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remember the future

**AUSTRALIAN INSTITUTE OF LANDSCAPE ARCHITECTS
Victorian Group
and
VICURBAN**

**present the
2008 PROJECT AWARDS**

**DESIGN
PLANNING
LAND MANAGEMENT
RESEARCH and COMMUNICATIONS**

Information, Guidelines & Nomination Form

Closing date for submissions Monday 8 September 2008

Entries to be submitted (with payment) to:

Australian Institute of Landscape Architects
Level 1, RAIA Building,
41 Exhibition Street, Melbourne
GPO Box 18025 Collins Street East, Melbourne Victoria 8003

AILA Victoria gratefully acknowledges the following sponsors for their generous support.

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AILA Project Awards

Introduction

The AILA Victorian Group 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) is a non-profit professional institute formed to serve the mutual interests of its members and the wider profession throughout Australia. 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.

Main Project Categories

- Design
- Planning
- Land Management
- Research and Communication

Levels of Awards

The 2008 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:

The AILA Victoria 2008 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 that category.

The AILA Victorian Awards for (Design/ Planning etc) in Landscape Architecture

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

Summary of Award Allocations

The jury may award one Victoria 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 Victoria Award is to be chosen from 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 Award as the highest award (if awarded) in that category.

The jury has some flexibility in number of awards to be allocated as Awards. It is suggested that the maximum be eight but this is a guide only. As the awards are judged against the criteria not each other, the jury is asked to be rigorous in their assessment but to allow for a higher number when the standards of entries is high.

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

New directions and changes

An issue that has been identified through past juries is the status of submissions that concentrate on artworks; be they in the landscape, in the built environment or just the focus of the practice in question. It has been agreed that a concentration on artworks within a landscape practice has not really been allowed for adequately within the awards criteria. So juries have been asked to be mindful of this when assessing such projects; namely that a project may be submitted that has as its core artwork or some other high aesthetic nature and while it does not quite fit all the Design criteria, the submission should be given serious consideration. If deemed successful, it would be recognised within the Design category but with a special jury citation.

The juries have been instructed that with the ever expanding nature of practice (it continues to grow in complexities by the day) that the AILA has to allow for the borders of the criteria to be tested and pushed out. The awards are about demonstrating where the profession is going – not gate keeping on where it has been. And at the same time, keeping in place the integrity of the process.

NEW CATEGORY: LAND MANAGEMENT

In previous years there was a Category for Environment in Landscape Architecture. This category was removed for 2007 – 2008. The category of Land Management was introduced for AILA awards from 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 may disqualify the entry. Refer the Environment Principles on following pages.

SPECIAL JURY CITATIONS AND AWARDS

Special jury citations have been introduced to allow the juries to both react to innovation that they 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 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 have been identified as:

New Directions, Small Project innovation, Local Government, Innovation in Planned Communities, Art in the Landscape.

Residential Designed Landscapes

In 2005, the AILA introduced a special award for residential projects: At a national level this is the Edna Walling National Awards for Residential Designed Landscapes. While at a State level, the AILA recognised residential landscapes under the title of The AILA Award for Residential Landscapes.

THE AILA FUTURE LEADERS AWARDS

This national award recognizes new leadership qualities as demonstrated through professional, educational, community and other relevant achievements.

At a State level the Futures Leaders Awards recognise both Students of landscape architecture and landscape architect Graduates.

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.

The AILA Environmental Principles

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

Water Sensitive Urban Design (WSUD)

- Project demonstrates water sensitive urban design (WSUD) practices eg bio-swales, 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 allow water to filter through ground).

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.

Category Descriptions

AWARD for DESIGN in landscape architecture



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The Design Category recognises constructed landscape architectural design and encompasses all scales of work. The category includes newly constructed or renovated 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 (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 Environmental Principles.

The types of projects for consideration in the design category include:

- civic design and design of urban space (streetscapes, plazas, urban renewal)
- residential landscapes (single/multi-dwelling/estate)
- landscape with buildings and infrastructure (landscape of any nature around or within buildings which are not residential buildings; e.g. institutional, commercial, industrial, resorts)
- public open space and recreational facilities (landscape design for either public or private open space for recreational use)
- heritage landscapes (conservation, management and interpretation)
- transport and infrastructure (road, cycle and rail corridors., civil works)
- landscape art (permanent or temporary works of art, memorials, sculptures, and 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 4)
- 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.

AWARD for **PLANNING** in landscape architecture



Proudly Supported by Judd Farris Recruitment

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

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.

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

The terms of reference for the project should be submitted.

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 Environmental Principles.

The types of projects for consideration in the planning category include:

- master planning (landscape and site master planning)
- policy and legislation
- visual assessment and analysis
- landscape assessment and analysis (environmental assessments, suitability studies, natural resource inventories, and post-construction evaluations)
- conservation planning (heritage related)
- landscape management
- 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 Environmental Principles (page 4)
- 3 Relevance to the profession of landscape architecture, the public, and the education of 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.

AWARD for **LAND MANAGEMENT** in landscape architecture



Proudly Supported by Storm Consulting

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.

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 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 Environmental Principles.

Projects submitted may be either built or unbuilt, although design projects that are intended to result in built outcomes should only be submitted following construction.

The types of projects for consideration in the Land Management category 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)

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 Principles.
 - c) Effective and programmed applied research.
- 3 Relevance to the profession of landscape architecture, the public, and the education of future practitioners:
 - 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.

AWARD for **RESEARCH & COMMUNICATION** in landscape architecture



Proudly Supported by City of Greater Geelong

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 unpublished 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 Environmental Principles.

The types of projects for consideration in this category include:

- Research (any aspect relating to the practice of landscape architecture)
- Experimentation and monitoring
- 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 Environmental Principles

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 to 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 practising 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.

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.

Jury Citation for Art in the landscape/built environment

This category allows the AILA to give recognition to a project that involves outstanding and innovative use or integration of artworks or other features of a high aesthetic value.

The AILA Victoria Award for Residential Designed Landscapes

The AILA Residential 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 the four project categories will be considered by the jury for a Residential Award. Therefore the submission will have to address the criteria as set out in the relevant project award category.

Victoria Group juries may award the AILA Victoria 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 Victorian Award.

The AILA Future Leaders Awards



Proudly Supported by

The 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.

The 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 an AILA accredited landscape architectural course a maximum of two 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 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.

The Victorian Presidents Awards

President's Award for Local Government



Proudly sponsored by Streetscapes

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.

President's Award for Playground Design



Proudly sponsored by Kompan

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.

President's Award for Water Sensitive Design



Proudly sponsored by Melbourne Water

Although water sensitive design forms part of assessment of the main awards, the President Award has been added to recognise excellence in the planning, design and construction in the areas of water sensitive design. Water sensitive design is an every growing area of practice and the award seeks to promote exemplary or innovative approaches. Judging will be undertaken by the President of AILA Victoria and a member of the Stormwater Industry Association of Victoria (SIAV) and Melbourne Water. The jury has the option not to present this award.

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.
- Student and Graduate Student AILA members.

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.

Entry Fees

Entry fees to accompany submissions for the Project Awards:

- \$150 for each entry (inc GST)
- \$30 (inc GST for Students)

Cheques should be made payable to AILA – Victoria Group.

Conditions of Entry

1. To submit for the National Awards, projects must have been submitted to a previous AILA Victoria Awards.
2. Projects nominated for the Victorian Awards can be situated within or outside the State but the Senior Project Landscape Architect must be based in Victoria.
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 Victoria Award entry fee as set out above (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 in the Victorian Project Awards must include:

1. The completed Nomination Form including Client Approval. (hard copy)
2. One page project summary/overview. (hard copy)
3. TWO CDs (1 marked Media and another marked Jury) and each CD is to include:
 - a. The One Page Project Summary/Overview (separate word document)
 - b. The Full Project Description against the criteria (separate word document).
 - c. The PowerPoint/Jury Presentation.
 - d. Any supporting documents, including Client Statement.
 - e. Images in digital format; **maximum 25 images or graphics** (different resolutions for each CD – see next page)
4. Any necessary planning or research document.
5. Payment of the entry fee.

(Entries are not required to be anonymous.)

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.

Summary - The Two CDs

Each CD to be labelled clearly as Media CD or Jury CD – and all to be labelled with:

- Project Category
- Project Title
- Name of Practice submitting for the award.

Each CD will include the following information:

A. ONE PAGE SUMMARY:

This must be a ready to print word (NOT a pdf) document – no images or 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
- 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) Victoria 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 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 PowerPoint/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 PowerPoint/PDF presentation.

Keep in mind that, no matter which category and even if you are submitting a bound document, we still require a PowerPoint/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.

E IMAGES

Maximum 25 images or graphics. To be presented in different formats on the separately labelled **JURY CD's & MEDIA CD**.

Jury CD:

All submitted images with necessary captions (include the name of the photographers).

Images as **100dpi JPEG**, and at least **600 pixels** wide and 600 pixels high.

Media CD:

Images and captions (include the name of the photographers)- ready for 'to be released for print publication' - images as **300dpi TIFF** format, and to be **outsized A4 (210cmx297cm)**.

The jury will not use the Media CD, but failure to provide this media disc 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.

Supporting Documents

Supporting documents should be included where they will assist the jury in understanding the nature of the project. These may include one bound copy of documents relevant to a project submitted for the Planning, Land Management or Research and Communications categories.

National Archiving:

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

AILA VICTORIA FUTURE LEADERS AWARDS

Each submission for the AILA Victoria Student Award and the AILA Victoria Graduate Student Award is 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 13 under the heading “**E Images**” 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 and entry fee (as discounted) required.

GUIDES

(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.

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

The AILA Award Process

Links between Victoria and National Awards

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

Frequency of Awards

The National Project Awards are held every two years.

Other State awards are normally held every two years in the off years to the national awards. However the Victorian Group has had Victoria 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, or as near as possible thereafter.

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

Juries for the Victoria Project Awards will consist of xxxxx people:

The jury chair will be a Registered Landscape Architect. The make-up of all juries has to be ratified by the National Council.

Where possible, the make-up of any jury shall have 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 must declare any potential conflict of interest and withdraw from any part of the process whereby they may influence the decisions being made.

The jury is required to keep all information confidential until the results are announced.

Jurors are to be mindful that a small well designed and planned project (small budget) should be given equal recognition alongside larger public domain projects (larger budget).

The jury chairs are requested to prepare citations on the successful projects to be read out at the Awards Presentation Event and to be published on the AILA website.

Judging Process

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.

No presentations by applicants, or site visits by the jury, will be carried out.

Entries will be judged on the information supplied by the entrant.

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

Further Information

For further information about the awards, please contact:

Kathryn Green at victoria@aila.org.au

2008 AILA VICTORIA Project Awards

OFFICE USE only: project Submission #:

Submission Form

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

DESIGN PLANNING LAND MANAGEMENT RESEARCH & COMMUNICATION

If applicable: president's award for local government playground design water sensitive design

Organisation:

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:

Extra certificates 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 Victoria 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

2008 AILA Victoria Project Awards

OFFICE USE only: project Submission #:

Submission Form

TAX INVOICE

ABN 84 008 531 851

Please make cheques or money orders payable to *AILA – Victoria Group*

Organisation:

AILA corporate member membership #

Phone: E-mail:

Name of Project:

.....

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

Mastercard or VISA (amex not accepted)

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

Expiry/

Name on card:

Phone number of card owner:

Submission and Payment

Entries and payment are to be submitted by Monday 8 September 2008 to:

Australian Institute of Landscape Architects,

Level 1, RAlA Building,

41 Exhibition Street, Melbourne

GPO Box 18025 Collins Street East, Melbourne Victoria 8003

2008 AILA VICTORIA Future Leaders Awards

OFFICE USE only: project Submission #:

Submission Form

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

VICTORIA STUDENT or A **VICTORIA GRADUATE**

Name (in CAPITALS):

AILA 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:.....