



Australian Institute of Landscape Architects  
Victorian Group  
2009 Project Awards

Information, guidelines & submission form

**Closing date for submissions**

**Friday 4th September, 2009**

*Please note, no extensions permitted*

**Entries to be submitted (with payment) to:**

**Australian Institute of Landscape Architects  
The Australian Institute of Landscape Architects  
Level 1, 41 Exhibition St, Melbourne**

**Couriers:  
As above**

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## Introduction

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)**

Landscape architecture is the internationally recognised profession with the responsibility to shape and form future communities through the creative combination of art and science.

The importance of landscape architecture as an agent for positive change has never been greater with the environmental and social challenges facing the planet, individual countries and local communities.

Landscape architects through their professional activities enhance essential ecological processes and guide development in a sustainable manner to enhance the diversity of the natural and built environments and to enrich the human environment.

The urban and rural landscapes of Australia are intrinsic to the Australian quality of life. The condition of the landscape influences the economic, social, and environmental health of the nation.

Landscape architecture is challenged by the need to engage in continuous adaptation to respond to the implications of climate change and population growth. It has become increasingly evident that continuing to implement present design forms and approaches is no longer appropriate to meeting these challenges.

The built environment design professions require a multitude of approaches and scales of engagement in order to present society with future design scenarios. There is an urgent need to seek out new ways of responding to the effects of environmental and social change on urban and landscape forms.

As a foundation for the future, it is imperative that Australian **Registered Landscape Architects** assume responsibility for the design and active stewardship of the landscape on behalf of society and future generations.

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.

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.

## 2009 Award Categories and Levels

### Categories

- Design
- Planning
- Land Management
- Research and Communication

### Levels of Awards

#### **The 2009 Victorian Medal for 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.

The jury may award one Medal. 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 Australian Medal is to be chosen from the Awards for Excellence.

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

#### **AILA 2009 Victoria Landscape Architecture Award of Excellence**

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

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

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

#### **AILA 2009 Victorian Landscape Architecture Award**

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

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

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

NOTE: In previous years there were levels called Merit and Commendation. These levels were not fully understood. There is now just one main level of award - the Victorian Award - with the Excellence and the Medal being the highest awards.

## Special Notes to the AILA awards

### Sustainability Emphasis Across All Awards

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

Submissions must include statements in regard to the sustainable (environmental, social and economic) rigour adopted for the project - measures taken during planning, construction and/or long term management regime. Include statements on the extent to which Sustainability and Climate Change issues were addressed, such as those relating to soil health, vegetation, biodiversity, hydrology, materials, energy use, community health and well-being. Failure to satisfactorily supply this may disqualify the entry. See page 10

### 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 having a special citation added to the award.

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.

### Residential Designed Landscapes

The AILA awards allow for a special award for residential projects: The Victorian Award for Residential Designed Landscapes.

### The AILA Future Leaders Awards

This Victorian award recognizes new leadership qualities as demonstrated through professional, educational, community and other relevant achievements. These may be awarded to both Graduates and Students.

#### 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.

### Overseas Projects may be submitted by Registered members working overseas.

Overseas project may be submitted by practices located overseas - this includes both offices with no office in Australia and those who have offices in Australia; in both cases the project being submitted must have been overseen by an AILA registered member.

For overseas projects, the condition 'that the project must have been previously submitted for a State Award' does not apply.

### The Links to the State Awards

To be considered for the national award, projects must have been entered previously for an AILA state award – please note that the entry at state level need not have been successful – rather that it was first entered into the state award before being submitted for consideration for the national awards.

### 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 sustainable (environmental, social and economic) rigour adopted for the project - measures taken during planning, construction and/or long term management regime. Include statements on the extent to which Sustainability and Climate Change issues were addressed, such as those relating to soil health, vegetation, biodiversity, hydrology, materials, energy use, community health and well-being. Failure to satisfactorily supply this may disqualify the entry. Refer the Landscape Principles on page 10.

*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 Landscape Principles - see 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 should be clearly stated.

### 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 sustainable (environmental, social and economic) rigour adopted for the project - measures taken during planning, construction and/or long term management regime. Include statements on the extent to which Sustainability and Climate Change issues were addressed, such as those relating to soil health, vegetation, biodiversity, hydrology, materials, energy use, community health and well-being. Failure to satisfactorily supply this may disqualify the entry. Refer the Landscape Principles on page 10.

*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 Landscape Principles – see page 10.
- 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.

### THE AWARD for Land Management in landscape architecture



#### Proudly sponsored by:

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:** Submissions must include statements in regard to the sustainable (environmental, social and economic) rigour adopted for the project - measures taken during planning, construction and/or long term management regime. Include statements on the extent to which Sustainability and Climate Change issues were addressed, such as those relating to soil health, vegetation, biodiversity, hydrology, materials, energy use, community health and well-being. Failure to satisfactorily supply this may disqualify the entry. Refer the Landscape Principles on page 10.

Project submissions related to cultural and historical land management must include statements in regard to the investigative and interpretative rigour adopted for the project (i.e. 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 10.

#### **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

## AWARD for RESEARCH & COMMUNICATION in landscape architecture



### Proudly sponsored by:

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 sustainable (environmental, social and economic) rigour adopted for the project - measures taken during planning, construction and/or long term management regime. Include statements on the extent to which Sustainability and Climate Change issues were addressed, such as those relating to soil health, vegetation, biodiversity, hydrology, materials, energy use, community health and well-being. Failure to satisfactorily supply this may disqualify the entry. Refer the Landscape Principles on page 10.

*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 Landscape Principles – page 10.

### Sustainability Emphasis Across All Awards

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

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

Submissions must include statements in regard to the sustainable (environmental, social and economic) rigour adopted for the project - measures taken during planning, construction and/or long term management regime. Include statements on the extent to which Sustainability and Climate Change issues were addressed, such as those relating to soil health, vegetation, biodiversity, hydrology, materials, energy use, community health and well-being.

Failure to satisfactorily supply this may disqualify the entry.

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

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

#### **Submissions will be assessed by the jury as to how the projects have addressed the Australian Landscape Principles and have been innovative in adaptation and mitigation for Climate Change:**

1. **VALUE THE EXISTING LANDSCAPE:** Projects should demonstrate innovative approaches to broader-scale landscape planning and pre-design strategies (e.g. landscape assessment & site selection strategies, collaborative/cross-sector planning initiatives, community participation/consultation, research programs etc.)
2. **PROTECT › ENHANCE › REGENERATE:** Projects should demonstrate innovative landscape design and management processes, aimed at measurable, sustainable outcomes (e.g. creative project implementation & design development initiatives – innovative design, construction and evaluation techniques, procurement & delivery methods, cross-sector partnership arrangements, education & research etc.)
3. **INTERVENE WITH RESPECT FOR THE PRESENT -** Projects should demonstrate innovative approaches to current socio-cultural, environmental and economic aspects of landscape (e.g. emerging economic, social, political & demographic trends, resource supply & distribution issues, biodiversity loss, impacts of climate change etc.)
4. **INTERVENE WITH RESPECT FOR THE FUTURE –** Projects should demonstrate creative approaches to building resilience in terms of enhancing socio-cultural, environmental and economic outcomes for future generations. (e.g. planning & resource distribution strategies, governance issues, community capacity building, education and research etc.)
5. **EMBRACE RESPONSIVE DESIGN –** Projects should demonstrate innovative, adaptable and responsive design processes, incorporate evaluative frameworks, and enhance potential to adjust to socio-cultural, environmental and economic change (e.g. integrated evaluation strategies; survey, monitoring & research programs, education/training & innovation initiatives).

### Award for Residential Designed Landscapes



#### Proudly sponsored by:

National and State 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 AILA's priority areas.

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 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.

Special jury citations are NOT separate awards and are NOT a separate category. They are to be used as special citations (a special one line note) to an award.

#### **The AILA Special Victoria 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.

#### **The Victoria Awards for Residential Designed Landscapes**

The Victoria Awards recognise 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 (i.e. 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.

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

## The AILA Future Leaders Awards

### The AILA Victoria Future Leaders Award (Student and Graduate)

This award recognizes an individual AILA registered landscape architect who has demonstrated and developing leadership qualities as evidenced through professional, educational, community and other relevant achievements.

Applicants should also demonstrate leadership in professional development through their approach to career development. All applicants must have no more than 5 years post graduate experience in the profession.

All applicants must be accompanied by referee reports and other documented evidence.

The nomination for the award may be self nominated or made by an employer or another AILA full member.

The intention is that there should be one award but the jury may decide to award a shared award (two awards).

#### Selection Criteria

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

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

**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), (text 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 25). 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 Award Process

### **Links between State and National Awards**

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

### **Overseas Projects may be submitted by Registered members working overseas.**

Overseas project may be submitted by practices located overseas - this includes both offices with no office in Australia and those who have offices in Australia; in both cases the project being submitted must have been overseen by an AILA registered member.

For overseas projects, the condition 'that the project must have been previously submitted for a State Award' does not apply.

### **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 soon after but before the close of submissions.

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

The Jury consists of about six professionals who first receive the entries on a disc (submissions copied from the 'Jury' discs) and from these they draw up their first short listings.

The Jury then meets face to face in Canberra to finalise the combined short lists and to subsequently debate the allocation all the levels of awards across all categories.

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 if the conflict will directly influence the final assessments.

Please note that in the past the AILA has at times used a number of panels for different categories – This practice has ceased. It has been deemed to be far more effective to have the same panel members assess all awards across all categories.

### **Site Visits**

The national and state juries do not carry out formal site visits.

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

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

### **State Presentations**

In the past some state groups have conducted special presentations. These have now been eliminated for all states. Submissions will be assessed using the documentation submitted only.

## The Procedural Stages Victoria

### Indicative timelines

#### Stage **1**: July 2009

Jury established.  
2009 Jury Chair

#### Stage **2**: July 2009

Call for award nominations:  
Jury announced soon after the call for submissions – check web site  
Timelines announced and published on the web site.  
Information and Application Forms made available though web site.

#### Stage **3**: **4<sup>th</sup> September, 2009**

Applications closed.

#### Stage **4**: Sept

Receipts sent.  
Initial processing to ensure eligibility and that all conditions have been addressed.  
Mail out DVDs and guidelines to jury members; media DVDs copied for media, jury and media DVDs copies for national office  
Jury do short listings.

#### Stage **5**: Late July

Awards Promotion Cocktails (some state hold special event to celebrate Design Week or something similar)  
Jury Executive assesses received comments and confirms a short listing.  
Jury finalise decisions across all categories and levels.

#### Stage **6**: September

Jury meets to assess all award submissions  
Jury comments and reports finalised.  
(All decisions remain confidential until announced)  
Final awards collated and final lists, submission forms and DVDs forwarded to National Office

#### Stage **7**: October

Award certificates prepared.  
Promotional material prepared for web site and other publicity.

#### Stage **8**: November

Awards announced via media (Radio and online).  
**State Awards to be staged, Friday 6<sup>th</sup> November, 2009.**  
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 and/or with Registered members on staff who were the designers 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 consultants, the award will be awarded to and attributed to the AILA members' practice/government agency in recognition of their role as part of the design team. 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

- a) To submit for the National Awards, projects must have submitted to a previous AILA State Awards.
- b) Projects nominated can be situated within or outside Australia.
- c) Overseas project may be submitted by practices located overseas - this includes both offices with no office in Australia and those who have offices in Australia; in both cases the project being submitted must have been overseen by an AILA registered member. (For overseas projects, the condition 'that the project must have been previously submitted for a State Award' does not apply )
- d) Projects are eligible for nomination for an award for an unlimited period.
- e) Projects may not be entered into more than one category.
- f) If unsuccessful, projects may be submitted in the same or another category in subsequent national awards.
- g) Projects, having received a national award in any category, are not eligible for further national awards.
- h) 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.
- i) 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.
- j) Images submitted may be used during the awards presentation ceremonies, for other promotional and advocacy initiatives, and be released to the media.
- k) A National Award entry fee of **\$165.00 (GST inclusive)** for the project awards is to accompany each project award nomination in any category.
- l) Entries that do not supply the information and images in the form required will not be acceptable to the judging panel and therefore may not be considered for any award.
- m) 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.
- n) Should dispute arise regarding non-judging issues such as entry or eligibility, questions are referred to the Executive Director.
- o) The decision of the Jury is final.
- p) 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 – only. i.e.: not digital on the disc  
**NB: if there is no hard copy form, then the submission will not be accepted!**
  2. **Two CD/DVDs** (marked Media and Jury) and each CD is to include:
    - a) One page – ready for print – project summary/overview (word doc only) (PDFs not accepted)
    - b) The Full Project Description against the criteria (separate word document). (PDFs not accepted)
    - c) The PowerPoint/Jury Presentation.
    - d) Any supporting documents.
    - e) Digital images; **maximum** 25 images or graphics (different resolutions for each CD – see next page)
  3. Any necessary planning or research or publications (e.g.: books) document.
  4. Payment
- 

### The two CDs

Each to be labelled clearly as **Media CD** and **Jury CD** – and both to be labelled 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**). The project description should include the background and general information on the entry which allows the Jury to fully appreciate the detail of the project and its context.

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

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

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

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

**SPECIAL FACTORS:** 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:** Provide details of the project by matching the **criteria** for the category; the jury will use the **criteria** as a checklist to assess how much of the criteria are 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 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. This is the first thing the Jury will use to gain an overview of the project. This should include necessary images, captions and description text.

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

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

**Video Presentation:** The above presentation may be accompanied by a short digital video. Please ensure that any video presentations are 'short' and not too large (in MB terms). Any video needs to be opened by one of the very common media applications (QuickTime etc). If the video cannot be opened easily it will not be viewed.

#### **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 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 representing the planning document on the submitted CDs.

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

#### **e Images**

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

The images are to be presented in two formats on the two separately labeled CDs (or sets of CDs) – labelled JURY CD & MEDIA CD;

**Jury CD:** containing all submitted images with necessary captions (include the name of the photographers). Images as 100 dpi JPEGs, approx 600 to 800 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** TIFF, and to be **outsized 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.*

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

*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 checklist to assess how much of the criteria is addressed in the submission.

### ***The Narrative:***

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

### ***Number of Images***

Keep to the maximum and supply only those useful for the award submission. We really do not need to see the opening party or images of each type of paving used, or several images of the same bollard. When there have been too many images – the jury has been asked to reject the submission.

### ***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 a national award, you are not allowed to re-submit that project for a national award in any category.

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**

Organisation \_\_\_\_\_

Name of the Registered member: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location & address (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

*Attributions for the Award Certificate*

Recipient: (the practice name): \_\_\_\_\_

Project: (correctly titled, ready for promotions): \_\_\_\_\_

Client: \_\_\_\_\_

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

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

Name (AILA Member): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration by Client/Owner:**

I support the submission of this project for an AILA Project Award. I also agree to be the nominated person who may be contacted by the jury if the project is short listed and more information is required. A more detailed letter of support may be submitted.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(nb. if it is not possible to obtain signature a declaration may be made by the submitter that the Client has agreed to the project entry into the awards)

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

OFFICE USE only: project Submission #: .....

**Submission Form TAX Invoice**

**TAX INVOICE**

**ABN 84 008 531 851**

Please make cheques or money orders (**\$165 incl GST per submission**) payable to **Australian Institute of Landscape Architects -**

Entries and payment are to be submitted by **Friday 4<sup>th</sup> September, 2009** and sent to:

**The Australian Institute of Landscape Architects**

Level 1, 41 Exhibition St, Melbourne VIC 3000

Organisation \_\_\_\_\_

AILA registered member: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Project: \_\_\_\_\_

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

MasterCard or VISA (amex not accepted)

Card No:

Expiry:   /

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number of card owner: \_\_\_\_\_

OFFICE USE only: project Submission #: .....

**Future Leaders Submission Form**  
Graduate or Student (please circle)

A separate form is to be used for each project entry.

Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Attributions for the Award Certificate*

Recipient: (the applicant's name) Recipient : \_\_\_\_\_

Employer: \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_