

AILA 2007-08 Project Awards



australian institute of landscape architects

2007 project awards

information, guidelines & submission form

closing date for submissions

4.00pm Monday 17 September 2007

Principal Partner



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AILA 2007-08 Project Awards

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AILA 2007-08 Project Awards

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1. Introduction

AILA 2007-08 Project Awards

The AILA's Landscape Architecture Project Awards promote and advance the profession of landscape architecture by:

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

The Australian Institute of Landscape Architects (AILA)

The Australian Institute of Landscape Architects (AILA) provides the primary leadership, structure and network to effectively harness and focus the intellectual energy of Australian landscape architects in the creation of more meaningful, enjoyable, equitable and sustainable environments.

Increasing urbanisation and growing pressures on natural systems, reflect a complex set of social, physical, economic, aesthetic and cultural forces. Achieving effective and sustainable outcomes for the totality of the built and natural environment requires an integrated response.

The public domain, in which the majority of landscape architects operate, plays an increasingly important role as the venue for social interaction, celebration and human endeavour. Consequently it is essential that the public domain incorporate places that are meaningful, enjoyable, and equitable for the people who use them.

Landscape architects play a leading role in defining and implementing such integrated solutions. To fulfill their leadership role, landscape architects are not only creative in planning and design but also effective in influencing policy, priorities, allocation of resources and public perceptions and expectations. AILA provides the national organisational structure through which landscape architects in Australia effectively respond to these challenges.

AILA is a non-profit professional institute formed to serve the mutual interests of its members and the wider profession throughout Australia. The Institute promotes the activities of landscape architects.

The AILA national project awards are a tangible and high profile expression of the profession's activities.

2007 Award Categories and Levels

Categories

- Design
- Planning
- Land Management
- Research and Communication

Levels of Awards

The Victorian Award in Landscape Architecture

One award for Excellence from any category may be selected by the judges for this award that acknowledges outstanding achievement in landscape architecture.

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

Award for Excellence in Landscape Architecture:

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

One outstanding project from each of the four categories may be selected by the judges for this Award to acknowledge outstanding achievement in Landscape Architecture.

Merit Award in Landscape Architecture

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

Commendation Award in Landscape Architecture

This award may be awarded to projects deemed to be worthy of commendation within any of the four categories.

Changes to the AILA awards

New Category: Land Management

In previous years there was a Category for Environment in Landscape Architecture. This category has been removed for 2007 – 2008. The new category of Land Management has been introduced for all national and state awards for 2007 – 2008.

Environmental Emphasis Across All Awards

An AILA priority is to highlight through the awards the importance of the environmental considerations undertaken by members in their project works.

Submissions must include statements in regard to the ecological rigour adopted for the project (ie biodiversity, energy conservation, water management, use of local materials, community benefit) - measures taken during construction and the long term management regime. Failure to satisfactorily supply this will disqualify the entry. Refer the Environment Principles on page 8

Special Jury Citations and awards

Special jury citations have been introduced to allow the juries to both react to innovation that they may identify through the submission processes and to respond to priority areas as identified by the AILA National Council.

When submitting for a project award, submissions should consider identifying any achievements or innovations that may be considered by the jury for a special mention/citation. The jury may consider any of the submissions for one of these special citations, however in all cases submissions will first need to satisfy the relevant project award criteria before being considered in whole or in part for a special mention/citation.

The intention is that there should not be too many citations by each jury; juries will limit the number to be mentioned.

The areas of priority for Citations in 2007 – 2008 have been identified as:

New Directions, Small Project innovation, Local Government, Innovation in Planned Communities. See details on page 9

Residential Designed Landscapes

In 2005, the AILA introduced a special award for residential projects: The Edna Walling National Awards for Residential Designed Landscapes. This award is accompanied by State Awards for Residential Designed Landscapes. Details on page 9.

Can a project be submitted into more than one category?

Projects may **not** be entered into more than one category. This is a change to the requirements allowed for in previous years.

Criteria – Excellence in Landscape Architecture



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The Stockland Victorian Award in Landscape Architecture.

The jury may award one State Award. That is, there is no option to share the top award, the jury has to decide on one only, or may decide to not award one.

The Victorian Award is to be chosen from any of the Awards for Excellence.

The jury has the option of one 'Award for Excellence' in each of the four categories. The jury may decide not to award an Award of Excellence in any category, leaving the Merit as the highest award (if awarded) in that category. That is, there is no option to share the Excellence Award in each category, the jury has to decide on one only, or may decide to not award one.

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

The jury may choose to offer no awards in particular levels of categories.



VIC URBAN 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.

IMPORTANT: Submissions must include statements in regard to the ecological rigour adopted for the project (i.e. biodiversity, energy conservation, water management, use of local materials, community benefit) - measures taken during construction and the long term management regime. Failure to satisfactorily supply this will disqualify the entry. Refer the Environment Principles on page 8

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 with 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)

Judging Criteria

The main criteria for judging are:

- 1 Design excellence and functional quality:
 - a) Innovative design or demonstration of new direction in profession.
 - b) Clarity and legibility of expression of design concept.
 - c) Appropriateness to function.
 - d) Response to brief.
 - e) Sensitivity to social, cultural, historical, physical and natural context.
 - f) Quality of implementation of built work.
- 2 Environmental responsibility and sustainability:
 - a) Employs or promotes sustainable policies or practices.
 - b) Promotes biodiversity and supports local ecosystems.
 - c) Addresses the separate AILA Environment Principles (page 10)
- 3 Relevance to the profession of landscape architecture, the public and the education of future practitioners:
 - a) Expands the scope of the profession in formative, forward-looking and thought-provoking ways.
 - b) Demonstrates the fusion of practice and theory
 - c) For multi-discipline/collaborative projects: The role and influence of the landscape architect

Criteria - Planning

THE 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.

IMPORTANT: Submissions must include statements in regard to the ecological rigour adopted for the project (ie biodiversity, energy conservation, water management, use of local materials, community benefit) - measures taken during construction and the long term management regime. Failure to satisfactorily supply this will disqualify the entry. Refer the Environment Principles on page 8

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.

Judging Criteria

The main criteria for judging are:

- 1 Planning Excellence and Functional Quality:
 - a) Demonstration of a deep understanding of planning processes and methodologies.
 - b) Innovative planning or demonstration of new directions in profession.
 - c) Effective and strategic use, presentation or programming of landscape architectural inputs.
 - d) Fitness for purpose.
 - e) Response to brief
- 2 Environmental responsibility and sustainability:
 - a) Establishment or promotion of sustainable policies and environmental best practice.
 - b) Opportunities for landscape architecture to generate significant beneficial outcomes for the environment or to positively influence environmental decision making processes.
 - c) Addresses the separate AILA Environment Principles (page 8)
- 3 Relevance to the profession of landscape architecture, the public and the education of the future practitioners:
 - a) Recognises and incorporates community values.
 - b) Incorporates effective community engagement and fosters broad support and understanding of landscape architecture.
 - c) Demonstrates adoption and/or implementation of recommendations.

STORM CONSULTING AWARD for Land Management in landscape architecture

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

Submissions could include plans or strategies for the restoration, conservation, enhancement or maintenance of landscapes.

Projects that are eligible to apply include 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. (This listing is indicative only)

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

IMPORTANT: Project submission related to ecological land management must include statements in regard to the ecological rigour adopted for the project (ie biodiversity, energy conservation, water management, use of local materials, community benefit) - measures taken during construction and the long term management regime. Failure to satisfactorily supply this will disqualify the entry. Refer the Environment Principles on page 8

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 as identified on page 8.

Judging Criteria

The main criteria for judging are:

- 1 Excellence and functional quality
 - a) Contribution to the stewardship of ecological and/or cultural land systems
 - b) Demonstration of a deep understanding of the science of landscape architecture and founded on robust environmental/cultural land management principles.
 - c) Demonstration of innovation or establishes new directions in land management best practice.
 - d) Effectively responds to, and extends, intention of the brief in land management matters.
- 2 Employs or Promotes sustainable policies or practices
 - a) The extent to which sustainable ecological and/or cultural principles have been identified and adopted.
 - b) Concordance with AILA Environmental and cultural preservation policies.
 - c) Effective and programmed applied research.
- 3 Relevance to profession of landscape architecture, the public and the education of future practitioners and the wider community
 - a) Demonstratively expands the scope of the profession in informative, forward looking & thought provoking ways.
 - b) Raises the awareness & understanding in the community of environmental/cultural values and processes.
 - c) Provides a tangible, successful example of the use and application of environmentally and culturally appropriate land management practices

Criteria – Research & Communication



City of Greater Geelong 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 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 will be actively 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.

Awards may be allocated either as Awards for RESEARCH or as Awards for COMMUNICATION in landscape architecture.

IMPORTANT: Submissions must include statements in regard to the ecological rigour adopted for the project (ie biodiversity, energy conservation, water management, use of local materials, community benefit) - measures taken during construction and the long term management regime. Failure to satisfactorily supply this will disqualify the entry. Refer the Environment Principles on page 8

The types of projects for consideration in this category include:

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

Judging Criteria

The main criteria for judging are:

- 1 Excellence in Research and/or Communication:
 - a) Demonstrate a deep understanding of the craft of landscape architecture.
 - b) application of best practice techniques including New Directions and Innovations.
 - c) Clarity of purpose and process (methodology).
 - d) Suitability of outputs for intended audience
 - e) Quality of content, outcomes and presentation.
- 2 Relevance to the profession of landscape architecture, the public and the education of future practitioners:
 - a) Usefulness to and practical application by intended audience.
 - b) Overall significance and relevance to the profession.
 - c) Ability to further understanding of the profession in the community.
 - d) Potential for wider application.
 - e) Addresses the AILA Environment Principles

Other Awards and Prizes

The AILA Environment Principles

All projects should address some or all of these criteria as well as the particular category of criteria as set out under Design, Planning, Land Management and Research & Communication.

Water sensitive Urban Design (WSUD)

- Project demonstrates water sensitive urban design (WSUD) practices eg bioswales, swales, detention systems, dry creek beds, reed beds, wetlands.
- Demonstrates effective water usage design and implementation practices (eg grey water harvesting etc)
- Reduces amount of resource intensive landscapes via appropriate plant selection and placement
- Xeriscape plant practices used – grouping plants according to their water needs.
- Employs permeable surfaces (which allows water to filter through ground).

Other Sustainability Principles

Biodiversity

- Promotes biodiversity and supports local ecosystems by using locally occurring plant material that provides habitat for local fauna, extends existing patches of remnant vegetation,
- Maintain healthy sites (eg stockpile soils, protect remnant vegetation & water ways).
- Improves biodiversity by converting a degraded site into useful outdoor space.

Landscape Materials

- Uses recycled or re-used landscape materials from the local region (eg mulch from green waste, crushed brick or concrete, re-used timber, pavers) or materials from sustainable sources (eg bamboo). Minimises use of materials from non-renewable sources.
- Uses materials that can be re-used and recycled in the future.
- Improves existing soils by the addition of locally sourced organic materials such as compost, animal manures (avoids materials like peat).

Microclimate

Uses appropriately sized trees and other plants to improve microclimate around buildings and reduce need for air-conditioning and heating systems.

Food Growing & Waste Recycling

Facilities provided for organic food growing and recycling of household organic waste.

Energy Use & Maintenance

- Reduces the need for intensive maintenance using machinery powered by fossil fuels.
- Uses lighting efficiently – use night lighting only where necessary for safety.

Special Jury Citations and Awards

Juries have the option of rewarding outstanding achievements (special citations or residential awards) within individual award submissions in areas of strategic interest by the AILA.

The jury may select any achievement or innovation from those projects submitted under the four award categories for an extra citation or a residential award. These jury citations and awards have been introduced to allow the juries to both react to innovation that they may identify through the submission processes as well as to respond to priority areas as identified by the AILA National Council.

When submitting for a project award, submissions should consider identifying any achievements or innovations that may be considered by the jury for a special mention/citation. The jury may consider any of the submissions for one of these special citations or residential awards, however in all cases submissions will first need to satisfy the relevant project award criteria before being considered in whole or in part for a special mention/citation.

The intention is that there should not be too many citations or residential awards conferred by each jury; that is juries should limit the number to be mentioned and if in doubt should check with the Executive Director and National Committee Chair.

The AILA Special Jury Citations

Jury Citation for New Directions

This category includes projects by AILA members practicing in non-traditional areas of the profession. The intent is to recognize "new directions". Submissions can include un-built commissions, project management (e.g. events), innovative / leading edge projects, innovative consultation processes or working relationships for projects prepared for and accepted by a client.

Jury Citation for Small Project innovation

This category recognises that small innovative projects which demonstrate innovation. AILA is keen to recognize that many innovative solutions happen on small projects where experimentation and the extent of control may differ from other projects. The projects could be collectively from any or all of the categories of Design, Planning, Environment, Communication and Research.

Jury Citation for Local Government

This category allows the AILA to give recognition to a project that is an outstanding project carried out by Landscape Architects working in local government. The project should demonstrate the unique commitment of a local government agency to AILA priorities such as those set out in the Landscape Charter and Environmental policies. Please refer to page 12 for more information

Jury Citation for Innovation in Planned Communities

This category allows the AILA to give recognition to a project that is an outstanding and innovative Planned Communities Projects involving either or both a local government agency and a private developer. The project should demonstrate the unique commitment of those involved to the AILA priorities such as those set out in the Landscape Charter.

The AILA Residential Project Awards 2007

This Award recognises excellence by Landscape Architects in residential work. Submissions should satisfy the relevant project award criteria as well be a project that is

- Single small or large domestic residential project; or
- Numerous domestic (ie private) spaces as part of a small or large residential estate.

Any residential project submitted under one of four project categories could be considered for a Residential Award.

State Group Design jury may award the AILA State Awards for Residential Designed Landscapes. Nationally the award is called: The Edna Walling National Awards for Residential Designed Landscapes

To be considered for the national award, projects must have been entered for a state award.

The AILA Future Leaders Awards



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The City of Melbourne AILA Victoria 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 award is awarded by the state jury. There is no national student award.

Documentation** (see below)



Proudly sponsored by

The City of Melbourne AILA Victoria 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 a AILA accredited landscape architectural course a maximum of two years previously. 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 an 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.

This award is awarded by the state jury, there is no national graduate award.

Documentation** (see below)

Documentation: Each submission for the above to be on a CD/DVD and to include:

1. Summary/Overview: A print ready one page text only document (no graphics or images) – with name and contact details and award being applied for listed at the top of the page.
2. Presentation: Images and text combined as a separate PowerPoint or PDF presentation.
3. Separate documentation (word doc), as used in PowerPoint/PDF presentation detailing the submission and the projects being used as evidence.
4. Images: Separate folder with images or graphics (max 20). Please refer to page 14 for notes on images (to be in two formats).
5. 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.
6. Completed form – see page 19– NB: no payment/fees required.

The AILA Victorian President's Awards



Proudly sponsored by

President's Award for Local Government

This award has been established to recognise outstanding contribution and leadership by local government in the development and enhancement of community life and the public realm.

The award recognises excellence across the professions and may be granted to local government agencies and practices that are not members of AILA.

Projects considered for this award may be selected either from projects submitted for the State Awards or by separate nomination. An information document and nomination form is attached as Appendix A, is published on the AILA Victoria website or is available on request from the AILA Victoria Secretariat. Judging will be undertaken by the President of AILA Victoria and a member of the Melbourne City Council.



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President's Award for Playground Design

The award recognises excellence in the planning, design and development of playground facilities.

This award may be granted to agencies and practices that are not members of the AILA; however it is preferable for a landscape architect to have been involved in the project. Projects considered for the National award will be selected from the projects submitted in the State Awards. Judging will be undertaken by the President of AILA Victoria and a member of the Playground and Recreation Association of Victoria (PRAV). The jury has the option not to present this award.

The AILA Award Process

Links between State and National Awards

National project submissions will not be accepted on projects that have not been submitted to a state award.

Frequency of Awards

The National Project Awards are every two years

State awards are normally held every two years in the off years to the national awards. However the Victorian Group has had state awards every year.

Project Awards Juries

The membership of the jury for the Project Awards is to be published at the time of the call for submissions.

The make-up of the jury may be altered if potential conflicts are identified once submissions are received.

A national jury has panels for each category area being made up of three to six people, with the absolute minimum being three people, being at least two senior corporate members with extra personnel from related disciplines, and/or being eminent public persons.

State juries are structured differently as each state has a different level of submissions to consider. The make-up of all juries has to be ratified by the National Council.

Where possible, the make-up of any jury has equity across the following criteria: gender balance, geographical representation, professional background and experience.

Jurors must not be involved with any decision on any category to which they have submitted an entry. Jurors are asked to declare any potential conflict of interest and withdraw from any part of the process whereby they may influence the decisions being made.

Site Visits

The national jury is not required to visit sites. Some states now conduct site visits and this practice has been endorsed and recommended by National Council. However, state groups may vary the level of site visits taking into consideration of available resources and the location of sites.

The award applicants must be aware that their applications, including the images and documentation, will be used exclusively by the jury for the short listing.

The jury will assess all entries and draw up a short list of possible winners in each category.

Information from the state jury's site visits may be used to make final decisions on those short-listed, to confirm the information received and to clarify final winners.

Entries will be judged on the information supplied by the entrant with extra information gained through any site visits conducted by the state juries.

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

The Procedural Stages Victoria

Stage **1**: July 2007

Jury established.

2007 Jury Chair – Tim Hart

Stage **2**: Thursday 26 July 2007 Awards Launch

Stage **3**: Monday 30 July 2007 Call for award nominations:

Timelines announced and published on the web site.

Information and Application Forms made available through web site.

Stage **4**: 4.00pm Monday 17 September 2007

Applications closed.

Stage **5**: September 2007

Receipts sent.

Initial processing to ensure eligibility and that all conditions have been addressed.

Jury sent DVDs with preliminary information.

Stage **6**: 6 – 7 October 2007

Jury assesses applications and makes initial short listing.

Jury finalise decisions.

Stage **7**: 16 October

Jury comments and reports finalised.

(All decisions remain confidential until announced)

Stage **8**: October/ November

Award certificates prepared.

Promotional material prepared for web site and other publicity.

Stage **9**: Friday 16 November 2007

Awards Event

Awards announced.

Stage **10**: Monday 19 November 2007

Public announcements and publicity material made available.

Awards listed on web page and in AILA publications.

Eligibility and Conditions of Entry

Eligibility and Attribution

Awards will be granted to:

- Landscape Architecture Practices with Directors or Principals as registered members; or
- Registered members within the practice are cited as the designer of the project; or
- Government and private organisations where a registered member is cited as the designer of the project.

AILA conducts the awards to recognise the work of its members.

Therefore, while other professions may at times be the principal consultant, the award will be awarded to and attributed to the AILA members' practice/government agency in recognition of their role. As appropriate, the principal consultant, the clients or partners may be also attributed on the certificate.

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.

It is a requirement that all correct attributions are included in the submission – including where possible, names of the photographers.

Decisions on attribution and eligibility will be decided on by AILA. Where necessary, variations and queries will be referred to the National Awards Committee.

Conditions of Entry

1. To submit for the National Awards, projects must have submitted to a previous AILA State Awards.
2. Projects nominated can be situated within or outside Australia but the Senior Project Landscape Architect must be based in Australia.
3. Projects are eligible for nomination for an award for an unlimited period.
4. Projects may not be entered into more than one category.
5. If unsuccessful, projects may be submitted in the same or another category in the next awards.
6. Projects, having received an award in one category at a national or state level, are not eligible for further awards at that level – however, state winners may apply for national awards.
7. Each nomination is to include a declaration stating that the works were designed by the entrant or under his/her 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.
8. 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.
9. Images submitted may be used during the awards presentation ceremonies, for other promotional publications and be released to the media.
10. A State Award entry fee of **\$150.00 (GST inclusive)** for the project awards is to accompany each project award nomination in any category.
11. Entries that do not supply the information and images in the form required may not be acceptable to the judging panel and therefore may not be considered for any award.
12. 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.
13. 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.
14. The decision of the Jury is final.
15. The AILA reserves the right to vary these conditions, in particular when a judgment is required to clarify any conditions of entry.

Entry Documentation and other Requirements

Each entry must include

1. **The completed nomination form. (hard copy)**
 2. Four CDs (marked Media and Jury) and each CD is to include:
 - a. One page – ready for print – project summary/overview
 - b. The Full Project Description against the criteria (separate word document).
 - c. The PowerPoint/Jury Presentation.
 - d. Any supporting documents.
 - e. Images in digital format; maximum 20 images or graphics (different resolutions for each CD – see next page)
 3. Any necessary planning or research document.
 4. Payment
-

The Four CDs

Each are to be labeled clearly as one as **Media CD** and three as **Jury CD** – and are to be labeled with the project title, the practice name, the category being entered.

a One Page Summary:

This must be a ready to print word document – no images – or any graphics – the maximum is one page – if more than one page is submitted, the extra will not be printed.

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**) as well as be incorporated into any PowerPoint presentation. 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 1000 words 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: Special factors such as why the project is unique and any unusual problems solved; unusual or interesting facts appropriate for publicity purposes.

BUDGET: A project budget.

DESCRIPTION: This must be a word document (not a PDF): Provide details of the project by matching the **criteria** for the category; the jury will use the **criteria** as a check-list to assess how much of the criteria is addressed in the submission. 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 Criteria pages.

CLIENT STATEMENT (if appropriate) a short statement (up to 300 word) from the client (this is in addition to signing the release on the application form).

C PowerPoint or PDF Presentation

The main item required is the PowerPoint or PDF presentation. After reading the one page summary - this is the first thing the Jury will use to gain an overview of the project. This should include the necessary images, captions and the project description text.

All the submitted presentations will be copied onto DVDs and sent to the jury members prior to their meeting. 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 PDF/PDF presentation is working properly and contains all the information as required.

d Supporting Documentation

Drawings to illustrate the project: to be included electronically on the above CDs and where possible into the PowerPoint presentations.

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

Keep in mind that, no matter which category and even if you are submitting a bound document; we still require a PDF/PDF presentation on both the Media and Jury CDs. And in order to assist media and online promotions, we also need some form of electronic images on the same CDs.

No Boards are to be submitted with the National Awards submissions

e Images

Maximum 20 images or graphics.

The images are to be presented in two formats on separately labeled CDs (or sets of CDs) –3 discs are to be labeled JURY CD & 1 disc for MEDIA CD;

Jury CD: containing all submitted images with necessary captions (include the name of the photographers). Images as 100 dpi JPEGs, approx 400 to 600 pixels wide

Media CD: Images and captions (include the name of the photographers)- ready for to be released for print publication - images as tiff format at **300 dpi** JPEG or TIFF, and to be **outside A4 (210cmx297cm)**.

The jury will not use this second 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.*

WARNING: if the electronic images are too small, the submission may be rejected. Also test drive the PowerPoint presentations.

f Nomination Form and Client Statement:

All entries are to be accompanied by a nomination form that includes the provision for a signed declaration by the client supporting the submission – see attached.

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.

National Archiving:

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

(based on 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-design the submission in the hope of impressing the jury. Do not use unnecessary design elements such as collages or extra coloured graphics – all of this is undesirable and becomes annoying 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 check-list 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.

Documents

It is essential to provide a word document on the discs. The word documents form the basis for media releases and web sites. By all means have the text component within your presentation (PowerPoint, PDF etc) but you must also supply the same text as a word document (not PDF). And do not forget to supply word/text versions of any captions.

Photography

First ensure that all images are supplied digitally as required in the resolutions as stipulated. Ensure your firm is investing in having 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.

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.

Resubmit

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 an award in a particular category, you are not allowed to re-submit in that category.

AILA Project Awards 2007/8

OFFICE USE only: project Submission #:

Submission Form

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

DESIGN or PLANNING or LAND MANAGEMENT or RESEARCH & COMMUNICATION

If applicable: president's award for local government, or playground design

Organisation:

(if applicable) AILA Registered member Membership Number

Phone:

E-mail:

Name of Project:

Location & address (if applicable):

Attributions for the Award Certificate

Recipient: (the practice name)

Project: (correctly titled, ready for promotions)

Client:

The allocation is for 3 certificates maximum. Extras will need to be ordered & paid for after the announcements.

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, has not previously been awarded an AILA State Award and was designed by or under the supervision of:

Name:

Signature:

Date:

Declaration by Client/Owner:

I support the submission of this project for an AILA Project Award and give permission for the jury to inspect the project at a suitable time to be arranged. 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.

Name:

Address:

Phone:

E-mail

AILA Project Awards 2007/8

OFFICE USE only: project Submission #:

Submission Form TAX Invoice

TAX INVOICE

ABN 84 008 531 851

Please make cheques or money orders (**\$150.00** incl GST/\$30 include GST for Student/Graduate)) payable to *Australian Institute of Landscape Architects* -

Entries and payment are to be submitted by **4.00pm Monday 17 September 2007** and sent to:

Australian Institute of Landscape Architects, PO BOX 18025 Collins Street East, MELBOURNE VIC 3000

or

Courier: Australian Institute of Landscape Architects, Level 1, 41 Exhibition Street, MELBOURNE VIC 3000

Organisation:

AILA corporate member membership #

Phone:

E-mail:

Name of Project:

CREDIT CARD PAYMENT: amount **\$150.00** (incl GST).

Mastercard or VISA (amex not accepted)

Card No: --- --- --- ---

Expiry/

Name on card:

Phone number of card owner:

AILA Project Awards 2007/8

OFFICE USE only: project Submission #:

Submission Form

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

Student, Graduate

Name:

Membership Number

Phone:

E-mail:

Attributions for the Award Certificate

Recipient: (the applicant's name)

Employer:

The allocation is for 1 certificate. Extras will need to be ordered & paid for after the announcements.

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.

Name:

Signature:

Date:

Cost \$30 include GST – see previous page