

# ARCH 7034 Architectural Practice: Management

Week 1

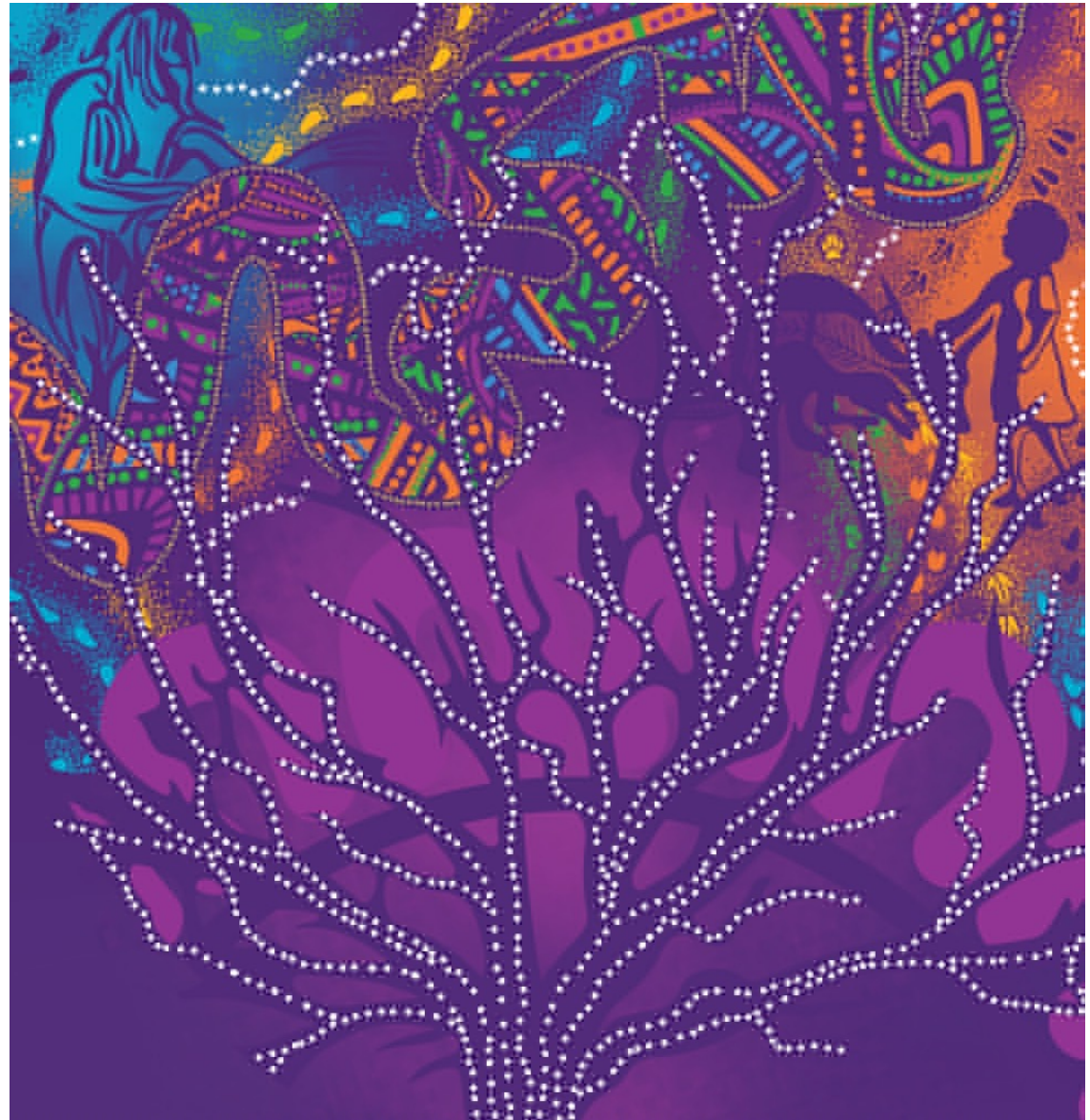
# Acknowledgement of Country

The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which we meet.

We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country.

We recognise their valuable contributions to Australian and global society.

Image: Digital reproduction of *A guidance through time* by Casey Coolwell and Kyra Mancktelow  
ARCH7034 2024



*...Management*

# Notice Board

Open Day

Architecture is looking for volunteers to help out at Open Day

- Sunday 4 August, between
- Any time 8:45am – 2pm.

You can attend for as little or long as you like

send an email to Rachael:


[engagement@adp.uq.edu.au](mailto:engagement@adp.uq.edu.au)



# Notice Board

ABIC Contracts

Is there a better way?



**Homes unfinished, riddled with defects after Brisbane builder's \$1.5m collapse**

MSN Homes collapsed in May owing more than \$1.5m to dozens of creditors with homeowners reeling from the destruction..

# Australian Qualifications Framework

AQF levels and the AQF levels criteria are an indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement.

Level 1	Certificate I
Level 2	Certificate II
Level 3	Certificate III
Level 4	Certificate IV
Level 5	Diploma
Level 6	Advanced Diploma, Associate Degree
Level 7	Bachelor Degree
Level 8	Bachelor Honours Degree, Graduate Certificate, Graduate Diploma
<b>Level 9</b>	<b>Masters Degree</b>
Level 10	Doctoral Degree



Australian  
Qualifications  
Framework

Second Edition January 2013



# Architectural Practice: Management

## Drivers

- Managing people resources and situations
- The context of professional services business
- Understand the wider context design
- An appreciation of cultural and social diversity
- Preparation for registration

## Learning Objectives

1. Identify and understand the legal obligations arising from contract and the legislative frameworks that touch the construction industry.
2. Understand the role of the architect as superintendent in administration of a standard construction contract, and the procedures and strategies required to carry out the role.
3. Understand the range of services and deliverables by an architectural practice and their effective management against quality, efficiency, and risk parameters.

# Architectural Practice: Management

Architects Accreditation Council of Australia (AACA).

PERFORMANCE CRITERIA	ACHIEVEMENT AT GRADUATION
<b>UNIT OF COMPETENCY</b>	PRACTICE MANAGEMENT and PROFESSIONAL CONDUCT
<b>PC 1</b>	Regulatory obligations
<b>PC 2</b>	Quality Assurance Systems
<b>PC 5</b>	Client Architect Agreement
<b>PC 6</b>	Variations to services
<b>PC 9</b>	Building procurement methods.
<b>PC 13</b>	Documentation processes / procurement
<b>PC 15</b>	Copyright, moral rights, and cultural knowledge
<b>PC 16</b>	Risk management and mitigation.

PERFORMANCE CRITERIA	ACHIEVEMENT AT GRADUATION
<b>UNIT OF COMPETENCY</b>	PROJECT INITIATION and CONCEPTUAL DESIGN
<b>PC 46</b>	Documentation processes / regulation and codes
<b>UNIT OF COMPETENCY</b>	DETAILED DESIGN AND CONSTRUCTION DOCUMENTATION
<b>PC 48</b>	Procurement methods / project delivery,
<b>PC 51</b>	Contractor selection
<b>PC 54</b>	Periodic site visits
<b>PC 55</b>	Record keeping document control
<b>PC 56</b>	Defects, rectifications and substitutions.
<b>PC 57</b>	Contract administration
<b>PC 58</b>	Contract components and execution



# Semester 2 *at a glance*

WEEK	TOPIC	GUESTS	ASSESSMENT	NOTES
1 22 July	Course introduction + Assessment 1 Regulatory requirements and obligations	Panel	Assessment 1	
2 29 July	Client Architect Agreement Professional services	Board Guest practitioner	Assessment 1	
3 5 Aug	Law and practice	Guest Lecture	Assessment 1	Topic swap Wk3 - 4
4 12 Aug	Quality systems and risk management	Guest Lecture	Assessment 1	
5 19 Aug	Introduce Assessment 2 Procurement and Tendering Project Documentation	Guest Lecture	Assessment 2	Lecture only weeks
6 26 Aug	Tendering Project Documentation		Assessment 2	
7 2 Sep	Introduce Assessment 3 ABIC Contract Suite		Assessment 2	Submit assessment 1 Refer COURSE PROFILE for details
8 9 Sep	Site visits, records, and document control Project specifications	Guest Lecture	Assessment 3	Lecture only weeks
9 16 Sep	Inspections and Instructions		Assessment 3	
10 30 Sep	In Semester Break Certification Variations Practical Completion		Assessment 3	Submit assessment 2 Refer COURSE PROFILE for details
11 7 Oct	Public Holiday NO CLASS			
12 14 Oct	Assessment 3 review Semester Close		Assessment 3	
13 21 Oct	No Class Design Week			Q+A session?
	EXAM BLOCK			Assessment 3 Refer COURSE PROFILE for details

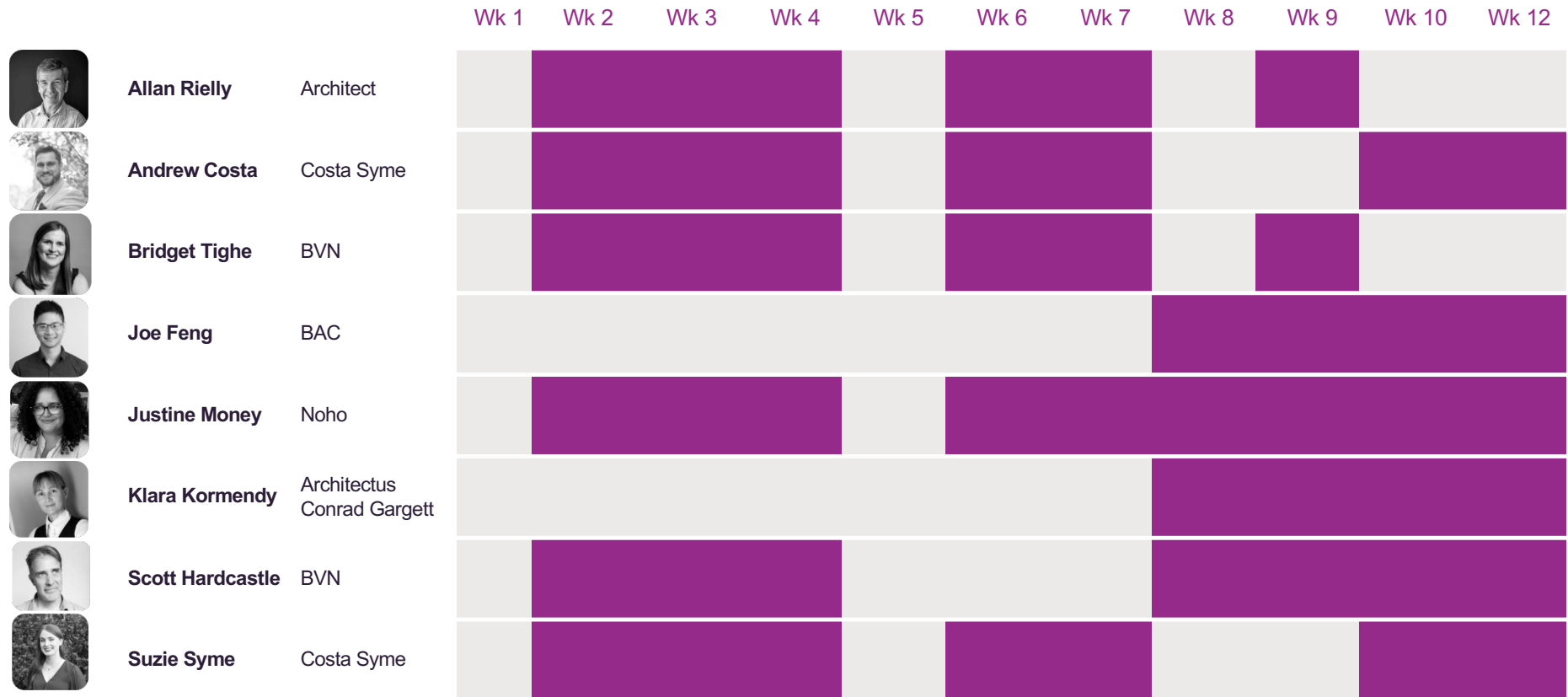
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There is no such thing as a dumb question – *Carl Sagan*



# Architectural Practice: Management

Meet the tutors – introductions later in tutor groups





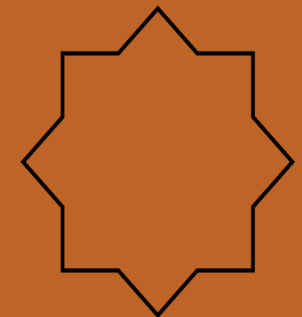
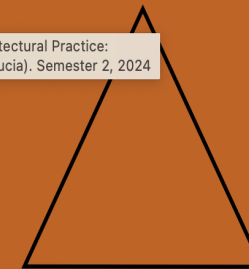
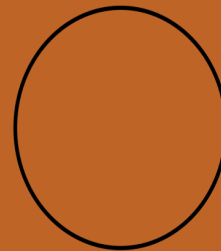
# Architectural Practice: Management

Professional Graphics



ARCH7034 2024

## 4 key principles



[ARCH7034] Architectural Practice:  
Management (St Lucia). Semester 2, 2024

# Questions?

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# Architectural Practice: Management

## Assessment Overview

Item	Title	Comments	Value
Assessment 1	Capability Statement + Client Architect Agreement	Individual Assessment Based on weeks 1- 4	40%
Assessment 2 (Hurdle)	Advice to tenderers	Individual Assessment Based on weeks 5 - 6	30%
Assessment 3 (Identity verified)	Construction Phase Services	Exam – Exam Block Based on weeks 7 - 12	30%

- Hurdle and IV
- File Naming:  
**ARCH7034\_Assessment1\_FamilyName**

## Assessment 1

### Practice Capability Statement

Explain your profession to someone that knows nothing about it

### Appendix – CAA Proforma

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# Architectural Practice: Management

Looking forward

## Week 1

Course Introduction

Assessment 1 Introduction

Teaching and Learning

- Regulation and ethics
- Guest Panel: Experienced practitioners

## Professional Capability

1: Understand the regulatory requirements and obligations pertaining to practice as an architect, including professional codes of conduct and obligations for continuing professional development and professional indemnity insurance.

## Blackboard Resources

- AACA guides
- AIA and BoAQ codes of conduct
- AIA notes (Acumen)

# Architectural Practice: Management

Looking forward

## Week 1

### Template - Capability Statement + Client Architect Agreement

HEADING	SUBHEADING	SUBJECT MATTER (Also refer Rubric)	AAQA PC
<b>PROFESSIONAL STANDING</b>	Registration and legal framework	Describe the regulatory framework for architectural practice in Queensland. Outline significant legislation pertaining to architectural practice.	1
	Memberships, ethics, code of conduct	Summarise the ethics required or implied in various acts, awards, and codes of conducts that architectural practice is subject to.	1
	Project roles	Understand the essential elements of a client architect agreement, across the range of procurement methods and the different scales and types of projects. Discuss engagement of consultants and sub-consultants.	5 44
<b>RISK AND QUALITY</b>	Quality systems	Describe to key elements of a quality system in an architectural practice and their role in facilitating efficient and timely delivery of architectural services.	2
	Risk management	Define the risk management process on a project including mitigation and adaptation measures that may be undertaken. Include the insurance policies required to be held by an architectural practice.	16
	Safety in Design	With reference to the WHS Act 2011 (Qld) describe for a client the responsibilities of an architect and the process to be undertaken throughout the life of a project.	16

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	Project roles	Understand the essential elements of a client architect agreement. across the	5 44

## Tutorial Activity

## Required Content

Registration and Architects Act + other significant legislation

Registration Process and Continuing Professional Development

Professional ethics – key requirements and obligations

Australian Institute of Architects

‘ Explain your profession to someone that knows nothing about it ‘

# Questions?

There is no such thing as a dumb question – *Carl Sagan*



# Architectural Practice: Management

## Professions

- Observe codes of conduct
- Serve the clients' interests
- Loyalty to the profession
- Orientation to the community rather than self-interest
- Competency is tested/regulated

Refer to the course notes for 'theory of professions'

(Chris Landorf)

## What is the 'unique offering' of architecture

- Functional innovative design
- Advanced visual and graphic comms
- Independent advice
- Regulatory compliance
- Administration of contract - superintendent
- Expert advisor on building matters
- Technical leadership (IT)

# Architectural Practice: Management

## Service to Clients and public

- Comply with The Architects Act (2002)
- Show a level of competence that could reasonably be expected of an (average) architect
- Provide a service that does not bring disrepute on the profession
- Serve the client but also represent the public good
- Serve to protect the natural/heritage environments

## Other key legislation

- State/territory Architects Acts (includes code of conduct)
- Architects Award
- Racial Discrimination Act 1975,
- Sex Discrimination Act 1984,
- Disability Discrimination Act 1992, and the
- Environment Protection and Biodiversity Conservation Act 1999.
- Workplace Health and Safety Act QLD(2011)

Q: The first responsibility of a director of and architectural company is...?

# Architectural Practice: Management

## The Board of Architects of Queensland

- Established under the *Architects Act 2002*
- Responsible for protecting the public and upholding the architectural profession in Queensland
- Provides for the registration of appropriately qualified persons as architects
- Investigates suspected offences under the Act
- Monitors CPD

BoAQ Code of Practice: access on Blackboard

## Australian Institute of Architects

- The peak body for the architecture profession in Australia
- ‘The AIA and its members are dedicated to raising the quality of the built environment for all and to the *advancement of architecture*. We seek to improve the health and well being of all who live and work in our diverse communities’.
- Also seeks to protect and advance interests of the architectural profession in society
- Provides advice for students and practitioners

AIA Code of Conduct: access on Blackboard

# Architectural Practice: Management

## Ethics

- Being a member of a profession demands high standards of behaviour
- Professional responsibility to act with competence, integrity, honesty, impartiality, responsiveness
- Responsibility to uphold the standards of your professional forebears
- Maintain the 'flame' for those who follow

## Wider responsibilities

- Your professional peers
- Your client
- Users of your building
- Other industry participants
- The public
- The natural environment and built environment



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QLD AIA gold medalists  
1989-2021



# Questions?

There is no such thing as a dumb question – *Carl Sagan*



# Guest Panel

**Catherine Baudet**

Catherine Baudet Architects

**Peter Gardiner**

Peddle Thorp

# Ethics and leadership

by Catherine Baudet LFRAIA

# Architects: leaders in the construction industry

Highest possible standards

Power to change the world

Changing the world means demonstrating exemplary behaviour

# Architects: leaders in the construction industry

## MUST KNOW

The Board of Architects Of Qld- Code of Practice

The AIA Code of Professional Conduct

The Architect's Act

Being part of the profession is like being in a family of like minded professionals. What you do and how you behave affects the rest of the family

# Architects: leaders in the construction industry

Adherence to the codes sets us apart from the rest of the world.

This is what makes us unique

This is what makes us leaders

This is why people listen to us

# Architects: leaders in the construction industry

The connection between leadership and ethics

Who in your life do you have the utmost respect for?

Why?

What are the qualities that draw you to them?

# Architects: leaders in the construction industry

The qualities of leadership

Trust

Integrity

Humility

Authenticity

Confidence

Mastery

Empathy



# Architects: leaders in the construction industry

Architecture is not just about the building, it is very much about the process from that first conversation with a client, your community, the world, your colleagues and your profession “

Catherine Baudet LFRAIA **9 March 2022**

# Architects: leaders in the construction industry

1. Apprentice leaders, you are learning and leading yourself.
2. Advisors where you lead a small group, a time when you are establishing credibility
3. Advocate- leading people who lead
4. Ambassador, where you represent the industry and are leading a community

# Architects: leaders in the construction industry

## Key Message

The way you behave, affects all of the profession

As an architect you must hold the highest ethical standards possible

There is a strong link between leadership and ethics

You are future leaders

# Guest Panel

**Catherine Baudet**

Ferrier Baudet Architects

**Peter Gardiner**

Peddle Thorpe

# Questions?

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# Week 2 Preparation: Read reference material