services Disclaimer and the Costs Consultant Disclaimer can be shared with member's clients if they opt out of certain services.

The full CAA Pack, including these disclaimers, will continue to be offered free of charge to all members in the new financial year.

In addition, other popular resources—such as the Residential Checklist and Post Occupancy Evaluation (POE) Survey—remain available to assist members in streamlining practice operations and improving project outcomes.

MEMBERS ONLY FORUM LIVE (MOFL)

In 2024/25, MOFL events continued to thrive in Melbourne, Hobart, and Brisbane, providing an informal yet valuable space for members to share practice insights and support one another.

These events would not be possible without the tireless contributions of members Ajith Kuravilla (Melbourne), Damian Goode (Brisbane), and Sam Perversi-Brooks (Hobart). Special thanks also go to Elspeth Joiner for her ongoing efforts in securing venues, coordinating logistics, and producing event graphics.

MOFL lunches offer members a relaxed, intimate setting to connect and exchange ideas. If you're interested in hosting or attending a MOFL—particularly in regional areas or interstate—we encourage you to get in touch.

ARCHITEAM BREAKFAST CLUB

At the start of 2025, outgoing Director Kalliopi Vakras launched the ArchiTeam Breakfast Club, offering another avenue for members to connect in-person. Designed to foster informal social interaction and peer support, the program has been an immediate success, with nearly 30 groups of three forming across Australia. In June, the Breakfast Club was moved to the Members Forum page, allowing members to self-organise their catchups. We look forward to seeing continued growth in participation nationwide in the coming months.

MEMBERS' FREE LEGAL GUIDANCE

One of the most requested services by members in recent years has been access to free legal advice. We were therefore delighted to introduce Members’ Free Legal Guidance in April 2025, in partnership with Holding Redlich.

Holding Redlich has provided trusted legal expertise to ArchiTeam for many years, assisting with the preparation of key documents including contracts and policies. This new member benefit allows our community to access preliminary legal guidance on practice-related matters at no cost.

OPEN TO IDEAS

We are always eager to hear from our members and welcome suggestions for future documents, templates, events, or services. Your input helps shape the value and direction of our offerings, ensuring they remain relevant, practical, and impactful to your practice needs. Together, we continue to support small practice architects in delivering exceptional services and sustaining individual and collective success.

WESLEY SPENCER
Director, Member Services Portfolio

1.7 - CPD & EVENTS REPORT

In 2024/25, I took over the CPD & Events Portfolio from Wesley Spencer following the AGM in November. My sincere thanks to both Wesley and Ophelia Ho for their generous support and guidance during the handover period.

I’d also like to acknowledge our dedicated CPD Committee members: Paul Cooksey (SA) and Vincent Choi (VIC), whose insights and efforts were instrumental in shaping this year's CPD program. I also thank Damian Goode (QLD) and Kirsten Johnstone (VIC) for their service as they stepped down this year, and warmly welcome Farheen Dossa (VIC) who joined the committee in early 2025, and the return of Paula Provincalli (QLD) to the committee in mid-2025, both Farheen and Paula have already made wonderful contributions to ArchiTeam’s CPD offering.

PROGRAM OVERVIEW

The CPD program continued to thrive in an online format, enabling us to maintain a national focus and deliver timely, relevant content to members across Australia. The flexibility of live-streamed sessions, paired with access to recorded content, has proven to be both popular and practical.

Importantly, many of this year’s topics were developed in direct response to feedback from members — whether via the committee, the ArchiTeam office, or the ever-insightful discussions on our Facebook members' forum. This collaborative approach resulted in sessions that truly reflected the needs and priorities of small practice architects.

Some highlights from this year’s CPD sessions included:
Marketing Everything Everywhere All At Once!, Low Energy: High Performance Homes, Christmas is Over, and What Have You Done?, Life Cycle Assessment (in collaboration with Architects Declare).

There was also the well attended ArchiTeam Compulsory Insurance Seminar in May, and the AGM in November. The CPD program was also peppered throughout the year with sponsor's CPD sessions, our thanks to James Hardie, AWS, and Essay Consulting Engineers.

Over the course of the year, the CPD program planned four (4) events out of a total of 17 events (which included the 2025 ArchiTeam Conference, MOFL events in Melbourne, Brisbane and Hobart, along with New Architects Melbourne (NAM) events), which were attended by a total of 1344 people (marginally down from 1374 in 23/24). CPD Online sales remained strong with 763 CPD courses sold (down from 944 in 23/24).

Our program of events included:

- Two CPD events
- Two CPD + Workshop
- Four Member Only Forum Live (MOFL) – lunches

Planning is already well underway for the 2026 CPD calendar, and we’re excited to further expand the program’s accessibility, interactivity, and impact. Our growing archive of CPD Online recordings also provides a vital ongoing resource for both members and non-members alike.

We are always on the lookout for new topics, speakers, and ideas. If you have suggestions, please don’t hesitate to contact the ArchiTeam office at admin@architeam.net.au. Whether you're interested in presenting, joining a committee, or writing for DATUM, every contribution enriches the program, and counts towards your annual CPD requirements.

ACKNOWLEDGEMENTS

A heartfelt thank you to our CPD Committee for their creativity, commitment, and collaboration in curating, hosting, and shaping this year’s events.

And finally, none of this would be possible without the unwavering support of our ArchiTeam office staff. A huge thank you to our CEO Phoebe LaGerche-Wijsman, Elspeth Joiner- for crafting our beautiful event graphics, and particularly to Ophelia Ho- our logistics wizard- for working tirelessly with the committee to deliver the wonderful offering that is ArchiTeam’s CPD events.

The professionalism of the ArchiTeam staff, attention to detail, and dedication behind the scenes make these events not only possible, but outstanding.

Here’s to another year of learning, connection, and community at ArchiTeam. Thank you for your continued support and participation!

SAM PERVERSI-BROOKS
Director, CPD & Events Portfolio



Opposite page.
 ArchiTeam 2024 Awards.
 No Vacancy, Melbourne.
 Image Greg Briggs Photography

1.8 - ADVOCACY REPORT

The Advocacy Working Group continues to play a vital role in ArchiTeam's mission to champion small practice architects and promote the broader value of architecture in Australia. I assumed responsibility for this portfolio following the AGM in November 2024, taking over from Delia Teschendorff.

Throughout 2024–2025, the Working Group met regularly, with ten (10) formal CPD points allocated to participating members in recognition of their dedicated and sustained contribution.

RESEARCH FOR ARCHITECTS IN SMALL PRACTICE (RASP)

The Advocacy Committee, in collaboration with the ArchiTeam Board, has been developing the next phase of our research initiative, RAsP 2. Work is currently underway to refine the research questions, and we anticipate sharing these with the broader membership in 2025/26.

CLIENT SATISFACTION SURVEY

Launched in November 2024, the ArchiTeam Client Satisfaction Survey is available as a template for members to adapt and use in their own practices. After 12 months, ArchiTeam will invite members to share testimonials collected through the survey, should they choose to do so. Importantly, members will retain full discretion over what feedback they share and will be responsible for securing client consent for any shared responses.

ACKNOWLEDGEMENTS AND NATIONAL ENGAGEMENT

We extend our sincere thanks to Advocacy Working Group members Jo Foong, Imogen Pullar, and Qutaibah Al-Atafi for their continued commitment and leadership. In early 2025, we were pleased to welcome Vishnu Hazell (Northern NSW) to the group. As part of ArchiTeam's strategic vision, we remain focused on ensuring our committees and working groups, including the CPD Committee, reflect the geographic diversity of our national membership.

We are proud to be raising our collective voices to shape a more inclusive and resilient future for architecture in Australia. Through thoughtful advocacy and collaborative research, ArchiTeam remains committed to empowering small practice architects to thrive.

KAREN ERDOS

Director, Advocacy Portfolio

1.9 - AWARDS REPORT

I took on the role of Awards Director in December 2024 following the departure of Kalliopi Vakras as a Director at the November AGM.

ENTRIES

The ArchiTeam Awards remain proudly member-focused, with one free entry offered per practice and eligibility limited to studios of no more than ten (10) full-time staff. This ensures the program continues to celebrate and showcase the work of small practice architects. In 2024, we received 152 entries, a strong increase on the previous year, reflecting the vitality, creativity, and resilience of our membership.

BUDGET

In 2024 the Awards Budget was \$50,000 and the program was delivered under budget for \$41,421.

DESIGN

The 2024 graphic identity, developed by Sonia Post and the Design Democracy team, was a vibrant homage to former Awards Director Kalliopi Vakras’s affection for the polka dot. Sonia’s infectious energy, creative insight, and bold use of colour brought the program to life in a playful yet sophisticated way.

Special thanks also go to architecture students Eli Kemp and Phoebe Haig, who once again produced the spectacular 3D-printed trophies. Their designs perfectly embodied the Awards’ visual spirit while celebrating the ingenuity of small practice.

JURY

The Awards program would like to extend gratitude to the 2024 jury members for their generous involvement in the process:

- Imogen Pullar– Chair (Vic)
- Kim Bridgland (Vic)
- Lara Maesele (Tas)
- Laura Harding (NSW)
- Mark Simpson (Vic)
- Mathew Bird (Vic)
- Jessica Agostan-Cleary (Vic), Architecture Design Review

EXHIBITION

Our in-person Awards Opening Night in November was once again a success, held at No Vacancy in Melbourne. More than 100 members came together to celebrate, with the evening expertly hosted by Andrew Mackenzie, owner of Bookshop by Uro, who ensured the event was both engaging and memorable.

While the 2024 Opening Night was a highlight, it also revealed some challenges. A few categories were not awarded, which prompted me, as the Director overseeing the Awards program, to lead a review of the Judges’ Handbook with the support of the office team. The updated handbook now provides clearer, more detailed guidance to assist the Jury in 2025. Venue limitations also became apparent in 2024, particularly with acoustics and AV, which is why we have secured a new venue for the 2025 Awards Opening Night.

Looking ahead, we are especially proud to have initiated a new Heritage Award category in 2025 and to have begun discussions with the National Trust Victoria and the Australian Council of National Trust to support this exciting addition.

As part of Awards Week, New Architects Melbourne (NAM#45) also held a special event featuring a number of Awards finalists presenting their projects. This event attracted an audience of approximately 200 people, fostering valuable discussion and exposure for emerging voices in architecture. We thank Matthew Naturani and the team at No Vacancy for their continued support and hospitality.

Thank you to our 2024 Awards sponsors: Resene, AWS, James Hardie, No1 Roofing and Building Supplies, Colorbond, The Australian Passivhaus Association, Architecture Design Review, Southern Impact, Creffields, Design Democracy, Premium Screen, and Bookshop at Uro. Their generous support has allowed us to create this Awards program and provide additional exposure of our members and ArchiTeam.

A warm thank you to Kalliopi Vakras for her dedicated efforts as the Awards Director and the ArchiTeam staff and personnel who worked behind the scenes to deliver the Awards and its associated events with professionalism and good cheer; Phoebe La Gerche-Wijsman (CEO), Ophelia Ho, Elspeth Joiner, Christine Watson, and Margaret Magalotti, your efforts are deeply appreciated.

Finally, thank you to every ArchiTeam member who submitted their work. The breadth, creativity, and excellence of your projects continue to inspire us all and showcase the incredible contribution small practice architects make to the built environment.

WESLEY SPENCER
Director, Awards Portfolio

1.10 - CONFERENCE REPORT

The ArchiTeam Conference continues to be a truly special day that is full of inspiration and insight.

The ArchiTeam 2025 Conference, Expanding Practice: 100 Percent Architecture, was held on Friday 16 May 2025 at the Melbourne Museum. Guided by our Creative Directors—Nick Johnston, Shae Parker McCashen, and Jane Cameron Finlay; the event was once again delivered as a hybrid experience, with an impressive 221 attendees either in person or online, including members and non-members. I took over at the November AGM as the Director in charge of the Conference from Delia Teschendorff, who laid the groundwork.

If you could not be there in “the room where it happened” i.e. in-person or online (because deadlines, we understand!) I highly encourage you to watch the recordings hosted on our Online CPD platform.

We are pleased to report that the conference was delivered within the allocated budget and was very well received by attendees for its content, format, and delivery. We will not be resting on our laurels yet!

The theme, Expanding Practice: 100 % Architecture, explored the ways in which small practice architects can extend their influence through innovation, entrepreneurship, and meaningful collaboration. The program encouraged attendees to embrace a broader definition of architectural practice, engaging deeply with community, sustainability, and professional leadership. With speakers from across the country, the conference offered valuable insights into diverse working models, design processes, and personal experiences, all with the aim of empowering architects to shape a more inclusive, adaptive, and resilient future.

The conference brought together a diverse and inspiring group of speakers, including Perry Wandin (Welcome to Country), Rebecca Caldwell, Courtney Holm, Jocelyn Chiew, Ross Harding, Christopher Haddad & Josh FitzGerald, and Sarah Lebner. Their presentations were complemented by insightful panel sessions hosted by the InDetail podcast team, Warwick Mihaly, Mick Moloney, and Kate FitzGerald.

My three key take-aways?

1. Small: We can each do small moments of being brave. Take persistent steps led by your curiosity.
2. Money: Knowledge is the result of pursuing a clear purpose that unlocks a niche and attracts clients willing to pay for that specialised expertise.
3. Problems: Some Problems are only on your radar. Solve them. Take a different path to diversify your client offerings.

Visual identity and graphic design for the conference were developed by Andrew Fox of Brand New Days Studio, delivering a fresh and cohesive aesthetic in line with the event



theme and goals. This year’s conference management was successfully outsourced to VEE Agency, and we are grateful for their professionalism and expertise in coordinating and executing another successful event for us.

Finally, I extend my heartfelt thanks to our dedicated and hardworking ArchiTeam staff—Phoebe LaGerche-Wijsman, Ophelia Ho, Christine Watson, Elspeth Joiner, and Margaret Magalotti. Their behind-the-scenes efforts were instrumental in bringing this complex and ambitious event to life.

SONIA SARANGI
ArchiTeam Director, Conference

C H A P T E R T W O

APPENDIX



2.1 - 2024 AGM MINUTES

ArchiTeam Members in attendance at the 2024 Annual General Meeting

- 1 Aaron

2 Adam

3 Andrew

4 Alana

5 Anna

6 Audrey

7 Claire

8 David

9 Debbie

10 Delia

11 Elena

12 Fady

13 Farheen

14 Fooi-Ling

15 Francesco

16 Imogen

17 John

18 Jun

19 Kalliopi

20 Karen

21 Kel

22 Kristine

23 Lucinda

24 Mal

25 Michael

26 Michael

27 Paul

28 Robert

29 Sam

30 Sarah

31 Sohil

32 Sonia

33 Sophie

34 Steph

35 Toby

36 Von

37 Warwick

38 Wesley
- Cody

Baillie

Milward-Bason

Cooke

Nervegna

Whisker

Austin

Kidston

Thomson

Teschendorff

Kalnin

Issa

Dossa

Khoo

Adami

Pullar

Liu

Yuen

Vakras

Erdos

Greenway

Sommerfield

Arundel

Williams

Kemp

Smith

Cooksey

Sheng

Perversi-Brooks

Lake

Ronagh

Sarang

Nash

Richardson

Reed

Affleck

Mihaly

Spencer
- Quorum 34



ATTENDANCE

ANNUAL GENERAL MEETING

Directors: Sonia Sarangi – SS (Chair, Treasurer/Finance & Research), Delia Teschendorff – DT (Secretary, Advocacy Conference), John Liu – JL (Insurance and Partnerships), Kalliopi Vakras – KV (Awards & Member Services), and Wesley Spencer (CPD Events).

Members: 38 attendees

Invitees & Guests: Phoebe LaGerche-Wijsman, Ophelia Ho and Christine Watson

Apologies:

Meeting Commenced: 12.35pm, once quorum was gained

Date: 28 November 2024

Venue: Zoom

Time: 12 pm

1.0	Chair's welcome SS – Welcomed to country and welcomed all the attendees. Confirmed over 34 (quorum) members present (38 attended) No apologies were received.
2.0	Confirm the Minutes of the previous Annual General Meeting held online Wednesday 23 November 2023 SS moved that the minutes of the previous AGM be accepted. Seconded: Delia Teschendorff
p	Chairs Report SS provided an overview of the Chair's report for the year ended 30 June 2024, asked if there were any questions – none were received and moved that it be accepted. Seconded: Wesley Spencer
4.0	Secretary Report DT asked if anyone had any questions about the report – none were received and moved that the Secretary's report be accepted Seconded: Fady Issa
5.0	Treasurer/ Financial Report SS asked if anyone had any questions about the report – none were received and moved that the financial report (including the financial accounts) be accepted. Seconded: Wesley Spencer
6.0	Appoint an Auditor for 2024-25 SS proposed retaining Auditors Saward Dawson. SS asked for any questions – none were received. SS moved that the recommendation be accepted. Seconded: Sohil Ronagh
7.0	Director's Portfolio Reports a. Insurance Report JL asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: David Kidston b. Sponsorship and Partnership Report JL asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: Fooi Ling Khoo c. Member Services Report. KV asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: Farheen Dossa d. CPD & Events Report WS asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: Sam Perversi-Brooks e. Advocacy Report DT asked if anyone had any questions about the report – none were received, and moved that the Report be accepted. DT thanked the committee for their work this year. Seconded: Claire Austin f. Awards Report KV asked if anyone had any questions about the report – none were received, and moved that the Report be accepted Seconded: Wesley Spencer
8.0	Questions on Notice A request for any questions was distributed 5 weeks prior the AGM as per the Cooperative Rules, to be submitted prior to the meeting. No questions were received. SS asked if there were any questions for the board. WM asked the Board about the 2024 Awards program and if there had been any discussion regarding the decision this year not to award winners for a number of categories at this year's program? KV said that last year there had been a category not awarded a winner. This year's judges were a broad selection chosen for their experience and suitability for each category, and were aware all projects were completed by small practice architects. All under 1.2mil projects were awarded, there were some fantastic responses in those categories, high attention to detail, meeting the criteria and exceeding the benchmark for quality, so the Jury found these projects pushed the boundaries, and exceeded the expectations with such a limited budget. In the 1.2+ categories, for various reasons, the Jury felt the projects didn't meet the criteria. KV pointed out that the Innovation and Contribution category, whilst only receiving one entry, it didn't address the criteria either. DT added to acknowledge that the office had received some feedback from members, unhappy with the decision not to award winners for a few categories and that the Board has taken on this feedback on board and that the Awards program is currently being reviewed. SS said echoed what DT said, that members had provided some constructive feedback to the Board and that each member has been replied to. That in previous years, the Awards had been taken over by bigger firms, and that the Board addressed this by amending the program to refocus the program towards supporting small practices. WM thanked everyone for their response.
9.0	General Business There was no general business
10.0	Special Resolution DT provided an overview of the Special Resolution. <i>Rules are not static documents and ideally should be reviewed regularly. As a 'small cooperative', ArchiTeam Cooperative Ltd are not required to undergo</i>

	a full annual audit of the cooperative’s accounts. The Board approved the proposed amendments to the Rules for presentation to members as follows: ‘to add the option of a ‘review’ of the financial accounts of the co-operative alongside the option to undergo an ‘audit’. This will allow the Board and the shareholders of ArchiTeam Cooperative Ltd to decide at each AGM whether the Cooperative undergoes a ‘review’ or ‘audit’. For your reference, this year, the CEO, Bookkeeper, and Accountants at Rose Partners conducted a review of the Cooperative’s finances with auditing firm Saward Dawson. They found that the process and workload were similar to that of a full audit, but the review cost the Cooperative only a third of what an audit would. It’s important to note that an audit does not guarantee the detection of fraudulent activity. There are instances where businesses, despite being audited by independent firms, have not uncovered any fraudulent actions in their accounts. The key distinction is that ArchiTeam maintains stringent financial policies and guidelines, which are regularly reviewed. Legal and financial advice provided to the Board confirms that ArchiTeam has established robust systems to mitigate fraud and financial risks. <u>Special Resolution</u> The following resolution will be put forward to consider and, if thought fit, be passed by the members. <i>That the ArchiTeam Co-operative Limited (the Co-operative) substitute the Co-operative’s Rules with the Rules presented to the Annual General Meeting of Thursday 28 November 2024, on the registration of the Special Resolution by the Registrar.</i> DT asked for a show of hands to approve the proposed change. 28 members voted ‘Yes’ to the proposed change to the ArchiTeam Rules. DT confirmed the Special Resolution to amend the ArchiTeam Rules had been passed.
10.0	Election of Directors DT said this year there were 2 positions available on the Board. Kalliopi Vakras and I have completed 4 years. Nominations were published to all members of the cooperative Tuesday 10 September, with nominations closing 10.30am, Thursday 7 November 2024. The 2024 ArchiTeam Board Election was called and announced to the members on Wednesday 13 November 2024 and closed at 4pm Wednesday 20 November 2024. Nominations were received, they were as follows - Sam Perversi-Brooks - Karen Erdos - Redmond Hamlett The voting was conducted via Survey Monkey. A reminder was automatically sent to members on Monday 18 November 2024. Voting Closed Wednesday 20 November at 4pm. 181 votes were received. 6 votes were invalid, due to the online ballot form being incomplete (they only voted for two candidates, not three). The final number of votes counted was 175. Congratulations to - Karen Erdos - Sam Perversi Brooks Congratulations and thank you to all the members who nominated. SS thanked DT and KV for their four years on the Board and welcomed Karen Erdos and Sam Perversi-Brooks AGM closed at 1.00pm



ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Financial Statements

For the Year Ended 30 June 2025

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

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For the Year Ended 30 June 2025

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ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

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

I declare that, to the best of my knowledge and belief during the year ended 30 June 2025, there have been

- (i) no contraventions of the reviewer's independence requirements in relation to the review; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the review.

Saward Dawson

Saward Dawson

M Crouch

Matthew Crouch
Partner
Blackburn

Dated: 30 October 2025

20 Albert St, Blackburn VIC 3130
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Liability limited by a scheme approved under Professional Standards Legislation

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Statement of Income and Expenditure and Other Comprehensive Income

For the Year Ended 30 June 2025

	Note	2025 \$	2024 \$
Revenue	3	1,751,656	1,552,554
Insurance expense		(797,680)	(745,809)
Employee benefits expense		(313,099)	(271,929)
Member service expense		(81,776)	(21,276)
Directors' honorarium		(81,219)	(78,045)
Professional fees		(60,087)	(50,037)
Awards expense		(41,421)	(49,217)
Depreciation and amortisation expense		(11,261)	(11,061)
Office expense		(13,485)	(10,020)
Computer and internet expenses		(2,179)	(2,612)
Other expenses		(32,792)	(21,488)
Current year surplus before income tax		316,657	291,060
Income tax expense		(1,517)	-
Net current year surplus		315,140	291,060
Other comprehensive income			
Total other comprehensive income for the year		-	-
Total comprehensive income for the year		315,140	291,060

The accompanying notes form part of these financial statements.

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Statement of Financial Position

As at 30 June 2025

	Note	2025 \$	2024 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	2,690,786	2,045,767
Trade and other receivables	6	48,493	33,039
Other financial assets	7	287,800	494,032
Other assets	8	719,398	725,271
TOTAL CURRENT ASSETS		3,746,477	3,298,109
NON-CURRENT ASSETS			
Property, plant and equipment	9	235,507	246,768
TOTAL NON-CURRENT ASSETS		235,507	246,768
TOTAL ASSETS		3,981,984	3,544,877
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	10	118,963	92,524
Current tax liabilities		1,517	-
Other liabilities	11	1,347,847	1,263,282
Employee benefits	12	56,112	49,543
TOTAL CURRENT LIABILITIES		1,524,439	1,405,349
NON-CURRENT LIABILITIES			
Employee benefits	12	8,900	6,104
TOTAL NON-CURRENT LIABILITIES		8,900	6,104
TOTAL LIABILITIES		1,533,339	1,411,453
NET ASSETS		2,448,645	2,133,424
EQUITY			
Share capital		1,833	1,752
Retained earnings		2,446,812	2,131,672
TOTAL EQUITY		2,448,645	2,133,424

The accompanying notes form part of these financial statements.

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Statement of Changes in Equity

For the Year Ended 30 June 2025

2025

	Share Capital	Retained Earnings	Total
	\$	\$	\$
Balance at 1 July 2024	1,752	2,131,672	2,133,424
Shares issued	81	-	81
Surplus for the year	-	315,140	315,140
Balance at 30 June 2025	1,833	2,446,812	2,448,645

2024

	Share Capital	Retained Earnings	Total
	\$	\$	\$
Balance at 1 July 2023	1,668	1,840,612	1,842,280
Shares issued	84	-	84
Surplus for the year	-	291,060	291,060
Balance at 30 June 2024	1,752	2,131,672	2,133,424

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Statement of Cash Flows

For the Year Ended 30 June 2025

CASH FLOWS FROM OPERATING ACTIVITIES:

Receipts from customers	1,955,538	1,617,922
Payments to suppliers and employees	(1,552,759)	(1,386,967)
Interest received	35,927	45,041
Net cash provided by/(used in) operating activities	438,706	275,996

CASH FLOWS FROM INVESTING ACTIVITIES:

Redemption/(placement) of term deposits	206,232	(17,563)
Purchase of property, plant and equipment	-	(2,730)
Net cash provided by/(used in) investing activities	206,232	(20,293)

CASH FLOWS FROM FINANCING ACTIVITIES:

Proceeds from the issue of shares	81	84
Net cash provided by/(used in) financing activities	81	84

Net increase/(decrease) in cash and cash equivalents held

Cash and cash equivalents at beginning of year	2,045,767	1,789,980
Cash and cash equivalents at end of financial year	2,690,786	2,045,767

Note	2025 \$	2024 \$
	1,955,538	1,617,922
	(1,552,759)	(1,386,967)
	35,927	45,041
14	438,706	275,996
	206,232	(17,563)
	-	(2,730)
	206,232	(20,293)
	81	84
	81	84
	645,019	255,787
	2,045,767	1,789,980
5	2,690,786	2,045,767

The accompanying notes form part of these financial statements.

The accompanying notes form part of these financial statements.

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements
For the Year Ended 30 June 2025

1 Summary of Material Accounting Policies

(a) Basis of Preparation

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

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

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

Statement of Compliance

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

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

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

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

(b) Income Tax

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

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements
For the Year Ended 30 June 2025

1 Summary of Material Accounting Policies

(c) Revenue and other income

Revenue from contracts with customers

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

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

Professional indemnity subscriptions

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

Membership fees

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

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

Membership services income

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

Interest income

Interest income is recognised using the effective interest method.

Other income

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

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

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2025

1 Summary of Material Accounting Policies

(d) Goods and services tax (GST)

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

Receivables and payable are stated inclusive of GST. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

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

(e) Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable and impairment losses are recognised in profit or loss. A formal assessment of recoverable amount is made when impairment indicators are present.

Depreciation

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

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

Fixed asset class	Depreciation rate
Buildings	2.5%
Office equipment and fit out	4% - 50%

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

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

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2025

1 Summary of Material Accounting Policies

(f) Financial instruments

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

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

Financial assets

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

Classification

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

- fair value through profit or loss - FVTPL

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

(g) Impairment of non-financial assets

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

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

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

(h) Cash and cash equivalents

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

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2025

1 Summary of Material Accounting Policies

(i) Employee benefits

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

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

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

2 Critical Accounting Estimates and Judgments

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

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

Key estimates - impairment

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

Key judgements - performance obligations under AASB 15

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

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2025

3 Revenue and Other Income

	2025	2024
	\$	\$
Professional indemnity subscriptions	1,057,837	1,011,631
Membership fees	398,797	380,491
Sponsorship income	121,000	4,770
Member services income	108,676	45,923
Interest income	35,927	45,041
Other income	29,419	64,698
	1,751,656	1,552,554

4 Insurance

Professional indemnity subscriptions	1,057,837	1,011,631
Insurance expense	(797,680)	(745,809)
	260,157	265,822

5 Cash and Cash Equivalents

Cash at bank	2,690,786	2,045,767
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6 Trade and Other Receivables

CURRENT		
Trade receivables	48,493	25,075
Accrued income	-	7,964
	48,493	33,039

7 Other Financial Assets

(a) Term Deposits

CURRENT		
Term deposits	287,800	494,032

Term deposits are held for 6 months terms and at interest rate of 4.2% - 4.7% p.a.

8 Other assets

CURRENT		
Prepayments	719,398	725,271

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2025

9 Property, plant and equipment

	2025	2024
	\$	\$
Buildings		
At cost	286,571	286,571
Accumulated depreciation	(97,794)	(90,630)
Total buildings	188,777	195,941
PLANT AND EQUIPMENT		
Office equipment and fitout		
At cost	69,584	109,900
Accumulated depreciation	(22,854)	(59,073)
Total office equipment	46,730	50,827
	235,507	246,768
10 Trade and Other Payables		
CURRENT		
Trade payables	20,704	172
GST payable	72,797	62,170
Other Payables	25,462	30,182
	118,963	92,524
11 Other Financial Liabilities		
CURRENT		
Amounts received in advance	1,347,847	1,263,282
12 Employee Benefits		
CURRENT		
Long service leave	28,064	17,949
Annual leave	28,048	31,594
	56,112	49,543
NON-CURRENT		
Long service leave	8,900	6,104

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2025

13 Auditors' Remuneration

	2025	2024
	\$	\$
Remuneration of the auditor		
- reviewing the financial statements	7,400	6,950
- other services	1,000	1,000
Total	8,400	7,950

14 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities		
Surplus/(deficit) for the year	315,140	291,060
Non-cash flows in surplus/(deficit):		
- depreciation and amortisation	11,261	11,061
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	(23,418)	2,974
- (increase)/decrease in other assets	13,837	(51,411)
- increase/(decrease) in fees received in advance	84,565	14,393
- increase/(decrease) in trade and other payables	26,439	2,654
- increase/(decrease) in income taxes payable	1,517	-
- increase/(decrease) in employee benefits	9,365	5,265
Cashflows from operations	438,706	275,996

15 Related Parties

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

The directors were paid a total of \$81,219 in the 2025 financial year (2024: \$78,045) in honorariums for their role on the board.

Other related parties of the Co-operative include entities which are members of the Co-operative and the directors are involved with. The total membership, insurance and donation receipts from these related parties during the financial year were \$12,690 (2024: \$11,018).

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

Notes to the Financial Statements

For the Year Ended 30 June 2025

16 Events after the end of the Reporting Period

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

17 Statutory Information

The registered office and principal place of business of the Co-operative is:
ArchiTeam Co-operative Ltd
Suite 16/204-218 Dryburgh St
North Melbourne
VIC 3051

ArchiTeam Co-operative Ltd

ABN: 65 894 162 886

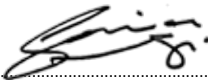
Directors' Declaration

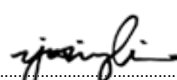
The directors have determined that the Co-operative is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The directors of the Co-operative declare that:

- 1. The financial statements and notes, as set out on pages 2 to 14, are in accordance with the Co-operatives National Law Application Act 2013 and:
 - (a) comply with Accounting Standards as stated in Note 1; and
 - (b) give a true and fair view of the Co-operative's financial position as at 30 June 2025 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.
- 2. In the directors' opinion, there are reasonable grounds to believe that the Co-operative will be able to pay its debts as and when they become due and payable.

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

Director

Director

Dated 29/10/2025



ArchiTeam Co-operative Ltd

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

Report on the Review of the Financial Report

Conclusion

We have review the accompanying financial report, being a special purpose financial report of ArchiTeam Co-operative Ltd (the Co-operative), which comprises the statement of financial position as at 30 June 2025, the statement of income and expenditure and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of material accounting policies, and the directors' declaration.

Responsibilities of Directors for the Financial Report

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

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

Reviewer's Responsibilities

Our responsibility is to express a conclusion on the financial report based on our review. We conducted our review in accordance with Auditing Standard on Review Engagements ASRE 2410 *Review of a Financial Report Performed by the Independent Auditor of the Entity*, in order to state whether, on the basis of the procedures described, we have become aware of any matter that makes us believe that the financial report does not satisfy the requirements of Co-Operatives National Law Application Act 2013 including: giving a true and fair view of the entity's financial position as at 30 June 2024 and its performance for the year ended on that date; and complying with the Australian Accounting Standards. ASRE 2410 requires that we comply with the ethical requirements relevant to the review of the financial report.

A review of a financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion on these financial statements.

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ArchiTeam Co-operative Ltd

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

Emphasis of Matter - Basis of Accounting

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

Saward Dawson

Saward Dawson

Matthew Crouch

Partner

Blackburn, VIC

Dated this30..... day ofOctober.....2025

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5 November 2025

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Dear Pheobe,

Actuarial Certificate for Architeam PI Insurance Cover for the annual policy period to 31 May 2026

1 Introduction

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

This letter documents our assessment. We have delivered actuarial certifications for Architeam since 2005, with the previous assessment conducted in 2024 and documented in our letter dated 11 November 2024.

2 Background and Scope

Founded in 1991, Architeam is an approved co-operative membership association for Australian architects working in small, medium and emerging practices. 82% of Architeam’s membership base is from Victoria. As part of their services, Architeam holds a PI insurance policy to cover their architects. As Architeam’s PI cover applies at a portfolio level, the analysis set out in this letter is based on Artchiteam’s Australia-wide experience.

For the PI insurance policy to meet the mandatory requirements of PI insurance under Victorian law, the Order stipulates (among other requirements) that an Actuary has certified in writing the adequacy of the policy¹. Specifically, paragraph 8.4.2 of the Order requires the policy for each annual policy period **provides cover for members that is no less comprehensive** than that required under paragraph 6 of the Order, which requires an architect to have a minimum cover of \$1.2 million for any one claim, and at least one automatic reinstatement of the aggregate limit.

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

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

For the purposes of the assessment, our certification relates to Architeam’s PI insurance policy covering the annual policy period to 31 May 2026.

3 Data

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

- Architeam’s PI insurance claims experience extract as at 4 August 2025 for risks up to 31 May 2025.
- PI insurance renewal quote and policy schedule for the policy year 31 May 2025 to 31 May 2026
- Architeam’s PI insurance policy disclosure statement
- Architeam’s membership details as at 28 July 2025

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

4 PI Insurance Policy Details

The 1 June 2025 – 31 May 2026 policy is underwritten by Plus Indemnity. The policy details are as follows:

1. Limit of indemnity:
 - \$5 million per claim limit
 - \$25 million aggregate limit, excluding costs and expenses
 - Non-compliant cladding is excluded
2. Defence costs:
 - Non-compliant cladding defence costs limited to \$1 million in aggregate
 - Limits for all other claims are as per item 1.

¹ Only the state of Victoria requires an actuarial certification.

3. Excess:
- \$2,000 per claim, excluding costs and expenses.

5 Assessment of Adequacy

To assess the adequacy of Architeam’s PI cover relative to the requirements set out in paragraph 8.4.2 of the Order, we compare the following terms to the requirements outlined in Section 2:

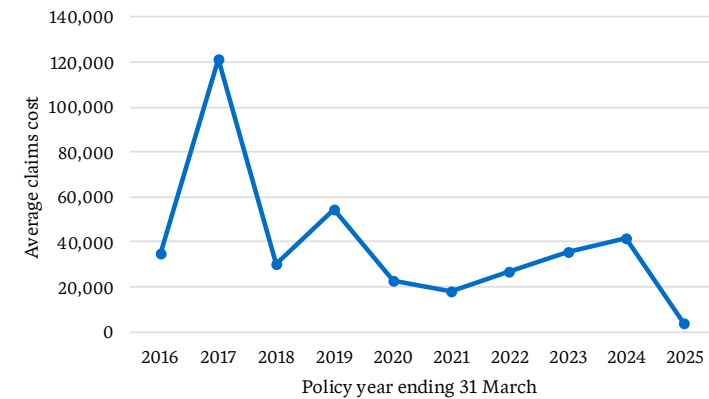
1. Limit of indemnity per claim
2. Excess per claim
3. Aggregate limit.

5.1 Limit of indemnity per claim

Architeam’s limit of liability for indemnity and defence costs are each \$5 million per claim. This is higher than the \$1.2 million required under paragraph 6 of the Order.

Architeam’s largest claim in the last 10 years is \$345,368 (finalised in 2022). There is no trend in average claim size by policy year, as shown in Figure 1. We have not allowed for development on outstanding costs of open claims in this analysis, but note that development has not been material in the past.

Figure 1 – Average size of non-nil claims (paid to date + outstanding)



We consider the cover provided by Architeam’s PI cover to be no less comprehensive than required under paragraph 6 of the Order.

5.2 Excess per claim

Each claim is subject to a \$2,000 excess. A similar excess would apply if cover were placed by individual members.

We consider the cover provided by Architeam’s PI cover to be no less comprehensive than required under paragraph 6 of the Order.

5.3 Aggregate limit

To assess the adequacy of the limit, we consider:

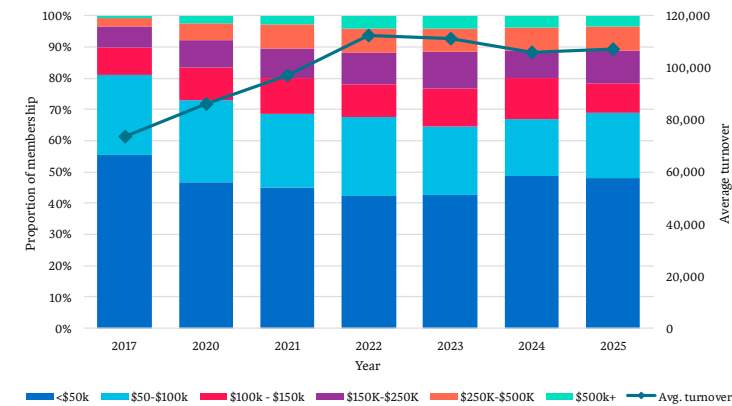
- Turnover of the members covered
- Practice area of the members covered
- The number of members covered

- Past claims history.

5.3.1 Turnover of members covered

Figure 2 shows the proportion of members within each turnover bracket and the average turnover of the membership base since 2017².

Figure 2 - Turnover of members



The average turnover increased from \$74K in 2017 to \$112K in 2022 and has since reduced to \$107K. Figure 1 shows that the increase in turnover between 2017 and 2020 has not had a material impact on average claim size.

5.3.2 Practice area of members covered

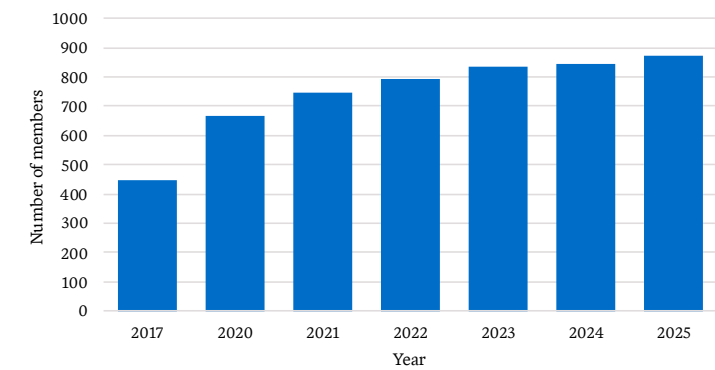
We have not been provided with information on the practice area of members for the current review. However, previous reviews have shown the practice area mix to be relatively stable year-on-year, and there is no evidence to suggest that there have been any material changes over the last 12 months.

5.3.3 Number of members

Figure 3 shows that the number of members covered by Architeam’s PI cover has increased from 445 in 2017 to 875 in 2025.

² Membership information was unavailable in 2018 and 2019.

Figure 3 - Number of members



The higher membership base in captured in our projections in section 5.3.4.

5.3.4 Past claims history

To assess whether the one automatic reinstatement condition has been met, we have analysed the number of non-nil claims reported each policy year. Figure 4 shows the reported claims by policy year, split between nil claims, non-nil claims with incurred cost less than or equal to \$1,000 and non-nil claims with incurred cost over \$1,000³.

Most notifications become claims within the policy period. 265 of the 269 claims reported over the last 10 years were recognised in the policy year. Considering this experience, we do not allow for reported claim development beyond the policy year.

Figure 4 – Reported claims by policy year as at 4 August 2025

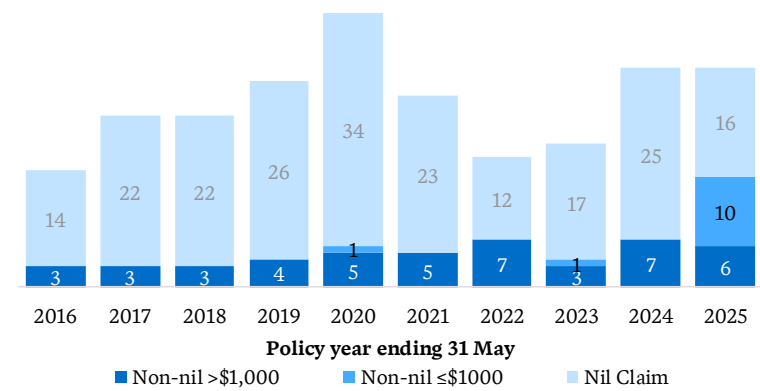


Figure 4 shows:

³ We separately analyse claims with an incurred cost less than or equal to \$1,000 as newly reported claims are often assigned a proxy incurred cost value less than \$1,000 until sufficient information is available to accurately estimate the cost of the claim.

- 3 to 7 non-nil >\$1,000 claims tend to be reported each policy year
- 12 claims are yet to be finalised – 10 relate to the 2025 policy year, 1 relates to the 2023 policy year and 1 relates to the 2020 policy year
- Experience for the 2025 policy year is immature and cannot be used to develop assumptions. Open claims with incurred costs of less than \$1,000 are often settled as nil claims in subsequent years.

Figure 5 shows claim frequency – number of claims divided by number of members – over the past 10 years.

Figure 5 – Claim frequency

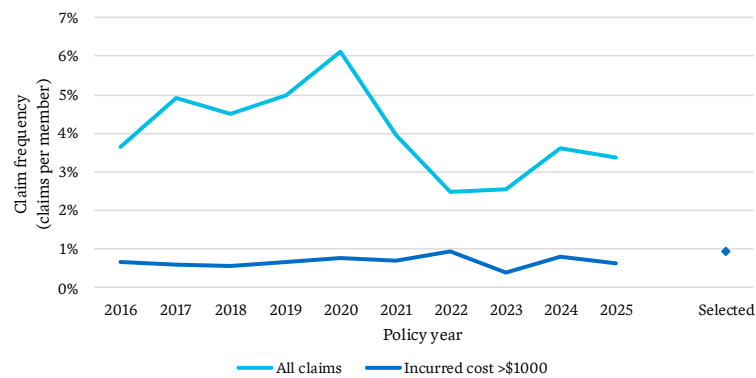


Figure 5 shows:

- Total claim frequency is variable year-on-year and ranges from 2.5% to 6.1%.
- Total claim frequency averaged 3% from 2021 to 2024. The reduction in total claim frequency from 2020 is due to the higher membership base not having a material impact on claim numbers.
- Claim frequency (incurred cost >\$1,000) is variable year-on-year and ranges from 0.4% to 0.9%.
- Claim frequency (incurred cost >\$1,000) averaged 0.67% from 2021 to 2024. Claim frequency (incurred cost >\$1,000) did not reduce following the reduction in total claim frequency in 2020.

Our review of historical claims data shows:

- Past claims generally relate to separate architects.
- There are no obvious signs of accumulation risks from assessing the claims description. We note the Order allows liability arising from non-compliant cladding to be excluded from the contract (paragraph 5.3).

5.3.5 Assessment of adequacy

To assess the suitability of the aggregate limit, we consider:

- The number of members (875)
- Claim frequency with incurred cost >\$1,000. We adopt the 2022 policy year claim frequency of 0.92% per member – the highest claim frequency in the last 10 years.
- Claim size according to the limits required in paragraph 6 (\$1.2 million for indemnity including defence costs).

This produces an estimate of 8 non-nil claims and claims costs of \$9.6 million (8 x \$1.2 million).

Paragraph 6 requires the cover to be at least as comprehensive as including one automatic reinstatement of the aggregate limit. To assess whether this condition it met, we multiply \$9.6 million by two and consider whether the total claims cost is within the \$25 million limit.

This scenario is within the \$25 million limit under Architeam's PI policy.

6 **Actuarial Certification**

Based on our analysis, **I certify that Architeam's PI insurance policies covering the annual policy period to 31 May 2026 provides cover that is no less comprehensive than that required under paragraph 6 of the Order.**

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

7 **Reliances and Limitations**

We have relied on the accuracy and completeness of the information provided by Architeam. We have not conducted a formal audit of the data. Should any material errors in the data be identified, we should be advised immediately so that the potential impact of those errors on our results can be assessed.

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

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

Please do not hesitate to contact me if you have any questions in relation to this letter or if you require any additional information.

Yours sincerely,



Andrew Yeo
Fellow of the Institute of Actuaries of Australia

ANNUAL REPORT 2024-25



ARCHITEAM