

Western Australia

Architects Regulations 2005

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Architects Regulations 2005

CONTENTS

Part 1 — Preliminary		
1.	Citation	1
2.	Commencement	1
3.	Definitions	1
Part 2 — The Architects Board		
Division 1 — Nominations		
4.	Bodies that nominate persons for ministerial appointment of members	2
Division 2 — Elections		
5.	Nominations	2
6.	List of candidates	3
7.	Voting papers	4
8.	Counting of votes	4
9.	Nominations not exceeding vacancies	5
10.	Names of elected members to be published in <i>Gazette</i>	5
11.	Electors to vote once only	5
Part 3 — Registration and licensing		
Division 1 — Registration		
12.	Registration requirements	6
13.	Examinations to be passed	6
14.	Conduct of examinations	7
Division 2 — Licensing		
15.	Licensing requirements	8

Contents

	Division 3 — The register	
16.	Divisions of the register — registered persons	8
	Part 4 — Insurance	
17.	Amount of insurance cover	9
18.	Information about insurance cover — registered persons	9
19.	Information about insurance cover — licensed corporations	9
	Part 5 — Disciplinary proceedings	
20.	Unprofessional conduct as an architect	11
	Part 6 — Fees	
21.	Fees	13
22.	When renewal fees fall due	13
	Part 7 — Miscellaneous	
23.	Certificates of registration, licence documents to be available for inspection	14
24.	Advice about changes in practising status	14
25.	Consent to use a name other than a name recorded in the register	14
	Schedule 1 — Fees	
	Notes	
	Compilation table	17

Western Australia

Architects Act 2004

Architects Regulations 2005

Part 1 — Preliminary

1. Citation

These regulations are the *Architects Regulations 2005*.

2. Commencement

These regulations come into operation on the day on which the *Architects Act 2004* comes into operation.

3. Definitions

In these regulations —

“**registered address**”, in relation to a registered person or licensed corporation, means the address that is recorded in the register in respect of the person or corporation;

“**return day**” means the day set by the Board as the last day for the return of the voting papers for an election under regulations 8 and 9;

“**section**” means section of the Act.

Part 2 — The Architects Board

Division 1 — Nominations

4. Bodies that nominate persons for ministerial appointment of members

The following bodies are prescribed for the purposes of section 7(1)(b) —

- (a) the Royal Australian Institute of Architects;
- (b) the Association of Consulting Architects — Australia;
- (c) the University of Western Australia;
- (d) the Curtin University of Technology.

Division 2 — Elections

5. Nominations

- (1) The Board is to call for the nomination of registered persons as candidates for election to the office of a Board member under section 7(1)(c) that —
 - (a) is due to become vacant because the member's term of office is about to expire by the passage of time; or
 - (b) becomes vacant under Schedule 1 clause 3 of the Act.
- (2) For the purposes of subregulation (1) the Board is send to each registered person —
 - (a) a nomination paper, in a form approved by the Board, for the registered person to nominate himself or herself as a candidate for election to the office; and
 - (b) written notice —
 - (i) of the number of members to be elected under section 7(1)(c) in the particular election;
 - (ii) of the period for which the successful candidate is to hold office;

- (iii) of the time by which nominations are to be received by the Board;
 - (iv) of the return day; and
 - (v) that a nomination will not be accepted unless the candidate provides, for inclusion with the voting papers, a statement about the nominee's qualifications, experience and reasons for nomination.
- (3) The nomination paper and notices are to be sent to the registered person's registered address —
- (a) in the case of an office mentioned in subregulation (1)(a), at least 60 days before the day on which the term of office is due to expire; or
 - (b) in the case of an office mentioned in subregulation (1)(b), as soon as is practicable after the office becomes vacant.

6. List of candidates

- (1) The Board is to prepare a list of candidates for election from the nominations made under regulation 5.
- (2) The Board is not to include a person's name in the list if —
 - (a) the person has not signed the nomination form;
 - (b) the nomination was not received by the time mentioned in regulation 5(2)(b)(iii);
 - (c) the person has not provided a statement mentioned in regulation 5(2)(b)(v); or
 - (d) the person is not eligible for election because of section 7(5)(a) or (b).

7. Voting papers

- (1) If the number of names in the list of candidates exceeds the number of members to be elected the Board is to send a voting paper for an election to each registered person.
- (2) The voting paper is to be sent to the registered person's registered address at least 14 days before the return day.
- (3) The voting paper is to contain —
 - (a) the list of candidates;
 - (b) notice of the number of members to be elected under section 7(1)(c) in the particular election;
 - (c) notice of the return day;
 - (d) instructions on how the elector is to record his or her vote; and
 - (e) notice that the vote will not be counted if it is not received by the Board by the return day.
- (4) The voting paper is to be in a form approved by the Board and signed by the registrar or the chairperson of the Board.

8. Counting of votes

- (1) As soon as is practicable after the return day the registrar and at least one other person are to —
 - (a) open and examine the votes received by the Board on or before the return day; and
 - (b) count the votes that have been correctly recorded in accordance with the instructions mentioned in regulation 7(3)(d).
- (2) The Board is to check the registrar's examination and counting of the votes as soon as is practicable after the registrar has counted the votes.
- (3) If 2 or more candidates receive the same number of votes the members of the Board who are also registered persons may, by

simple majority, select one of their number to have a casting vote to resolve the matter in respect of those candidates.

9. Nominations not exceeding vacancies

If the number of names in the list of candidates does not exceed the number of members to be elected —

- (a) it is not necessary to conduct an election under regulations 7 and 8;
- (b) each candidate in the list of candidates is to be taken to be elected at the time by which nominations are to be received by the Board; and
- (c) if a vacancy remains, the members of the Board who are also registered persons may, by simple majority, select one of their number to elect a registered person to fill the vacancy and that person is to be taken to be elected at the time the Board receives the person's acceptance of his or her election under this regulation.

10. Names of elected members to be published in *Gazette*

The Board is to publish in the *Gazette* the names of the persons —

- (a) who are elected under regulations 7 and 8; or
- (b) who, under regulation 9(b) or (c), are to be taken to be elected.

11. Electors to vote once only

- (1) A registered person must not vote more than once in an election under this Division.

Penalty: a fine of \$2 000.

- (2) In subregulation (1) —
“**vote**” does not include a casting vote under regulation 8(3) or the election of a Board member under regulation 9(c).

Part 3 — Registration and licensing

Division 1 — Registration

12. Registration requirements

For the purposes of section 29(b), the requirements in relation to a natural person are that the person —

- (a) either —
 - (i) holds a qualification obtained as a result of the successful completion of an architectural education course that has been accredited by the Board under section 10(c);
 - (ii) holds a qualification that in the opinion of the Board is equivalent to such a qualification (after having regard to the advice of the Architects Accreditation Council of Australia where relevant); or
 - (iii) has otherwise attained a standard in relation to the practice of architecture that is acceptable to the Board (after having regard to the advice of the Architects Accreditation Council of Australia where relevant);
- (b) has been assessed as eligible to sit, and has passed, the examinations mentioned in regulation 13;
- (c) has not been convicted of an offence, whether in this State or elsewhere, the nature of which renders the person unfit to be a registered person; and
- (d) is otherwise a fit and proper person.

13. Examinations to be passed

The examinations to be passed by a person desiring to be registered are —

- (a) the version of the written examination, known as the National Examination Paper, set by the Architects

Accreditation Council of Australia for use at the time the person takes the examination; and

- (b) the examination, known as the Examination by Interview, conducted in accordance with the Guide for Candidates published by the Architects Accreditation Council of Australia, as that document is in force from time to time.

14. Conduct of examinations

- (1) The Board may conduct examinations of the kind mentioned in regulation 13 at such times and at such intervals as it thinks fit.
- (2) A person who wishes to take an examination (including an assessment for eligibility for taking an examination) must pay the Board the fee prescribed by regulation 21 in relation to the examination.
- (3) A person employed, engaged or appointed by the Board to supervise an examination who has reasonable grounds to believe that a candidate is cheating in, or is otherwise acting in an improper manner during, an examination —
 - (a) may, at any time during the examination, direct the candidate to leave the examination room; and
 - (b) is to give a written report about the incident to the Board.
- (4) The Board, in such manner as it thinks fit —
 - (a) is to notify each candidate for an examination conducted by the Board of the candidate's results; and
 - (b) is to inform each unsuccessful candidate of his or her areas of weakness.

Division 2 — Licensing

15. Licensing requirements

For the purposes of section 31(b), the requirements in relation to a corporation are that —

- (a) the corporation's constitution is, or the rules governing the corporation's internal management are, acceptable to the Board;
- (b) each of the directors of the corporation is acceptable to the Board;
- (c) all architectural work to be done by the corporation is to be done under the direct control and supervision of a registered person who is an officer or employee of the corporation;
- (d) the means by which the corporation proposes to comply with paragraph (c) are acceptable to the Board;
- (e) the person who will have ultimate responsibility for the architectural work to be done by the corporation is a registered person who is an officer or employee of the corporation; and
- (f) the name under which the corporation proposes to carry on the practice of architecture is acceptable to the Board.

Division 3 — The register

16. Divisions of the register — registered persons

The divisions of the register in relation to registered persons are —

- (a) division 1 for registered persons who are currently practising architecture;
- (b) division 2 for registered persons who are not currently practising architecture.

Part 4 — Insurance

17. Amount of insurance cover

For the purposes of sections 30(2)(b) and 32(2)(c), the minimum amount of insurance cover is \$1 000 000.

18. Information about insurance cover — registered persons

- (1) For the purposes of section 54(1), the information in relation to the insurance cover that is in effect in respect of a registered person is a document from the insurer or a broker showing —
 - (a) the period in respect of which the insurance cover is in effect;
 - (b) the amount of the insurance cover; and
 - (c) the categories of persons in respect of whose acts and omissions the insurance cover applies.
- (2) The time for giving the Board information mentioned in subregulation (1) is —
 - (a) in the case of the initial registration, 28 days after the day on which the registered person is advised of the registration;
 - (b) in the case of a renewal of registration, 14 days after the day on which the registered person is advised of the renewal; and
 - (c) in any case where the insurer, the period of insurance or the amount or type of cover is changed after the period mentioned in paragraph (a) or (b), 14 days after the change occurs.

19. Information about insurance cover — licensed corporations

- (1) For the purposes of section 54(1), the information in relation to the insurance cover that is in effect in respect of a licensed corporation is a document from the insurer or a broker showing —

r. 19

- (a) the period in respect of which the insurance cover is in effect;
 - (b) the amount of the insurance cover; and
 - (c) the categories of persons in respect of whose acts and omissions the insurance cover applies.
- (2) The time for giving the Board information mentioned in subregulation (1) is —
- (a) in the case of the initial grant of the licence, 28 days after the day on which the licensed corporation is advised of the grant of the licence;
 - (b) in the case of a renewal of a licence, 14 days after the day on which the licensed corporation is advised of the renewal; and
 - (c) in any case where the insurer, the period of insurance or the amount or type of cover is changed after the period mentioned in paragraph (a) or (b), 14 days after the change occurs.

Part 5 — Disciplinary proceedings

20. Unprofessional conduct as an architect

For the purposes of section 56(2), the following conduct of a person (“**person 1**”) constitutes unprofessional conduct as an architect —

- (a) holding out or in any way implying that person 1’s name is entered in a particular division of the register if the name is not entered in that division of the register;
- (b) using, in connection with an architectural service provided by person 1 —
 - (i) the name of a registered person who is not a partner or employee of person 1; or
 - (ii) the name of a licensed corporation of which person 1 is not an officer, employee or partner;
- (c) allowing a natural person (“**person 2**”) to practise in person 1’s name in connection with an architectural service provided by person 2 if —
 - (i) person 2 is not registered; or
 - (ii) person 2 is registered but is not a partner or employee of person 1;
- (d) allowing a corporation to practise in person 1’s name in connection with an architectural service provided by the corporation if —
 - (i) the corporation is not a licensed corporation; or
 - (ii) the corporation is a licensed corporation but person 1 is not an officer of the corporation;
- (e) signing an account, statement, report, specification, plan or other document purporting to represent any architectural work as having been done by person 1 in circumstances where the work has not been done under person 1’s direct control or supervision;

r. 20

- (f) accepting architectural work on condition or promise that person 1 will give or receive, or because person 1 has given or received, any remuneration, discount, gift or commission directly or indirectly to or from another person, other than remuneration to be received by person 1 from the client;
- (g) failing to disclose to a client a direct or indirect pecuniary interest (other than an interest in a public company) that person 1 has in any product or service that person 1 —
 - (i) specifies or recommends for use in connection with the project in respect of which person 1's services are engaged; or
 - (ii) uses or causes to be used in connection with that project;
- (h) using, or causing to be used, in connection with a project in respect of which person 1's services are engaged, a product or service in which person 1 has an interest of a kind referred to in paragraph (g) without having —
 - (i) the client's written acknowledgment of the disclosure of the interest; and
 - (ii) the client's written consent to the use of the product or service.

Part 6 — Fees

21. Fees

The fee set out in column 3 of Schedule 1 in respect of a matter is prescribed in relation to the matter.

22. When renewal fees fall due

- (1) For the purposes of section 37(1), the day on which the fee for the renewal of a person's registration or a corporation's licence falls due is —
 - (a) 31 March of each year following the year in which the registration or licence first took effect; or
 - (b) the day set by the Board under subregulation (3).
- (2) A registered person may apply to the Board for the Board to set a day after 31 March to be the day on which the fee for the renewal of the person's registration in that year falls due.
- (3) On an application the Board, if satisfied that the applicant is experiencing hardship, may set a day after 31 March but before 1 October to be the day on which the fee for the renewal of the person's registration in that year falls due.

Part 7 — Miscellaneous

23. Certificates of registration, licence documents to be available for inspection

- (1) A registered person must ensure that a certificate of registration issued to the person is available for inspection by any person during business hours at the person's registered address.
- (2) A licensed corporation must ensure that a licence document issued to the corporation is available for inspection by any person during business hours at the corporation's registered address.

Penalty applicable to subregulations (1) and (2): a fine of \$1 000.

24. Advice about changes in practising status

- (1) A registered person whose name is entered in division 2 of the register must give the registrar written advice if the person starts practising architecture.
- (2) A registered person whose name is entered in division 1 of the register must give the registrar written advice if the person stops practising architecture.
- (3) The advice referred to in subregulation (1) or (2) must be given no later than 30 days after the change occurs.

25. Consent to use a name other than a name recorded in the register

- (1) An application for the Board's consent to a registered person's or a licensed corporation's practising architecture under any name other than the name of the person or corporation as recorded in the register is to be —
 - (a) made in writing in a manner and form determined by the Board; and

- (b) accompanied by the fee prescribed by regulation 21 in relation to the application.
- (2) The applicant is to provide the Board with any further information that the Board requires in any particular case and is to verify the information by statutory declaration if required by the Board to do so.
- (3) Without limiting the kinds of condition that the Board may impose in relation to the name of the practice, the Board may impose as a condition of the giving of its consent —
 - (a) a requirement that the name and registration number of the registered person who has ultimate responsibility for the architectural work done by the applicant is displayed on all the applicant's stationery, advertisements, job signs and other information given to the public about the applicant's architectural work;
 - (b) a requirement that the applicant must ensure that a certificate of registration issued to the registered person who has ultimate responsibility for the architectural work done by the applicant is available for inspection by any person during business hours at the applicant's registered address.

Schedule 1 — Fees

[r. 21]

Provision of Act or regulations	Subject matter	Fee (\$)
s. 33(1)(b)(i)	Application for registration	110
s. 33(1)(b)(i)	Application for grant of licence	200
s. 33(1)(b)(ii)	Registration fee	165
s. 33(1)(b)(ii)	Licence fee	275
s. 37(1)	Renewal of registration	165
s. 37(1)	Renewal of licence	275
s. 37(2)(c)	Restoration of name to the register if name removed under s. 37(1)	55
s. 44(2)	Certified copy of part of, or entry in, the register	75
s. 45	Amendment of particulars entered in the register	25
s. 51(2)	Restoration of name to the register if name removed under s. 47 or 49	25
s. 51(5)	Restoration of name to the register if name removed by way of disciplinary action	50
s. 71(2)(j) and r. 14(2)	Assessment of eligibility for, and taking, the National Examination Paper examination	350
s. 71(2)(j) and r. 14(2)	Taking the Examination by Interview	300
s. 71(2)(j) and r. 14(2)	Supplementary Examination by Interview	250
s. 71(2)(j) and r. 25(1)(b)	Application for Board's consent to a name under which a person or corporation can carry on the practice of architecture	110

Notes

¹ This is a compilation of the *Architects Regulations 2005*. The following table contains information about those regulations.

Compilation table

Citation	Gazettal	Commencement
<i>Architects Regulations 2005</i>	15 Nov 2005 p. 5608-19	16 Nov 2005 (see r. 2 and <i>Gazette</i> 15 Nov 2005 p. 5597)