



AILA National Landscape Architecture Awards



2016 ENTRY GUIDE

WELCOME

The AILA National Landscape Architecture Awards provides a key vehicle for the promotion of the achievements and work of Landscape Architects in Australia

Congratulations on your decision to submit an entry in AILA’S National Landscape Architecture Awards.

The awards process is an opportunity for public and peer recognition of your work, and demonstrates to peers, 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 Guide provides you with advice on all aspects of entering the AILA National Landscape Architecture Awards. It is designed to help you submit a valid entry.

Entries that do not comply with all the entry requirements may be declared ineligible for judging.

If you require further information please contact membership@aila.org.au or your local Chapter.



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2 . INTRODUCTION

2.1 Eligible Entrants

Entry into the AILA National Landscape Architecture Awards 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
- principal of the practice which 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.

2.2 Eligible Projects

To be eligible for entering, the project in question must be complete (or the portion being submitted complete), if there are multiple stages to a project this should be identified within the Entry.

Projects given a Commendation or no award by a Chapter may resubmit in future Awards program. Projects awarded at State level may not re-enter the future Awards program.

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 eligible to enter the National Awards, they must have already been awarded at Chapter level during the same year of the National Awards program. Entries may be judged at the National Awards level only once.

AILA may refuse an entry or remove it from consideration 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.

2.3 Authorship and Attribution

Entrants must provide accurate entry information and attribute all parties who have contributed to the authorship of the project (including any non-member). Any entry containing inaccurate information or incorrect attribution may be disqualified.

Specifically, entries must provide the following where appropriate:

- Client details and client referee contact details;



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- 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.

2.4 Copyright

By entering the AILA National Landscape Architecture Awards, 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 you agree that AILA will need to reproduce, exhibit, publish, and/or communicate the material and information you give about the project and adapt or use the materials and any portion of it.

2.5 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.

2.6 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.



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2.7 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.

2.8 Conflict of Interest

Jurors and their practices are not permitted 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 Jurors Guide for more clarification on what could constitute a conflict of interest.

2.9 The AILA National Landscape Architecture Awards Policy

A copy of the AILA National Landscape Architecture Awards Policy is available on AILA's website aila.org.au (you need to be logged into your membership profile to view this policy). Your entry must meet all of the Policy requirements.

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 given a Commendation or no Award by a Chapter may resubmit in future Awards program;
- Entries may be judged at the National Awards level only once.

3. ENTRY MATERIALS

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

3.1 Entry

The entry process asks for:

- A. Entry snapshot. This includes
 - Practice name,
 - Name of project/entry,
 - Address of project/entry,
 - Client name and contact details,
 - Project team and any others to be attributed (this includes consultants /collaborators or those who have authored earlier stages of the project (e.g.. master planners prior to concept design development),
 - 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 Statement of Achievement, to be a maximum of 500 words. This is your opportunity to outline to the Jury how your entry meets the Core Qualities. It shouldn't be a statement solely describing the project;
- C. Images - with each entry you must submit up to 14 digital images of the project, and of these, four must be high resolution (fit for printing and promotional use).
A folder entitled 'Images' should be included containing any photographs/images used in the submission. These can be plans, illustrations and/or photos.
Images should provide as much relevant information about your project as possible.
Images are not to include white or black bars, annotations, text or image montages (two images together).
See section 3.3 for more information;
- D. Supporting Documentation - where possible and if applicable (for example planning report, policy document, online consultation link, etc);
- E. Client Agreement -signed client agreement form (to be retained by the practice), not required to submit.

Note: *Ensure that all information and spelling is correct in your entry as this exact information will appear in publications and on your certificate and medal (if applicable) should you be successful.*

3.2 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.



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A. High resolution 'hero' images

Four (4) high resolution images must be submitted as part of your entry. These images may be used for promotional purposes both nationally and internationally by AILA, and will also be used to inform Jurors about your project.

High resolution 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 3,500 pixels wide and a maximum 5,000 pixels wide,
- Size of file to be a maximum of 5MB each,
- RGB preferred (rather than CMYK),
- Landscape orientation preferred,
- Full bleed preferred,
- Minimum of 300dpi.

B. Low resolution images

Up to ten (10) low resolution images may be submitted with your entry. Whilst these images may be used for promotional purposes both nationally and internationally by AILA, their primary intention is to inform Jurors about your project.

Low resolution images should meet the following criteria:

- File type to be JPEG,
- Image size; maximum width 800 pixels,
- Size of file to be a maximum of 200Kb each,
- RGB (not CMYK),
- Resolution; 72dpi.

C Image content and quantities

AILA suggests 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

D Image names

The first image must be labeled in the following way ...**45-01-ABC-JoeBloggs**, where **45** is the award entry number (received online during submission of entry)

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, publications and the like. This image needs to be in landscape orientation and high resolution.
- The second, third and fourth images are to be the high resolution images and numbered 02, 03 and 04 (see below).
- The other images must be named in the same way (numbered 05 -14) and may be used for publicity and 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 publicity and promotional material

4 . STRUCTURE OF THE PROGRAM

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

4.1 Conduct and Timing of Annual Programs

The following critical annual dates apply:

November 7: earliest date for calling entries for the following year's program

March 31: latest closing date for entries

June 31: final date for Chapter Jury decisions

August 7: latest date for announcement/presentation of Chapter winners

August 31: final date for National Jury decisions

October 30: latest date for announcement/presentation of National winners – it is intended that the announcement/presentation of national awards coincide with the Festival of Landscape Architecture (occurring annually in October)

4.2 Award Structure

Awards in each Category are based on a two-tier system, in decreasing order of merit, as follows:

(a) Award of Excellence

The first and highest award in each Category is the 'Award of Excellence'.



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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.

(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 awarded 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, and it is also possible that no Landscape Architecture Award be given in a Category – this is at the discretion of the Jury.

(c) People's Choice Award

Specific details to be determined at the Chapter level.

4.3 National Program

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

National entries MUST have received an Award of Excellence or a Landscape Architecture Award to proceed to the National Awards.

Entry into the National Awards 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.

No site visits are required for National Awards.

4.4 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.

Those receiving Awards of Excellence and Landscape Architecture Awards will be automatically included in the National Awards later in the year without the need for resubmission.

5. AWARD CATEGORIES

5.1 Overview

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

Entries with small budgets are encouraged to enter. Entries that are unbuilt – such as master plans or visual impact assessments, are also encouraged to enter into the category to applicable to their content/purpose.

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 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 in 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, unless one or more of the other Categories has 5 or less eligible entries.

5.2 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 or open space, or strategic open space projects that balance the demand for recreation, culture and the environment.



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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: 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.

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

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

Category 4: 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 5: LAND CONSERVATION

Projects in this category are constructed projects or strategies for the restoration, conservation or management of naturally significant landscapes.

Excellence Award: (year) AILA National/Chapter Land Conservation Award of Excellence

Awards: (year) AILA National/Chapter Award for Land Conservation

Category 6: RURAL and AGRICULTURE

Projects in this Category are constructed projects or strategies within or for a rural or agricultural environment that recognise and reconcile the natural and cultural values of the communities and the landscape in which they are placed.

Excellence Award: (year) AILA National/Chapter Rural and Agricultural Award of Excellence

Awards: (year) AILA National/Chapter Award for Rural and Agricultural

Category 7: TOURISM

Projects in this Category are constructed or strategic projects that demonstrate a tangible contribution to tourism either nationally or in the local region and significantly enhance 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 demonstrate consideration of a context and function beyond the limits of the

site boundary, and which contribute to a broader functioning of a precinct, neighbourhood, region or city.

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

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

Category 9: RESEARCH, POLICY AND COMMUNICATIONS

Projects in this Category include 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 10: COMMUNITIES

Projects in this Category include constructed projects or strategies relating to community development that demonstrate engagement with a community and recognition and interpretation of the community's values.

Excellence Award: (year) AILA National/Chapter Communities Award of Excellence

Awards: (year) AILA National/Chapter Award for Communities

Category 11: 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 12: INTERNATIONAL

Projects in this Category include constructed or strategic projects that demonstrate a contribution to the profile and practice landscape architecture internationally.

Excellence Award: (year) AILA International Award of Excellence

Awards: (year) AILA International Award

Other Award Categories

From time to time National Council may resolve to include one or more special Categories in the National Awards program. Any additional Categories will be publicised at the time of entries.

Similarly, Chapters may resolve to include one or more additional Categories in the Chapter Awards program that apply only in that Chapter. Winners in these Categories do not progress to the National Architecture Awards.



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You can nominate for these Categories in the same way as other Categories by completing an online entry. Check website for additional Categories.

Future review of these Categories

It is intended that structure and design of the Awards be reviewed by National Council after running for 12 months, including a review of Categories.

It is acknowledged that some types of entries, such as master plans, do not have an assigned Category. Entrants submitting masterplans are to be submitted into a Category most suited to the nature of the project. Similarly, visual assessments are also to be entered in this way. A future review of the Awards will assess the suitability of these Categories in relation to the submitted entries and further changes may be made pending this review.

6. INTERNATIONAL CATEGORY

6.1 General

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.

7. JUDGING CRITERIA

7.1 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.

7.2 Core Criteria

Judging of entries is based on three Core Qualities:

- Thinking
- Leadership
- Results



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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 following (page 16) 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.

7.3 Jury process and site visits

The Chapter Jury shortlists entries and undertakes site visits (if appropriate) to the shortlisted projects.

For shortlisted regional projects or in the event that smaller Chapters combine, a nominated sub-group may undertake the site visit and then report back to the Jury.

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

Presentations by entrants; following the site visits, entrants for shortlisted projects will have the opportunity to present to the Jury, in an open public forum (at what will be the beginning of the People's Choice Award). Regional entries may present by video link.

THINKING					
LEADERSHIP					
RESULTS					
Strategy	Innovation	Engagement and Partnership	Sustainability		
<i>Exemplary, thoughtful, and coherent strategy</i>	<i>New and worth-repeating ideas</i>	<i>Working with stakeholders effectively and creatively</i>	<i>Social</i>	<i>Environmental</i>	<i>Economic</i>
			<i>Contribution to healthy, inclusive, and robust communities</i>	<i>Contribution to resilient natural and built environments</i>	<i>Contribution to economic conditions that enhance quality of life</i>
<i>For example</i>	<i>For example</i>	<i>For example</i>	<i>For example</i>	<i>For example</i>	<i>For example</i>
<ul style="list-style-type: none"> clearly communicated goals and objectives identification of relevant constraints and opportunities exemplary research and investigations intelligent investment of resources pro active advocacy in challenging environments other 	<ul style="list-style-type: none"> new planning and design process new use of technology new policy directions new project areas for landscape architecture new roles for landscape architects other 	<ul style="list-style-type: none"> with community with agencies with government with the media with other professions with science and technology with industry with business other 	<ul style="list-style-type: none"> fostering connection and public life fostering ownership and self determination fostering good health fostering experiences that enhance quality of life educating and informing expanding accessibility of quality social interaction other 	<ul style="list-style-type: none"> reducing carbon footprint restoring systems reuse and recycling of resources effective use of renewables other 	<ul style="list-style-type: none"> making vibrant places making communities more viable effective use of limited capital resources other

8. ENTRY FEES

8.1 Fees

For 2016, AILA is offering your first entry FREE. We want to encourage all our members to participate in this brand new and improved awards program, and to celebrate our 50th birthday. Free entry applies to the first entry submitted, per practice (per state), where a member is employed.

An entry fee is to accompany each entry after the first free entry.

The entry fee in 2016 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.

8.2 Method of Payment

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

8.3 Refund Policy

Entrants are not eligible for a refund if the Entry does not meet the requirements of this Guide as outlined in 2.2 Eligibility, or in the event that the Entry is withdrawn after the closing date.

9. ONLINE ENTRY – A GUIDE

Entries are to be submitted online, and it is a 2-step process.

Step 1: complete online form

Step 2: provide submission forms.

These will be available on aila.org.au once the Awards open.

If you require clarification or further information on your Entry, contact your local Chapter (see Appendix C).

9.1 STEP ONE - ONLINE FORM

a) Select an Award

The first page will prompt you to 'select a program being entered into'. You will choose the Chapter in which the project is located.



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The page will also prompt you to choose a Category. You will choose a Category that is most applicable to your entry (see section 5.2 of this Guide).

b) Payment

The second page will list the 'item' that you are 'ordering'. This will confirm the awards program and cost, and list the charge. The shipping details should list your entrant contact address. Shipping method should be selected as AUSPOST.

You can then select one of two payment options:

- 1 credit card
- 2 pay later (via EFT or cheque). If this is selected, payment will need to be received prior to the deadline in order for your entry to progress to the jury.

c) Entrant Details

The next stage will present you with the contact information that AILA has for you (as our member).

You will have the ability to edit these details by clicking the pencil icon in the top right hand corner of any text box.

d) Project Details

The next stage will ask you to fill in details about the project you are entering.

This includes:

- Practice name
- Project name
- Client
- Project team, or any others to be attributed
- Project address (will be kept confidential on any private or residential projects)
- Main contact for this submission (with whom AILA can liaise)

9.2 STEP TWO – PROVIDE SUBMISSION FORMS

This step allows you to submit documentation and images for your entry.

The 'Statement of Achievement' and the images are submitted separate to the online process. Each state/chapter currently receives these differently (either via dropbox or disc etc), so each State will advise on how this will be submitted, as well as providing the appropriate forms, when they open their Awards program.

APPENDICES

A. Project Description Form

This form is to be completed with information, which is to be supplied to the Chapter, with images and other submission material, after entering your details via the online entry system.

B. 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.

C. Authorisation by Principal/Director/Partner

In the instance when the Registered Landscape Architect entering the project is not a Principal, Director or Partner of the practice, please have this form completed and return to AILA with your entry.

D. Contacts and Further Information

For assistance or further information.



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The AILA National Landscape Architecture Awards

Project Description Form

Please complete the following information and supply with images and other submission material after entering your details via the online entry system.

Entry number (this will be provided by the online entry system)

Statement of Achievement (maximum of 500 words)

Credits and Attributions (please list each person and company on a separate line). These will be included on any Award Certificate.

Image captions (please label each image as saved and acknowledge the photographer for each)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

Supporting documentation (please label each additional item supplied and provide a number below to correspond)



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The AILA National 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 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: _____



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of Landscape Architects

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Authorisation by Principal/Director/Partner of Practice

In the instance where the Registered Landscape Architect entering a project into the Awards is not a Principal, Director or Partner of the submitting practice, please have this form completed by a Principal, Director or Partner of the practice.

Please return a copy of this completed form to AILA as part of your Supporting Documentation along with images and Project Description form.

With regards to _____ (project/entry name)

delivered by Registered Landscape Architect _____

(name), I _____ (name) as

Principal/Director/Partner (please circle) of _____

(practice name) authorise entry into the 2016 AILA Landscape Architecture Awards.

Signature _____

Date _____

Email _____



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APPENDIX D

National Office:

Awards Officer

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

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admin@aila.org.au

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