



**AILA Landscape
Architecture Awards
2018 Entry Guide**



AILA LANDSCAPE ARCHITECTURE AWARDS 2017 ENTRY GUIDE

The AILA Landscape Architecture Awards provides a key vehicle for the promotion of the achievements and work of landscape architects in Australia.

The Awards process is an opportunity for public and peer recognition of your work, and demonstrates to industry, business, government and the wider community the positive impact our profession has on Australian lives through the planning and design of the built and natural environments. The Awards advance the profession of landscape architecture by encouraging excellence by members of the landscape architecture profession and fostering awareness and recognition of the work of AILA Registered Landscape Architects.

For members, winning an Award provides recognition of exceptional practice. An Award is confirmation of your talent, commitment and design excellence.

This Entry Guide provides you with advice on all aspects of entering the AILA Landscape Architecture Awards program. It is designed to help you submit a valid Entry.

Please note, entries that do not comply with all the Entry requirements may be declared ineligible for judging.

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Contents

1. INTRODUCTION	1
1.1 Eligible Entrants	1
1.2 Eligible Projects	1
1.3 Authorship and Attribution	1
1.4 Copyright	2
1.5 Moral Rights and Your Entry	2
1.6 Confidential Information	2
1.7 Indemnity to AILA	2
1.8 Conflict of Interest	3
1.9 The AILA National Landscape Architecture Awards Policy	3
2. ENTRY MATERIALS	3
2.1 Entering the Awards	3
2.2 Online Entry	3
2.3 Digital Images	4
3. STRUCTURE OF THE PROGRAM	6
3.1 Conduct and Timing of 2017 Programs	6
3.2 Award Structure	6
3.3 National Program	6
3.4 Chapter Program	7
4. AWARD CATEGORIES	7
4.1 Overview	7
4.2 Categories	7
5. JUDGING CRITERIA	10
5.1 General	10
5.2 Core Criteria	10
5.3 Jury Process and Site Visits	11
6. ENTRY FEES	13
6.1 Fees	13
6.2 Method of Payment	13
6.3 Refund Policy	13
7. APPENDICES	13
7.1 Online Entry Guide – a Snapshot	13
7.2 Declaration on Behalf of AILA	14



1. INTRODUCTION

1.1 Eligible Entrants

Entry into the AILA Landscape Architecture Awards program is limited to a person, or a team where the landscape architectural component is under the substantive control or direction of a person, who is a:

- Registered Landscape Architect, and
- financial AILA member, and
- If the Entrant is practice-based, the principal of the practice who is an owner or formal licensee of the copyright in the work being entered.

Where the entrant does not own the copyright, the Entry must be accompanied by a written agreement from the copyright holder stating that the work may be entered for an Award.

1.2 Eligible Projects

To be eligible for Entry into the AILA Landscape Architecture Awards program, projects (where applicable) must have at least reached practical completion and be in all other respects complete to the point of enabling proper assessment by the Jury, no later than 31 December in the year preceding the year of judging.

If there are multiple stages to a project this should be identified within the Entry. Projects are eligible to be entered into the Awards for an unlimited period and can be entered in multiple years if unsuccessful.

Projects may be entered and awarded in more than one Category and stages of projects can be entered if the scale or breadth of work is spanning a significant period and the project has identifiable milestones.

For projects to be considered by the National Jury, they must have already been awarded an Excellence Award or a Landscape Architecture Award at the Chapter level.

AILA may refuse an Entry or remove it from consideration for an Award if AILA is of the opinion that the Entry:

- does not comply with the terms and conditions;
- is inappropriate, offensive, indecent or illegal;
- is a potential breach of a third party's copyright.

1.3 Authorship and Attribution

Entrants must provide accurate Entry information and attribute all who contributed significantly to the authorship of the project (including any non-member). Any Entry containing inaccurate information or incorrect attribution may be disqualified. Clients and Collaborators must be aware that the Entrant is submitting the project into the Awards program (refer to Appendix 8.2: Declaration on Behalf of AILA).

Specifically, entries must provide the following, where appropriate:

- Client name, Client company and Client referee contact details;
- Consultants who have designed/authored earlier stages of the project (e.g. master planners prior to concept design development);
- Collaborators;
- Consultant team members;
- Team members.

Where there is no consultant/client relationship, the details of the project 'champion' or instructing party should be provided.

1.4 Copyright

By entering the AILA Landscape Architecture Awards program, you agree that you have met all copyright obligations and you agree to protect AILA against all claims resulting from your failure to do so. Copyright obligations may apply to the materials you submit with your Entry. AILA requires you to either own the copyright or obtain permission (a license) from the copyright owners to:

- submit the project for consideration, and
- allow AILA to use, reproduce or adapt the materials as needed.

By entering the Awards program you give AILA permission to reproduce, exhibit, publish, and/or communicate the materials and information you provide about the project and use or adapt the materials, or a portion of the materials.

1.5 Moral Rights and Your Entry

Moral rights obligations may apply to the materials you submit with your Entry.

Under moral rights provisions of copyright law, Entrants must ensure that they, or the practice of which they are a Principal, are authorised to make the attribution(s) of authorship contained in the Entry. All materials submitted require an attribution. This attribution needs to include any persons requiring attribution of the materials.

1.6 Confidential Information

The Entry form contains a section for inserting budget and financial information. During the Awards process this information will be disclosed to the relevant Jurors only.

1.7 Indemnity to AILA

Copyright, moral rights and confidentiality create rights which may be legally pursued. You, as the entrant, are responsible for ensuring copyright, moral rights and confidentiality requirements are met before submitting your Entry.

1.8 Conflict of Interest

Jurors and their practices are encouraged not to enter the Awards program in the year they are participating in the program. Public sector jurors should be selected to limit the opportunity of conflict and may include interstate selection.

Jurors must declare any perceived conflict of interest regarding an Entry. Refer to Jurors Guide for more clarification on what could constitute a conflict of interest.

1.9 The AILA National Landscape Architecture Awards Policy

Your Entry must meet all of the Policy requirements. Refer to AILA's National Landscape Architecture Awards Policy for further details (AILA members must be logged in to view this Policy).

The key components of the Policy relating to Entry in the Awards include:

- Chapters will conduct their Awards programs so that there is a Category which aligns with each of the National Awards Categories;
- Chapters wishing to acknowledge excellence outside of this structure may create additional Categories, but winners in such Categories will not be eligible for consideration at any higher level;
- Entries in all Categories are made through a common Entry system;
- Only awarded projects by Chapters will be considered for a National Award in the same year;
- Projects not given an Award by a Chapter may resubmit in future Awards program;
- Entries may be judged at the National Awards level only once.

2. ENTRY MATERIALS

2.1 Entering the Awards

To enter the Awards you must complete an online Entry and payment.

2.2 Online Entry

The Entry process asks for the following information.

A. Entry snapshot, including:

- Practice name.
- Name of project/Entry.
- Address of project/Entry.
- Client name, Client company and Client contact details. The Client company will be recognised on the Award certificate, if applicable.
- Project team and any others to be attributed (including consultants / collaborators or those who have authored earlier stages of the project such

as master planners prior to concept design development). The project team and key collaborators will be recognised as “Collaborators” on the Award certificate (if applicable), where space allows.

- Budget (will remain confidential and only supplied to Jury) - if relevant, a project construction budget as a lump sum and expressed as a metre squared allowance. For non-construction projects the consultancy budget should be identified.

B. A working Dropbox link to a main folder titled with your project name and state, with three subfolders titled:

- **Images:** containing up to digital 14 images of the project. Images may be plans, illustrations and/or photographs Images are not to include white or black bars, annotations, text or image montages (two images together).
- **Statement of Achievement:** Containing your Statement of Achievement, at a maximum of 750 words. This is your opportunity to outline to the Jury how your entry meets the Core Qualities. It should not be a statement solely describing the project.
- **Supporting Documentation:** Where possible and if applicable (for example planning report, policy document, online consultation link, video commentary, etc.). All supporting documentation must be provided in digital format (i.e. no hardcopy documents) and be succinct, with a one-page summary provided by the entrant of any large items. Jurors will not consider large-scale or lengthy supplementary items.

C. Client Agreement.

Signed client agreement form (to be retained by the practice – you are not required to submit).

D. Some State Award programs call for additional material to be submitted.

(refer to Appendix 8.1: State Awards 2018 Special Requirements & Key Dates).

Note: Ensure that all information and spelling is correct in your Entry as this exact information will appear in publications and on winners’ certificates and trophies (if applicable). **Please ensure that any folders or files are NOT supplied in zip format.**

2.3 Digital Images

To ensure your project is adequately documented, images should provide as much relevant information about your project as possible. Digital images will be used during the judging process and for promotional purposes by AILA. **Images may be plans, illustrations and/or photographs. Images are not to include white or black bars, annotations, text (with the exception of graphs or tables) or image montages, i.e. multiple images together.**

A. ‘Hero’ images

Four (4) ‘hero’ images must be submitted as part of your Entry. These images may be used for promotional purposes by AILA, and will also be used to inform Jurors about your project.

B. Supplementary images

Up to ten (10) supplementary images may be submitted with your Entry. Whilst these images may be used for promotional purposes by AILA, their primary intention is to inform Jurors about your project.

C. Image specifications

All images should meet the following criteria:

- File type to be JPEG or EPS,
- Image quality to be the maximum quality setting,
- Image size to be minimum A4; minimum 1,920 pixels wide and 1,080 pixels high, (as per standard HD resolution)
- Size of file to be a maximum of 5MB each,
- RGB preferred (rather than CMYK),
- Landscape orientation preferred,
- Full bleed preferred,
- Minimum of 300dpi.

D. Image content and quantities

It is suggested the following content and quantities for images submitted for typical projects;

- 2-3 images related to site context and setting
- 2-3 images relating to different elevations
- 2-3 images of any relevant design details

E. Image names

The first image must be labeled in the following format 01-ABC-JoeBloggs, where:

- 01 is the image number
- ABC is the project name
- JoeBloggs is the name of the photographer as consented to by the photographer for attribution

Images must be named as follows:

- The first image (numbered '01') will be preferred over others, as the one that the landscape architect has nominated to represent the project, and may be used for website and other publications. This image needs to be in landscape orientation and high resolution.
- The remaining images must be named in the same way (numbered 02 -14) and may be used for promotional material where the first image is deemed not appropriate. However, image number 01 will always be the preferred image used to represent the project in relevant AILA promotional material.

3. STRUCTURE OF THE PROGRAM

The Awards has two stages, both occurring annually, where applicable. The first is a Chapter program and the second is the National program.

3.1 Conduct and Timing of 2018 Programs

For 2018, the following critical annual dates apply:

June/July	Announcement/presentation of Chapter winners
July 31	Final date for Chapter winners and content to be supplied to National Jury
August 31	Final date for National Jury decisions
October	Announcement/presentation of National winners at the 2017 International Festival of Landscape Architecture in Sydney

3.2 Award Structure

Awards in each Category are based on a two-tier system, in decreasing order of merit. If there are 2 (two) or more entries submitted into a category, then the Jury must Award either an Award of Excellence or Landscape Architecture Award.

Note: if a Jury strongly feels no entry in a category should receive an award, they may apply in writing to the Chair of the National Jury for an exception, providing clear feedback as to their reasons.

(a) Award of Excellence

The first and highest Award in each Category is the 'Award of Excellence'. The Award is given to the work judged to be the most significant for the advancement of landscape architecture in each Category. There is only one winner of the Award in each Category in any year. The Jury is not obligated to make an Award of Excellence in a category.

(b) Landscape Architecture Award

The second tier is the 'Landscape Architecture Award'. This is a work of excellence demonstrating consummate skill that contributes to the advancement of landscape architecture. Projects given an Award are the best projects in each Category that have not won the Excellence Award. More than one Award may be given in a Category.

(c) People's Choice Award

Specific details to be determined at the Chapter level.

3.3 National Program

The presentation of National Awards will be programmed to coincide with the annual International Festival of Landscape Architecture.

National entries must have received an Award of Excellence or a Landscape Architecture Award at a Chapter level to proceed to the National Awards.

Consideration of your project by the National Jury does not require a resubmission or a new Entry. The uploaded Chapter Award package and Jury citations form the Entry.

Only Chapter awarded projects from the current year are eligible for the following National Awards of the same year.

3.4 Chapter Program

All Chapters are encouraged to host Chapter-based Awards annually. Chapters may choose to run bi-annually or combine with other Chapters – pending their level of activity.

Projects must be entered in the Chapter where the project is located.

4. AWARD CATEGORIES

4.1 Overview

Award Categories are consistent across all Chapters and at the National level.

Categories are designed so that winners of the Awards of Excellence or Landscape Architecture Awards at the Chapter level progress as nominees to the National Landscape Architecture Awards.

Every Entry must nominate one Category only in which the project is being entered.

If an Entrant would like a project to be considered in more than one Category, the project will need to be entered into multiple Categories (and multiple Entry fees paid).

Juries may choose to consider projects in Categories other than the Category the project was originally entered in, subject to the following:

- the project must meet the Entry requirements of the other Category;
- where the project is deemed not to meet the Entry requirements for a Category in which it is entered, it may be removed from that Category and considered in one other Category, for which it does meet the Entry requirements;
- the project must not be considered in more Categories than it was originally entered in.

4.2 Categories

Awards of Excellence and Landscape Architecture Awards will be considered in the following Categories:

Category 1: CIVIC LANDSCAPE

Projects in this category are constructed urban landscape projects that are public in nature and capture and contribute to the culture and amenity of the urban environment.

Excellence Award: (year) AILA National/Chapter Civic Landscape

Award of Excellence Awards: (year) AILA National/Chapter Award for Civic Landscape

Category 2: PARKS and OPEN SPACE

Projects in this category are constructed public parks and open space, or strategic open space projects that balance the demand for recreation, culture and the environment.

Excellence Award: (year) AILA National/Chapter Parks and Open Space Award of Excellence Awards: (year) AILA National/Chapter Award for Parks and Open Space

Category 3: PLAY SPACES

Projects in this category are constructed play spaces or strategies which promote the notion of active play and embraces the temporal elements of the active play space.

Excellence Award: (year) AILA National/Chapter Play Spaces Award of Excellence Awards: (year) AILA National/Chapter Award for Play Spaces

Category 4: INFRASTRUCTURE

Projects in this category are constructed landscape infrastructure projects, landscape strategies or works associated with civil infrastructure that demonstrates the successful integration of landscape values and which contribute to a future sustainability.

Excellence Award: (year) AILA National/Chapter Infrastructure Award of Excellence Awards: (year) AILA National/Chapter Award for Infrastructure

Category 5: CULTURAL HERITAGE

Projects in this category are constructed projects or strategies that demonstrate the restoration, conservation, enhancement, maintenance, or adaptive reuse of culturally significant sites.

Excellence Award: (year) AILA National/Chapter Cultural Heritage Award of Excellence Awards: (year) AILA National/Chapter Award for Cultural Heritage

Category 6: LAND MANAGEMENT

Projects in this category are constructed projects or strategies for the restoration, conservation or management of significant landscapes that demonstrate a tangible physical outcome. The project may recognise and reconcile the natural and cultural values of communities and the landscape in which they are placed.

Excellence Award: (year) AILA National/Chapter Land Management Award of Excellence Awards: (year) AILA National/Chapter Award for Land Management

Category 7: TOURISM

Projects in this category are constructed or strategic projects that demonstrate excellence in landscape design and demonstrate a tangible contribution to tourism, either nationally or in the local region that significantly enhances the profile of the area.

Excellence Award: (year) AILA National/Chapter Tourism Award of Excellence Awards: (year) AILA National/Chapter Award for Tourism

Category 8: URBAN DESIGN

Projects in this category are constructed or strategic projects that demonstrate how the design, construction management and built outcome contributes to the wellbeing of the urban setting through the improvement of social interaction, economic activity, liveability, accessibility and safety.

Excellence Award: (year) AILA National /Chapter Urban Design Award of Excellence
Awards: (year) AILA National/Chapter Award for Urban Design

Category 9: LANDSCAPE PLANNING

Projects in this category are constructed or strategic projects and include strategic design and guiding policy documents and visual assessments for urban development, residential and planned communities, local community and rural or regional planning.

Excellence Award: (year) AILA National /Chapter Landscape Planning Award of Excellence
Awards: (year) AILA National/Chapter Award for Landscape Planning

Category 10: RESEARCH, POLICY AND COMMUNICATIONS

Projects in this category include published works in research and or practice that extend the knowledge base and advocacy of landscape architecture.

Excellence Award: (year) AILA National/Chapter Research, Policy and Communications Award of Excellence
Awards: (year) AILA National/Chapter Award for Research, Policy and Communications

Category 11: COMMUNITY CONTRIBUTION

Projects in this category included constructed projects or strategies delivered either:

- As a pro bono service (or significantly reduced fee) to the community

OR

- Projects that have positively impacted a disadvantaged individual or group of users who wouldn't normally have access to design expertise.

Entrants should be able to clearly demonstrate the benefit provided by the project to the communities, cultural groups and/or neighbourhoods in which they are located in or serve (e.g. through client letters of support explicitly referring to benefits gained). Projects will demonstrate sound principles or values of landscape architecture, and must be sufficiently focused around the role of the landscape architect as opposed to contributing to a wider community development.

Excellence Award: (year) AILA National/Chapter Community Contribution Award of Excellence
Awards: (year) AILA National/Chapter Award for Community Contribution

Category 12: SMALL PROJECTS

Projects in this category include those considered to be 'small' in terms of size or budget. Projects are recognised that have been constrained by size or budget restrictions, but have achieved a level of invention and creativity beyond these constraints.

Excellence Award: (year) AILA National/Chapter Small Projects Award of Excellence
Awards: (year) AILA National/Chapter Award for Small Projects

Category 13: GARDENS

Projects in this category include constructed private and public gardens that contribute to the role and understanding of the garden in contemporary society and culture.

Excellence Award: (year) AILA National/Chapter Garden Award of Excellence
Awards: (year) AILA National/Chapter Award for Gardens

Category 14: INTERNATIONAL

Projects in this category include constructed or strategic projects that demonstrate a contribution to landscape architecture internationally.

Excellence Award: (year) AILA International Award of Excellence

Awards: (year) AILA International Award

Note: The AILA International Award of Excellence and the AILA International Award acknowledges the work of AILA members residing outside Australia and Australian-resident members undertaking commissions overseas. Projects entered in this Category must be located outside the eight State and Territory jurisdictions of the Commonwealth of Australia. Entries in this Category are considered only at the National level. This award is not given at Chapter level.

Other Award Categories

From time to time, AILA's National Board may resolve to include one or more special Categories in the National Awards program. Any additional Categories will be publicised at the time of calling for entries.

Similarly, Chapters may resolve to include one or more additional Categories in the State Awards program that apply only in that Chapter. Winners in these Categories do not progress to the National Architecture Awards (refer to Appendix 8.1: State Awards 2018 Special Requirements & Key Dates).

5. JUDGING CRITERIA

5.1 General

Judging for the Awards is a challenging process. The following core judging criteria guide the jury in their decision-making process and have been developed to ensure equitable outcomes for all.

To further ensure consistency of outcomes, the National Awards Jury is also required to consult with the Chair of each Chapter Jury so that they can be properly briefed on all matters taken into account in the initial judging at Chapter level.

5.2 Core Criteria

Judging of entries is based on three Core Qualities:

- Thinking
- Leadership
- Results

These Qualities fundamentally underpin the achievement of excellence in landscape architectural endeavor. It is essential that you will have used these Qualities to identify and describe your Entry's achievements. Entries will be assessed by the jury on the basis of the

Qualities that they represent.

Jurors understand that an Entry may not encompass all aspects of the Qualities. Entries should focus on the areas of greatest achievement.

The Qualities framework will be applied to all entries across all Categories.

The framework (see page 13) provides an initial series of 'prompts or indicators' to assist entrants in explaining/assessing how a project may have achieved Qualities worthy of recognition. These prompts/indicators are not meant to be exhaustive, and it is expected that there will be projects that exhibit achievements in other areas. Your submission should concisely articulate these for consideration by the Jury.

5.3 Jury Process and Site Visits

Site visits are not mandatory at the Chapter or National level.

Site visits are not scheduled nor a formal part of the jury process due to realistic logistical and time constraints. Jurors are to rely heavily on submitted material on their assessment for equity purposes, and however difficult, discard experiences from any incidental site visits.

Following the site visits (if carried out), Entrants for shortlisted projects may have the opportunity to present to the Jury, in an open public forum. Regional entries may present by video link.

THINKING

LEADERSHIP

RESULTS

Strategy	Innovation	Engagement and Partnership	Sustainability		
Exemplary, thoughtful, and coherent strategy	New and worth-repeating ideas	Working with stakeholders effectively and creatively	Social	Environmental	Economic
			Contribution to healthy, inclusive, and robust communities	Contribution to resilient natural and built environments	Contribution to economic conditions that enhance quality of life
For example	For example	For example	For example	For example	For example
Clearly communicated goals and objectives	New planning and design process	With community	Fostering connection and public life	Reducing carbon footprint	Making vibrant places
Identification of relevant constraints and opportunities	New use of technology	With agencies	Fostering ownership and self determination	Restoring systems	Making communities more viable
Exemplary research and investigations	New policy directions	With government	Fostering good health	Reuse and recycling of resources	Effective use of limited capital resources
Intelligent investment of resources	New project areas for landscape architecture	With other professions	Fostering experiences that enhance quality of life	Effective use of renewables	Other
Pro active advocacy in challenging environments	New roles for landscape architects	With science and technology	Educating and informing	Other	
Other	Other	With industry	Expanding accessibility of quality social interaction		
		With business			
		Other	Other		

6. ENTRY FEES

6.1 Fees

The Entry fee per Entry in 2018 is \$299.00 +GST.

Should your Entry win at Chapter level, it will automatically progress to the National Award and no further fee is required.

6.2 Method of Payment

Online payment is available – via credit card, bank transfer or personal cheque.

6.3 Refund Policy

Entrants are not eligible for a refund if the Entry does not meet the requirements of this Guide (refer to Section 1.2: Eligibility), or in the event that the Entry is withdrawn after the closing date.

7. APPENDICES

7.1 State Landscape Architecture Awards 2017 Special Requirements & Key Dates

[Queensland](#)

[New South Wales](#)

[Victoria](#)

[Australian Capital Territory](#)

[South Australia](#)

[Western Australia](#)

7.1 Online Entry Guide – a Snapshot

[Download Online Entry Guide – a Snapshot](#)

7.2 Declaration on Behalf of AILA

The Entrant is responsible for ensuring this form is completed, however it does not need to be submitted. The form gives Client consent that the project is being submitted into the Awards.



Australian Institute of
Landscape Architects

AILA Landscape Architecture Awards Declaration by/on behalf of Client/Owner

The Entrant is responsible for ensuring this is completed. This form should be retained by the Entrant as it may be required at a future date. **AILA does not require this form to be submitted.**

I support the submission of this project in the AILA State & National Landscape Architecture Awards. 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.

Name: _____

Position: _____

Organisation: _____

Project Name: _____

Email: _____

Phone: _____

Signature: _____ Date: _____

