



BOARD OF ARCHITECTS
OF QUEENSLAND

**Annual Report
2023-2024**

This report has been prepared for the Minister for Housing, Local Government and Planning and Minister for Public Works to submit to Parliament. It has also been prepared for the information of our stakeholders including Commonwealth, State and Local Governments, professional associations, architects, the community and Registry staff.

Further copies of this Annual Report can be obtained online at www.boag.qld.gov.au, or by contacting us at mail@boag.qld.gov.au, or 07 3069 2379.

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Board of Arch

Chairperson's message

from Alice Hampson

With less than a month in the role as the new Chairperson of the Board of Architects of Queensland, I am pleased to present this year's Annual Report.

Firstly, I acknowledge Jennifer McVeigh, the Board's Chairperson for most of the year through to 30 May 2024. Jennifer's contribution since she was first appointed Chairperson in August 2022 has been significant. In particular, she encouraged a series of initiatives that have revitalized the Board's image and branding, including the proud launching of the redevelopment of the Board's website this year.

I would also like to acknowledge the contribution of Tania Dennis, who also recently stepped down after serving as regional architect Member for two terms, and who continues to serve the profession as a Director of the Architects Accreditation Council of Australia Board. It was my pleasure to have worked with them both as a Board Member and more recently as Deputy Chairperson.

I look forward to continuing to work with my fellow Board Members Lindy Burton, our new Deputy Chairperson, Bridget Taylor, Debra Johnson, and Robert Wesener who all continue to support the Board so ably. I also welcome our two new Board Members: Gisela Jung, our new regional architect Member from Cairns; and John Carey, our new legal Member from Townsville. I have every confidence that together we will continue to be successful in ensuring we deliver a high standard of regulation of the architecture profession.

Throughout the Board's 95 year history, it has been committed to protecting the public by ensuring architectural services are provided in a professional and competent way, and upholding and maintaining public confidence in the standard of practice and services provided by architects in Queensland. These objects are central to all the Board's functions and responsibilities under the *Architects Act 2002*.

This year the Board has continued to focus on ensuring that registered architects demonstrate and maintain their competency to practice, through strengthening our compliance and enforcement capability with the addition of several highly experienced architects as new Board Investigators, expanding our CPD audit measures, and the planning and implementation of a suite of important digital technology initiatives to streamline operations and enhance stakeholder communication, access and experience.

The Board has seen a significant increase in the number of architects moving to Queensland from interstate and seeking registration with the Board. This is testament to the explosive opportunities in the built environment ahead of the 2032 Brisbane Olympic Games, and in supporting the State's considerable population growth, to contribute expertise and innovative solutions in the design and delivery of significant public transport, sporting, cultural, health, education infrastructure, and housing projects. BOAQ registered architects are uniquely credentialled to contribute in profound ways in Queensland to shape better functioning and robust communities.

I also recognize the outstanding contributions of our Board Examiners, Assessors and Investigators, who work tirelessly to maintain the high standard of the profession.

Finally, I would like to thank the diligent and hard-working team in the Board's Registry Office, led by our Registrar, Anita Nikolaou, supported by her team including Toni Condon, Joanne Grant, Noel Leigh, Heidi den Ronden and Elisabeth Wheeler.



Alice Hampson LFRAIA, Hon AIA, Hon IRAC RAIC, M. ICOMOS

Chairperson

Board of Architects of Queensland



Part A

Annual Report 2023-2024

Board of Architects of Queensland



Overview of the Board’s operations

Role of the Board

The Board of Architects of Queensland (BOAQ) is a statutory body first established in Queensland by the *Architects Act of 1928*, which came into force on 14 June 1929 by proclamation of the Governor in Council.

Ninety-five (95) years later, the BOAQ operates under the current *Architects Act 2002* (the Act), which commenced on 1 January 2003.

The objects of the *Architects Act 2002* are:

- a. to protect the public by ensuring architectural services of an architect are provided in a professional and competent way;
- b. to maintain public confidence in the standard of services provided by architects; and
- c. to uphold the standards of practice of architects.

These objects are principally achieved by:

- a. providing for the registration of individuals as architects under the Act;
- b. providing for the monitoring and enforcement of compliance with the Act;
- c. imposing obligations on persons about the practice of architecture; and
- d. establishing the Board of Architects of Queensland.

The *Architects Act 2002*, together with the *Architects Regulation 2019* and *BOAQ Code of Practice*, is available via a link from the BOAQ’s website at www.boaq.qld.gov.au.

Board Functions

The *Architects Act 2002* empowers the BOAQ to:

> assess applications made to it	> register individuals who are eligible for registration	> conduct or authorise investigations about the professional conduct of architects and contraventions of the Act
> keep the Register of Architects	> advise the Minister about the operation of the Act in its application to the practice of architecture	> arrange or approve examinations in the practice of architecture for the purpose of registration under the Act
> advance education in architecture and in the professional standards of architects	> perform other functions given to the Board under the <i>Architects Act 2002</i> or another Act	> perform other functions incidental to the Board’s other functions

Board Members

The *Architects Act 2002* provides for seven Board Members, including a Chairperson and a Deputy Chairperson. Six Members are nominated by the Minister for Housing, Local Government and Planning and Minister for Public Works. One Member is elected by Queensland registered architects in a confidential State-wide ballot.

Board appointments are made by the Governor in Council for terms of three years.

Board Members sitting from 1 July 2023 to 30 May 2024 were:

> Ms Jennifer McVeigh (Chairperson)	Lawyer, of at least 10 years' standing, with experience in the law relating to building and construction.
> Ms Alice Hampson (Deputy Chairperson)	Representative of the Queensland Chapter of the Australian Institute of Architects, who is an architect or eligible for registration.
> Assoc. Prof. Lindy Burton (QUT)	Academic representative of a School of Architecture prescribed under the <i>Architects Regulation 2019</i> who is an architect or eligible for registration.
> Mr Robert Wesener	Architect elected under the Act.
> Ms Tania Dennis (Townsville)	Architect who resides and undertakes architectural services in regional Queensland.
> Ms Bridget Taylor	Person who has at least 10 years' experience as a construction contractor in the building and construction industry.
> Ms Debra Johnson	Person who is not an architect who the Minister reasonably believes will represent community interests.

Board Members sitting from 30 May 2024 to 30 June 2024 were:

> Ms Alice Hampson (Chairperson)	Representative of the Queensland Chapter of the Australian Institute of Architects, who is an architect or eligible for registration.
> Assoc. Prof. Lindy Burton (Deputy Chairperson)	Academic representative of a School of Architecture prescribed under the <i>Architects Regulation 2019</i> who is an architect or eligible for registration.
> Mr Robert Wesener	Architect elected under the Act.
> Ms Gisela Jung (Cairns)	Architect who resides and undertakes architectural services in regional Queensland.
> Mr John Carey	Lawyer, of at least 10 years' standing, with experience in the law relating to building and construction.
> Ms Bridget Taylor	Person who has at least 10 years' experience as a construction contractor in the building and construction industry.
> Ms Debra Johnson	Person who is not an architect who the Minister reasonably believes will represent community interests.

The terms of appointment of three Board Members – Ms Jennifer McVeigh, Ms Lindy Burton and Ms Tania Dennis – had been scheduled to end on 31 March 2024, however were extended under section 84(2) of the Act until the new Board appointments were made.

The new Board appointments made by Governor in Council on 18 August 2022 were as follows:

- > Ms Alice Hampson was elevated to Chairperson commencing 30 May 2024 for the remainder of her current term of appointment which ends on 30 June 2025;
- > Ms Lindy Burton was reappointed to the Board for a further term from 30 May 2024 to 31 March 2027, and was also elevated to the position of Deputy Chairperson for the same term; and
- > Ms Gisela Jung and Mr John Carey were appointed to the Board as new Members for terms from 30 May 2024 to 31 March 2027.

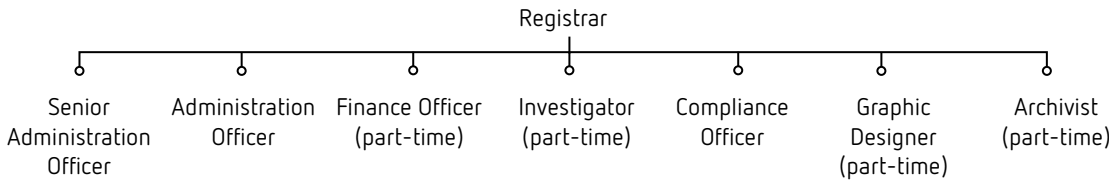
The Board recognizes the considerable contribution of Ms Tania Dennis in serving as a Board Member for two terms through to 30 May 2024.

Registry Office

The BOAQ's Registry office is managed by the Registrar, Ms Anita Nikolaou. Other Registry staff supporting the BOAQ are the Senior Administration Officer, Administration Officer, Finance Officer (part-time), Investigator (part-time), Compliance Officer (part-time), Graphic Designer (part-time) and Archivist (part-time).

During the year, a Graphic Designer was employed full time to assist with the redevelopment of the BOAQ website, and other special projects. Following the completion of this project work, the position has been created as a part-time role.

An Archivist was also engaged during the year to provide expertise in records management.



Strategic Direction

The BOAQ's activities during the year were consistent with its *Strategic Plan 2021- 2025*. This Strategic Plan sets the BOAQ's strategic direction and priorities through to 2025 and guides the way the BOAQ undertakes its responsibilities under the Act, to ensure the objects of the Act are met and that the BOAQ operates to the highest standard.

Our Vision

Uphold the standard of practice of architects and protect the public by ensuring architectural services in Queensland are provided only by architects registered under the *Architects Act 2002*.

Our Purpose

Act to achieve the objects of the *Architects Act 2002* for the purpose of ensuring that architectural services provided in Queensland are delivered professionally and competently.

Our Values

Act independently, impartially and in the public interest in discharging our responsibilities, functions and powers under the *Architects Act 2002*.

Strategic Priorities and Objectives

- **Protect users, and potential users, of architectural services**
 - ensure that only appropriately qualified persons are registered to practise as architects in Queensland;
 - ensure only registered architects promote themselves as 'architects' or offer/provide 'architectural services' to the public;
 - maintain public confidence in the professional standards of architects and architectural services;
 - collaborate with the Department of Housing, Local Government, Planning and Public Works on amendments to the *Architects Act 2002*;
 - to allow for the registration and regulation of companies providing architectural services; and
 - maintain the quality of and access to the Register of Architects.

- **Advance the architecture profession through regulation and education**
 - achieve a high-level awareness across the profession, by architecture students, and by unregistered experienced/overseas trained practitioners, of the significance and importance of registration and pathways to registration to encourage registration;
 - uphold the professionalism of architects;
 - champion continuing professional development (CPD) and ensure architects maintain competency in the practice of architecture; and
 - promote awareness of, and enforce the requirements of the *Architects Act 2002*, *Architects Regulation 2019* and the *BOAQ Code of Practice*, to uphold architects’ professional obligations.
- **Enhance the BOAQ’s capability and capacity**
 - ensure the BOAQ and its Registry are appropriately resourced;
 - utilise technology to improve service delivery, operational outcomes and workflow efficiencies;
 - maintain and enhance the skills of the BOAQ and Registry staff;
 - develop the BOAQ’s in-house investigation, compliance and enforcement capabilities;
 - improve debt recovery of penalties and costs from enforcement activities; and
 - improve access to stored and archived files.

Strategic Risks and Opportunities

Risks		
FINANCIAL	PROFESSIONAL REPUTATION	OPERATIONAL
Financial position constrains our ability to administer and enforce compliance with the Act to the full extent expected by the community and the profession.	External environment shifts have reduced clarity and understanding in the community about the role of architects and the value and importance of registration.	Being the only Australian jurisdiction not registering architectural companies/ businesses limits the BOAQ in its ability to undertake preventative, monitoring, compliance and enforcement activities required to protect the public and uphold the architecture profession in Queensland.
Opportunities		
➤ Develop community understanding of the significant skills in project management which are an integral part of an architect’s skill set. ➤ Leverage opportunities for architects and the public resulting from the implementation of recommendations from the Shergold-Weir Report.		



Performance

The BOAQ measures its performance in achieving its objectives against the following set of key result indicators, as mapped in the *BOAQ Strategic Plan 2021-2025*:

Protect users, and potential users, of architectural services	
> Examiners trained to uphold entry standards to the profession. > Targeted compliance and enforcement activities to identify, rectify and prosecute breaches of Part 7 of the Act increased. > Communication materials to assist the public to understand the standard of service to expect from architects developed.	> Registration of architectural companies re-introduced. > Register of Architects regularly audited and updated. > iMIS software upgraded to assist in identification of compliance issues. > Communication initiatives undertaken to improve public awareness of Register of Architects.
Advance the architecture profession through regulation and education	
> Targeted compliance and communication activities undertaken with architectural practices and graduates to increase registrations of eligible persons. > Web-based resources provided to assist employers/ supervising architects support candidates for registration. > Increased engagement with Universities. > Architects' <i>Code of Practice</i> maintained and reviewed as necessary.	> CPD compliance monitored with random/targeted annual audits. > Guide for providers of CPD developed, and collaboration with industry stakeholders undertaken to improve CPD course quality. > Suite of targeted online training and informational resources developed to provide guidance for architects and 'responsible architects', to increase understanding of the legislative framework and their professional standards and responsibilities.
Enhance the BOAQ's capability and capacity	
> Fees set at an appropriate level to fund the BOAQ's responsibilities under the Act. > Cash reserve target: one year's operating costs achieved and maintained. > Projects supporting the <i>BOAQ's Digital Transformation Strategy</i> implemented. > Communications Officer engaged to upgrade website.	> Board and Registry staff attend relevant training. > Part-time Investigator employed. > Investigation training manual developed. > Case management system developed. > Strategy to improve debt recovery developed. > Records management system implemented. > iMIS system upgraded.

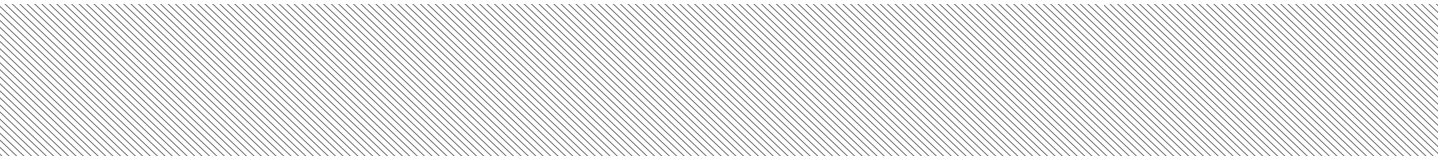


Performance Agreement

Further guiding the BOAQ's operations is the Performance Agreement between the BOAQ and the Minister as required under section 99 of the Act.

The BOAQ had in place a Performance Agreement with the Minister for the 2023-2024 financial year and two successive years.

The BOAQ's activities during the year were consistent with this Agreement.



Architects contribute significantly to the quality of the built environment and fundamentally impact the way people live and work.

These professional services include: strategic and land-use planning, urban design, provision of preliminary studies, design, models, drawings, specifications and technical documentation, coordination of technical documentation prepared by others as appropriate and without limitation (consulting engineers, landscape architects and other specialist consultants), construction economics, contract administration, monitoring of construction and project management.

As regulator of the architecture profession, the BOAQ is responsible for ensuring that architects comply with all of the requirements of the *Architects Act 2002*, the *Architects Regulation 2019*, and the *BOAQ Code of Practice* which provides guidance to architects and consumers as to expected standards of professional conduct and practice of architects.

The BOAQ also considers and acts on complaints received from the public about the services provided by architects, in order to further protect the public and uphold the standards of the profession.

Another important area of the BOAQ's responsibilities under the Act is to undertake ongoing monitoring, compliance and enforcement activities with the aim of ensuring that persons (including corporate entities) who are not architects registered under the Act do not misrepresent themselves to the public as being 'architects' or hold themselves out as providing architectural services. These activities range from proactive educational activities through to prosecution of criminal offences against the Act in the Magistrates Court.

During the year, the BOAQ continued working with the Queensland Government as a Member of the Ministerial Construction Council and related Sub-Committees to collaborate with the Government and stakeholders in the construction sector to advance initiatives and policies to improve outcomes for the public.

Public Participation

The *Architects Act 2002* provides the grounds and processes by which members of the public and other clients who are “aggrieved by an architect’s conduct in carrying out architectural services” may make a complaint to the BOAQ.

The Act also provides the mechanisms for the BOAQ to consider and investigate complaints from the public, and take a range of compliance, enforcement and disciplinary actions in response to complaints.

In addition, the BOAQ considers and acts on evidence given to it by the public in instances where persons who are not architects may be holding themselves out as ‘architects’, offering to provide ‘architectural services’, or holding out another person as an ‘architect’ who is not an architect.

The BOAQ also undertakes an ongoing proactive compliance and enforcement program including audits and investigations of matters where it suspects that companies are offering to provide architectural services without ensuring that an architect carries out or closely supervises the architectural services.

Ways that persons who are not architects commonly misrepresent themselves as being ‘architects’ or as being able to provide ‘architectural services’ when they are not legally registered to do so include: statements and representations on websites, in services proposals and contracts, social media, newspapers, magazines, business directories, other marketing and promotional materials, and/or verbal statements.

Many of the compliance and enforcement actions taken by the BOAQ during the year resulted from notifications from members of the public about potential breaches of the Act by individuals or companies.

A simple way for the public to protect themselves and ensure that the ‘architect’ they are considering engaging for their project is, in fact, qualified and registered by the BOAQ under the Act to legally practise as an architect in Queensland, is to undertake a free search of the Register of Architects on the BOAQ’s website, at www.boaq.qld.gov.au or verify the person’s architectural credentials with the BOAQ.

The BOAQ encourages the use of this free search by everyone before referring to a person as being an ‘architect’, offering ‘architectural services’, or representing that a building was ‘architecturally designed’, so that they are confident that the person being held out as an architect is an architect, and ensure they avoid committing offences against the Act.

Stakeholders who benefit from being able to search the BOAQ’s ‘live’ Register of Architects include:

- > Real estate agents – before referring to properties as having been ‘architecturally designed’, to ensure they do not mislead potential purchasers into believing a property was designed by an architect (and that it, therefore, has attached all the additional value, design confidence and professional indemnity insurance protection of a property which has been designed by an architect) unless this is the case;
- > Builders, allied professionals or sub-consultants – before contracting with ‘architects’ on projects, to ensure the ‘architectural design’ and documentation services and advice provided by the ‘architect’ will be delivered to the high standard that can be expected from an architect, and that they are protected by the architect’s professional indemnity insurance;
- > Building certifiers and local authorities – before signing off on works/issuing approvals, to ensure they understand whether they can expect to have a higher level of confidence in the quality of plans, designs and works from knowing a BOAQ registered architect is involved in the project, particularly if engaged in a full service capacity where the architect is engaged to protect the client’s interests by acting as superintendent through the construction phase;
- > Employers and recruitment agencies – for pre-employment checks, to ensure persons representing themselves as ‘architects’ are, in fact, currently registered with the BOAQ;
- > Professional indemnity insurers – in undertaking risk/probity checks, to verify that individuals/companies seeking insurance for the provision of architectural services are accurately representing their architectural credentials (in order to mitigate their own business risks, and also ensure they are not involved in the misrepresentation to clients of professional indemnity insurance coverage that would fail);
- > Finance lenders – to verify the credentials of individuals/companies holding out as providing ‘architectural services’ to manage risks; and
- > Procurement officers – to ensure that all individuals listed in project bids as ‘architects’ are BOAQ registered and that companies listed as providing architectural services for Queensland projects have notified to the BOAQ their nominated responsible architect/s.

Another important protection for the public is provided by section 140(2) of the Act. This section protects the public by negating any obligation for monetary or other consideration to be paid for services provided to them in instances where these services were held out as being 'architectural services' of an 'architect' but where the services were not actually carried out by or under the close supervision of an architect.

The BOAQ undertakes stakeholder consultation in association with reviews of the legislative and regulatory framework prior to making change recommendations to Government. Key stakeholders the BOAQ regularly engages with include the Australian Institute of Architects (Queensland Branch) (AIA), the Association of Consulting Architects (Queensland/NT Branch) (ACA), the Office of the Queensland Government Architect, Universities offering accredited architecture courses. Architects are also consulted.

Legislative Framework

The BOAQ is committed to the improvement of the legislative framework that underpins its operations: the *Architects Act 2002*, *Architects Regulation 2019* and the *BOAQ Code of Practice*.

One of the BOAQ's functions under the Act is to provide advice to the Minister about the operation of the Act, to contribute to continuous improvement.

Accordingly, on an ongoing basis, the BOAQ closely examines inter-jurisdictional legislative frameworks, both within Australia and overseas, and considers the risks and issues identified through its compliance and enforcement activities in making recommendations to the Minister about improvements to the Act. Relevant stakeholders are consulted as part of this process.

During the year, minor amendments to the *Architects Act 2002* were made, commencing 1 July 2024, as part of the *Building Industry Fairness (Security of Payment) and Other Legislation Amendment Act 2024*. These amendments are clarifying and administrative provisions.

The BOAQ is continuing to engage with the Minister and the Department with a view to achieving Act amendments aimed at improving the Board's compliance and enforcement powers and operational efficiency measures, including related to the reintroduction of architectural company registration.

Architects Accreditation Council of Australia (AACA)

The Architects Accreditation Council of Australia (AACA) is a not-for-profit corporation wholly owned by the Architect Registration Boards of each Australian State/Territory jurisdiction, including Queensland.

The AACA was established in the 1970s to provide a formal forum for discussion and agreement on matters of interjurisdictional interest, including: registration pathways, examinations, accreditation of architectural courses, national and international mutual recognition, recognition of international qualifications, and national standards setting.

The AACA comprises 16 Members, which are the nominees of the State/Territory Architect Registration Boards. During the year, the BOAQ's nominated AACA Members were Tania Dennis (Regional Member)/Alice Hampson (Chairperson) and Anita Nikolaou (Registrar). Tania Dennis also continued in her role as a Director of the AACA Board of Directors.

The AACA Annual General Meeting (AGM) was held on 24 November 2023.

The BOAQ regularly collaborates with the AACA and other State/Territory and New Zealand Architect Registration Boards for the purposes of national standards-setting; aligning policies, practices and procedures; and working to uphold standards across the architectural profession.

The annual Architect Registration Board inter-jurisdictional Forums were held on 23-24 November 2023. Several additional Member meetings were also held during the year, as well as regular inter-jurisdictional video conferences for Board Chairpersons and Registrars.

Underpinning the work of the Boards and the AACA, is the National Standard of Competency for Architects (NSCA) which details the nationally agreed competencies and the required standard of knowledge, skill and experience required by architects and persons seeking registration. As part of continuous improvement of the program of assessment for eligibility to the architecture profession in Australia, the NSCA is reviewed every five years.

The result of this extensive collaboration and consultation process is a new NSCA 2021, which is currently in the process of being implemented in stages across all AACA programs. The NSCA 2021 is the new standard that will underpin the structure and content of accredited Master of Architecture courses, the examination pathways to registration, and ongoing CPD requirements for registered architects. The BOAQ's transition to the new NSCA 2021 will continue through to the end of 2025.

The BOAQ has approved and, through the AACA acting on behalf of all the Australian Architect Registration Boards, is a signatory party to the following international agreements for mutual recognition of qualifications and/or registration.

- These arrangements are in addition to those the BOAQ has in place to recognise the registration of architects from other Australian and New Zealand jurisdictions through the *Trans-Tasman Mutual Recognition Agreement (Queensland) Act 2003*, and *Mutual Recognition (Queensland) Act 1992*.

Register of architects

Maintaining the Register – Registration Renewals

During the year, the BOAQ considered applications for renewal of registration from 2,793 (2023:2,739) practising architects and 331 (2023:340) non-practising architects.

Maintaining the Register – Registration Applications

During the 2023-24 year, the BOAQ approved 175 applications from individuals seeking registration as architects, having demonstrated they have met the required level of applied competency in practice across the NSCA performance criteria.

Applications for registration comprised:

- > 79 new registrations under the *Architects Act 2002* (2023:136) – architects registered for the first time after having been successful in demonstrating their competency to practise by logging a minimum of 3,300 hours of post-graduate experience and passing a rigorous, multiple phase assessment and examinations process;
- > 94 registrations under the *Mutual Recognition (Queensland) Act 1992* (2023:81) – architects from other Australian jurisdictions, or international jurisdictions which are joint parties with the AACA to BOAQ endorsed international Mutual Recognition Agreements, who moved to Queensland or required BOAQ registration for Queensland projects;
- > 2 registrations under the *Trans-Tasman Mutual Recognition Agreement (Queensland) Act 2003* (2023:1) – architects currently registered in New Zealand who require registration in Queensland;
- > 23 restorations to the Queensland Register of Architects (2023:20) – architects who had previously been registered in Queensland.

NEW REGISTRATION APPLICATIONS 2023-24

New registrations under the <i>Architects Act 2002</i>	79	TOTAL = 198
Registrations under the <i>Mutual Recognition (Queensland) Act 1992</i>	94	
Registrations under the <i>Trans-Tasman Mutual Recognition Agreement (Queensland) Act 2003</i>	2	
Restoration of architects to the Queensland Register who were previously registered by the BOAQ	23	

The Register as at 30 June 2024

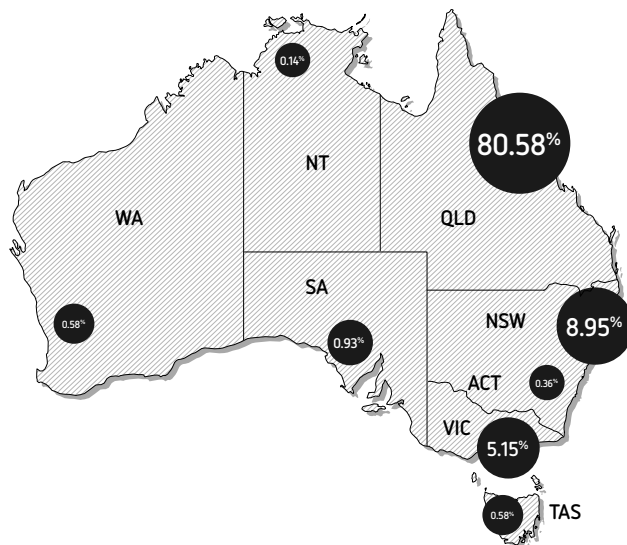
As at 30 June 2024, there were 3,127 architects on the Queensland Register of Architects (an increase of 1.3 per cent from the previous year 2023:3,087), comprising 2,793 practising architects and 331 non-practising architects.

REGISTRATIONS AS AT 30 JUNE 2024

Practising architects	2,793	TOTAL = 3,127
Non practising architects	331	

Registered architects by location

(practising & non-practising) as at 30 June 2024



BOAQ
registered
architects

Total registered architects: 3,127

> 2,793 practising architects

> 331 non-practising architects



2.36% overseas

Registration of Architectural Companies

The historical requirement for registration of companies offering architectural services in Queensland was removed with the introduction of the *Architects Act 2002* which commenced 1 January 2003.

However, amendments to the Act effective 1 July 2003 were introduced to provide for architectural companies to be able to use the protected titles and words such as 'architect' or 'architectural' as part of their trading names without this being an offence under the Act, providing they notify the BOAQ of their intention to provide architectural services.

Further Act amendments effective 21 April 2010 (section 141A) introduced non-mandatory mechanism for all companies offering architectural services in Queensland to notify the BOAQ they are doing so and nominate the individual architect/s who have agreed to take personal professional responsibility and liability for delivery of the architectural services provided at each place of business.

As at 30 June 2024, 741 companies offering architectural services had submitted notices to the BOAQ under section 141A of the Act with signed nominations from the architect/s accepting responsibility for the architectural services provided by their employers. These notices are held at the BOAQ's office for inspection by the public upon request.

However, it is not currently possible for the BOAQ to use the information in these notifications to maintain and make available a reliable 'live' online searchable public register of architectural companies operating in Queensland, to sit alongside the register of individual architects. This is because in addition to the submission of section 141A notices by architectural companies not being compulsory under the Act, the Act also does not provide for penalties for architectural companies who fail to keep the BOAQ updated about their contact details, operations or nominated responsible architects. Therefore, the information held by the BOAQ about architectural companies is incomplete, non-verifiable and not up to date.

All other Australian jurisdictions have legislative provisions in place requiring the registration of architectural companies, enabling the Architect Registration Boards in those jurisdictions to maintain and make available to the public a searchable, 'live' register of companies providing architecture services. They are also able to monitor, audit, investigate and hold accountable architectural companies for services provided. Architectural company registration in these jurisdictions provides a fair allocation of risk and responsibility between the individual architects responsible for the delivery of the architectural services and the companies they are employed with. It also enables the Architectural Registration Boards in other jurisdictions ensure there is clearly identifiable architect responsible for the delivery for architectural services, and close supervision of all architectural work undertaken by employees who are not architects.



Accordingly, the BOAQ has long identified the need for the re-introduction of architectural company registration in Queensland to enable the BOAQ to better achieve the objects of the Act to protect the public and uphold the standard of practice of the architecture profession. As well as bringing Queensland into line with other jurisdictions, introducing a registration requirement for architectural companies in addition to individuals would be consistent with most other professions and occupations in Queensland. Thus, the BOAQ is continuing to engage with the Department of Housing, Local Government, Planning and Public Works towards achieving this important outcome. However, unfortunately, due to existing priorities, it was not possible for the Department to investigate this proposal during the year.

Examinations and course accreditation

Examinations

Architectural Practice Examinations

The BOAQ is responsible under the Act for holding examinations in the practice of architecture for the purpose of registration.

Twice-yearly, the BOAQ conducts the Queensland sessions of the three-part Architectural Practice Examination (APE), the nationally consistent system of assessment for candidates seeking registration as architects. The scheduling of these examinations is co-ordinated nationally by the State/Territory Architectural Registration Boards and the AACA.

To be eligible to apply for the APE, candidates must have first completed an accredited Master of Architecture course, or equivalent, and logged the prescribed hours of experience across the required NSCA competencies which are essential to the competent practice of architecture.

The APE Part 1 Examination involves an assessment of each candidate's Logbook and Statement of Practical Experience (SOPE) against a minimum standard of 3,300 hours of logged experience required to be gained across all the prescribed NSCA performance criteria.

The APE Part 2 Examination, the written scenario-based National Examination Paper (NEP), is developed by the AACA's State/ Territory APE Convenors and timing is co-ordinated nationally. The NEP was delivered via remote proctoring, designed and overseen by the Australian Council for Educational Research (ACER).

The APE Part 3 Examination is an in-depth face-to-face interview assessment involving the candidate and two BOAQ Examiners who are highly experienced architects.

Candidates who are successful in the three-part APE Examinations are eligible to apply to the BOAQ for registration as practising architects, subject to their being able to also meet fitness to practise requirements under the Act.

APE Examinations 2023-2024

In the 2023 APE Session 2, 73 candidates applied for admission to sit the APE Parts 1 and 2 examinations. 51 candidates sat the APE Part 2 written NEP examination, with 49 being successful. 55 candidates applied to sit the APE Part 3 interview examination, with 47 being successful.

APE SESSION 2 – 2023				
Applications for APE Parts 1 & 2	Part 2 NEP Candidates	Part 2 NEP Successful	Part 3 APE Interview Exam Candidates	Eligible to apply for Registration
73	51	49	55	47





In the 2024 APE Session 1, 35 candidates applied for admission to sit the APE Parts 1 and 2 examinations. 33 candidates sat the APE Part 2 written NEP examination, with 29 being successful. 35 candidates applied to sit the APE Part 3 interview examination, with 28 being successful.

APE SESSION 1–2024				
Applications for APE Parts 1 & 2	Part 2 NEP Candidates	Part 2 NEP Successful	Part 3 APE Interview Exam Candidates	Eligible to apply for Registration
35	33	29	35	28

Other AACA Assessments

In addition, during the 2023-24 year, the BOAQ conducted assessments for two eligible candidates seeking registration via alternative registration pathways. These assessments were carried out under the AACA's Experienced Practitioner Assessment (EPA) for Locally Experienced Practitioners. One candidate was successful and was registered by the BOAQ.

The AACA also co-ordinates a panel of Overseas Qualifications Assessment (OQA) Assessors who undertake Competency Assessments and assess the architectural academic qualifications of individuals from overseas who are seeking registration to practise architecture in Australia, to establish equivalence with Australian academic accreditation standards.

Once an Applicant's qualification has been deemed comparable to an Australian qualification, they are eligible to apply for the Architectural Practice Examination (APE), subject to eligibility criteria (including practical experience), successful completion of which is required before applying for registration as an Architect with the BOAQ.

Applicants may also use a successful outcome of a AACA OQA assessment to support an application for the purpose of immigration to Australia under the *Australian Government Skilled Migration Program* for the occupation 'Architect', ANZSCO code 232111.

Each year, the BOAQ co-ordinates OQA Assessments for the AACA for candidates with overseas credentials seeking registration in Queensland, to determine equivalency of qualifications and ensure candidates are able to demonstrate experience and knowledge consistent with the NSCA.

During the 2023-24 year, the BOAQ co-ordinated 15 Overseas Qualifications Assessments, and one Overseas Experienced Practitioner Assessment.

BOAQ Examiners and Assessors

Mr Rod Barr continued to serve the BOAQ as Queensland APE Convenor, and the BOAQ acknowledges his ongoing commitment in this important and challenging role. During the year, Mr Barr assisted the BOAQ in its responsibilities for upholding the standards of the profession through the successful delivery of the APE in Queensland, including in the selection, training and management of Examiners and Assessors, the delivery of candidate briefings, and the provision of expert advice and contributions to national discussions and work to support the implementation of the NSCA 2021.

The BOAQ also acknowledges the invaluable contribution of Mr Ian Hamilton who continued to provide support in the delivery of examinations and assessments, as Assistant APE Convenor, through to 31 December 2023.

The BOAQ also records its continued appreciation for the contribution of Queensland architects who serve as BOAQ Examiners and Assessors; the support of architects and the profession more broadly in mentoring graduates and candidates and providing them with opportunities to gain the necessary supervised experience for registration; and the ongoing commitment of architectural practices to the professional development of staff which is a valuable contribution towards the upholding of the high standards of practice across the architectural profession in Queensland.

During the 2023-24 year, the following BOAQ Examiners/Assessors contributed to the successful delivery of the APE and other Examinations in Queensland:

QUEENSLAND APE CONVENOR, ASSESSORS AND EXAMINERS 2023-2024

QLD State APE Convenor

> Rod Barr

Assistant APE Convenor

> Ian Hamilton

APE Part 1 Assessors

> Deborah Carlile

> Harm Hollander

> Shaye McLean

> Deborah Craig

> Di Lund

> Pamella Mircovich

APE Part 3 Examiners

> Rod Barr

> Harm Hollander

> Graham Nottle

> Suzanne Bosanquet

> Brett Hudson

> Rhonan O'Brien

> David Brian

> Alan Jordan

> Karen Ognibene

> Deborah Carlile

> Charmaine Kai

> Cara Phillips

> Michael Connolly

> Diane Lund

> Jason Preston

> Cameron Conwell

> Tanya Mathers

> Jemima Rosevear

> Cameron Davies

> John McCarthy

> Ann-Maree Ruffles

> Sarah Foley

> Rob McCray

> Robert Standish-White

> David Frost

> Shaye McLean

> John Thong

> Mark Grimmer

> David Millis

> Rachel Towill

> John Hay

> Pamella Mircovich

> Robert Wesener

BOAQ AACA EPA & OQA Assessors

> Sarah Briant

> Sarah Foley

> Elizabeth Musgrave

> Sandra Browne

> Harm Hollander

> Jason Preston

> Lindy Burton

> Chris Landorf

> John Thong

> Paul Curran

> Pamella Mircovich

> Marion Wilson

Accreditation of Architecture Courses

The BOAQ has a responsibility under the *Architects Act 2002* for the accreditation of architecture courses offered by Queensland University providers. Successful completion of an accredited architecture program is a pre-requisite first step towards achieving registration as an architect.

Five Queensland Master of Architecture courses are currently accredited by the BOAQ, offered by: Bond University, Griffith University, Queensland University of Technology, and The University of Queensland.

UNIVERSITY	SCHOOL	QUALIFICATION AND COURSE CODE	WEBSITE	ACCREDITATION DATE	REVIEW DATE
 Bond University	Abedian School of Architecture	M Arch SD-93017	https://bond.edu.au/program/master-of-architecture	August 2022	Dec 2025
 Bond University	Abedian School of Architecture	M Arch (Prof) SD-93045	https://bond.edu.au/program/master-of-architecture-professional	August 2022	Dec 2025
 Griffith University	School of Engineering and Built Environment	M Arch 5558	https://www.griffith.edu.au/study/degrees/master-of-architecture-5558-degree-details	Nov 2019	Dec 2024
 Queensland University of Technology	School of Architecture and Built Environment	M Arch DE83	https://www.qut.edu.au/courses/master-of-architecture	August 2022	June 2027
 The University of Queensland	School of Architecture, Design and Planning	M Arch 5429	https://study.uq.edu.au/study-options/programs/master-architecture-5429	June 2019	June 2025

The BOAQ is a joint owner of the program of accreditation of architectural courses which can lead to architect registration across Australia and New Zealand, co-ordinated through the AACA.

The accreditation program is fundamental to the establishment and maintenance of consistent high standards of the architecture profession.

Providers of architectural courses seeking accreditation or re-accreditation must be able to satisfy the assessing panels, through the provision of extensive detailed evidence, that the design and delivery of their courses ensures that all their graduates have met the nationally agreed competency standards set out in the NSCA. The detailed analysis of the work output of both successful and unsuccessful students through the whole of their courses is a core component of these accreditation assessments.

The review, accreditation and recognition processes for architectural courses are prescribed in the *Architecture Program Accreditation Procedure in Australia and New Zealand* (APAPANZ), which came into effect from 1 January 2018. The package of documents that make up the APAPANZ are regularly reviewed to ensure they remain up to date. The APAPANZ is currently under review.

The BOAQ nominates qualified and experienced Queensland architects and academics teaching accredited architecture courses to serve on the National AACA Accreditation Standing Panel and participate on accreditation panels undertaking assessments of architecture courses across Australia.

During the 2023-24 year, the following Queensland architects and academics served as members of the National AACA Accreditation Standing Panel:

TITLE	FIRST NAME	LAST NAME	STATE	PANEL TERM COMMENCED	PANEL TERM CONCLUDES	NOMINATED TO PANEL AS:	
						ARCHITECT PRACTITIONER	ARCHITECTURE ACADEMIC
Ms	Alice	Hampson	QLD	1/07/2018	30/06/2024	✓	
Ms	Charmaine	Kai	QLD	1/07/2018	30/06/2024	✓	
Mrs	Pamella	Mircovich	QLD	1/07/2018	30/06/2024	✓	
A/Prof	Lindy	Burton	QLD	1/07/2018	30/06/2024		✓
Ms	Sarah	Briant	QLD	1/07/2018	30/06/2024	✓	✓
Mr	Ian	Mitchell	QLD	1/07/2018	30/06/2024	✓	
Mr	Robert	McCray	QLD	1/07/2018	30/06/2024	✓	
Ms	Deborah	Carlile	QLD	1/07/2018	30/06/2024	✓	
Prof	Gordon	Holden	QLD	1/07/2018	30/06/2024		✓
Ms	Sarah	Foley	QLD	1/07/2018	30/06/2024	✓	
Mrs	Catherine	Baudet	QLD	1/07/2018	30/06/2024	✓	
Ms	Tania	Dennis	QLD	1/07/2018	30/06/2024	✓	
Dr	Ashley	Paine	QLD	1/07/2019	30/06/2025		✓
Ms	Lisa	Moore	QLD	1/07/2019	30/06/2025	✓	
Mr	Rod	Barr	QLD	1/07/2019	30/06/2025	✓	
Dr	Timothy	O'Rourke	QLD	1/07/2019	30/06/2025		✓
Dr	Paul	Loh	QLD	1/07/2019	30/06/2025		✓
Mr	Aaron	Peters	QLD	1/07/2021	30/06/2026	✓	
Mrs	Amanda	Bertoldi-Ward	QLD	1/07/2020	30/06/2026	✓	
Ms	Ann-Maree	Ruffles	QLD	1/07/2020	30/06/2026	✓	
Dr	David	Leifer	QLD	1/07/2020	30/06/2026		✓
Prof	Karine	Dupre	QLD	1/07/2020	30/06/2026		✓
Mr	Stephen	de Jersey	QLD	1/07/2020	30/06/2026	✓	
Dr	Andrew	Wilson	QLD	1/07/2021	30/06/2026	✓	✓
Dr	Cecilia	Bischeri	QLD	1/07/2021	30/06/2026		✓
Ms	Carroll	Go-Sam	QLD	1/01/2023	30/12/2027		✓
Dr	Kali	Marnane	QLD	1/01/2023	30/12/2027	✓	✓

Annual reporting by accredited architecture course providers ensures the BOAQ is kept informed about providers' progress in addressing actions required as a result of Accreditation Reviews. This enables the BOAQ to act more quickly should it have any concerns in between formal site visits and Panel Reviews.

The BOAQ is committed to the ongoing collaboration with Universities providing accredited architecture courses on matters of mutual interest relating to the upholding and promotion of professional standards, and participated during the year in various engagement activities with Universities.

An important collaborative initiative is the Board's engagement with Universities for the purpose of strengthening students' knowledge and understanding about the legislative framework governing the architecture profession in Queensland (including the Act, Regulation and the Code of Practice); the BOAQ's responsibilities under the Act for regulating the profession and its compliance and enforcement responsibilities around breach of title and other offences; professional standards of conduct; and the pathway to registration.

During the year, the BOAQ delivered presentations to students of architecture schools, supported by BOAQ Examiners, covering core assessment topics relating to professional practice, registration and the legislative framework governing the practice of architecture in Queensland.

BOAQ Student Prizes

This was the 84th year that the BOAQ has awarded Student Prizes for academic achievement in accredited architecture courses. Prizes are awarded to the student nominated by each University who has attained the highest level of achievement across both their undergraduate and master level architecture courses.

The recipients of the 2023 BOAQ Student Prizes were:

	Bond University:	\$1,500	Gemma Borra
	Griffith University:	\$1,500	Caleb Wallace
	Queensland University of Technology:	\$1,500	Royce Woolnough
	The University of Queensland:	\$1,500	Aaron C Barton



Compliance and enforcement

Continuing Professional Development (CPD)

Section 16 of the *Architects Act 2002* requires that the BOAQ must be satisfied that architects have maintained competency in the practice of architecture, as a pre-requisite for continuing registration each year.

The BOAQ requirement for practising architects to demonstrate they have maintained their competency is by completing a minimum of 20 hours of eligible CPD activities, of which at least 10 hours must be ‘formal’ CPD activities.

The BOAQ’s CPD policy is based on a joint Framework developed collaboratively by Australian and New Zealand Architect Registration Boards, the AACA, and the architectural profession (*Continuing Professional Development / Continuing Professional Education Framework for Architects in Australia*).

The BOAQ publishes guidance for architects and CPD providers about the criteria for ‘formal’ and ‘informal’ activities and other related information and tools on its website. The BOAQ’s online CPD recording template, MyArch CPD, is also available to assist architects with the recording and reporting of their CPD activities.

From September to October 2023, the BOAQ undertook its Annual CPD Compliance Audit. The CPD records of 512 practising architects were audited, returning a compliance rate of 94 per cent.

As a result of the CPD Audit, follow-up compliance and enforcement activities were undertaken by the BOAQ with 25 architects whose records were found not to have complied with requirements, including investigations and subsequent disciplinary actions. Five architects either surrendered their registrations or changed registration category to non-practising architect. Eight architects were investigated for conduct relating to their CPD non-compliance, resulting in disciplinary action being taken by the BOAQ.

The following table provides information on the 2023 CPD Audit carried out by the BOAQ:

2023 CPD AUDIT	
Practising architects audited	512
Practising architects – compliant	482
Practising architects – non-compliant	25
Removed from Register or changed to NPA	5
Architects subject to compliance / disciplinary action	8 (including 2 who changed to NPA)



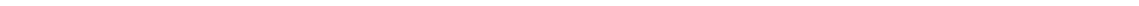
The BOAQ is committed to increasing the number of architects audited each year, as necessary and feasible, in order to strengthen the confidence level of audit results relating to architects’ compliance with CPD requirements, and assist with the education of architects regarding CPD. It is important that the BOAQ can be confident that the declarations made by architects at renewal in relation to their CPD compliance as a way of demonstrating that they have maintained competency in the practice of architecture, are accurate.

This year, the sample size of architects audited for CPD compliance was again significantly increased, with 512 architects audited (2023:394), a 30 per cent increase.

Pleasingly, the compliance rate from this higher sample size remained stable (94 per cent in 2023-2024 compared with 96 per cent in 2022-2023 and 95 per cent in 2021-2022). These minor variations indicate a sound level of confidence in the data relied on by the Board from architects’ self-reporting at renewal about their CPD compliance.



AUDIT RESULTS			
2023 Audit (2023-2024)			
Architects audited	512	CPD compliance rate	94%
2022 Audit (2022-2023)			
Architects audited	394	CPD compliance rate	96%
2021 Audit (2021-2022)			
Architects audited	202	CPD compliance rate	95%



Complaints about Architects

Part 3 Division 2 of the Act provides for complaints to be made to the BOAQ by persons who have been “aggrieved by an architect’s conduct in carrying out architectural services”.

Four complaint matters against architects were carried forward from last year:

- > Two matters involving client complaints were investigated during this year with the architects being reprimanded, cautioned and entering into Deeds of Undertaking with the BOAQ requiring them to take various agreed actions.
- > A third matter brought by the BOAQ involving suspected offences relating to CPD was investigated and resolved with the BOAQ deciding to take no further action.
- > The fourth matter, involving a QCAT disciplinary hearing, was still ongoing at year end awaiting a QCAT decision.

Complaints – new

Three new complaints against architects were made to the BOAQ by members of the public during 2023-24, all of which were dismissed.

In addition, the BOAQ initiated seven complaints about architects during the year:

- > One complaint was in connection with suspected unsatisfactory professional conduct and offences against the Act relating to a non-practising architect undertaking architectural services. This matter was investigated and ultimately resolved with the individual surrendering their registration as a non-practising architect and entering into a Deed of Undertaking with the BOAQ requiring them to take various actions in respect of the conduct. The individual was also reprimanded and cautioned. The individual subsequently made application for restoration of their registration as a practising architect, which was assessed and approved by the Board.
- > Two complaints related to professional conduct issues in connection with architects being the nominated responsible architects at firms investigated for suspected holding out and related offences against the Act. In one case, while the architect’s conduct was investigated, and compliance action was taken against the company, the Board decided to take no further action against the architect pursuant to s36 of the Act. The second matter was ongoing at year end.
- > Three complaints related to professional conduct issues in connection with the architects being the nominated responsible architects at firms suspected of holding out and related offences against the Act. In these cases the architects were invited to make submissions to the BOAQ. In respect of one of these matters, the Board decided to take no further action in relation to the architect’s conduct. The other two matters were ongoing at year end.
- > The final matter also involved an individual suspected of undertaking architectural services while registered as a non-practising architect. The architect was invited to make a submission about the matter to the BOAQ, and the matter was ongoing at year end.

COMPLAINTS AGAINST ARCHITECTS

	Carried Forward	Received 23/24	BOAQ Initiated	Dismissed 23/24	Investigated 23/24	Disciplinary action taken 23/24	Ongoing
Number of Complaints	4	3	7	3	6	3	5

'Holding Out' Offences

Part 7 of the *Architects Act 2002* contains various offence provisions for use against persons who are not registered by the BOAQ as architects under the Act, but who are discovered to be holding themselves out/being held out by others as 'architects' or offering 'architectural services'.

It is an offence for a person to use the term 'architect' or otherwise hold themselves out to be an architect, or to offer 'architectural services' or 'architectural design services', or use other prescribed titles, terms or words to describe themselves or their services unless they are registered as an architect with the BOAQ under the Act and required to comply with the Act.

Each year, the BOAQ undertakes compliance and enforcement actions including prosecution actions against individuals who are not 'architects' but who are discovered to be holding themselves out as 'architects' or using protected titles, terms or words that suggest they are architects, or allowing themselves to be held out by others as 'architects' or offering/providing 'architectural services'. The BOAQ also undertakes compliance and enforcement action against corporate entities who are holding out to the public as 'architects' or offering 'architectural services' where they have not notified the BOAQ they are providing architectural services and do not have employees who are architects registered with the BOAQ who are responsible for delivery of the architectural services.

The compliance and enforcement work of the BOAQ in the area of holding out offences during the 2023-2024 year is summarised below.

Prosecutions – carried forward

One prosecution matter was carried forward from the previous year, awaiting a sentencing hearing in the Brisbane Magistrates Court. This matter was finalized with the company involved being found guilty of several offences under the Act related to holding out another person as an architect who is not an architect, using the title 'Architect' when not an architect, and using other protected words to advertise/promote services that suggest those services were to be provided using a practising architect. The company was ordered to pay the BOAQ a fine of \$5,000 and \$25,000 towards costs.

Prosecutions – new

No new prosecutions were commenced during the year.

Investigations – carried forward

One investigation was carried forward from the previous year relating to holding out offences. The matter was resolved, with the company reprimanded, cautioned, and entered into an agreed Deed of Undertaking with the BOAQ.

Investigations – new

During the 2023-24 year, the BOAQ authorised investigators to undertake investigations of seven new matters involving various suspected offences under Part 7 of the Act, including: holding out themselves or others as architects when not architects, allowing themselves to be held out as architects when not architects, using protected titles/words, and/or failing to ensure clients or prospective clients were informed of the contact details of the architect responsible for carrying out their services.



- > One matter involving an individual resulted in the BOAQ deciding to take no further action;
- > Two companies were reprimanded, cautioned, and entered into enforceable Deeds of Undertaking with the BOAQ requiring them to take various actions relating to the offences; and
- > The investigations relating to the final four matters have been completed, with the matters yet to be finalised at year end. These matters involved two companies and two individuals in relation to a range of holding out offences under Part 7 of the Act.

Warnings – carried forward

During the 2023-24 year, the BOAQ also worked with persons, administratively, to resolve nine matters carried forward from the 2022-23 year, involving potential offences under Part 7 of the Act.

Warnings – new

During the 2023-24 year, the BOAQ considered 39 new matters involving potential ‘holding out’ offences under Part 7 of the Act, 22 of which were resolved at year end.

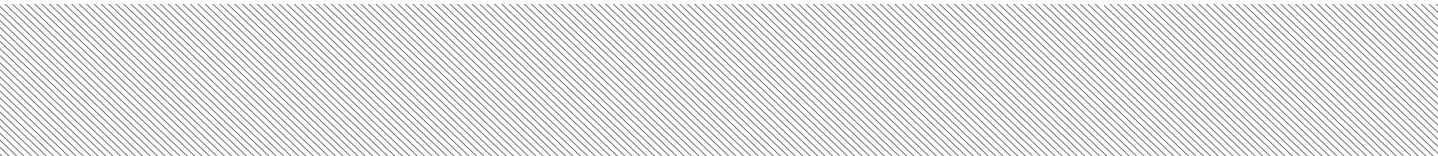
Warning letters were sent to 75 related persons considered by the BOAQ to have committed offences under Part 7 of the Act relating to ‘holding out’ as ‘architects’ or offering ‘architectural services’ when they are not architects. A further nine warning letters were sent to third parties for potential offences against the Act relating to holding out other persons as ‘architects’/providing ‘architectural services’ who are not architects. Follow up actions were taken by the BOAQ until matters were able to be closed out.

PART 7 ‘HOLDING OUT’ OFFENCES				
	Carried Forward	Initiated 23-24	Resolved 23-24	Ongoing at year end
Investigations	1	7	4	4
Warnings	9	39	31	17
Third party	9	9	18	0
Prosecutions	1	0	1	0
Other actions	0	0	0	0



Review of Board Decisions

One application was made to QCAT pursuant to section 121(2)(a) of the Act for review of a decision made by the BOAQ, however following a QCAT Compulsory Conference the application was withdrawn by the applicant.



- > Commencement of a project to upgrade the BOAQ's central Customer Relationship Management System/ Engagement Management System (used to maintain the Register of Architects and associated functions), to a cloud-based system, to improve system security, enhance functionality including automation, accessibility and analytics, enable seamless future system upgrades, reduce costs, and improve website management.

Information Systems and Security

The BOAQ has regard to Information Security Policy (IS18:2018) in the context of internal controls, financial information management systems and risk management, and manages risks to information, applications and technologies as part of its corporate risk management processes, based on ISO 27001.

Record-keeping

The BOAQ complies with the *Public Records Act 2002* and uses record-keeping best practices in the identification, capture and maintenance of complete and accurate records. Staff are participating in training and related activities coordinated by the office of the Queensland State Archives as part of planning for implementation of the new *Public Records Act 2023* from 5 December 2024.

Records are retained in an accessible and usable format that preserves the evidential integrity of those records for as long as they are required. Archived paper-based records are stored in a secure off-site facility, while current physical files are securely stored in the Registry office. Electronic records are stored in multiple secure Australian cloud-based environments, as well as locally stored in the Registry office, and regular back-ups are conducted to minimise data loss and ensure business continuity. Access and functioning of systems is reliable, and there have been no breaches of the BOAQ's information systems.

An Archivist has been engaged to assist the BOAQ to catalogue, organise and manage its historical records, and to provide expert advice and training for staff about record-keeping practices generally as the BOAQ transitions to digital record-keeping. A project to digitize the BOAQ's priority historical paper-based records was commenced during the year.

The BOAQ does not currently have a record disposal program in place as all historical records have been preserved. However, the BOAQ has commenced work on the development of a retention and disposal policy and schedule. This will support the BOAQ's records management system and ensure that physical and electronic records aren't retained unnecessarily. This project will be undertaken in consultation with Queensland State Archives, and will be in line with the new *Public Records Act 2023*, as appropriate.

The following categories of documents are maintained by the BOAQ:

- > register of individuals who are or who have been registered as architects;
- > historical documents relating to the past registration of architectural companies;
- > documents relating to the accreditation of architectural courses;
- > notices from corporate entities providing architectural services and nominating responsible architect/s;
- > documents relating to complaints made against architects;
- > documents relating to potential offences against the Act;
- > documents relating to applications to sit examinations;
- > Board papers;
- > financial records and general administration files; and
- > BOAQ policies and procedures.

Documents are subject to the requirements of the *Public Records Act 2002* and the *Information Privacy Act 2009* copies of which may be accessed from www.legislation.qld.gov.au.

The BOAQ contributes to the Queensland Government's commitment to open government by making datasets available to the public.

- > Register of Architects (pdf) as at 30 June 2024; and
- > Register of Architects (csv) as at 30 June 2024 (and also periodically updated during the year).

No requests were made during the year for access to language support, and no interpreter services were engaged.

The BOAQ is subject to the *Information Privacy Act 2009* and the *Right to Information Act 2009*. These Acts set out how information should be collected, stored and used, and how personal information should be managed.

No RTI applications were received during the year. However, one application for external review of a BOAQ decision was received by the Office of the Information Commissioner, which was ultimately withdrawn by the applicant.

Human Rights

Board Members and Registry staff have been provided with training, and information about the making of human rights complaints to the BOAQ and the management of human rights complaints is available on the Board's website.

Ethics and Code of Conduct

The BOAQ has formally adopted and committed to compliance with the Code of Conduct for the *Queensland Public Service (Code of Conduct)*. Accordingly, all Board Members and Registry staff are bound by the *Public Sector Ethics Act 1994* and are required to adhere to the *Code of Conduct* as a condition of employment. Training is undertaken for Registry staff and Board Members as part of induction arrangements and periodically.

Ministerial Directions

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Board Meetings and Remuneration

The BOAQ held 10 meetings during the 2023-24 year. The number of meetings attended and the total remuneration received by Board Members is indicated in the below table:

BOARD MEMBER	MEETINGS ATTENDED	ELIGIBLE TO ATTEND	FEES
J McVeigh	8	9	\$4,106.56
A Hampson	9	10	\$3,587.43
B Taylor	10	10	\$3,500.00
D Johnson	8	10	\$3,500.00
T Dennis	9	9	\$3,193.99
L Burton	10	10	\$3,500.00
R Wesener	8	10	\$3,500.00
G Jung	1	1	\$ 306.01
J Carey	1	1	\$ 306.01

Overseas Travel

No overseas travel was undertaken by Board Members or Registry staff during the year.

Financial Performance

The BOAQ is a non-profit, fully self-funding statutory body which operates independently, impartially and in the public interest, in discharging its responsibilities under the *Architects Act 2002*.

Expenses associated with the regulation of architects and administration of the Act are principally met through revenue from the annual fees paid by architects registered under the Act. A small amount of revenue is earned from the conduct of examinations.

Fees and charges levied by the BOAQ are scheduled in the *Architects Regulation 2019*.

The main areas of expenditure for the BOAQ during the 2023-2024 financial year included legal and investigation costs to support the BOAQ's core compliance and enforcement functions; wages and salaries; office system costs including one off expenditures relating to IT systems upgrades, transitioning to Cloud-based data storage, and the redevelopment of the BOAQ's website; accommodation expenses; and administration expenses.

The BOAQ's audited annual financial statements have been prepared pursuant to section 62(1) of the *Financial Accountability Act 2009*, relevant sections of the *Financial and Performance Management Standard 2009*, Queensland Treasury's *Minimum Reporting Requirements* and other prescribed requirements.

The BOAQ's full financial statements for the 2023-24 financial year are included in **Part B** of this Annual Report.

Acknowledgments

The BOAQ places on record its appreciation for the cooperation and assistance received during the year from Architect Registration Boards in other Australian State/Territory jurisdictions, the AACA, the Department of Housing, Local Government, Planning and Public Works, the Australian Institute of Architects, the Association of Consulting Architects, the Office of the Queensland Government Architect, Queensland architects and members of the public.

Glossary

AACA	Architects Accreditation Council of Australia
ACA	Association of Consulting Architects Australia
ACER	Australian Council for Educational Research
Act	<i>Architects Act 2002</i>
AGM	Annual General Meeting
AIA	Australian Institute of Architects
APAPANZ	<i>Architecture Program Accreditation Procedure in Australia and New Zealand</i>
APE	Architectural Practice Examination
APEC	Asia-Pacific Economic Cooperation
ARRs	<i>Annual Report Requirements for Queensland Government Agencies</i>
BOAQ	Board of Architects of Queensland
Board	Board of Architects of Queensland
<i>Code of Practice</i>	<i>Board of Architects of Queensland Code of Practice</i>
CPD	Continuing Professional Development
EPA	Experienced Practitioner Assessment
FAA	<i>Financial Accountability Act 2009</i>
FPMS	<i>Financial and Performance Management Standard 2009</i>
Minister	Minister for Public Works and Procurement
MP	Member of Parliament
MRA	Mutual Recognition Arrangement
NSCA	<i>National Standard of Competency for Architects</i>
NEP	National Examination Paper
OQA	Overseas Qualification Assessments
QCAT	Queensland Civil and Administrative Tribunal
QGEA	Queensland Government Enterprise Architecture Framework
RTI	Right to Information
SPER	State Penalties Enforcement Registry

Compliance checklist 2023-2024

SUMMARY OF REQUIREMENT		BASIS FOR REQUIREMENT	ANNUAL REPORT REFERENCE
Letter of compliance	> A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	4
Accessibility	> Table of contents	ARRs – section 9.1	3
	> Glossary	ARRs – section 9.1	32
	> Public availability	ARRs – section 9.2	2
	> Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	2
	> Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	2
	> Information Licensing	QGEA – Information Licensing ARRs – section 9.5	2
General information	> Introductory Information	ARRs – section 10	7-23
Non-financial performance	> Government's objectives for the community and whole-of-government plans/specific initiatives	ARRs – section 11.1	9-12
	> Agency objectives and performance indicators	ARRs – section 11.2	9-11
	> Agency service areas and service standards	ARRs – section 11.3	7, 16-27
Financial performance	> Summary of financial performance	ARRs – section 12.1	31
Governance – management and structure	> Organisational structure	ARRs – section 13.1	8-9
	> Executive management	ARRs – section 13.2	8-9
	> Government bodies (statutory bodies and other entities)	ARRs – section 13.3	n/a
	> Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	30
	> Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	30
	> Queensland public service values	ARRs – section 13.6	n/a
Governance – risk management and accountability	> Risk management	ARRs – section 14.1	28
	> Audit committee	ARRs – section 14.2	28
	> Internal audit	ARRs – section 14.3	28
	> External scrutiny	ARRs – section 14.4	28
	> Information systems and recordkeeping	ARRs – section 14.5	29-30
	> Information Security attestation	ARRs – section 14.6	29
Governance – human resources	> Strategic workforce planning and performance	ARRs – section 15.1	n/a
	> Early retirement, redundancy and retrenchment	<i>Directive No.04/18 Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	n/a
Open Data	> Statement advising publication of information	ARRs – section 16	2, 30
	> Consultancies	ARRs – section 31.1	https://data.qld.gov.au
	> Overseas travel	ARRs – section 31.2	31 https://data.qld.gov.au
	> Queensland Language Services Policy	ARRs – section 31.3	2 https://data.qld.gov.au
Financial statements	> Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	PART B-Financial Statements
	> Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	PART B-Financial Statements

FAA *Financial Accountability Act 2009*FPMS *Financial and Performance Management Standard 2019*ARRs *Annual report requirements for Queensland Government agencies*

Part B

Financial Statements

for the year ended 30 June 2024



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General Information

These financial statements cover the Board of Architects of Queensland (Board).

The Board of Architects of Queensland is a Queensland Government Statutory Body established under the *Architects Act 2002*.

The head office and principal place of business of the Board is:

Level 2
33 Queen Street
GPO Box 316, Brisbane QLD 4001

A description of the nature of the Board’s operations and its principal activities is included in the notes to the financial statements.

Amounts shown in these financial statements may not add to the correct sub-totals or totals due to rounding.

THE BOARD OF ARCHITECTS OF QUEENSLAND
Statement of Comprehensive Income
for the year ended 30 June 2024

	Notes	2024 \$	2023 \$
Income from Operations			
Fees and Other Receipts	2	1,124,446	1,088,195
Interest Revenue		60,623	41,351
Penalties and Costs		48,426	27,640
Total Income from Operations		1,233,495	1,157,186
Expenses from Operations			
Employee Expenses	3	597,415	532,195
Administration Expenses	4	228,813	233,664
Investigations, Hearings, Legals		107,127	168,967
Examination Expenses		90,654	120,534
Board Member Expenses		48,396	57,772
Depreciation		86,729	70,062
Interest - Lease Liability		4,319	5,341
Total Expenses from Operations		1,163,453	1,188,535
Operating Result from Operations		70,042	(31,349)
Total Comprehensive Income		70,042	(31,349)

The accompanying notes form part of these statements.

THE BOARD OF ARCHITECTS OF QUEENSLAND
Statement of Financial Position
as at 30 June 2024

	Notes	2024 \$	2023 \$
Current Assets			
Cash and Cash Equivalents	5	1,595,957	1,544,925
Trade and Other Receivables	6	24,039	33,798
Prepayments		29,431	29,350
Inventories		6,125	4,264
Total Current Assets		1,655,552	1,612,337
Non-Current Assets			
Right-of-use Assets	7	163,479	233,541
Property, Plant & Equipment	8	94,421	14,055
Total Non-Current Assets		257,900	247,596
Total Assets		1,913,452	1,859,933
Current Liabilities			
Trade and Other Payables	9	83,332	107,919
Contract Liabilities (Unearned Revenue)		965,880	905,143
Accrued Employee Benefits	10	49,112	37,756
Lease Liabilities	7	66,691	67,392
Total Current Liabilities		1,165,015	1,118,210
Non-Current Liabilities			
Accrued Employee Benefits	10	12,176	2,995
Lease Liabilities	7	104,713	177,222
Total Non-Current Liabilities		116,889	180,217
Total Liabilities		1,281,904	1,298,427
Net Assets		631,548	561,506
Equity			
Accumulated Surplus		631,548	561,506
Total Equity		631,548	561,506

The accompanying notes form part of these statements.

THE BOARD OF ARCHITECTS OF QUEENSLAND
Statement of Changes in Equity
for the year ended 30 June 2024

	\$
	Accumulated Surplus
Balance as at 1 July 2022	592,855
Operating Result from Continuing Operations	(31,349)
Total Comprehensive Income	<u>(31,349)</u>
Balance as at 30 June 2023	<u>561,506</u>
 Balance as at 1 July 2023	 561,506
Operating Result from Continuing Operations	70,042
Total Comprehensive Income	<u>70,042</u>
Balance as at 30 June 2024	<u>631,548</u>

The accompanying notes form part of these statements.

THE BOARD OF ARCHITECTS OF QUEENSLAND
Statement of Cash Flows
for the year ended 30 June 2024

	Notes	2024 \$	2023 \$
Cash Flows from Operating Activities			
<i>Inflows:</i>			
Fees and Other Receipts		1,184,500	1,146,747
Penalties and Costs		33,991	41,720
Interest Earned		59,592	37,260
GST Input Tax Credit from ATO		80,824	61,111
GST Collected from Customers		-	-
<i>Outflows:</i>			
Employee Expenses		(587,492)	(526,514)
Board Member Expenses		(48,396)	(60,142)
Examination Expenses		(96,754)	(129,929)
Administrative Expenses		(221,875)	(240,962)
Investigations/Hearings/Legal Expenses		(110,198)	(165,682)
GST Paid to Suppliers		(68,599)	(74,898)
Interest - Lease Liability		(4,319)	(5,341)
Net Cash Provided by Operating Activities		221,274	83,370
Cash Flows from Financing Activities			
<i>Outflows:</i>			
Lease Liability Payments		(73,209)	(62,273)
Net Cash Used in Financing Activities		(73,209)	(62,273)
Cash Flows from Investing Activities			
<i>Outflows:</i>			
Payments for Property, Plant and Equipment		(97,033)	(14,055)
Net Cash Used in Investing Activities		(97,033)	(14,055)
Net Increase in Cash and Cash Equivalents		51,032	7,042
Cash and Cash Equivalents at Beginning of Financial Year		1,544,925	1,537,883
Cash and Cash Equivalents at End of Financial Year	5	1,595,957	1,544,925

The accompanying notes form part of these statements.

THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

Objectives and Principal Activities of the Board

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Note 2	Fees and Other Receipts
Note 3	Employee Expenses
Note 4	Administrative Expenses
Note 5	Cash and Cash Equivalents
Note 6	Trade and Other Receivables
Note 7	Right-of-Use Assets and Lease Liabilities
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THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

Objectives and Principal Activities of the Board

The Board is established under the *Architects Act 2002 (Qld)* (Act) and is responsible for working in ways to achieve the objects of the Act as set out in section 3, being:

- (a) to protect the public by ensuring architectural services of an architect are provided in a professional and competent way;
- (b) to maintain public confidence in the standard of services provided by architects; and
- (c) to uphold the standards of practice of architects.

The head office and principal place of business of the Board is Level 2, 33 Queen Street, Brisbane QLD 4000.

1 Material Accounting Policy Information

(a) Statement of Compliance

The Board has prepared these financial statements in compliance with the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2019*.

These financial statements are general purpose financial statements, and have been prepared on an accrual basis in accordance with the requirements of AASB 1060 *General Purpose Financial Statements - Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities* and Interpretations applicable to not-for-profit entities. In addition, the financial statements comply with Queensland Treasury's Minimum Reporting Requirements for the year ended 30 June 2024, and other authoritative pronouncements.

With respect to compliance with Australian Accounting Standards and Interpretations, the Board has applied those requirements applicable to not-for-profit entities, as the Board is not-for-profit Statutory Body. Except where stated, the historical cost convention is used.

(b) The Reporting Entity

The financial report covers the Board of Architects of Queensland as an individual entity.

(c) Authorisation of Financial Statements for Issue

The financial statements are authorised for issue by the Chairperson and Registrar at the date of signing the Management Certificate.

(d) Presentation Matters

Assets are classified as 'current' where their carrying amount is expected to be realised within 12 months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within 12 months after the reporting date, or the Board does not have an unconditional right to defer settlement to beyond 12 months after the reporting date. All other assets and liabilities are classified as non-current.

(e) Revenue Recognition

Renewal Fees, Registration Fees, Restoration Fees and Application Fees

Revenue is recognised in terms of AASB 15 *Revenue from Contracts with Customers*. The Board has identified its performance obligations in its contracts with customers and recognises revenue as or when the performance obligations are satisfied.

Renewal fees are paid by architects for the right to be registered by the Board of Architects of Queensland for a further year. Renewal fees are levied annually in advance, and are recognised as a contract liability (unearned revenue) at year end. The renewal fees are then recognised as revenue progressively on a monthly basis over the renewal period in line with satisfaction of the performance obligations of the Board.

Registration fees are paid by architects for the right to be registered by the Board of Architects of Queensland for the first time and are recognised as revenue when the registration is granted by the Board.

Application fees are non-refundable upfront fees paid by architects when applying for registration or restoration. Application fees are recognised as revenue when received.

Under the *Architects Act 2002*, the registration period ends at 30 June each year. Architects who do not renew their registration are removed from the Board's register of architects. If they apply to be re-registered, they must apply for restoration to the register. Restoration fees are recognised as revenue in the year the application fee is recognised as revenue unless the restoration fee is paid in June.

Deeds of Undertaking

Revenue from Deeds of Undertaking executed by the Board and third parties as part of the Board's compliance and enforcement activities are recognised in the period when both parties to the deed have signed the deed.

THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

1 Material Accounting Policy Information (continued)

(e) Revenue Recognition (continued)

Examination Fees

Examination fees are recognised on an accrual basis in the period the examination is completed.

Other Revenue

Other revenue including right to information fees and register extract fees received in the year are recognised upon receipt.

Penalties and Costs

Penalties and costs are recognised under AASB 1058 *Income of Not-for-Profit Entities* as a contract asset with a corresponding amount recorded as income in the same period. The contract asset is tested for impairment each year under AASB 9 with any impairment of the contract asset reducing the income recognised. The majority of revenue is recognised upon receipt from the State Penalties Enforcement Registry (SPER) as the likelihood of collection is uncertain.

Interest Revenue

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

(f) Cash and Cash Equivalents

For financial reporting purposes, Cash includes all cash at bank, on hand and deposits at call with financial institutions.

(g) Receivables

Receivables are recognised at the amounts due at the time of sale or service delivery. The collectability of receivables is assessed periodically with an allowance being made for impairment.

No debts were written off this financial year.

(h) Acquisition of Assets

Cost is used for the initial recording of all non-current physical asset acquisitions. Cost is determined as the value given as consideration plus costs incidental to the acquisition, including all other costs incurred in getting the assets ready for use.

(i) Property, Plant and Equipment

The Board has changed its asset recognition threshold from \$5,000 to \$1,000. All items of plant and equipment with a cost or other value in excess of \$1,000 are recognised for financial reporting purposes in the year of acquisition. This lower level of asset recognition threshold provides reliable and more relevant information given the size and nature of the Board's operations.

Items with a lesser value are expensed in the year of acquisition.

(j) Depreciation of Property, Plant and Equipment

Property, plant and equipment have been recorded in the financial report at cost less accumulated depreciation. Depreciation on all property, plant and equipment has been calculated on a straight-line basis so as to allocate the cost of each asset progressively over its estimated useful life to the Board.

Where improvements are made to the leasehold property, these improvements must be allocated progressively over the unexpired portion of the lease or the useful lives of the improvements to the Board, whichever is the shorter. The unexpired period of the lease should include any options to extend the lease term when the exercise of the option is reasonably certain.

For each class of depreciable asset the following depreciation rates are used:

Class	Rate
Plant and Equipment	
- Computer Equipment	33%
- Furniture & Fittings	10%
- Leasehold Improvements	34%

THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

1 Material Accounting Policy Information (continued)

(k) Taxation

The Board is a State Body as defined under the *Income Tax Assessment Act 1936* and is exempt from Commonwealth taxation with the exception of Fringe Benefits Tax (FBT). The Board's income from fees is exempt from Goods and Services Tax (GST) in accordance with Division 81 Written Determination. Input tax credits receivable and GST payable on income from sources other than fees from/to the Australian Tax Office (ATO) are recognised.

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the ATO.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

(l) Employee Benefits

Employer superannuation contributions, annual leave and long service leave are regarded as employee benefits.

Payroll tax and worker's compensation insurance are a consequence of employing employees, but are not counted in an employee's total remuneration package. They are not employee benefits and are recognised separately as employee related expenses.

Wages, Salaries and Sick Leave

Wages and salaries due but unpaid at the reporting date are recognised in the Statement of Financial Position at the current salary rates.

The Registrar is employed by the Board on a full-time basis. The position is paid by the Department of Housing, Local Government, Planning and Public Works, therefore all benefits specific to this position are recognised in the Department of Housing, Local Government, Planning and Public Works' financial statements, with all expenses being reimbursed by the Board on a quarterly basis.

Prior history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. This is expected to continue in future periods. Accordingly, it is unlikely that existing accumulated entitlements will be used by employees and no liability for unused sick leave entitlements is recognised. As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

Annual Leave and Long Service Leave

Provision is made for the Board's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year are classified as other short-term employee benefits and have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year are classified as other long-term employee benefits and have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employees may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

Provision for employee benefits represents amounts accrued for annual leave and long service leave.

The annual leave liabilities are classified and measured as other short-term employee benefits and current liabilities as the Board's entire liability for annual leave is expected to be wholly settled within 12 months of the end of the reporting period. The assumption is made that each year employees will take 4 weeks annual leave and therefore fully utilise their annual leave balances in the following 12 months.

Long service leave liabilities are classified and measured as other long-term employee benefits as the Board's entire liability for long service leave is not expected to be wholly settled within 12 months of the end of the reporting period. The current portion for this provision includes the total amount accrued for long service leave entitlements that have vested due to employees having completed the required period of service. Based on past experience, the Board does not expect the full amount of long service leave balances classified as current liabilities to be settled within the next 12 months. However, these amounts must be classified as current liabilities since the Board does not have an unconditional right to defer the settlement of these amounts for at least 12 months after the end of the reporting period. The non-current portion for this provision includes amounts accrued for long service leave entitlements that have not yet vested in relation to those employees who have not yet completed the required period of service.

Superannuation

Employer superannuation contributions are paid to nominated superannuation funds, with QSuper being the Board's default fund. QSuper is now part of the Australian Retirement Trust. Employer contributions to QSuper are based on rates determined on the advice of the State Actuary. Contributions are expensed in the period in which they are paid or payable. The Board's obligation is limited to its contribution to each of the funds.

THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

1 Material Accounting Policy Information (continued)

(l) Employee Benefits (continued)

The QSuper scheme has defined benefit and defined contribution categories. The liability for defined benefits is held on a whole-of-Government basis and reported in those financial statements prepared pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

Termination Benefits

Termination benefits expense represents cash payments made to employees who accepted voluntary redundancies during the year.

Key Management Personnel and Remuneration

Key management personnel and remuneration disclosures are made in accordance with section 5 of the *Financial Reporting Requirements for Queensland Government Agencies* issued by Queensland Treasury. Refer to Note 11 for the disclosures on Executive Remuneration.

(m) Prepayments and Insurance

Professional Indemnity Insurance and Insurance for Directors and Officers is paid annually in advance in April each year. The pre-paid component is recorded as a current asset. The annual IMIS software licence and contributions to AACA are also paid annually with the pre-paid component recorded as a current asset.

(n) Financial Instruments

AASB 9 Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised in the Statement of Financial Position when the Board becomes party to the contractual provisions of the financial instrument.

Classification and subsequent measurement

Financial instruments are classified and measured as follows:

- Cash and Cash equivalents – held at cost;
- Receivables – held at amortised cost;
- Payables – held at amortised cost.

The Board does not enter into transactions for speculative purposes, nor for hedging. The Board holds no financial assets classified at fair value through profit and loss.

(o) Rounding and Comparatives

Amounts included in the financial statements are in Australian dollars and have been rounded to the nearest dollar.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

(p) Leases

Lease expenses include lease rentals for short-term leases, leases of low value assets and variable lease payments.

AASB 16 requires all leases to be accounted for on the statement of financial position as right-of-use assets and lease liabilities, except for short-term leases and leases of low value assets.

Right-of-use assets are initially measured at cost comprising the amount of the initial measurement of the lease liability (see below), any lease payments made at or before the commencement date (less any lease incentives received), initial direct costs incurred and the initial estimate of restoration costs (where applicable). Subsequent to initial recognition, right-of-use assets are measured at cost.

Where a contract contains both lease and non-lease components such as asset maintenance services, the Board allocates the contractual payments to each component on the basis of their stand-alone prices.

The Board has elected not to recognise right-of-use assets and lease liabilities arising from short-term leases and leases of low value assets. An asset is considered low value where it is expected to cost less than \$10,000 when new.

THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

1 Material Accounting Policy Information (continued)

(p) Leases (continued)

Lease liabilities are initially recognised at the present value of lease payments over the lease term that are not yet paid. The lease term includes any extension or renewal options that the Board is reasonably certain to exercise. The future lease payments included in the calculation of the lease liability comprise:

- fixed payments less any lease incentives receivable,
- variable lease payments that depend on an index or rate (initially measured using the index or rate as at the commencement date),
- the amount of residual value guarantees,
- the exercise price of a purchase option (where the Board is reasonably certain to exercise the option); and
- payments for termination penalties (if the lease term reflects the early termination).

When measuring the lease liabilities, the Board uses its incremental borrowing rate as the discount rate where the interest rate implicit in the lease cannot be readily determined, which is the case for all of the Board's leases. The incremental borrowing rate used is the fixed rate loan rate published by the Queensland Treasury Corporation that corresponds to the lease's commencement date and lease term.

Refer to Note 7 for breakdown of lease expenses and other lease disclosures.

(q) Critical Accounting Estimates and Judgements

The Board evaluates estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data obtained both externally and within the entity.

(r) Contract Liabilities

Contract liabilities arise from contracts with customers (registered architects) whereby the Board has received consideration from the customer but still has an obligation to perform a service.

Annual renewal fees received during April, May and June 2024 for the registration year commencing 1 July 2024 are recognised as contract liabilities in 2023-24. Of the amount included in the contract liability balance at 1 July 2023, \$905,143 has been recognised as revenue in 2023-24.

(s) New and Revised Accounting Standards

The Board did not voluntarily change any of its accounting policies during 2023-24 except as detailed at Note 1(i).

The Board applies Australian Accounting Standards and Interpretations in accordance with their respective commencement dates. There were no new Australian Accounting Standards issued that were relevant to the Board in 2023-24.

2 Fees and Other Receipts

	2024 \$	2023 \$
Application Fees	76,523	59,833
Registration Fees	37,224	43,583
Restoration and Processing Fees	6,203	7,022
Renewal Fees	886,941	826,581
Examination Fees	117,555	150,450
Other Revenue	-	726
Total	1,124,446	1,088,195

3 Employee Expenses

Wages	347,466	263,130
Contract Staff	21,731	79,959
Reimbursement of Registrar's Salary and Expense	159,015	147,959
Superannuation	38,228	29,013
Long Service Leave	13,050	6,173
Annual Leave	7,488	1,109
Other	10,437	4,852
Total	597,415	532,195

Number of employees including both full-time employees and part-time employees measured on a full-time equivalent basis

5.5

4.9

THE BOARD OF ARCHITECTS OF QUEENSLAND

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

	2024 \$	2023 \$
4 Administrative Expenses		
Accounting	11,810	8,660
Audit Fees	12,500	8,600
Bank Charges	9,439	9,728
Accommodation Expenses	21,804	22,922
Conferring Ceremony	8,979	11,080
Education & Training	4,558	-
Office Expenses	30,420	25,395
Office Systems (includes computer maintenance)	51,875	75,096
Online Registration	35,257	33,161
Memberships (AACA)	42,171	39,022
Total	228,813	233,664

Audit Fees

(a) Total audit fees quoted by the Queensland Audit Office relating to the 2023-24 financial statements are \$12,500 (2023: \$8,600).

(b) There are no other audit services related to the audit of the report.

5 Cash and Cash Equivalents

Cash at bank	65,319	51,650
Petty Cash	158	200
QTC Investment Account	1,530,480	1,493,075
Total	1,595,957	1,544,925

6 Trade and Other Receivables

Contract Assets	2,036	600
Accrued Interest	6,006	4,975
GST Receivables	15,997	28,223
Total	24,039	33,798

7 Right-of-Use Assets and Lease Liabilities**Leases as Lessee****Right-of-use Asset****Buildings**

Opening Balance at 1 July	233,541	303,963
Depreciation Charge	(70,062)	(70,062)
Lease Remeasurement	-	(360)
Closing Balance at 30 June	163,479	233,541

Lease Liability**Current**

Lease Liability - Buildings	66,691	67,392
Total Current	66,691	67,392

Non-Current

Lease Liability - Buildings	104,713	177,222
Total Non-Current	104,713	177,222

Total

171,404	244,614
----------------	----------------

(a) Details of Leasing Arrangements as Lessee**Business Premises**

The lease for the business premises is a non-cancellable lease with a five-year term commencing from November 2021, with rent payable monthly in advance. The lease agreement does not provide an option for renewal.

THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

7 Right-of-Use Assets and Lease Liabilities (continued)

	2024 \$	2023 \$
(b) Amounts Recognised in Profit or Loss		
Interest Expense on Lease Liabilities	4,319	5,341

(c) Lease Liability Maturity

Undiscounted future lease payments included in the lease liability are as follows:

Not Later Than One Year	69,396	71,465
Later Than One Year and Not Later Than Five Years	106,605	182,064
Later Than Five Years	-	-
Less: Effect of Discounting	(4,597)	(8,915)
Lease Liabilities at 30 June	171,404	244,614

8 Property, Plant and Equipment

Computer Equipment	6,937	6,937
Accumulated Depreciation - Computer Equipment	(6,937)	(6,937)
	-	-

Furniture & Fittings	38,633	-
Accumulated Depreciation - Furniture & Fittings	(2,244)	-
	36,389	-

Leasehold Improvements	72,455	14,055
Accumulated Depreciation - Leasehold Improvements	(14,423)	-
	58,032	14,055

Total	94,421	14,055
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Reconciliations of the written down values at the beginning and end of the current financial year are set out below:

	Computer Equipment \$	Furniture & Fittings \$	Leasehold Improvements \$	Total \$
Carrying Amount at 1 July 2023	-	-	14,055	14,055
Additions	-	38,633	58,400	97,033
Depreciation Expense	-	(2,244)	(14,423)	(16,667)
Carrying Amount at 30 June 2024	-	36,389	58,032	94,421

9 Trade and Other Payables

Trade Creditors	4,840	16,471
Accrued Expenses	66,951	60,280
Franking Machine	(595)	(757)
Other Payable	12,136	31,925
Total	83,332	107,919

10 Provision for Employee Benefits

Current

Annual Leave Payable	13,419	5,930
Long Service Leave Payable	35,693	31,826
Total	49,112	37,756

Non-Current

Long Service Leave Payable	12,176	2,995
Total	12,176	2,995

THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

11 Key Management Personnel Compensation

	2024	2023
Number of Board members paid wages during the year:	9	8

Current Board members at 30 June 2024:

Alice Hampson (Chairperson)	Robert Wesener	Debra Johnson
Lindy Burton (Deputy Chairperson)	Bridget Taylor	Gisela Jung
John Carey		

Board member appointments made during the year:

Lindy Burton was reappointed to her position on the Board for a further term from 30 May 2024 to 31 March 2027, and was also elevated to the position of Deputy Chairperson for the same term. Gisela Jung and John Carey were both appointed to the Board for 3 year terms from 30 May 2024 to 31 March 2027. Alice Hampson was elevated to Chairperson commencing 30 May 2024 for the remainder of her current term of appointment which ends on 30 June 2025.

Board members whose terms of appointment ended during the year:

Jennifer McVeigh stepped down as the legal Member and Board Chairperson on 31 March 2024, however she remained a Member and Chairperson until 30 May 2024 when new Board appointments commenced which included Alice Hampson's appointment as the new Chairperson.

The following details for key management personnel include those positions which had authority and responsibility for planning, directing and controlling the activities of the Board during 2023-24.

Position	Responsibilities	Contract classification and appointment authority
Chairperson	The Chairperson is responsible for the oversight, management and leadership of the Board. The role provides direction as to the economic and operational goals of the Board.	Board Member (Chairperson)
Deputy Chairperson	The Deputy Chairperson is responsible for the oversight, management and leadership of the Board. The role provides direction as to the economic and operational goals of the Board.	Board Member (Deputy Chairperson)
Registrar	The Registrar is responsible for management of the Board's administrative affairs and business of the Board.	AO7 Queensland Public Sector Act 2022
Board Members	The Board Members are responsible for the oversight and management of the Board.	Board Member

Executive Remuneration 1 July 2023 – 30 June 2024

The aggregate compensation made to key personnel is set out below. No key management personnel remuneration packages were provided for performance or bonus payments.

Board Employees

Position	Short-Term Employee Benefits		Long-Term Employee Benefits	Post-Employment Benefits	Termination Benefits	Total Remuneration
	Monetary Expenses \$	Non-Monetary Benefits \$	\$	\$	\$	\$
Registrar ¹ (from January 2017)	137,767	-	3,492	17,756	-	159,015
Total Remuneration	137,767	-	3,492	17,756	-	159,015

¹ The Registrar is employed by the Board on a full-time basis. The position is paid by the Department of Housing, Local Government, Planning and Public Works with all expenses being reimbursed by the Board on a quarterly basis.

THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

11 Key Management Personnel Compensation (continued)

Executive Remuneration 1 July 2023 – 30 June 2024 (continued)

Board Members

Position	Short-Term Employee Benefits		Long-Term Employee Benefits	Post-Employment Benefits	Termination Benefits	Total Remuneration
	Monetary Expenses \$	Non- Monetary Benefits \$	\$	\$	\$	\$
Chairperson (from August 2022 to May 2024)	4,106	-	-	451	-	4,557
Deputy Chairperson (from August 2022 to May 2024) & Chairperson (from May 2024)	3,588	-	-	395	-	3,983
Board Member (from April 2018 to May 2024) & Deputy Chairperson (from May 2024)	3,500	-	-	385	-	3,885
Board Member (from May 2024)	306	-	-	34	-	340
Board Member (from May 2024)	306	-	-	34	-	340
Board Member (from August 2022)	3,500	-	-	385	-	3,885
Board Member (from April 2018 to May 2024)	3,194	-	-	351	-	3,545
Board Member (from July 2016)	3,500	-	-	385	-	3,885
Board Member (from July 2016)	3,500	-	-	385	-	3,885
Total Remuneration	25,500	-	-	2,805	-	28,305

Executive Remuneration 1 July 2022 – 30 June 2023

Board Employees

Position	Short-Term Employee Benefits		Long-Term Employee Benefits	Post-Employment Benefits	Termination Benefits	Total Remuneration
	Monetary Expenses \$	Non- Monetary Benefits \$	\$	\$	\$	\$
Registrar ¹ (from January 2017)	128,489	-	3,323	16,146	-	147,958
Total Remuneration	128,489	-	3,323	16,146	-	147,958

¹ The Registrar is employed by the Board on a full-time basis. The position is paid by the Department of Energy & Public Works with all expenses being reimbursed by the Board on a quarterly basis.

THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

11 Key Management Personnel Compensation (continued)

Executive Remuneration 1 July 2022 – 30 June 2023 (continued)

Board Members

Position	Short-Term Employee Benefits		Long-Term Employee Benefits	Post-Employment Benefits	Termination Benefits	Total Remuneration
	Monetary Expenses \$	Non-Monetary Benefits \$	\$	\$	\$	\$
Chairperson (from July 2019 to August 2022)	604	-	-	63	-	667
Deputy Chairperson (from May 2021 to August 2022) & Chairperson (from August 2022)	4,366	-	-	458	-	4,824
Board Member (from July 2016) Deputy Chairperson (from August 2022)	3,500	-	-	368	-	3,868
Board Member (from August 2022)	3,030	-	-	318	-	3,348
Board Member (from April 2018)	3,500	-	-	368	-	3,868
Board Member (from April 2018)	3,500	-	-	368	-	3,868
Board Member (from July 2016)	3,500	-	-	368	-	3,868
Board Member (from July 2016)	3,500	-	-	368	-	3,868
Total Remuneration	25,500	-	-	2,679	-	28,179

Short-term employee benefits are employee benefits (other than termination benefits) that are expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related service.

Long-term employee benefits are all employee benefits other than short-term employee benefits, post-employment benefits and termination benefits.

The Board's post-employment benefits consist mainly of superannuation contributions.

Termination benefits are employee benefits provided in exchange for the termination of an employee's employment as a result of either:

- the Board's decision to terminate an employee's employment before the normal retirement date; or
- an employee's decision to accept an offer of benefits in exchange for the termination of employment.

12 Contingent Assets and Liabilities

A bank guarantee which commenced 7 October 2021 in favour of the Landlord for \$36,729 being equivalent to 4 months rent has been issued for the lease of Level 2, 33 Queen Street, Brisbane. This is enforceable should the Board default on its lease commitments.

13 Related Party Transactions

The Board did not have any related party transactions during the current and prior periods.

14 Events Occurring after Reporting Date

There are no events occurring after balance date that materially affect the financial statements at 30 June 2024.

15 Commitments for Expenditure

The Board had no commitments for expenditure at 30 June 2024. (2023: nil).

THE BOARD OF ARCHITECTS OF QUEENSLAND
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

16 Financial Risk Management

Categorisation of Financial Instruments

The Board's financial instruments consist mainly of deposits with financial institutions, receivables and payables.

The totals for each category of financial instruments, measured in accordance with AASB 9 as detailed in the accounting policies to these financial statements, are as follows:

Category	Notes	2024	2023
		\$	\$
Financial assets			
Financial assets measured at amortised cost:			
Cash and Cash Equivalents	5	1,595,957	1,544,925
Receivables	6	24,039	33,798
Total		1,619,996	1,578,723
Financial liabilities			
Financial liabilities measured at amortised cost:			
Payables	9	83,332	107,919
Lease Liabilities	7	171,404	244,614
Total		254,736	352,533

17 Climate Related Risk Disclosure

The State of Queensland, as the ultimate parent of the Board, has published a wide range of information and resources on climate related risks, strategies and actions accessible via <https://www.energyandclimate.qld.gov.au/climate>.

The Queensland Sustainability Report (QSR) outlines how the Queensland Government measures, monitors and manages sustainability risks and opportunities, including governance structures supporting policy oversight and implementation. To demonstrate progress, the QSR also provides time series data on key sustainability policy responses. The QSR is available via Queensland Treasury's website at <https://www.treasury.qld.gov.au/programs-and-policies/queensland-sustainability-report>.

No adjustments to the carrying value of assets held by the Board were recognised during the financial year as a result of climate-related risks impacting current accounting estimates and judgements. No other transactions have been recognised during the financial year specifically due to climate-related risks impacting the Board.

CERTIFICATE OF THE BOARD OF ARCHITECTS OF QUEENSLAND

These general purpose financial statements have been prepared pursuant to section 62(1)(a) of the *Financial Accountability Act 2009* section 39 of the *Financial and Performance Management Standard 2019* and other prescribed requirements.

In accordance with section 62(1)(b) of the *Financial Accountability Act 2009* we certify that in our opinion:

- (a) The prescribed requirements for establishing and keeping the accounts have been compiled with in all material respects; and
- (b) The financial statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Board of Architects of Queensland for the financial year ended 30 June 2024 and of the financial position of the Board at the end of that year.

We acknowledge responsibility under sections 7 and 11 of the *Financial and Performance Management Standard 2019* for the establishment and maintenance, in all material respects, of an appropriate and effective system of internal controls and risk management processes with respect to financial reporting throughout the reporting period.

Alice Hampson
Adjunct Professor | LFRAIA | M. ICOMOS | Hon. AIA | Hon. RAIC
Chairperson



Date 21/08/2024

Anita Nikolaou
BA | MBA | GDFF | JP(Qual) | AGIA | MAIQD
Registrar



Date 21/08/2024

INDEPENDENT AUDITOR'S REPORT

To the Board of the Board of Architects of Queensland

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of the Board of Architects of Queensland.

The financial report comprises the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including material accounting policy information, and the management certificate.

In my opinion, the financial report:

- a) gives a true and fair view of the entity's financial position as at 30 June 2024, and its financial performance and cash flows for the year then ended; and
- b) complies with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019 and Australian Accounting Standards – Simplified Disclosures.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report.

I am independent of the entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including independence standards)* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

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

Responsibilities of the entity for the financial report

The Board is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019 and Australian Accounting Standards – Simplified Disclosures, and for such internal control as the Board determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The Board is also responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the entity or to otherwise cease operations.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at:

https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf

This description forms part of my auditor's report.

Report on other legal and regulatory requirements

Statement

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2024:

- a) I received all the information and explanations I required.
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Financial Accountability Act 2009*, any other Act and the Financial and Performance Management Standard 2019. The applicable requirements include those for keeping financial records that correctly record and explain the entity's transactions and account balances to enable the preparation of a true and fair financial report.



Jacqueline Thornley
as delegate of the Auditor-General

23 August 2024

Queensland Audit Office
Brisbane



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OF QUEENSLAND

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