



Australian Institute of
Landscape Architects

LANDSCAPE ARCHITECTURE AWARDS 2020

Entry Guide

The AILA Landscape Architecture Awards program 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.

If you require further information please contact AILA National or your local State Chapter.

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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 or Member, 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.

Projects that are not complete may not be considered for an award.

Projects commissioned by AILA through an organisation or committee may not be considered for an award.

For projects to be considered by the National Jury, they must have already been awarded an Award of Excellence 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 7.1 - Declaration on Behalf of AILA. This form is to be completed and kept on record by the entrant.

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. Entrants are able to select if a project address is required to be kept private for the purpose of entry promotion.

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.

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 form and pay an entry fee of \$320 + GST per entry.

2.2 Online Entry

The Entry process asks for the following information.

A. Entry snapshot, including:

- **AILA Member details:** name, contact number and email address
- **Practice name**
- **Name of project/entry**
- **Address of project/entry** (you may elect to keep this confidential)
- **Aboriginal or Torres Strait Islander Country of project/entry**

- **Client details:** 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. Company/Organisation names are preferred rather than individuals.
- **Media contacts:** social media handles and alternative media contact for project
- **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.
- **Project Overview:** a short description of the project for the purpose of profiling the project. This project overview will be used for promotion to the general public.
- **Statement of Achievement:** Containing your Statement of Achievement, at a maximum of 1000 words. This is your opportunity to outline to the Jury how your entry meets the Core Criteria (refer to 5.2) It should not be a statement solely describing the project.
- **Images:** containing up to 14 digital 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 or more images together).
- **Site Plan:** Include a simple illustrated site plan to give context of the entire project with its immediate surroundings.
- **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.

B. Client Agreement.

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

C. Some Chapter Award programs call for additional material to be submitted.

The relevant state chapter will supply information about any additional materials which may include, but not limited to project boards for exhibition, presentation to Jury days or other.

Note: Entrants are responsible for ensuring accuracy of information and all client permissions and copyright has been adhered to. 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). All entrants must be prepared to submit further material for exhibition and publication if required, such as additional photography, drawings and other information.

2.3 Digital Images and Documents

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 2020 Programs

For 2020, the following critical annual dates apply:

June/July	Announcement/presentation of Chapter winners
June 12	Final date for Chapter winners and content to be supplied to National Jury
August 14	Final date for National Jury decisions
October	Announcement/presentation of National winners at the 2020 Festival of Landscape Architecture in Perth

3.2 Award Structure

Awards in each Category are based on a two-tier system, in decreasing order of merit, and are judged in accordance with the Core Criteria, 'leadership; thinking; results' in accordance with Section 8 of the Awards Policy. If there are two (2) or more entries submitted into a category, then the Jury must Award either an Award of Excellence or Landscape Architecture Award.

Note: if a Chapter 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 'Award of Excellence'. More than one Award may be given in a Category.

C. People's Choice Award

Specific details to be determined at the Chapter level with the State Executive.

D. Regional Achievement in Landscape Architecture

This is a cross category award given in recognition of landscape architecture that has made a significant difference to improving the healthy communities and/or built and natural environments of regional Australia. All chapters will determine the eligible key regions for their Chapter program. The Regional Landscape Architecture Award is a Chapter Award and not a national category and therefore the winner of this Award will not move forward to the AILA National Awards. The Jury may choose to give no award in a region.

3.3 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 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. Projects can not be withdrawn by the entrant after they have progressed to the National Award level.

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: HEALTH and EDUCATION LANDSCAPE

Projects in this category are constructed landscape projects in and surrounding institutional spaces including educational, health or aged care facilities. Projects in this category demonstrate how the design contributes to the usability and operation of the facility and the wellbeing of the user.

Excellence Award: (year) AILA National/Chapter Award of Excellence for Health and Education Landscape

Awards: (year) AILA National/Chapter Landscape Architecture Award for Health and Education Landscape

Category 2: 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 around them.

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

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

Category 3: 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 Award of Excellence for Parks and Open Space

Awards: (year) AILA National/Chapter Landscape Architecture Award for Parks and Open Space

Category 4: 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 Award of Excellence for Play Spaces

Awards: (year) AILA National/Chapter Landscape Architecture Award for Play Spaces

Category 5: 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 Award of Excellence for Infrastructure

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

Category 6: 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 Award of Excellence for Cultural Heritage

Awards: (year) AILA National/Chapter Landscape Architecture Award for Cultural Heritage

Category 7: 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 Award of Excellence for Land Management

Awards: (year) AILA National/Chapter Landscape Architecture Award for Land Management

Category 8: 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 Award of Excellence for Tourism

Awards: (year) AILA National/Chapter Landscape Architecture Award for Tourism

Category 9: 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 Award of Excellence for Urban Design

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

Category 10: 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 Award of Excellence for Landscape Planning

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

Category 11: RESEARCH, POLICY AND COMMUNICATIONS

Projects in this category may include published works, or unpublished Doctoral or higher degree manuscripts or reports in research and or practice that extend the knowledge base and advocacy of landscape architecture.

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

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

Category 12: COMMUNITY CONTRIBUTION

Projects in this category include 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 client or community group who would not normally have access to design expertise.

Entrants should clearly demonstrate the benefit provided by the project to the community, cultural group and/or neighbourhood in which it is located or which it serves (e.g. through client letters of support explicitly referring to benefits gained). Projects will demonstrate sound principles and values of landscape architecture, and must be sufficiently focused on the role of the landscape architect as opposed to contributing to a wider community development.

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

Awards: (year) AILA National/Chapter Landscape Architecture Award for Community Contribution

Category 13: 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 Award of Excellence for Small Projects

Awards: (year) AILA National/Chapter Landscape Architecture Award for Small Projects

Category 14: 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 Award of Excellence for Gardens

Awards: (year) AILA National/Chapter Landscape Architecture Award for Gardens

Category 15: 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 Landscape Architecture 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.

Other Award Categories

From time to time, the National Board may, by resolution, include one or more special Categories in the National Awards program. Any additional Categories will be publicised at the time of calling for entries and is entirely at the discretion of the National Board.

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.

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 endeavour. 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.

If site visits are undertaken, 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 the media	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		
Other	Other	With business	Other		
	Other	Other			

6. ENTRY FEES

6.1 Fees

The Entry fee per Entry in 2020 is \$320+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 or bank transfer.

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 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
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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: _____