



BOARD OF ARCHITECTS  
OF QUEENSLAND

## ANNUAL REPORT

2018 – 2019



This Annual Report provides information about the Board of Architects of Queensland's financial and non-financial performance for the 2018-19 year. It has been prepared in accordance with the *Financial Accountability Act 2009* (Qld), the *Financial and Performance Management Standard 2019* (Qld) and the annual report requirements for Queensland Government statutory bodies.

This report has been prepared for the Minister for Housing and Public Works to submit to Parliament. It has also been prepared to meet the needs of our stakeholders including governments, industry and business associations, community groups, and staff.



The Board of Architects of Queensland is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty understanding this Annual Report, you can contact us on (07) 3069 2397 and we will arrange an interpreter to communicate the report to you.

### Public availability

Copies of this Annual Report are available online at [www.boaq.qld.gov.au](http://www.boaq.qld.gov.au). Print copies are also available by contacting the Board of Architects of Queensland on (07) 3069 2397, or emailing [mail@boaq.qld.gov.au](mailto:mail@boaq.qld.gov.au).

### Open Data

The following information is also available online at [www.boaq.qld.gov.au](http://www.boaq.qld.gov.au), and on the Queensland Government Open Data website at <https://data.qld.gov.au>:

- Register of Architects (Pdf) as at 30 June 2019; and
- Register of Architects (csv) as at 30 June 2019.

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ISSN 2205-6491 - printglo

ISSN 2205-6505 – online

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## Letter of Compliance

10 September 2019

The Honourable Mick de Brenni, MP  
Minister for Housing and Public Works  
PO Box 2457  
BRISBANE QLD 4001

Dear Minister

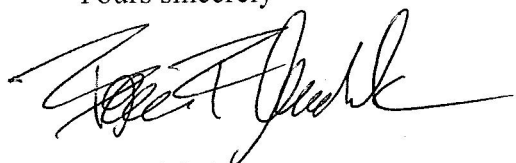
I am pleased to present the Annual Report and Financial Statements for the Board of Architects of Queensland (Board) relating to the Board's administration of the *Architects Act 2002* for the 2018-2019 financial year.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2019*, and
- the detailed requirements set out in the *Annual Report Requirements for Queensland Government Agencies*.

The Compliance Checklist providing references to the relevant sections of the 2018-2019 Annual Report, where each disclosure requirement has been addressed can be found at pages 22 - 23 of this report.

Yours sincerely



Bruce Medek  
**Chairperson**  
Board of Architects of Queensland

## Chairperson's Message

I am pleased to present the *Board of Architects of Queensland's Annual Report 2018–2019*.

The Board of Architects of Queensland (the Board) is an independent Statutory Authority charged with the responsibility of administering the *Architects Act 2002* (Qld). The Board, supported by its powers under the Act, protects the public in a number of ways. It works to ensure that Queensland architects provide services in a way that befits the high standard of professional practice expected by the public. It also works to ensure that the public can have confidence that when they engage someone who is using the title 'architect' that they are engaging an individual who has fulfilled the exacting standard of education, applied experience and ongoing demonstration of competency and fitness to practise requirements of registration by the Board.

My first year as Chairperson has been a time of transition for the Board, in its 90<sup>th</sup> year of existence. After 15 years at the helm, my predecessor, longstanding Chairperson, Professor Susan Savage stepped down. The architectural profession in Queensland is indebted to Professor Savage for her years of dedicated service.

I thank other departed Board members, the regional member, Miles Blucher and legal member, Christopher Douglas (deceased), for their valuable contributions during their three year tenures. With these departures I welcome new members; academic, Dr Lindy Osborne Burton; legal representative and Deputy Chairperson Jennifer McVeigh; and welcome back Tania Dennis as the regional architect member. The new members of the Board join our continuing members, Alice Hampson, representing the Institute of Architects; our community representative Debra Johnson; and our construction sector representative Bridget Taylor.

The Board would simply stop functioning without the work of the staff of its Registry. Our Registrar, Anita Nikolaou, remains well supported by Senior Administration Officer Toni Condon and new Finance Officer Joanne Grant. However, this year has seen the retirement of the Board's Assistant Registrar, Joan Jenkins, after 23 years of dedicated service. Joan will be missed, and the Board wishes her all the best for her retirement.

The Board has been active during the year on a number of fronts. The Board has been increasingly busy with its monitoring, compliance and enforcement activities aimed at protecting the public and upholding the standards of the profession. The Board has investigated a number of complaints about architects and as a result taken a range of disciplinary actions, including entering into agreed Deeds of Undertaking with several practitioners. The Board has identified and successfully dealt with a growing number of incidences of persons 'holding out' to be architects or offer architectural services when they are not architects, including the successful prosecution of an individual and company for 'holding out' offences under the *Architects Act 2002*. The Board has also continued to implement its digital transformation strategy, which is resulting in ongoing efficiencies. This year's initiatives included the successful conduct online of the State-wide election for the elected architect Board member.

In the coming year, the Board is looking to take a more proactive role in the education of current and future members of the architectural profession to further uphold professional standards. The Board is hopeful that its recommended changes to its *Code of Practice for Architects* will contribute to greater clarity for architects of the Board's expectations for their professional conduct.

While it is doubtful the first Queensland architects registered some 90 years ago could comprehend the way architects practise in today's environment, I feel there is a high likelihood that a meaningful discussion would be had on what the profession aims to achieve in its pursuit of the greater public good.

I look forward to the Board continuing to play its part in upholding the value of the architectural profession to the public.



**Bruce Medek**

Chairperson  
Board of Architects of Queensland

## PART A

### ANNUAL REPORT

#### THE BOARD OF ARCHITECTS OF QUEENSLAND

2018-2019





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## OVERVIEW OF BOARD'S OPERATIONS

### Role & Objectives

The Board of Architects of Queensland (the Board) is a Statutory Authority constituted under the *Architects Act 2002* (the Act). The Act commenced on 1 January 2003, superseding the *Architects Act 1985*.

The main objects of the Act 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.

### Board Members

The *Architects Act 2002* provides for seven Board Members, including a Chairperson and Deputy Chairperson. Six Members are nominated by the Minister for Housing and Public Works. The seventh Member is elected by Queensland architects, by confidential ballot.

All Board appointments are made by the Governor in Council for three year terms.

The Board Members from 1 July 2018 to 30 June 2019 were:

- Mr Bruce Medek (Chairperson) (*elected architect*);
- Ms Jennifer McVeigh (Deputy Chairperson) (*lawyer with at least 10 years standing with experience in building and construction law*);
- Ms Alice Hampson (*representative of Queensland Chapter of the Australian Institute of Architects, who is an architect or eligible for registration*);
- Dr Lindy Osborne Burton, (Queensland University of Technology) (*academic representative from a prescribed school of architecture, who is an architect or eligible for registration*);
- Ms Tania Dennis (Townsville) as Member (*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*); and
- Ms Debra Johnson (*person who is not an architect who the Minister reasonable believes will represent community interests*).

A State-wide election was conducted by the Registry on 7 March 2019, which resulted in Bruce Medek being re-elected to the Architect Member on the Board for another three-year term.

This election was conducted predominantly on-line for the first time (with paper ballots available on request), which resulted in significant time and cost savings.

### Board Registry

The Board's Registry is managed by the Registrar, Ms Anita Nikolaou.

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Other Registry staff supporting the Board are the Assistant Registrar, Senior Administration Officer and Finance Officer (part-time).

## Board Functions and Powers

The *Architects Act 2002* empowers the Board to:

- assess applications made to it;
- register individuals who are eligible for registration and issue certificates of registration;
- conduct, or authorise investigations about the professional conduct of architects and contraventions of the Act;
- keep the register;
- advise the Minister for Housing and Public Works 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 professional standards of architects;
- perform other functions given to the Board under the *Architects Act 2002* or another Act;
- perform a function incidental to one of the above functions.

## How the Board Affects the Community

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

Architects provide professional services in connection with the planning and the design, construction, conservation, restoration and/or alteration of buildings.

These professional services include, but are not limited to: planning, 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 (*Architects Accreditation Council of Australia*).

Under the *Architects Act 2002*, persons using the title “architect” or offering “architectural design” or other “architectural services” or other prescribed terms, titles or words in Queensland in relation to their title or services offered must be registered as an architect with the Board which regulates their activities under the Act.

Architects are required to comply with the requirements of the *Architects Act 2002*, the *Architects Regulation 2003*, and the Board’s *Code of Practice* which provides guidance to architects and consumers as to expected professional conduct and practice standards.

The Board undertakes various examination, registration, assessment and accreditation processes throughout the year, to ensure that only persons who hold prescribed qualifications and have clearly demonstrated skills and experience across all the competencies in the *National Standard of Competency for Architects* can attain registration and practice as an architect in Queensland.

This includes managing the accreditation processes for University architectural design courses which can lead to registration as an architect.

The Board also considers and acts on complaints received from the public about the services provided by architects, to protect the public and uphold the standard of the profession. To this

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end, the Board also requires architects to meet annual continuing professional development requirements as a condition of renewal of registration, and conducts a range of other proactive educational, communication and auditing activities.

Another important part of the Board's responsibilities under the Act is to undertake ongoing monitoring, compliance and enforcement activities to ensure that persons (including companies) who are not architects do not misrepresent themselves to the public as 'architects' or offer or provide architectural services.

Through its activities, the Board protects the public by ensuring that architectural services are provided in a professional and competent way; that public confidence in the standard of architectural services is maintained; and that the standards of practice of architects are upheld.

## Public Participation

The *Architects Act 2002* provides the grounds and processes by which members of the public or other persons who are "aggrieved by an architect's conduct in carrying out architectural services" may make a complaint to the Board.

The Act also provides the mechanisms for the Board to consider and investigate complaints, and take a range of compliance, enforcement and disciplinary actions, as appropriate, in response to complaints made by the public.

The Board also considers and acts on evidence submitted by the public about persons who are not registered architects holding themselves out as architects or offering architectural services; about persons holding others out as architects when they are not; and about businesses offering architectural services without a registered architect being responsible for those services,

which are all circumstances which could amount to being breaches of the Act.

Misrepresentations commonly include statements in print, digital sources, social media, newspapers, magazines, business directories, websites, other marketing and promotional materials, and verbal statements.

The Board encourages the public to search its free online Register of Architects, prior to engaging an "architect" to ensure they are registered to practise in Queensland, at [https://www.boaq.qld.gov.au/BOAQ/Search\\_Register/Architect\\_Search.aspx](https://www.boaq.qld.gov.au/BOAQ/Search_Register/Architect_Search.aspx).

The Board also encourages others to avail themselves of this free search function prior to referring to someone in the public domain as being an "architect" or as providing "architectural services", or that a building or structure was "architecturally designed", as an easy way of avoiding potential breaches of the Act.

Section 140(2) of the Act further protects the public by negating any obligation for monetary or other consideration to be paid for services which have been held out to them as being architectural services if the services are not actually carried out by or under the supervision of an architect (ie. a person registered with the Board under the *Architects Act 2002*).

The Board undertakes public and other stakeholder consultation, as appropriate, in relation to reviews of its legislative and regulatory framework prior to making recommendations to Government.

## Strategic Direction

The Board's strategic direction is set out in its *Strategic Plan 2016-2020*, and reflects the objects of the *Architects Act 2002*.

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The Board's main strategic goals are to:

- ensure that the Board meets its statutory obligations to act independently, impartially and in the community interest;
- ensure the independent sustainability of the Board; and
- maintain community confidence in the architects of Queensland and the operations of the Board and its officers.

## Performance Agreement

The Board has in place a current Performance Agreement with the Minister, as required under Section 99 of the Act, which identifies the Board's strategic direction for the current financial year and the two following financial years.

The Board's activities during the year were consistent with its Performance Agreement.

## Legislative Review

One of the Board's functions is to provide advice to the Minister about the operation of the *Architects Act 2002*.

The Board is committed to improving the legislative framework that underpins its operations and is continuously seeking to identify opportunities to improve the *Architects Act 2002* and *Architects Regulation 2003*.

The Board's objective in this process is to improve the operation of its legislative framework, to enable the Board to more efficiently and effectively discharge its responsibilities, in order to protect the public and uphold the standard of practice of the architectural profession in Queensland.

The Board is, therefore, closely examining inter-jurisdictional legislative frameworks with a view to identifying better practices for adoption in Queensland.

Relevant stakeholders are consulted as part of this process and the Board provides recommendations to the Minister based on research, analysis of inter-jurisdictional approaches and learnings, and the results of stakeholder consultation.

During the year, the following amendments were made to the *Architects Regulation 2003*:

- amendments effective 1 January 2019 for the purpose of enabling the use of electronic voting for the 2019 election for the elective Architect Board Member;
- amendments effective 7 March 2019 for the purpose of increasing the registration fees payable by registered architects to ensure the financial sustainability of the Board, which was strongly supported by architects.

## Code of Practice

The Board's *Code of Practice*, approved under Regulation on 9 June 2005, provides guidance to architects and their clients about appropriate professional conduct and practice.

The Queensland *Code of Practice* is based on the National *Architects' Model Statutory Code of Professional Standards and Conduct*, which was developed jointly by the Architects Accreditation Council of Australia and the Royal Australian Institute of Architects with the intention of ensuring harmony in the regulation of architects throughout Australia.

The Board's current *Code of Practice* is available on the Board's website: [www.boaq.qld.gov.au](http://www.boaq.qld.gov.au).

Under the Act, the Board's *Code of Practice* is required to be reviewed at least every three years.

The Board undertook a review of the *Code of Practice* during the 2018-2019 year, and provided advice to the Minister about possible amendments to improve its clarity around various practice

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issues for the benefit of both architects and their clients.

## Architects Accreditation Council of Australia (AACA)

The Architects Accreditation Council of Australia (AACA), is a corporate entity wholly owned by the Architect Registration Boards from each Australian State/Territory jurisdiction, including Queensland.

The AACA provides a forum for the discussion of matters of common interest, particularly aspects of registration, examinations, accreditation of architectural education providers, and national standards setting.

The AACA also coordinates a National Assessment Panel which provisionally assesses the architectural academic qualifications of overseas persons wishing to register to practise architecture in Australia, in terms of their equivalence with the Australian academic accreditation standards.

During the year, the Board, on behalf of AACA, coordinated assessments for candidates with overseas credentials seeking registration in Queensland, to determine equivalency of qualifications, or that they can demonstrate experience and knowledge consistent with the National Standard of Competency for Architects. In total, ten (10) Overseas Qualifications Assessments, and six (6) Overseas Experienced Practitioner Assessments, were conducted.

The AACA meets annually. The Board's representatives on the AACA are the Chairperson and the Registrar.

The Board hosted the 2018 National AACA Forum, AGM and Registrar's meetings, from 18-19 October, in Brisbane.

The Board will continue to collaborate with the AACA, the other State and Territory Boards to facilitate alignment of policies, practices and procedures, and promote improved professional standards.

## PERFORMANCE OF FUNCTIONS

### Maintaining the Register - Architect Registration Renewals

During 2018-19, the Board considered applications from 2472 Practising and 306 Non-Practising architects seeking renewal of registration to practise in Queensland.

This was the second year the Board has successfully managed its renewal process online, including automated distribution of renewal of registration forms, electronic transactions for invoicing and issuing of receipts and practising certificates replacing manual printed processes.

As well as delivering significantly enhanced and responsive service delivery for architects registered with the Board, this initiative has continued to achieve a significant financial savings for the Board, in postage, stationery and mail house expenses and manual processing time for staff.

The take-up rate for this online option increased, with a total of 81 per cent of renewals for the 2019-2020 registration year being transacted online.

As at 30 June 2019, there were 2,876 architects registered with the Board, comprising 2,553 practising architects and 323 non-practising architects.



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## Maintaining the Register - New Architect Registrations

During the 2018-19 year, the Board considered 120 applications from individuals seeking registration as architects, having demonstrated their competency, all of which were approved:

- 71 new registrations under the *Architects Act 2002*;
- 48 registrations under the *Mutual Recognition (Qld) Act 1992*; and
- 1 registration under the *US/Australia/New Zealand Mutual Recognition of Registration Arrangement*.

A further 13 individuals who had previously been registered in Queensland had their names restored to the Register of Architects during the year.

## Notifications of Businesses offering Architectural Services

Annual registration of architectural companies in Queensland ceased with the introduction of the *Architects Act 2002*.

However, effective 1 July 2003, amendments to the Act allowed architectural companies to use the word “architect” or “architectural services” in their title without offending against the Act if they submitted an approved notice to the Board.

Further amendments to the Act effective 21 April 2010 provided for architectural companies to be able to notify the Board (under Section 141A) of their intention to offer architectural services and nominate the “architect/s” who may be held responsible for the architectural services at each place the business provides the services, to protect them from potentially being in breach of the Act.

As at 30 June 2019, 569 companies offering architectural services have submitted notices to the Board under Section 141A of the Act nominating the architect/s responsible for the

architectural services offered by the business. These notices are held at the Board’s office for inspection by the public upon request.

Most Australian jurisdictions (except for Queensland and Tasmania) register businesses and/or companies providing architectural services, to enable a searchable public register of architectural businesses/companies to be maintained to facilitate monitoring, compliance and enforcement and education activities to occur aimed at upholding practise standards.

## Architectural Practice Examinations

The Board is responsible, under the Act, for holding examinations in the practise of architecture for the purpose of registration.

Twice-yearly, the Board conducts the Queensland sessions of the three-part Architectural Practice Examination (APE), coordinated nationally through the AACA. The APE is a nationally uniform system of assessment for candidates seeking registration as architects, based on the agreed *National Standard of Competency for Architects*.

Successful completion of this three-part examination (after having first achieved a recognised qualification in architecture), results in candidates becoming eligible to apply for registration as architects, subject to meeting other general fitness to practise requirements of the Act.

Part 1 of the APE involves an assessment of a candidate’s Logbook and Statement of Practical Experience against a minimum standard of 3,300 hours of logged experience across the 15 prescribed Performance Criteria of the *National Standard of Competency for Architects*.

Part 2 of the APE, the written National Examination Paper (NEP), is developed each year by the AACA on behalf of the State/Territory Boards, and the timing of its sitting is

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synchronised nationally. A comprehensive review of the NEP was finalised during the year, resulting in improvements to the structure and design of the questions, and the successful implementation of an online delivery format.

This is the second year the NEP was delivered online, coordinated nation-wide.

Part 3 of APE is an interview examination conducted by two Board Examiners.

In the September 2018 Session of the APE, 59 candidates applied for admission to sit Parts 1 and 2. Forty-five (45) candidates sat the written NEP, with 40 being successful. Thirty-eight (38) candidates applied to sit the Part 3 interview examination, with 29 being successful.

In the April 2019 Session of the APE, 59 candidates applied for admission to sit Parts 1 and 2. Thirty-four (34) candidates sat the written NEP, with 25 being successful. Thirty-eight (38) candidates applied to sit the Part 3 interview examination, with 29 being successful.

During the year, Mr Ian Hamilton continued in the position of State Convenor for the APE in Queensland. He was first appointed to this role in August 2011. The Board acknowledges Mr Hamilton's invaluable contribution.

The Board also records its continued appreciation of the support and assistance of the members of the architectural profession who serve as Board Examiners, as well as members of the profession more generally for mentoring candidates, assisting and supervising them in gaining the required practical experience, and otherwise supporting them to prepare for the APE and through their careers, which contributes to upholding the profession.

### Accreditation of Architectural Schools

Only Australian architectural qualifications recognised by the AACA, or overseas

architectural qualifications assessed by the AACA as equivalent, meet the eligibility requirement for registration under the *Architects Act 2002*.

The Board is a joint owner in the process of accreditation of Queensland architectural courses.

The review, accreditation and recognition processes for architectural courses are prescribed in the Trans-Tasman *Architecture Program Accreditation Procedure in Australia and New Zealand* (APAPANZ). This new revised procedure launched by AACA in December 2017 replaces the former *Australian and New Zealand Architecture Program Accreditation Procedure* (ANZAPAP), after an extensive review of the ANZAPAP.

The Board is responsible for the accreditation of architectural courses offered in Queensland which can lead to registration as an architect. On the advice from the AACA, and after considering the results of the APAPANZ evaluation and accreditation processes, the Board has provided accreditation for four Masters of Architecture courses currently delivered in Queensland which can lead to registration as an architect. These courses are offered by the University of Queensland, the Queensland University of Technology, Griffith University and Bond University.

During the year, an Accreditation Review Panel was formed which undertook a site visit from 29 April to 1 May 2019 to review the University of Queensland's Master of Architecture course. This Panel included two Queensland Assessors. The Panel's report was considered by the Board on 19 June 2019, with the Board deciding to approve the accreditation of the course for a period of 10 semesters (through to the end of 2023).

Course Assessors were selected from a Standing Panel of experts nominated by Architect

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Registration Boards, professional associations and the AACA.

The Board is committed to collaborating with the architectural course providers in Queensland to further promote professional standards, and understanding of the *Architects Act 2002*, *Architects Regulation 2003*, Code of Practice for Architects, and the pathways to registration.

## Board Student Prizes

This was the 79<sup>th</sup> year the Board has awarded Board of Architects of Queensland Student Prizes to the student from each accredited Queensland architectural course identified as having shown the greatest proficiency across the whole course.

The recipients of the Board Prizes for 2018 were:

### **Bond University**

Mr Anthony Pannolino

### **Griffith University**

Mr Jacob Hough

### **Queensland University of Technology**

Ms Tegan Steggall

### **The University of Queensland**

Ms Claire Bazeley

## COMPLIANCE & ENFORCEMENT

### Continuing Registration Requirements

Section 16 of the *Architects Act 2002* requires the Board to be satisfied that an architect has maintained competency in the practice of architecture as a requirement of continuing registration each year.

The Board requires registered practising architects to demonstrate this by undertaking a minimum of 20 hours of continuing professional development (CPD) activities each year, of which 10 hours must be formal CPD activities.

The Board's CPD policy is based on a joint policy developed by the AACA and the Australian Institute of Architects.

In September 2018, the Board undertook its Annual CPD Audit. The CPD records of 131 practising architects randomly selected from the Queensland Register were audited. The compliance rate for these architects was 95.5 per cent. The Board also audited the CPD records of 2 additional architects who had previously been found to have been CPD non-compliant. The compliance rate for these architects was 100 per cent.

As a result of the Audit, follow up compliance and enforcement and education activities were undertaken by the Board involving 6 architects whose records did not meet the Board's requirements.

Two (2) of these architects resigned their registration, and one (1) was excused due to special circumstances.

The Board decided to investigate the other three (3) architects for conduct relating to their failure to undertake the required CPD hours to demonstrate ongoing competency in the practice of architecture, and for making false statements to the Board about their having undertaken the required CPD, in breach of the Act and the Code of Practice. As a result of these investigations, the Board decided to enter into agreed Deeds of Undertaking with two (2) architects to take certain actions; and to take no further action against the remaining one (1) architect as he was eventually able to provide evidence of having undertaken the required CPD.



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At year end, 374 practising architects were using the Board's new online CPD recording template *MyArch CPD* to assist with the recording and reporting of their CPD activities.

This new tool was successfully used to facilitate reporting and analysis for the Board's 2018 CPD Audit.

## Complaints against Architects

Part 3 Division 2 of the Act provides for complaints to be made to the Board by persons who are "aggrieved by an architect's conduct in carrying out architectural services".

### Complaints – carried forward

Three of the four complaint matters continuing on from the 2017-18 year were finalised during 2018-19 year. In one case, the practice agreed to an administrative practice review being conducted, which resulted in the Board being satisfied with actions taken by the practice and no further action by the Board. In the second matter, following investigation, the Board decided to issue reprimands to one architect and one company providing architectural services. A third matter was not pursued by the Board as it determined there were no grounds under the Act for the complaint.

In relation to the fourth matter, an investigation was conducted in relation to the architect's conduct, the Board considered the investigation report and made decisions in relation to the matter. However, as the architect has applied to the Queensland Civil and Administrative Tribunal (QCAT) for a review of the Board's decision, the matter is still ongoing.

### Complaints – new

Eight new complaints against architects were considered by the Board during 2018-19.

The Board decided to appoint an investigator to investigate one of these complaints, with the matter still ongoing.

Three complaint matters were dismissed as they were outside of the Board's jurisdiction.

In relation to three other complaints, the Board decided not to undertake an investigation on the basis that the evidence did not disclose any grounds upon which it was reasonably open to the Board to conclude that a ground for disciplinary action might be established against the architect.

The eighth matter is still under consideration by the Board.

## Part 7 Offences under the Act

Part 7 of the *Architects Act 2002* contains various offence provisions against persons (including companies) who are not registered with the Board 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 Board under the Act and required to comply with the Act.

Each year, the Board takes action against an increasing number of individuals who are not architects but who are discovered to be holding themselves out as architects or being held out by others as architects or offering/providing architectural services, as well as companies holding out as offering architectural services.

The Board encourages everyone to check that the 'architect' they are considering engaging for their project is, in fact, a registered architect who has met the extensive educational, experience,

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examination and ongoing demonstration of competency requirements of the Board to be legally able to practise architecture in Queensland, and is able to provide architectural services to the high standard set by the profession.

A free search of the Queensland Register of Architects can be done quickly and easily on the Board's website: [www.boaq.qld.gov.au](http://www.boaq.qld.gov.au).

### *Investigations – carried forward*

The Board investigated four matters of suspected 'holding out' offences carried forward from the previous year.

One of these matters resulted in the Board undertaking proceedings in the Brisbane Magistrates Court to prosecute Mr Christopher Clout and his company Chris Clout Designs Pty Ltd for multiple offences under Part 7 of the Act. After a two day trial over 5-6 November 2018, the two parties were sentenced in the Brisbane Magistrates Court on 15 November 2018, after having been found guilty of 'holding out' offences under the Act.

The Court convicted Mr Clout of the offence of allowing himself to be held out as an architect when he was not an architect between 7 June 2017 and 28 February 2018, in breach of section 113(1)(b) of the Act, and was fined \$20,000 and ordered to pay \$10,000 towards the Board's legal and investigation costs. Chris Clout Design Pty Ltd was convicted of the offence of holding Mr Clout out to be an architect knowing that Mr Clout was not an architect, in breach of section 113(2) of the Act, and was fined \$30,000 and ordered to pay \$20,000 towards the Board's legal and investigation costs. The Judge referred the matter of payment of the fines and costs to the State Penalties Enforcement Registry.

Two other matters investigated were not prosecuted due to insufficient evidence.

The fourth matter was investigated and the person involved reprimanded by the Board and entered into a Deed of Undertaking with the Board to do and refrain from doing certain actions, including subjecting his business to a compliance audit, with the matter ultimately resolved to the Board's satisfaction.

### *Investigations – new*

During the 2018-19 year, the Board decided to authorise the undertaking of investigations in relation to four new matters.

All of these matters are ongoing.

In respect of one of the matters, the investigation has been completed, and is awaiting the Board's decision.

### *Warnings – administrative actions – carried forward*

During the 2018-19 year, the Board worked with persons to resolve administratively 17 matters carried forward from the 2017-18 year, involving potential offences under the Act relating to representations they had made about them being architects or offering to provide architectural services when they are not architects. One further matter is ongoing. One matter has resulted in the Board deciding to investigate.

### *Warnings – administrative actions – new*

During the 2018-19 year, the Board considered 58 new matters involving potential 'holding out' offences, and sent warning letters to all of these persons the Board considered to have been holding out as architects or offering architectural services when they are not architects.

The Board also decided to send warning letters to 56 third parties discovered as having likely held out persons as architects or as providing architectural services in contravention of Part 7 of the Act.

As at 30 June 2019, the Board was continuing to work with persons in relation to 14 matters to resolve potential ‘holding out’ breaches under Part 7 of the Act.

Additionally, during 2018-19 the Registry undertook other administrative compliance and enforcement actions which led to the identification and resolution of a further 30 potential minor breaches of the Act relating to ‘holding out’ offences.

### Review of Board Decisions

One application was made to the Queensland Civil and Administrative Tribunal (QCAT), during the year, for a review of a Board decision about a disciplinary matter, under Part 8 Division 1 of the Act.

This matter is ongoing.

## CORPORATE GOVERNANCE

### Machinery of Government Changes

No machinery of government changes occurred during the reporting period which directly impacted the Board's operations.

### Risk Management

The Board has established a risk management program consistent with the principles set out in *AS/NZS ISO 31000:2009*.

The Risk Register is revised, as necessary, during the year.

### Recordkeeping

In accordance with the *Public Records Act 2002 (Qld)*, the Board uses record keeping best practices to identify, capture and maintain complete and accurate records which are retained in an accessible and usable format that preserves the evidential integrity of those records for as long as they are required.

The Board is committed to continuing implementation of its digital transformation strategy across its operations. These initiatives include building an enhanced digital record keeping, access and functionality capability to support the Board's operations.

### Information Management & Privacy

The Board maintains the following categories of documents:

- register of persons who are or who have been architects;
- documents relating to the review and accreditation of architectural courses in Queensland;
- notices and forms given to the Board by corporations or other prescribed entities using the title “architect” or offering “architectural services” or “architectural design services”;
- documents relating to complaints against architects;
- documents lodged in respect of allegations relating to offences committed under the Act;
- documents lodged in support of applications by candidates for entry to the Architectural Practice Examinations;
- Board papers; and
- general files.

Board documents in the above categories 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](http://www.legislation.qld.gov.au).

### Access to Documents and Right to Information

Facilities for examining accessible documents and obtaining copies of those documents are

available at the Board's office at Level 3, 87 Wickham Terrace, Spring Hill.

The Registrar of the Board is the contact person for Right to Information (RTI) matters and is available to assist applicants to submit an application to comply with the Act.

No RTI applications were received during the year.

## Board Meetings & Remuneration

The Board met 11 times during the year 2018-2019. The number of meetings attended and total gross remuneration received by Board Members is listed below.

Board Member	Meetings Attended	Eligible to attend	Fees
B Medek	11	11	\$2,500
J McVeigh	10	11	\$2,000
A Hampson	11	11	\$2,000
B Taylor	11	11	\$2,000
D Johnson	10	11	\$2,000
T Dennis	9	11	\$2,000
L Burton	10	11	\$2,000

## Overseas Travel

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

## Internal Audit

The Board received no direction from the Minister for Housing and Public Works to establish an internal audit function, nor did the Board consider it appropriate or necessary to do so given the small size of the organisation (four employees) and the Board's limited resources.

The Board's external accountants provide ongoing guidance to the Board about the correct application of accounting procedures.

## External Audit

An independent external audit of the Board's financial affairs was conducted during the year by the Queensland Audit Office.

The Independent Auditor's Report is included at the end of this Annual Report.

## Code of Conduct

The Board Members and Registry staff maintain the highest standards of conduct, integrity and accountability reflecting the principles and values underlying good administration as expected by the public.

All Board Members, and Registry staff (whether employed under the *Public Service Act 2008* or Board appointed staff), are bound by the *Public Service Ethics Act 1994* and adhere to the *Queensland Public Service Code of Conduct*.

The administrative procedures and management practices of the Board during the reporting period operated in accordance with the requirements of Sections 22-23 of the *Public Sector Ethics Act 1994*.

## Ministerial Directions

No Ministerial direction was given to the Board under Section 98(1) of the Act.

## Finance

The Board is a non-profit, self-funding Statutory Authority which operates independently, impartially and in the public interest, to discharge its responsibilities under the *Architects Act 2002*.

Costs associated with the regulation of architects, including the Board's costs for administration of the Act, are principally met by fees levied on architects registered under the Act. A small amount of revenue is earned by the Board from

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the conduct of examinations of candidates seeking registration as architects.

All Board fees and charges are set by Statute, scheduled in the *Architects Regulation 2003*.

A significant issue impacting on the Board's budget is that the high expense items of investigation and legal costs are unpredictable, being largely a factor of the number of complaints received by the Board each year as well as compliance and enforcement activities undertaken on the Board's own initiative that require investigation and disciplinary or prosecution action. Also, the debts owed to the Board from fines and penalties awarded as a result of successful prosecution actions are generally referred to SPER, and generally take many years to be recouped by the Board.

This issue has, once again, affected this year's accounts, in that \$80,000 in fines and penalties was awarded to the Board by the Magistrates Court in November 2018 which will take several years to recover, though the related expenses (which were significant) were incurred in the 2018-2019 year.

Significant costs were also incurred by the Board in the previous 2017-2018 year to successfully prosecute another individual and company for 'holding out' offences, however these debts were also referred to SPER to manage and of the \$72,000 awarded to the Board, only \$1,069 was been repaid to the Board under the SPER arrangement as at 30 June 2019.

The Board'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 2019* and other prescribed requirements.

The financial statements for the year reflect the interpretation of this legislative framework by the

Auditors regarding the treatment of income from penalties and costs. This interpretation results in the treatment of income from penalties and costs being made on a cash basis, with \$140,552 of debt owing to the Board not being reflected on the balance sheet.

The Board's full financial statements are included in Part B of this Annual Report.

## Acknowledgements

The Board places on record its appreciation for the cooperation and assistance received, during the year, from officers of the Architect Registration Boards in Inter-State and Territory jurisdictions, the AACA, and the Department of Housing and Public Works, as well as from the Australian Institute of Architects and the Architects Accreditation Council of Australia.

## Compliance Checklist 2018-2019

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 7	5
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1	3 n/a
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	2
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	Queensland Government Language Services Policy ARRs – section 9.3	2
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	Copyright Act 1968 ARRs – section 9.4	2
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	QGEA – Information Licensing ARRs – section 9.5	2
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10.1	8-12
	<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>	ARRs – section 10.2, 31 and 32	n/a
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 10.2	9
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 10.3	13
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 11.1	9-11
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	n/a
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.3	9, 12
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.4	9, 13-19
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	Part B – Financial Statements
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	9-10
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	9-10
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 13.3	n/a
	<ul style="list-style-type: none"> <li>Public Sector Ethics Act 1994</li> </ul>	Public Sector Ethics Act 1994 ARRs – section 13.4	20
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 13.5	n/a
Governance – risk management and accountability	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 14.1	19
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 14.2	20
	<ul style="list-style-type: none"> <li>Internal audit</li> </ul>	ARRs – section 14.3	20
	<ul style="list-style-type: none"> <li>External scrutiny</li> </ul>	ARRs – section 14.4	12, 19, 20, 21

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> <li>Information systems and recordkeeping</li> </ul>	ARRs – section 14.5	19
Governance – human resources	<ul style="list-style-type: none"> <li>Strategic workforce planning and performance</li> </ul>	ARRs – section 15.1	n/a
	<ul style="list-style-type: none"> <li>Early retirement, redundancy and retrenchment</li> </ul>	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	n/a
Open Data	<ul style="list-style-type: none"> <li>Statement advising publication of information</li> </ul>	ARRs – section 16	2
	<ul style="list-style-type: none"> <li>Consultancies</li> </ul>	ARRs – section 33.1	n/a
	<ul style="list-style-type: none"> <li>Overseas travel</li> </ul>	ARRs – section 33.2	20
	<ul style="list-style-type: none"> <li>Queensland Language Services Policy</li> </ul>	ARRs – section 33.3	2
Financial statements	<ul style="list-style-type: none"> <li>Certification of financial statements</li> </ul>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	Part B Financial Statements
	<ul style="list-style-type: none"> <li>Independent Auditor's Report</li> </ul>	FAA – section 62 FPMS – section 50 ARRs – section 17.2	

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019* (came into effect 1 September 2019)

ARRs *Annual report requirements for Queensland Government agencies*

**PART B –**  
**2018-2019 FINANCIAL STATEMENTS**



**THE BOARD OF ARCHITECTS OF QUEENSLAND**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

## THE BOARD OF ARCHITECTS OF QUEENSLAND FINANCIAL STATEMENTS 2018-19

### Contents

Statement of Comprehensive Income

Statement of Financial Position

Statement of Changes in Equity

Statement of Cash Flows

Notes To and Forming Part of the Financial Statements

Management Certificate

### **General Information**

These financial statements cover the Board of Architects of Queensland.

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 3

87 Wickham Terrace

Spring Hill 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 2019**

	<b>Notes</b>	<b>2019 \$</b>	<b>2018 \$</b>
<b>Income from Continuing Operations</b>			
Fees and Other Receipts	2	631,848	647,182
Interest Revenue		12,599	11,624
Penalties and Costs		11,448	22,240
Other revenue		1,364	90
<b>Total Income from Continuing Operations</b>		<b>657,259</b>	<b>681,136</b>
<b>Expenses from Continuing Operations</b>			
Employee expenses	3	307,241	291,455
Administration Expenses	4	190,579	187,278
Investigations, Hearings, Legals		207,636	209,968
Examination Expenses		60,396	68,174
Board Member Expenses		28,187	27,102
<b>Total Expenses from Continuing Operations</b>		<b>794,039</b>	<b>783,977</b>
<b>Operating Result from Continuing Operations</b>		<b>(136,780)</b>	<b>(102,841)</b>
Other Comprehensive Income		-	-
<b>Total Comprehensive Income/(Loss)</b>		<b>(136,780)</b>	<b>(102,841)</b>

*The accompanying notes form part of these statements.*

**THE BOARD OF ARCHITECTS OF QUEENSLAND**  
**Statement of Financial Position**  
**as at 30 June 2019**

	Notes	2019 \$	2018 \$
<b>Current Assets</b>			
Cash and Cash Equivalents	5	798,128	655,113
Trade and Other Receivables	6	25,876	33,116
Prepayments	7	25,421	25,019
<b>Total Current Assets</b>		<b>849,425</b>	<b>713,248</b>
<b>Non-Current Assets</b>			
Property, plant & equipment	8	-	-
<b>Total Non-Current Assets</b>		<b>-</b>	<b>-</b>
<b>Total Assets</b>		<b>849,425</b>	<b>713,248</b>
<b>Current Liabilities</b>			
Trade and Other Payables	9	74,526	64,253
Unearned Revenue		756,201	497,661
Accrued Employee Benefits	10	63,009	64,898
<b>Total Current Liabilities</b>		<b>893,736</b>	<b>626,812</b>
<b>Non-Current Liabilities</b>			
Accrued Employee Benefits	10	10,255	4,222
<b>Total Non-Current Liabilities</b>		<b>10,255</b>	<b>4,222</b>
<b>Total Liabilities</b>		<b>903,991</b>	<b>631,034</b>
<b>Net Assets</b>		<b>(54,566)</b>	<b>82,214</b>
<b>Equity</b>			
Accumulated Surpluses		(54,566)	82,214
<b>Total Equity</b>		<b>(54,566)</b>	<b>82,214</b>

*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 2019**

	<b>Notes</b>	<b>\$</b>
		<b>Accumulated Surplus</b>
<b>Balance as at 1 July 2017</b>		185,055
Operating Result from Continuing Operations		(102,841)
Other Comprehensive Income		-
Total Comprehensive Income/(Loss)		<u><b>(102,841)</b></u>
<b>Balance as at 30 June 2018</b>		<u><b>82,214</b></u>
 <b>Balance as at 1 July 2018</b>		 82,214
Operating Result from Continuing Operations		(136,780)
Other Comprehensive Income		-
Total Comprehensive Income/(Loss)		<u><b>(136,780)</b></u>
<b>Balance as at 30 June 2019</b>		<u><b>(54,566)</b></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 2019**

	<b>Notes</b>	<b>2019 \$</b>	<b>2018 \$</b>
<b>Cash flows from operating activities</b>			
<i>Inflows:</i>			
Fees and other receipts		891,752	670,712
Penalties and Costs		16,578	5,460
Interest Earned		12,323	13,616
GST Input Tax Credit from ATO		58,213	50,064
GST Collected from Customers		346	187
<i>Outflows:</i>			
Employee expenses		(265,672)	(247,686)
Superannuation		(28,009)	(31,358)
Board Member Expenses		(27,792)	(27,102)
Examination Expenses		(60,756)	(67,814)
Administrative Expenses		(189,730)	(194,643)
Investigations/Hearings/Legal Expenses		(207,788)	(207,397)
GST Paid to Suppliers		(56,077)	(53,135)
GST Remitted to ATO		(373)	(140)
<b>Net cash provided by (used in) operating activities</b>	<b>11</b>	<b>143,015</b>	<b>(89,236)</b>
<b>Cash flows from investing activities</b>			
<i>Outflows:</i>			
Acquisition of Assets		-	-
<b>Net cash provided by (used in) investing activities</b>		<b>-</b>	<b>-</b>
<b>Cash flows from financing activities</b>			
<i>Outflows:</i>			
Acquisition of Assets		-	-
<b>Net cash provided by (used in) financing activities</b>		<b>-</b>	<b>-</b>
 Net increase (decrease) in cash and cash equivalents		 143,015	 (89,236)
Cash and cash equivalents at beginning of financial year		655,113	744,349
<b>Cash and cash equivalents at end of financial year</b>	<b>5</b>	<b>798,128</b>	<b>655,113</b>

*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 2019**

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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 2019**

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**Objectives and Principal Activities of the Board**

The objectives of the Board of Architects of Queensland are to protect the public by ensuring architectural services of an architect are provided in a professional and competent way, to maintain public confidence in the standard of services provided by architects and to uphold the standards of practice of architects.

**1 Summary of Significant Accounting Policies**

**(a) Statement of Compliance**

The Board of Architects of Queensland has prepared these financial statements in compliance with section 43 of the Financial and Performance Management Standard 2009.

These financial statements are general purpose financial statements, and have been prepared on an accrual basis in accordance with Australian Accounting Standards and Interpretations. In addition, the financial statements comply with Queensland Treasury and Trade's Minimum Reporting Requirements for the year ending 30 June 2019, and other authoritative pronouncements.

With respect to compliance with Australian Accounting Standards and Interpretations, the Board of Architects 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) Revenue Recognition**

Revenue from renewal fees is recognised on an accrual basis.

Under the *Architects Act 2002*, the registration period finishes at 30 June each year. Registrants who do not renew their registration are removed from the Board's register.

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

**(d) Cash and Cash Equivalents**

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

**(e) 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.

**(f) 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.

**(g) Property, Plant and Equipment**

All items of plant and equipment with a cost or other value in excess of \$5,000 are recognised for financial reporting purposes in the year of acquisition.

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



**THE BOARD OF ARCHITECTS OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019**

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**1 Summary of Significant Accounting Policies (continued)**

**(h) 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.

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

<b>Class</b>	<b>Rate</b>
Plant and Equipment	
- Computer Equipment	33%

**(i) 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. 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 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 Australian Taxation Office (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 investing or 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.

**(j) Trade and Other Payables**

Trade creditors are recognised upon receipt of the goods and services ordered at the agreed purchase price. The amounts are non-interest bearing and are normally paid within the terms stated on the creditor's invoice.

**(k) Employee Benefits**

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

Payroll tax and workers' 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 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 & Public Works, therefore all benefits specific to this position is recognised in the Department of Housing & Public Works' financial statements, with all expenses being reimbursed by the Board on a monthly basis.

As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

**1 Summary of Significant Accounting Policies (continued)**

**(k) Employee Benefits (continued)**

*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 settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year 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 current portion for this provision includes the total amount accrued for annual leave entitlements and the amounts 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 annual leave or 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 in the event employees wish to use their leave entitlement. 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 QSuper, the superannuation scheme for Queensland Government employees, at rates determined by the Treasurer 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 QSuper.

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.

*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 and Trade. Refer to Note 3 for the disclosures.

The Registrar is employed by the Board on a full-time basis. However, this position is paid by the Department of Housing and Public Works (therefore, all benefits are recognised in the Department of Housing and Public Works' financial statements), with all positions being reimbursed by the Board on a quarterly basis.

**(l) 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. Postage is also pre-paid and the credit remaining from postage unspent is recorded as a

**1 Summary of Significant Accounting Policies (continued)**

**(m) Financial Instruments**

**AASB 9 Financial Instruments**

AASB 9 Financial Instruments replaces AASB 139 Financial Instruments: Recognition and Measurement. It makes major changes to the previous guidance on the classification and measurement of financial assets and introduces and 'expected credit loss' model for impairment of financial assets.

When adopting AASB 9, the Board has applied transitional relief and opted not to restate prior periods. Differences arising from the adoption of AASB 9 in relation to classification, measurement, and impairment are recognised in opening retained earnings as at 1 July 2018.

The adoption of AASB 9 did not have a material impact on the transactions and balances recognised in the financial statement.

*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 amortised cost
- Receivables – held at amortised cost
- Payables – held at amortised cost

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

**(n) 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.

**(o) Going Concern**

This financial report has been prepared on a going concern basis and the Board will be able to meet its debts as and when they fall due.

**(p) Leases**

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**1 Summary of Significant Accounting Policies (continued)**

**(q) Critical Accounting Estimates and Judgements**

The Board evaluates estimates and judgments 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) Unearned Revenue**

Annual Renewal Fees received during April, May and June 2019 for the registration year commencing 1 July 2019 are recognised as Unearned Revenue in 2018-2019.

**(s) New and Revised Accounting Standards**

The Board did not voluntarily change any of its accounting policies during 2018-19.

The Board applies Australian Accounting Standards and Interpretations in accordance with their respective commencement dates. At the date of authorisation of the financial report, the expected impacts of new or amended Australian Accounting Standards issued but with future effective dates are set out below:

**AASB 1058 Income of Not-for-Profit Entities and AASB 15 Revenue from Contracts with Customers**

AASB 15 Revenue from Contract with Customers first applied to the Board from its financial statements from 1 January 2018, and AASB 1058 Income of Not-for-Profit Entities will first apply to the Board from its financial statements from 1 January 2019.

The new Standard is applicable to transactions that do not arise from enforceable contracts with customers involving performance obligations, as such transactions are accounted for in accordance with AASB 15. AASB 1058 requires an entity to recognise:

income immediately in profit or loss for the excess of the initial carrying amount of an asset over the related contributions by owners, increases in liabilities, decreases in assets and revenue. For this purpose, the assets, liabilities and revenue are to be measured in accordance with the relevant Accounting Standards;

liabilities for the excess of the initial carrying amount of a financial asset (received in a transfer to enable the entity to acquire or construct a recognisable non-financial asset that is to be controlled by the entity) over any related amounts recognised in accordance with the relevant Standards. The liabilities must be amortised to profit or loss as income when the entity satisfies its obligations under the transfer; and

volunteer services or a class of volunteer services as an accounting policy choice if the fair value of those services can be measured reliably, whether or not the services would have been purchased if they had not been donated. Recognised volunteer services shall be measured at fair value and any excess over the related amounts (such as contributions by owners or revenue) immediately recognised as income in profit or loss.

AASB 1058 mandatorily applies to annual reporting periods beginning on or after 1 January 2019. Earlier application is permitted, provided AASB 15 is applied for the same period.

Based on the Board's assessment of the impact of AASB 15 and AASB 1058, the Board does not believe that the initial adoption of either of these standards will have a material impact on the transactions and balances recognised in the financial statement when it is first adopted for the year ending 30 June 2020.

**THE BOARD OF ARCHITECTS OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019**

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**1 Summary of Significant Accounting Policies (continued)**

**(s) New and Revised Accounting Standards (continued)**

**AASB 16 Leases**

This standard will first apply to the Board from its financial statements for 2019-20. When applied, the standard supersedes AASB 117 Leases, AASB Interpretation 4 Determining whether an Arrangement contains a Lease, AASB Interpretation 115 Operating Leases – Incentives and AASB Interpretation 127 Evaluating the Substance of Transactions Involving the Legal Form of a Lease.

*Impact for Lessees*

Under AASB 16, the majority of operating leases (as defined by the current AASB 117 and shown at Note 14) will be reported on the statement of financial position as right-of-use assets and lease liabilities.

The right-of-use asset will be initially recognised at cost, consisting of the initial amount of the associated lease liability, plus any lease payments made to the lessor at or before the effective date, less any lease incentive received, the initial estimate of restoration costs and any initial direct costs incurred by the lessee. The right-of-use asset will give rise to a depreciation expense.

The lease liability will be initially recognised at an amount equal to the present value of the lease payments during the lease term that are not yet paid. Current operating lease rental payments will no longer be expensed in the statement of comprehensive income. They will be apportioned between a reduction in the recognised lease liability and the implicit finance charge (the effective rate of interest) in the lease. The finance cost will also be recognised as an expense.

AASB 16 allows a 'cumulative approach' rather than full retrospective application to recognising existing operating leases. In accordance with Queensland Treasury's policy, the Board will apply the 'cumulative approach', and will not need to restate comparative information. Instead, the cumulative effect of applying the standard is recognised as an adjustment to the opening balance of accumulated surplus (or other component of equity, as appropriate) at the date of initial application.

*Outcome of review as lessee*

The Board has completed its review of the impact of adoption of AASB 16 on the statement of financial position and statement of comprehensive income and has identified the following major impacts which are outlined below.

During the 2018/19 financial year, the non-cancellable lease commitment recognised under AASB 117 comprises the Board's office premises on 5 year terms, and other operating leases for franking machine with the terms of 5 years.

The Board has quantified the transitional impact on the statement of financial position and statement of comprehensive income of all qualifying lease arrangements that will be recognised on-balance sheet under AASB 16, as follows.

Statement of financial position impact on 1 July 2019:

- \$90,567 increase in lease liabilities
- \$78,224 increase in right-of-use assets

Statement of comprehensive income impact expected for the 2019-20 financial year, as compared to 2018-19:

- \$7,222.55 decrease in depreciation and amortisation expense
- \$1,670.06 increase in interest expense
- This results in a net decrease of \$5,552.49 in total expenses

**THE BOARD OF ARCHITECTS OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>2 Fees and Other Receipts</b>		
Application Fees	33,989	40,887
Registration Fees	15,558	24,077
Restoration and Processing Fees	1,743	4,783
Renewal Fees	497,853	474,220
Examination Fees	82,705	103,215
<b>Total</b>	<b>631,848</b>	<b>647,182</b>

<b>3 Employee Expenses</b>		
Wages	148,018	130,857
Reimbursement of Registrar's Salary and Expense	131,190	129,834
Superannuation	15,894	13,547
Long Service Leave	(4,246)	7,199
Annual Leave	8,390	3,495
Other	7,995	6,523
<b>Total</b>	<b>307,241</b>	<b>291,455</b>

<b>Key Management Personnel</b>	<b>2019</b>	<b>2018</b>
Number of employees including both full-time employees and part-time employees measured on a full time equivalent basis	3	3
Number of Board members paid wages during the year:	7	10

The names of current Board members are:

Bruce Medek (Chairperson)	Alice Hampson	Debra Johnson
Jennifer McVeigh (Deputy Chairperson)	Bridget Taylor	Tania Dennis
Lindy Osborne Burton		

Board members appointed during the year are:

Nil

Board members who have retired during the year are:

Nil

**THE BOARD OF ARCHITECTS OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019**

**3 Employee Expenses (Continued)**

**Key Management Personnel (continued)**

The following details for key management personnel include those positions that had authority and responsibility for planning, directing and controlling the activities of the department during 2018-19.

Position	Responsibilities	Current incumbents	
		Contract classification and appointment authority	Date appointed to position (Date resigned from position)
Anita Nikolaou	The Registrar is responsible for managing the business requirements of the Board. This includes keeping a Register of Architects.	AO7 Public Service Act 1996	January 2017
Bruce Medek	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)	April 2018
Jennifer McVeigh	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)	April 2018

**Executive Remuneration 1 July 2018 – 30 June 2019**

Position	Short Term Employee Benefits		Long Term Employee Benefits	Post Employment Benefits	Termination Benefits	Total Remuneration
	Base \$	Non- Monetary Benefits \$	\$	\$	\$	\$
Registrar (Anita)	115,605	-	2,204	13,381	-	131,190
Chairperson (Bruce)	2,500	-	-	-	-	2,500
Deputy Chairperson (Jennifer)	2,000	-	-	-	-	2,000
<b>Total Remuneration</b>	<b>120,105</b>	<b>-</b>	<b>2,204</b>	<b>13,381</b>	<b>-</b>	<b>135,690</b>

**Executive Remuneration 1 July 2017 – 30 June 2018**

Position	Short Term Employee Benefits		Long Term Employee Benefits	Post Employment Benefits	Termination Benefits	Total Remuneration
	Base \$	Non- Monetary Benefits \$	\$	\$	\$	\$
Registrar (Anita)	111,862	-	2,206	13,202	-	127,270
Chairperson (Susan)	1,750	-	-	-	-	1,750
Chairperson (Bruce)	2,150	-	-	-	-	2,150
Deputy Chairperson (Jennifer)	600	-	-	-	-	600
<b>Total Remuneration</b>	<b>116,362</b>	<b>-</b>	<b>2,206</b>	<b>13,202</b>	<b>-</b>	<b>131,770</b>

**THE BOARD OF ARCHITECTS OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>4 Administrative Expenses</b>		
Accounting	13,430	9,894
Audit Fees	7,950	7,100
Bank Charges	5,882	5,385
Accommodation Expenses	52,690	50,838
Depreciation	-	-
Election Costs	3,200	-
Office Expenses	21,509	23,528
Office Systems (includes computer maintenance)	20,564	21,414
Online Registration	28,309	36,867
Memberships (AACA)	37,045	32,252
<b>Total</b>	<b>190,579</b>	<b>187,278</b>
<b>5 Cash and Cash Equivalents</b>		
Cash at bank	22,436	54,543
Petty Cash	148	190
QTC Investment Account	759,989	585,030
CBA Term Deposit	15,555	15,350
<b>Total</b>	<b>798,128</b>	<b>655,113</b>
<b>6 Trade and Other Receivables</b>		
Trade Receivables	11,650	16,780
Allowance for Impairment	-	-
Net Receivables	11,650	16,780
Accrued Interest	1,400	1,124
GST Receivables	12,826	15,212
<b>Total</b>	<b>25,876</b>	<b>33,116</b>
<b>7 Prepayments</b>		
Prepaid Insurance	1,292	4,523
Prepaid Rent	3,924	-
Other Prepayments	20,205	20,496
<b>Total</b>	<b>25,421</b>	<b>25,019</b>
<b>8 Property, Plant and Equipment</b>		
Computer Equipment	6,937	6,937
Accumulated Depreciation - Computer Equipment	(6,937)	(6,937)
<b>Total</b>	<b>-</b>	<b>-</b>
<b>Movements Schedule</b>		
<b>Computer Equipment</b>		
Carrying amount at 1 July	-	-
Acquisitions	-	-
Depreciation	-	-
<b>Carrying amount at 30 June</b>	<b>-</b>	<b>-</b>
<b>9 Trade and Other Payables</b>		
Trade Creditors	5,991	8,687
Accrued Expenses	54,925	47,387
Franking Machine	(201)	(6)
Other Payable	13,811	8,185
<b>Total</b>	<b>74,526</b>	<b>64,253</b>



**THE BOARD OF ARCHITECTS OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>10 Provision for Employee Benefits</b>		
<b>Current</b>		
Annual Leave Payable	18,512	10,122
Long Service Leave Payable	44,497	54,776
<b>Total</b>	<b>63,009</b>	<b>64,898</b>
<b>Non-Current</b>		
Annual Leave Payable	-	-
Long Service Leave Payable	10,255	4,222
<b>Total</b>	<b>10,255</b>	<b>4,222</b>
<b>Analysis of Provisions</b>		
Opening Balance at 1 July	69,120	58,425
Additional Provisions raised during the year	19,816	17,780
Amounts Used	15,672	7,085
<b>Balance at 30 June 2019</b>	<b>73,264</b>	<b>69,120</b>

**11 Reconciliation of Operating Result to Net Cash from Operating Activities**

Operating Result	(136,780)	(102,841)
Depreciation	-	-
Changes in Assets and Liabilities		
Decrease (increase) in Receivables	7,240	(17,385)
Decrease (increase) in Prepayments	(402)	(3,973)
Increase (decrease) in Trade & Other Payables	10,273	828
Increase (decrease) in Unearned Revenue	258,540	23,440
Increase (decrease) in Accrued Employee Benefits	4,144	10,695
<b>Net cash from operating activities</b>	<b>143,015</b>	<b>(89,236)</b>

**12 Contingent Assets and Liabilities**

As at 30 June 2019, there was a contingent liability of \$15,340 (2018: \$15,340) in relation to a bank guarantee which was a requirement of the office lease agreement.

**13 Events Occurring after Reporting Date**

There are no events occurring after the balance date that materially affect the financial statements at 30 June 2019.

**14 Commitments for Expenditure**

The Board had no capital commitments of a material nature at 30 June 2019.

Commitments under operating leases at reporting date are inclusive of anticipated GST and are payable as follows:

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Not later than one year	45,380	41,335
Later than one year and not later than five years	47,723	83,497
Later than five years	-	-
<b>Total</b>	<b>93,103</b>	<b>124,832</b>

The lease is for the business premises and is a non-cancellable lease with a 5 year term, with rent payable monthly in advance. Contingent rental provisions within the lease agreement require that the minimum lease payments can be increased by the CPI once a year during the rent review period on 18 July. An option exists to renew the lease at the end of the term for one additional term of five years.

**THE BOARD OF ARCHITECTS OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019**

**15 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	Note	2019 \$	2018 \$
<b>Financial assets</b>			
Cash and cash equivalents	5	798,128	655,113
Receivables	6	25,876	16,780
<b>Total</b>		<b>824,004</b>	<b>671,893</b>
<b>Financial liabilities</b>			
Financial liabilities measured at amortised cost:			
Payables	9	74,526	63,129
<b>Total</b>		<b>74,526</b>	<b>63,129</b>

**Risk Management Strategy**

The Board's overall risk management strategy is designed to meet its financial targets, whilst minimising potential effects on financial performance. Risk management policies are approved and reviewed by the Board on a regular basis. These include the credit risk policies and future cash flow requirements.

**Specific Financial Risk Exposures and Management**

The main risks the Board is exposed to through its financial instruments are credit risk, liquidity risk and interest rate risk.

**(a) Credit Risk**

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligations that could lead to a financial loss to the Board. The maximum exposure to credit risk at balance date in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any allowances for impairment.

The following table represents the Board's maximum exposure to credit risk based on contractual amounts net of any allowances:

	2019 \$	2018 \$
<b>Maximum Exposure to Credit Risk</b>		
<b>Financial assets</b>		
Receivables	11,650	16,780
<b>Total</b>	<b>11,650</b>	<b>16,780</b>

No collateral is held as security and no credit enhancements relate to financial assets held by the Board.

The Board manages credit risk through the use of a credit management strategy. This strategy aims to reduce the exposure to credit default by ensuring that the Board invests in secure assets, and monitors all funds owed on a timely basis. Exposure to credit risk is monitored on an ongoing basis.

No financial assets and financial liabilities have been offset and presented net in the Statement of Financial Position.

The method for calculating any allowance for impairment is based on past experience, current and expected changes in economic conditions and changes in client credit ratings.

Impairment loss expense on trade receivables for the current year is nil.

**THE BOARD OF ARCHITECTS OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019**

**15 Financial Risk Management (continued)**

**Categorisation of Financial Instruments (continued)**

The Board has impaired all assets that are past due. Ageing of impaired financial assets is disclosed in the following tables:

<b>Individually Impaired Financial Assets</b>					
<b>2019</b>	<b>Overdue</b>				
	<b>Less than 30 days</b>	<b>30 days +</b>	<b>60 days +</b>	<b>90 days +</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Financial Assets</b>					
Trade Receivables	330			11,320	11,650
Allowance for Impairment	-			-	-
	330			11,320	11,650

<b>Individually Impaired Financial Assets</b>					
<b>2018</b>	<b>Overdue</b>				
	<b>Less than 30 days</b>	<b>30 days +</b>	<b>60 days +</b>	<b>90 days +</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Financial Assets</b>					
Trade Receivables				16,780	16,780
Allowance for Impairment				-	-
				16,780	16,780

**Movements in the Allowance for Impairment**

Balance at 1 July  
Increase / (decrease) in allowance recognised in operating result  
**Balance at 30 June**

<b>2019</b>	<b>2018</b>
<b>\$</b>	<b>\$</b>
-	22,240
-	(22,240)
<b>-</b>	<b>-</b>

**(b) Liquidity risk**

The Board manages liquidity risk through the use of a liquidity management strategy. This strategy aims to reduce the exposure to liquidity risk by ensuring the Board has sufficient funds available to meet employee and supplier obligations at all times. This is achieved by ensuring that minimum levels of cash are held within the various bank accounts so as to match the expected duration of the various employee and supplier liabilities.

The following tables sets out the liquidity risk of financial liabilities held by the Board. It represents the contractual maturity of financial liabilities, calculated based on cash flows relating to the payment of the principal amount outstanding at balance date.

**Financial liabilities**

**Payables**

Less than 1 year

**Total**

<b>2019</b>	<b>2018</b>
<b>\$</b>	<b>\$</b>
74,526	63,129
<b>74,526</b>	<b>63,129</b>

**Total financial liabilities**

Less than 1 year

**Total**

74,526	63,129
<b>74,526</b>	<b>63,129</b>

**(c) Interest rate risk**

Exposure to interest rate risk arises on cash and cash equivalents. A 1% increase/decrease in current interest rates will result in a \$7,599 increase/decrease in profit and equity respectively.

**(d) Fair value**

Cash, cash equivalents, receivables and payables are short-term in nature and their carrying value approximating their fair values so are not disclosed separately. Fair values are those amounts at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

#### 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 (the Act), section 43 of the Financial and Performance Management Standard 2009 and other prescribed requirements.

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

- (a) the prescribed requirements for establishing and keeping the accounts have been compiled with in material respects; and
- (b) the 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 2019 and of the financial position of the board at the end of that year;
- (c) We acknowledge responsibility under s.8 and s.15 of the *Financial and Performance Management Standard 2009* 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.

Bruce Medek  
Chairperson



Date 22-August-2019

Anita Nikolaou  
Registrar



Date 22-August-2019

## INDEPENDENT AUDITOR'S REPORT

To the members 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.

In my opinion, the financial report:

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

The financial report comprises the statement of financial position as at 30 June 2019, 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 summaries of significant accounting policies and other explanatory information, and the management certificate.

#### Basis for opinion

I conducted my audit in accordance with the *Auditor-General of Queensland 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* (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 of Queensland Auditing Standards*.

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

#### Other information

Other information comprises the information included in the Board's annual report for the year ended 30 June 2019, but does not include the financial report and my auditor's report thereon.

The Board is responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

### **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 2009* and Australian Accounting Standards, 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the entity.
- Conclude on the appropriateness of the entity's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

### **Report on other legal and regulatory requirements**

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2019:

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



30 August 2019

Bhavik Deoji  
as delegate of the Auditor-General

Queensland Audit Office  
Brisbane

