



Australian Institute Of Landscape Architects  
ACT Chapter  
2012 Project Awards  
Guidelines & submission form

closing date for submissions  
3pm 6 March 2012

Entries to be submitted (with payment) to:

**Australian Institute of Landscape Architects**  
**GPO Box 1646**  
**Canberra ACT 2601**

Courier:  
Australian Institute of Landscape Architects  
Australian Institute of Landscape Architects  
Ground Floor, North Wing  
Open Systems House  
218 Northbourne Avenue  
Braddon ACT 2612

[www.aila.org.au/act](http://www.aila.org.au/act)

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ACN 008 531 851

## Introduction

The AILA's Landscape Architecture Project Awards provide a tangible and high profile expression of the profession's activities and promote and advance the profession of Landscape Architecture by:

- Encouraging excellence by members of the landscape architecture profession.
- Fostering public awareness and recognition of the work of Australian landscape architects.
- Creating local, regional, national and global advocacy for Australian landscape architecture

## Australian Landscape Principles

The Landscape Principles are now being used by the AILA to underpin all policy directions for the Institute, in particular to guide the implementation of climate change adaptation strategies and professional development programs for landscape architects, as well as increasing the knowledge/advocacy base.

By using the Landscape Principles as an important criteria for assessing submissions, the AILA is striving to promote through the awards process, exemplars of the profession's innovative approaches to landscape planning, design, management, research and urban design that address the urgent issues of Climate Change.

Submissions will be assessed by the jury as to how the projects have addressed the Australian Landscape Principles.

### THE AUSTRALIAN LANDSCAPE PRINCIPLES

1. VALUE OUR LANDSCAPE:
2. PROTECT › ENHANCE › REGENERATE:
3. DESIGN WITH RESPECT
4. DESIGN FOR THE FUTURE
5. EMBRACE RESPONSIVE DESIGN

## Sustainability Emphasis

In complement to the landscape principles, an AILA priority is to highlight through the awards the importance of the Climate Change and Sustainability considerations implemented by members in their project works.

As well as addressing the particular criteria as set out under Design, Planning, Land Management, Research & Communication, submissions should provide evidence of the extent to which climate change and sustainability issues have been considered and addressed.

Submissions must include an outline of the sustainability rigour adopted for the project (environmental, social and economic) including measures taken during planning and design, construction, and/or long term management regimes. Issues addressed may include soil health, vegetation, biodiversity, hydrology, materials supply and use, energy use, community health and well-being, and the like.

Failure to address this item may disadvantage the entry.

## Award Categories and Levels

### Award Categories

- Design in Landscape Architecture (includes residential design projects)
- Planning in Landscape Architecture
- Land Management in Landscape Architecture
- Research and Communication in Landscape Architecture
- Urban Design in Landscape Architecture

#### Note:

- A submission may only win one award.
- *Being moved between categories:* The jury may assess that any project, submitted for any category, is more suitable to be assessed under another category.

### Levels of Awards

#### 1. AILA 2012 ACT Medal for Landscape Architecture.

The Medal is the top national award and is ranked higher than the Awards of Excellence.

The Medal winner may be selected from the submissions to any category.

The jury may award one Medal.

There is no option to share the top award; the jury will decide on one winner, or not to award the Medal.

*Within each of the five categories, the following levels of awards may be granted:*

#### 2. AILA 2012 ACT Landscape Architecture Awards of Excellence

This is the highest award level within each of the four categories.

One outstanding project from each category may be selected by the judges for this Award to acknowledge outstanding achievement in that category.

The jury may decide not to award an Award of Excellence in any category.

#### 3. AILA 2012 ACT Landscape Architecture Awards

This award may be awarded to projects deemed to be of a meritorious nature within any of the four categories.

The jury has some flexibility in the number of awards to be allocated as State Awards. It is suggested that the maximum number of State Awards should be three to five. Please note these numbers are guides only.

The jury may choose to offer no Awards in particular categories.

#### 4. Special Awards

##### The AILA 2012 ACT Award for Residential Designed Landscapes

This award may be awarded to projects that have been assessed as being of meritorious nature and are assessed to have the additional profile as an outstanding Residential Landscape Design project.

## Key Criteria

The Key Criteria apply to submissions submitted under all of the categories

**Addressing the criteria:** Submissions must address all five criteria. Within each criteria the submission may respond to those points applicable to the project.

Within the responses to the five criteria, submissions may list additional or alternate evidence of project achievements.

### Criteria 1: Excellence:

- a) Innovation - demonstration of new direction in profession.
- b) Application of best practice techniques - Clarity of purpose and methodology.
- c) Demonstrates the fusion of practice and theory

### Criteria 2: The Brief:

- a) Appropriateness to function - fit for purpose - addressed intended audience
- b) Effectively responds to, and extends, intention of the brief.
- c) Quality of content, outcomes and presentation.

### Criteria 3: Influence:

- a) For multi-discipline/collaborative projects: The role and influence of the landscape architect across/within teams should be clearly stated.
- b) Incorporates effective community engagement
- c) Fosters broad support and understanding of landscape architecture.
- d) Raises the awareness and understanding in the community of environmental/cultural values and processes.

### Criteria 4: The Australian Landscape Principles.

Outline which of the Principles are represented by the project and how.

#### 1. VALUE OUR LANDSCAPE:

For example demonstrate innovative approaches to broader-scale landscape planning and pre-design strategies (e.g. landscape assessment & site selection strategies, collaborative/cross-sector planning initiatives, community participation/consultation, research programs etc.)

#### 2. PROTECT › ENHANCE › REGENERATE:

For example demonstrate innovative landscape design and management processes, aimed at measurable, sustainable outcomes (e.g. creative project implementation & design development initiatives – innovative design, construction and evaluation techniques, procurement & delivery methods, cross-sector partnership arrangements, education & research etc.)

#### 3. DESIGN WITH RESPECT:

For example demonstrate innovative approaches to current socio-cultural, environmental and economic aspects of landscape (e.g. emerging economic, social, political & demographic trends, resource supply & distribution issues, biodiversity loss, impacts of climate change etc.)

#### 4. DESIGN FOR THE FUTURE:

Projects should demonstrate creative approaches to building resilience in terms of enhancing socio-cultural, environmental and economic outcomes for future generations. (e.g. planning & resource distribution strategies, governance issues, community capacity building, education & research etc.)

#### 5. EMBRACE RESPONSIVE DESIGN

Projects should demonstrate innovative, adaptable and responsive design processes, incorporate evaluative frameworks, and enhance potential to adjust to socio-cultural, environmental and economic change (e.g. integrated evaluation strategies; survey, monitoring & research programs, education/training & innovation initiatives).

### Criteria 5: Sustainability emphasis.

Outline the sustainability rigour adopted for the project (environmental, social and economic) including measures taken during planning and design, construction, and/or long term management regimes. Issues addressed may include soil health, vegetation, biodiversity, hydrology, materials supply and use, energy use, community health and well-being, and the like.

# AILA Award Categories

## Design

### **Award for Design in Landscape Architecture**

The Design category recognises constructed/completed landscape architectural design and encompasses all scales of work. The category includes newly constructed or renovated specific sites of landscape architectural design. The design must have been completed/constructed before the submission date. If it is a clearly defined staged project, then the stage concerned must be completed.

Projects can be of any size. In particular smaller projects in which the landscape architect's design role can be well defined and which demonstrate innovative approaches are encouraged. Firms may submit a group of small projects in order to demonstrate innovation across a range of projects.

Please include details of the brief, budget and any other relevant details

*The types of projects for consideration in the design category include (indicative list only):*

- Civic Design and Design of Urban Space (streetscapes, plazas, urban renewal);
- Residential (single/multi-dwelling/estate);
- Landscape related to Buildings and Infrastructure (landscape of any nature around or within non residential buildings; e.g. institutional, commercial, industrial, resorts);
- Public Open Space and Recreational Facilities ;
- Heritage Landscapes (conservation, management and interpretation);
- Transport and Infrastructure (road, cycle and rail corridors, civil works);
- Landscape Art (permanent or temporary works, memorials, sculptures, lighting)

## Planning

### **Award for Planning in Landscape Architecture**

This category includes strategic design and guiding policy documents for urban development, residential and planned communities, local community and regional planning.

Projects must be completed and accepted by a client before the submission date.

Projects can be of any size. In particular smaller projects in which the landscape architect's design role can be well defined and which demonstrate innovative approaches are encouraged. Firms may submit a group of small projects in order to demonstrate innovation across a range of projects.

*The types of projects for consideration in the planning category include (indicative only):*

- Master Planning (landscape /site planning);
- Policy and Legislation;
- Visual Assessment and Analysis;
- Landscape Assessment and Analysis (environmental assessments, suitability studies, natural and visual resource inventories, and post-construction evaluations);
- Conservation Planning (heritage related);
- Consultation, Mediation and Facilitation;
- Urban Design/Public Domain.

## Urban Design

### **Award for Urban Design in Landscape Architecture**

This category recognises projects where landscape architecture has provided a key coordination, planning and design, and / or implementation direction to a quality urban design outcome

Urban Design has emerged as an area of design practice shared between, and at the nexus of, the professions of Landscape Architecture, Planning and Architecture and is concerned with the visioning and implementation of sustainable urban public spaces and settlements.

Urban Design in Landscape Architecture involves a key project role in a multi-layered environment that brings together issues of urban planning, transportation, built form, social equity, development economics and engineering to create a socially and physically sustainable vision for a place, ensures it is deliverable, and then implements the vision. This involves making places for people, including the connections between people and places, movement and urban form, nature, and the built fabric.

Projects to be considered for an Urban Design Award in Landscape Architecture could include (*this listing is indicative only*):

- framework plans;
- master planning (landscape/site planning),
- design guidelines;
- design for implementation of urban public space.

## Land Management

### **Award for Land Management in Landscape Architecture**

This category includes plans or strategies for the restoration, conservation, enhancement or maintenance of landscapes.

Submissions should include where possible the outcomes of work by landscape architects whereby landscape management techniques have been applied on site for at least two years.

Submissions should include any relevant documentation or visual evidence that demonstrate the progress as well as the results of application of the land management techniques.

**IMPORTANT:** Project submissions related to cultural and historical land management must include statements in regard to the investigative and interpretative rigour adopted for the project (ie demonstrated understanding of cultural/historical context, innovative and appropriate methodologies for interpretation, protection and understanding of the landscapes/sites in question). Where possible these projects should also demonstrate an understanding and integration of ecological land management techniques.

*The types of projects for consideration in this category include (this listing is indicative only):*

- brown field rehabilitation;
- stream rehabilitation;
- heritage preservation;
- maintenance or management guidelines;
- cultural management, preservation and interpretation;
- conservation, landscape, biodiversity preservation and management;
- development projects which demonstrate the use and success of integrated land management practices and techniques.

## Research & Communication

### **Award for Research & Communication in Landscape Architecture**

This category recognises achievements in research and/or practice that extend the knowledge base of landscape architecture.

Research under this category includes original studies, theses or reports that give evidence of a thorough examination of a problem, using analytical methods which support original findings, and/or solutions which are of value to the profession and society. Submissions should include documentation of the research methodology and findings.

Communication under this category includes written or published documents and/or audio/visual presentation materials intended for use within and/or outside the profession. These may include, but not be limited to, work such as technical booklets, publications or films related to landscape architectural history, or art and plant material catalogues. These may include published or public documents, exhibits and other media presentations. The audience for the project should be noted.

Projects are sought from government agencies and other public bodies who are actively engaged in the promotion and communication of landscape architectural work and research, and in generally broadening awareness of scope of landscape architecture within the community.

*The types of projects for consideration in this category include (this listing is indicative only):*

- Research (any aspect relating to the practice of landscape architecture)
- Publications
- Media
- Compilations and Records

### **The ACT Award for Residential Designed Landscapes**

*The Edna Walling National Award for Residential Designed Landscapes is the title used at a National level. Within the State Awards, the title used is the State Award for Residential Designed Landscape.*

The Residential Award recognises excellence by Landscape Architects in residential work.

To be considered for the Residential Award – a project is submitted into and assessed against one of the five Categories and then Jury considers the submission against the additional criteria below.

- Project relates to a single small or large domestic residential project; or
- Project relates to a multiple domestic (ie private) spaces as part of a small or large residential estate.

If successfully assessed for a residential project award, the project receives one award – the project does not also receive an award against the original category (eg Design).

## The AILA Future Leaders Awards

### *The AILA 2012 ACT Student Award*

This award recognises achievement in design, planning, communications and research that is based upon the development of innovative, creative and practical solutions to landscape architectural challenges.

Submissions shall comprise work undertaken as part of formal studies in an AILA approved landscape architectural course. The submission is to be sponsored by the staff of the AILA accredited course. The student must be a student member of the AILA. This includes students who graduated in 2011.

### *The AILA 2012 ACT Graduate Landscape Architect Award*

This award recognises the leading recent graduate landscape architect/designer in private practices or government agencies. The recipient must have graduated from an AILA accredited landscape architectural course a maximum of two and a half years previously. This award recognizes achievement in design, planning, communications and research that is based upon the development of innovative, creative and practical solutions to landscape architectural challenges.

Submissions shall comprise a PDF overview of the work undertaken as part of the graduate's employment and include documentation and evidence of the graduate's involvement in projects undertaken. The submission is to be sponsored by an employer. The graduate must be a graduate member of the AILA.

Awards will be assessed in terms of demonstrated and recognised outstanding achievement, which may include the following:

1. Demonstrated professional practice excellence; for example demonstrated through innovation, superior communications skills, project management or leadership.
2. Projects or equivalent initiatives that demonstrate the possibility of providing future leadership to the profession.
3. Activities or projects that can be demonstrated as raising the profile and understanding of the profession by the wider community.
4. Leadership and initiatives that address the profession's priorities such as those outlined in the Landscape Charter.
5. A demonstrated enthusiasm, interest, and involvement in the profession of landscape architecture and an understanding of how it might relate to the wider community both in the present and in the future (i.e. an interest which extends beyond the day to day management of projects and clients)

Special Note: there are no National Student or Graduate Awards. The National Future Leaders Award is a separate award open to graduates or members with limited time in practice – details online.

Each submission for the AILA 2012 ACT Student Award and the AILA 2012 ACT Graduate Student Award is to be on a disc and to include:

- Summary/Overview: A print ready one page text document (no graphics or images)– with name and contact details and award being applied for listed at the top of the page. (This is NOT to be a PDF)
- Presentation: Images and text combined as a separate PDF presentation. (NOT a powerpoint. If prepared as powerpoint then save as a PDF)
- Separate documentation (word doc), as used in PDF presentation detailing the submission and the projects being used as evidence.
- Images: Separate folder with images or graphics (max 25). Please refer to page 15 under the heading "Images" for notes on images.
- Letters of support: Please include several letters of support – and include their contact details as the supporters may be contacted directly for further information. The jury reserves the right to contact other people to gain any other background on the applicants.
- **Completed form: no payment/fees required.**

## Eligibility and Conditions of Entry

### Eligibility (who may be awarded an AILA award)

The AILA conducts these awards to recognise the work of its members. These awards are essentially a peer review process whereby the Registered Members review the work of their peers, the Registered Members.

Awards will be granted to public and private firms or agencies with Registered members on staff who were directly responsible for the project as submitted; eg the designers of the project, or the researchers.

Teams/Partners: When other professions have been the principal consultants, the award will be awarded to and attributed to the AILA members' practice/government agency in recognition of their role as part of the team. That is, no matter how much of an integrated collaboration, these awards are about the recognition of the Registered Member's role or contribution as part of that team, partnership or collaboration or in whatever role they performed. The AILA does not present the award to the partners and collaborators – unless of course they are also Registered Members. The principal consultant, the clients, collaborators or partners may be also attributed on the certificate and/or in other documentation - as significant partners.

The onus remains on the member submitting to ensure that they provide enough evidence of their role as the landscape architect as part of the team.

### Attribution

It is a requirement that all correct attributions are included in the submission documentation– including where possible, names of the photographers, names of partners, engineers etc, key contractors and where relevant – please also list any practice formerly involved in the project or former stages of the project. This information – where relevant and practicable, will be listed in publications and on web pages.

Decisions on attribution and eligibility will be decided on by AILA. Where necessary, variations and queries will be referred to the CEO for final decisions.

All recipients of awards receive one certificate with usually one extra for the client. Extra certificates for partners and clients have to be ordered and paid for separately.

### Conditions of Entry

1. To submit for the National Awards, projects must have submitted to a previous AILA State Awards but need not have been successful.
2. Projects are to be submitted in the state in which the practice is located
3. Projects nominated can be situated within or outside Australia.
4. Projects are eligible for nomination for an award for an unlimited period.
5. Projects may not be entered into more than one category.
6. If unsuccessful, projects may be submitted in subsequent awards.
7. Projects, having received a state award in any category, are not eligible for further state awards.
8. Each nomination is to include a declaration stating that the works were designed by the entrant or under his/her direct supervision. This is especially important when the landscape architect is part of a multi-disciplinary team – there needs to be confirmation by the project manager or equivalent.
9. The AILA reserves the right to retain all entries and their images (indefinitely) and to publish (hard copy and online) the information submitted except where an entrant requests that information should not be published; the entries will be added to AILA Archive.
10. Images submitted may be used during the awards presentation ceremonies, for other promotional and advocacy initiatives, and be released to the media.
11. An Award entry fee for the project awards is to accompany each project award nomination in any category. The fees for each submission is **\$165.00 (GST inclusive)**.
12. Entries that do not supply the information and images in the form required will not be acceptable to the judging panel and therefore may not be considered for any award.
13. The jury has the option to move an entry into a category that they believe best suits the entry and improves the chances of selection for an award.
14. Should dispute arise regarding non-judging issues such as entry or eligibility, the Chair of AILA's National Council's Awards Committee shall determine the outcome.
15. Entries must be received by the advertised time on the date of closing – please allow sufficient postage / courier times to ensure timely delivery. Being postmarked on the due day is not satisfactory – the submission must be received by the advertised time and date.
16. The decision of the Jury is final.
17. The AILA reserves the right to vary these conditions, in particular when a judgment is required to clarify any conditions of entry.
18. Once the awards are completed, all discs will be archived with the AILA National Office

## **Additional notes**

### **Submitting against the Criteria**

Applicants need to ensure that they address all the **key criteria** along with the category submission criteria as appropriate and provide evidence that addresses as many of the indicators as listed.

In some cases a project may not be able to meet all the indicators and an applicant may supply other supporting information relevant to the specific area of work being submitted.

Addressing most (if not all) of the Landscape Principles as listed is viewed as being essential.

### **Site Visits**

The jury does not carry out formal site visits.

The award applicants need to be aware that the disc marked 'Jury Disc' will be used exclusively by the jury for the short listing.

The jury may contact others for extra information if deemed necessary by the Jury Chair.

### **Project Presentations**

There is no requirement for face to face presentations – again, applicants need to be aware that the information submitted may be used exclusively by the jury for the short listing – so applicants need to ensure their messages are clear and the criteria is being addressed logically.

## Entry Documentation and other Requirements

Each entry **MUST** include

**1. COMPLETED NOMINATION FORM AND CLIENT AGREEMENT.**

All entries are to be accompanied by a hard copy nomination form that includes the provision for a signed declaration by the client supporting the submission – (see b. Project Description below). If this statement cannot be signed, the practice should submit a letter of explanation or obtain equivalent. The onus is on the practice to ensure that they have permission or rights to submit for the award. If neither is presented, the application may be rejected.

**2 TWO DISCS:** one marked Media and one marked Jury - each to include the submission material as set out below – points a – e

**3. BACKGROUND INFORMATION:** Any necessary planning or research or publications (eg: books) document.

**5 PAYMENT:** see invoice details on the last page of this document.

### The Two Discs

Description of the submission material on the discs

To be labeled clearly, one as Jury Disc and one as Media Disc

Both to be labeled with the project title, the practice name, the category being entered.

**Jury Disc** -items a – d below

- scanned copy of the submission form and signed client agreement.

**Media Disc** -items a – d below

-item e below

#### a One Page Summary

This must be a ready to print word document (not a pdf) – no images – or any graphics – the maximum is one page – if more than one page is submitted, the extra will not be printed. This text document should be in a minimum of font size 10 and should not be in multiple columns.

Please place at the top of the page the following:

Project Category, Project Title, and the Name of Practice submitting for the award.

#### b Project Description

A full project description is to be provided separately as a word document (**not a PDF**). The project description should include the background and general information on the entry which allows the Jury to fully appreciate the detail of the project and its context.

The summary should not exceed 3 pages and include the following information using the following headings:

**PROJECT TITLE:** exact project name to be used (this title will be used for publicity).

**LOCATION:** (if applicable) State and address.

**OVERVIEW:** A brief outline of the scope of work, concept and intent.

**SPECIAL FACTORS:** What factors (up to 5) define or differentiate the project eg. any unusual problems solved and unusual or interesting facts. These will ideally be appropriate for publicity purposes.

**BUDGET:** If relevant a project construction budget as a lump sum and expressed as a metre squared allowance. For non construction projects the consultancy budget should be identified.

**DESCRIPTION:** Provide details of the project by matching the **Key Criteria**; the jury will use the **Criteria** as a checklist to assess the submission.

**Role of the Landscape Architect:** In particular make sure you supply information on the role of the landscape architect if it is a multi-disciplinary project.

**HINT!** Make life easy for the jury – by using the criteria as headings in the order that they have been listed on the Key Criteria page – and use as many of the indicators as possible – and add indicator headings (under the Criteria) if more relevant to your area of work.

**CLIENT STATEMENT** (if appropriate) a short statement from the client (this is in addition to signing the release on the application form).

## C the PDF Presentation

The PDF presentation is the first thing the Jury will use to gain an overview of the project. This should include necessary images, captions and description text. 32 pages (PDF) maximum. Please note that if the presentation is prepared initially as a PowerPoint presentation – please convert the PowerPoint to PDF for inclusion on the disc – do **not** submit the original PowerPoint file.

The PDF presentation to include:

Page 1 COVER PAGE:

- Project name
- Award Category
- Applicant name (logo optional)
- Project Cover image

Page 2 FAST FACTS: (as per item b)

- Location map and address
- Site area
- Budget total for landscape works (or consultancy budget if a non-construction project)
- Metre squared (M<sup>2</sup>) budget figure
- Client

Page 3 PROJECT EXECUTIVE SUMMARY (as per item b)

- Project Overview
- Special Factors

Page 4-5 DESCRIPTION: (as per item b)

- Response to criteria

Page 5-30 IMAGES: (as per item e)

- Up to 25 images (as included in separate images folder) with captions

Page 31 CREDITS (for example only)

- Client
- Lead Consultant/Researchers etc
- Key Team members (if desired)
- All of the consultant team / sub consultancies/ research assistants
- Construction Project manager
- Superintendent
- Contractor / fabricators
- Photographer
- Recognition of previous consultants (eg masterplan phase)

Page 32 CLIENT STATEMENT / LETTER OF SUPPORT

All the submitted presentations will be copied onto DVDs and sent to the jury members for them to do a short listing. This allows them to gain an insight into the projects as well as commence the short listings for later discussions and decisions.

Please make sure the presentation is working properly and contains all the information as required.

>> Continues over page

#### **d Supporting Documentation**

Where possible any supporting drawings to illustrate the project are to be included electronically on the above discs. The intention is to have as much of the information as possible presented electronically. If this means including large files – be aware that the jury members may not be able to access them – so plan your supporting information to be accessible – otherwise it will not be used by the jury.

There is no easy way of supplying guides to suit all the multiple forms of supporting documentation – the initiative for solutions remains with the applicant – but keep in mind that the jury has limited time for each submission and needs to be able to access your information easily.

#### **e Images (Media Disc only)**

Maximum 25 images or graphics. (any more and you risk rejection instantly)

The images are to be presented in the following format on the MEDIA Disc only.

Images and captions (include the name of the photographers)- ready for to be released for print publication - images as tiff format at **300 dpi** TIFF, and to be **minimum A4 (210mm x 297mm)**.

**Captions:** Please provide word / text versions of captions.

The jury will not use the Media disc; this will be made available for media. *Failure to provide this second disc as required has in the past meant that winners were not included in publicity prepared before announcements and in some cases resulted in no images being published in Landscape Architecture Australia and other journals.*

*The above applies to all categories: It is requirement to have images on the discs for all submissions, including Planning, Research and Communication.*

*WARNING: if the electronic images are too small, the submission may be rejected.*

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#### **Other hard copy planning or research or publications (eg: books) document**

One bound copy of the planning or research document (if applicable) may accompany the presentation.

Keep in mind that, no matter which category and even if you are submitting a bound document, we still require a pdf presentation on both the Media and Jury discs.

And in order to assist media and online promotions, we also need some form of electronic images representing the planning document on the submitted discs.

#### **No Display Boards are to be submitted with the National Awards submissions**

#### **National Archiving:**

Once the awards are completed, all discs will be archived with the AILA National Office.

#### **National Presentation:**

Those who have submitted for the awards may be contacted to be included in subsequent promotions – for example, to be interviewed for an online digital presentation.

## HANDY HINTS

Comments based on past jury feedback and previous award submissions

### **Attributions**

Ensure that you supply very clear and accurate information on the submission form on what attributions are to be used on the certificates.

### **Follow the guidelines:**

**Do Not Get Carried Away.** Do not attempt to over-elaborate the submission in the hope of impressing the jury. Do not use unnecessary presentation elements such as collages or extra coloured graphics – all of this is undesirable and becomes distracting for juries trying to read many submissions. Keep it simple and communicate clearly with clear narratives and relevant high-quality images and graphics.

### **Use the Criteria**

In describing the project, match the criteria. Use the criteria headings as your own headings and sub-headings. The jury will use the criteria list as a checklist to assess how much of the criteria is addressed in the submission.

### **The Narrative:**

Keep the narrative simple. Ensure you highlight what makes the project unique, what makes the work stand-out, what particular issues were addressed and environmental components.

### **Number of Images**

Keep to the maximum and supply only those useful for the award submission.

### **Photography**

First ensure that all images are supplied digitally as required in the resolutions as stipulated.

Ensure your submission includes quality images taken by a professional photographer or at least by someone who understands the power of good images and what is required for this submission and other marketing.

Ensure the selection of photographs informs the jury of the project. For design projects, there is no easy answer to what sort of photographs are the most suitable as each project requires individual images. Sweeping blue skies may or may not assist.

Projects in the past when managed by multi-disciplinary teams have submitted general photographs that have also highlighted the work of other consultants, such as the architecture (buildings) involved. This has been of interest for contextual reasons, but the submission for these awards should concentrate on the landscape architecture.

You must supply the credit for any photographer.

### **Captions**

Do not forget to supply word/text versions of any captions within a separate document on each disc.

### **Maturity**

If the project is dependent on plantings, wait for it to mature before it is photographed and then submitted. It could be more efficient to wait for a site to mature.

Remember the project may be submitted several (many) years after completion.

### **Re-submit**

If unsuccessful – you are allowed to re-submit. Juries do change, so take advantage of this, re-assess the submission and for those projects that you believe in, re-submit.

Once a project has won a national award, you are not allowed to re-submit that project for a national award in any category.

**Submission Form**

A separate form is to be used for each project entry. Please tick one Category:

- DESIGN
- PLANNING
- LAND MANAGEMENT
- RESEARCH & COMMUNICATION
- URBAN DESIGN

Registered Member ..... Membership Number .....

Business/Organisation: .....

Phone: ..... E-mail: .....

**Attributions for the Award Certificate**

Recipient: (the practice name)

Project: (correctly titled, ready for promotions)

Client:

Partners (if applicable, list major partners – that is other key professional firms to be acknowledged)

The person or company making this nomination for the award is responsible for ensuring the correct attributions of the parties involved. AILA takes no responsibility for any parties omitted from the entry form.

**Declaration: I declare that this project has been completed and has not previously received an AILA state Award, and was designed by or under the supervision of:**

**Name:**

Signature: ..... Date: .....

**Declaration by /on behalf of Client/Owner:**

I support the submission of this project for an AILA Project Award. I also agree to be the nominated person who may be contacted by the jury if the project is short listed and more information is required. A more detailed letter of support may be submitted. (If statement is submitted unsigned – the project submitter must be prepared to guarantee that clearance has been given – nevertheless please supply name and address etc if applicable.)

Name: ..... Signature .....

Date .....

Address:.....

Phone: ..... E-mail: .....

Submission Form - Payment

TAX INVOICE

ABN 84 008 531 851

AILA ACT 2012 Project Entry Submissions are \$165 (incl GST) per submission.

No payment/fee is required for submissions for student or graduate landscape architect awards.

Entries and payment are to be submitted by 3pm 6 March 2012 and sent to:

Australian Institute of Landscape Architects,
GPO Box 1646
Canberra ACT 2601

or

Courier: Ground Floor, Nth Wing, Open Systems House, 218 Northbourne Avenue, Braddon ACT 2612

Business Name (if applicable): .....

Payer's Contact Phone: .....

Payer's Contact E-mail: .....

(Note: A receipt for payment will be emailed to the Payer's Email address)

Name of Project: .....

AILA Member Submitting project: .....

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CREDIT CARD PAYMENT: amount \$165 (incl GST).

Mastercard or VISA (Note: AMEX is not accepted)

Card No: \_ \_ \_ \_ - \_ \_ \_ \_ - \_ \_ \_ \_ - \_ \_ \_ \_

Card Expiry ...../ .....

Name on card: .....

Phone number of card owner: .....

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PAYMENT Online: (Please attach a copy of your online payment receipt)
www.aila.org.au/pay

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PAYMENT by Cheque: [ ] (Please tick)
Make cheque or money orders payable to Australian Institute of Landscape Architects
and include with this submission.