

# ARCHITEAM

## Disclosure Statement 2019

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### About this document

Under the Cooperatives Act 1996 (Vic), as amended, cooperatives are required to provide a Disclosure Statement.

This Disclosure Statement is issued in accordance with section 149 of the Co-operatives Act by ArchiTeam Cooperative Ltd ABN 65 894 162 886, a trading cooperative registered in Victoria under the Act, registration number G2903G.

The registered trading address for ArchiTeam Cooperative is 16/204-218 Dryburgh St, North Melbourne, 3051, Victoria.

# 1. Primary Activity

The primary activity of ArchiTeam Cooperative Ltd is to further the interests of architects and allied professionals by facilitating communication, education, access to activities, resources and services offered by, or to members through the encouragement of group activities.

## 1. Our Vision

Australia's leading representative of small, medium and emerging architects and architecture practices.

## 2. Our Mission

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

To achieve this mission, we will:

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

### **Objective 1: Promote and protect ArchiTeam and our members through education and activities**

- Competitive Professional Indemnity Insurance rates for all our members
- Professional Indemnity Insurance is easier to purchase than it would be using retail insurance brokerage services
- Creating pathways to professional development
- Members are directed to appropriate legal representation in the case of legal disputes
- Training in risk management strategies

### **Objective 2: Advocate for the importance of small, medium and emerging architects in Australia**

- Publicly recognising and rewarding design excellence through awards
- Raising the professional and personal interconnectedness of our community
- Sharing resources, contacts and work efforts
- Providing a continuing professional development program
- Encouraging a high standard of design and business practice

### **Objective 3: Assist the architecture community to connect and improve**

- Growing our brand awareness amongst allied industries and the marketplace
- Representing members on issues and opportunities that matter in the architecture community
- Improving the visibility of our members and their work to the general public
- Raising awareness of the value our members create for their clients

## 2. How the cooperative is run

ArchiTeam Cooperative Ltd is a registered cooperative under the Cooperatives Act and was incorporated on 9 June 1992

### Board of directors

ArchiTeam Co-operative is controlled by an elected board of directors, who will resolve all matters relating to the management of the cooperative. The directors are elected by shareholders at Annual General Meetings on a two-year term.

### Current Board of directors as of November 2018

<i>Director</i>	<i>Phone</i>	<i>Position</i>
Fooi- Ling Khoo	0415 497 815	Chair. Director of Marketing & PR
Rebecca Naughtin	0421 066 452	Treasurer. Director of Finance
Zoe Geyer	0422 580 921	Secretary. Director of Awards & Advocacy
Barbara Moje	0425 719 990	Director of Insurance,
Warwick Mihaly	0412 037 568	Director of Member Services

A brief biographical entry for each director may be found on the [ArchiTeam Website](#).

### Remuneration

The directors of ArchiTeam receive a monthly honorarium of \$1,123.00

### Executive

ArchiTeam Cooperative currently has three staff members who undertake the day to day running of the cooperative, under the direction of the board. In addition to this, ArchiTeam uses consultants to assist in the promotion and development of the cooperative. All current members of ArchiTeam are welcome and encouraged to join working groups to assist the board of Directors.

### 3. Cooperative membership

#### Cooperative Rules

The Rules of the cooperative have the effect of a contract between the cooperative and each member and between the members of the co-operative. By becoming a member, a person becomes bound by and agrees to observe and perform the provisions of the Rules in so far as they apply to that person. Please ensure you have read the Cooperative rules: [ArchiTeam Rules](#)

#### Eligibility for ordinary membership:

- Registered Architect;
- Graduate Architect registered with the relevant building authority;
- Any other category of persons as deemed appropriate by the Board (such as non-registered Architects, student and those in complimentary professions who will be able to contribute to the cooperative)

#### Eligibility for Insurance membership:

- Registered Architect;
- Graduate Architect registered with the relevant building authority;
- Registered practitioner in an allied profession (e.g. Interior designer)

#### Maintaining Active membership

In order to remain a member of the cooperative a member must be an 'active member'. An active member is a member who satisfied the following:

Payment of membership fees PLUS one or more of the following:

- i. Participate in professional indemnity insurance and/or participate in a minimum of one CPD session per year, plus additional sessions as deemed necessary by the board
- ii. Participate in the administration operations or a committee of the cooperative
- iii. Attend general meetings
- iv. Participate in professional development activities
- v. Participate in the ArchiTeam mentor scheme
- vi. Participate in promotional activities
- vii. Contribute to any ArchiTeam sponsored product or activity
- viii. Share members own resources or collaborate with ArchiTeam members

*In addition to the above requirements an Insurance Member must pay the relevant insurance premium as determined under rule 8 and attend a new member induction session (in person or remotely)*

#### Member Liabilities

All Members of ArchiTeam have the following Liabilities:

Annual membership - \$270 + GST

Joining Fee - \$50 + GST (one off liability)

Share - \$1.00 (one off liability)

#### Special Resolutions

Since inception there have been some changes to the rules, the last of which was in 2016.

## 4. Financial Summary

A financial summary of the cooperative current position is provided below:

	Jan 18 – Dec 18	Jan 17 – Dec 17	Jan 16 - Dec 16	Jan 15 - Dec 15
Operating account	\$383,528	\$438,661	\$451,365	\$549,330
Cash Investments	\$565,185	\$360,000	\$360,000	\$240,00
<b>INCOME</b>				
Membership Fees	\$164,385	\$162,876	\$138,337	\$121,013
Insurance Income	\$477,655	\$483,465	\$436,003	\$415,370
Other revenue	\$65,303	\$87,820	\$51,937	\$45,839
<b>TOTAL INCOME</b>	<b>\$707,342</b>	<b>\$734,163</b>	<b>\$626,227</b>	<b>\$582,223</b>
Operating expenses	\$625,585	\$637,228	\$539,239	\$463,518
<b>NET OPERATING INCOME</b>	<b>\$81,757</b>	<b>\$96,935</b>	<b>\$86,988</b>	<b>\$118,705</b>

*\*Please contact the ArchiTeam office for our fully audited end of financial year accounts*

### Financial Auditor

ArchiTeam's financial are audited by:

Auditor	Lanyon Partners	03 9861 6100
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## 5. Disclaimer

It is not possible for a disclaimer statement to include all material relevant to each co-operative's circumstances. Each member should make his or her own enquiries, and is advised to obtain professional advice if they feel this necessary.

Signed for and on behalf of the directors in accordance with a resolution of the board