Tasmanian
Architecture Awards
Entry Handbook
-
2017

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2017

Australian
Institute of
Architects

Tasmanian
Architecture
Awards

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1.0 OVERVIEW

Congratulations on your decision to submit an entry in the Australian Institute of Architects Architecture Awards Program.

The Institute's Awards Program enables public and peer recognition of the innovative work of our members, and provides the Institute with a valuable mechanism to promote architects and architecture across Australia and internationally.

The National Architecture Awards is an integrated, hierarchical program resulting in annual awards at National, Chapter (state or territory) and, in some states, Regional levels. To enter the National Architecture Awards, Institute members are required to submit projects at the relevant Chapter or Regional level depending on the project's location.

Following reviewing this document, entrants should also familiarise themselves with the *Awards, Prizes and Honours Policy.*

Regional Awards (NSW & QLD only)		**Chapter Awards**		**National Awards**
Newcastle Award winners and Queensland Regional Commendations are invited to progress to Chapter Awards.		Award and Named Award winners (excluding Chapter-specific Awards) progress to National Awards.		Chapter Award and Named Award winners are considered equally by the National Jury, who choose a Shortlist, then Winners and Commendations.

Awards in each category are based on a three-tier system, in decreasing order of merit. See *5.0 Judging* for further detail.

Named Award	**Architecture Awards**	**Commendations**
Only 1 Named Award is awarded per eligible category.		
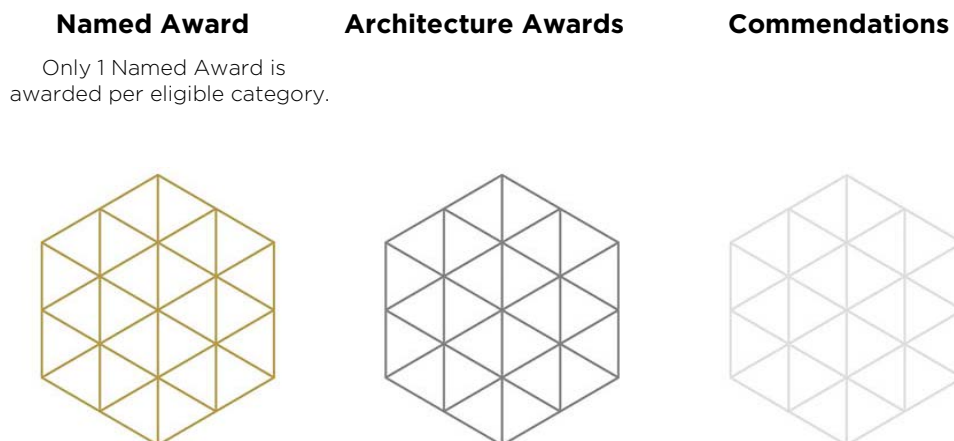
1.1 Core Evaluation Criteria

1. **Conceptual framework**: Underlying principles, values, core ideas, and philosophy of the project.
2. **Public and Cultural Benefits**: The amenity of the project and its conceptual contribution to the public domain
3. **Relationship of Built Form to Context**: Concepts engaged with new and pre-existing conditions.
4. **Program Resolution**: Functional performance assessed against the brief.
5. **Integration of Allied Disciplines**: Contribution of others, including engineers, landscape architects, artists and other specialists to the outcome.
6. **Cost/Value Outcome**: The effectiveness of decisions related to financial issues.
7. **Sustainability**: The benefit to the environment through design.
8. **Response to Client and User needs**: Additional benefits interpreted from the brief, serving the client or users and the community.

2.0 HOW TO ENTER

To enter the National Architecture Awards, entrants must be a registered architect and Institute member. Entrants must be registered in the state or territory of entry, and be a principal of the practice who is an owner, or a formal licensee of the copyright in the work being entered.

Where the entrant is a formal licensee (does not own the copyright), the entry must be accompanied by a written agreement from the copyright owner stating that the work may be entered for an award.

To be eligible, projects must have reached practical completion by 31 December in the year preceding the year of judging. Projects are to be entered in the Chapter or Region where they are located, not where the entrant or practice is located. Entrants who have carried out projects outside of Australia may enter those projects in the International category.

Refer *Awards, Prizes and Honours Policy 13.3.2* and *8.0 Frequently Asked Questions* for further information.

2.1 Entry Categories

Projects entered in the National Architecture Awards may be new, renovated or altered and extended structures.

On entry, members entering must either select the category most appropriate to their project, or enter in multiple categories. Mixed use projects will be considered under the category applicable to the predominant use of the project. Individual components of a mixed use project can be judged in the appropriate individual category and the submission should be tailored accordingly. A separate entry fee must be paid for each category entered – refer *3.7 Entry Fees.*

However, as per *Awards, Prizes and Honours Policy 13.3.1*, juries may choose to consider projects in categories other than the category the project was originally entered in. It is at the jury's discretion to consider a project in an alternative category provided it is eligible in the proposed category. There is no requirement for the entrant to be informed of such a re-allocation. The entrant may be contacted for further information if there is uncertainty about the eligibility of a project in a particular category.

2.1.1 Direct Entry National Categories

Some categories at Chapter level are split into subcategories. Please check your *Chapter Specific Requirements* for details. Award winners in Chapter subcategories progress to the National Awards in their parent category.

Direct Entry National Categories

Category 1	**Public Architecture**	Projects in this category must be predominantly of a public or institutional nature generally falling within BCA Class 9. However, this category does not include projects falling within the definition of Educational Architecture or any BCA Class 9b building used primarily for educational purposes.
Category 2	**Educational Architecture**	Projects in this category may be any preschool, primary, secondary or tertiary educational facility and/or joint research facilities in which an educational institution is a significant partner. Education projects may not be entered in the Public Architecture category.
Category 3	**Residential Architecture – Houses (New)**	Projects in this category must be residential in nature, generally falling within BCA Class 1a, and must be new builds. Projects with up to two self-contained dwellings may be entered in this category.
Category 4	**Residential Architecture – Houses (Alterations and Additions)**	Projects in this category must be residential in nature, generally falling within BCA Class 1a, and must include renovations or alterations or additions to an existing building, whether or not the building was residential in nature in the first instance. Projects with up to two self-contained dwellings may be entered in this category.
Category 5	**Residential Architecture – Multiple Housing**	Projects in this category must be residential in nature and comprise of or include two or more self-contained dwellings (whether or not the building includes uses for other purposes).
Category 6	**Commercial Architecture**	Projects in this category must be built primarily for commercial purposes, generally falling within BCA Classes 3b, 5, 6, 7 and 8.
Category 7	**Heritage Architecture**	This category is for any built conservation project or study developed in accordance with the *Australia ICOMOS Burra Charter*, or any adaptive reuse of a heritage structure.
Category 8	**Interior Architecture**	Projects in this category must be interior spaces and environments within a new building or the refurbishment of an existing building.
Category 9	**Urban Design**	Projects in this category may be single buildings, groups of buildings or non-building projects, studies or masterplans, which are of public, civic or urban design in nature. Awarded projects must have enhanced the quality of the built environment or public domain or contribute to the wellbeing of the broader community.
Category 10	**Small Project Architecture**	Projects in this category will be those considered to be "small" in terms of area or budget as determined by the Jury. Projects are recognised that have been constrained by space or cost restrictions, but have achieved a level of invention, creativity and craftsmanship beyond these constraints. This category can accommodate projects which may be overlooked against larger scale projects in other categories or may be transient or experimental in nature, such as exhibition design, set design or installations that may or may not be able to be visited by the Jury. Projects of all functional types may be considered.

Category 13	**International Architecture**	Any project located outside Australia will only be eligible for an award in this category. Entries in this category must first be considered for International Chapter Architecture Awards and Commendations by the International Chapter Jury under the following subcategories. • Small Project Architecture • Commercial Architecture • Interior Architecture • Residential Architecture – Houses • Residential Architecture – Multiple Housing • Public Architecture Please refer to the *International Chapter Specific Requirements* for more information.

2.1.2 Indirect Entry National Categories (Secondary Categories)

Members cannot enter these categories directly, although there will be the opportunity to provide further information for jurors in the online entry system. All entries are automatically considered for these categories.

Category 11	**Sustainable Architecture**	This category recognises projects which excel as architecture, and also display innovation and excellence in terms of environmental sustainability. Refer to *2.1.4 Sustainable Architecture Category* for more information.
Category A1	**COLORBOND® Award for Steel Architecture**	This category recognises buildings in which steel products play a significant role in the architectural solution and which exemplify innovation in the use of steel products. Use of BlueScope products, including COLORBOND®, is not a criterion for selection or award. Jury consideration of entries in this category will include consultation with a nominated BlueScope representative at Chapter and National levels. This Award is not given at a Regional level. Engineering, infrastructure and other non-building projects are not eligible for this category.

2.1.3 Other National Categories

Category 12	**Enduring Architecture**	Buildings of outstanding merit that, considered in a contemporary context, remain important as high quality works of architecture. Members are not able to enter this category directly, and are considered by recommendation only to the relevant Jury at Chapter level. No more than one award is to be made annually at a National level or by any Chapter. No Named Awards or Commendations are given in this category. Refer to *2.1.5 Enduring Architecture Category* for more information.

Some Chapters also run Chapter Specific Prizes which align with National Award entries. Please refer to your *Chapter Specific Requirements* for further information and to see what other categories are available for entry. Chapter Specific Prizes do not progress to the National Awards.

2.1.4 Sustainable Architecture Category

Australian architects have in many cases been international leaders in designing responsive, responsible, and delightful works of architecture that 'do more with less'. The Sustainable Architecture category is intended to support, encourage and celebrate this significant contribution. Where many projects engage on a technical level in respect of the performance aspects of the building, measured through rating tools, the aim of the Sustainable Architecture category is to recognise the value of creative and intelligent thinking in achieving enduring and meaningful value through a holistic design response.

The category also aims to recognise integrated design thinking not only for individual works of architecture, but also in the broader ecological context. The entry requirements for this category are deliberately open-ended to allow the jury to recognise exemplary contributions to sustainable architecture.

Members are not able to enter this category directly. The jury considers entries in terms of the value that the project has generated in each of the environmental, social and economic domains, on the basis of descriptions submitted as part of the entry process. While no detailed performance data is required to be submitted; the jury may call for additional information from entrants. As the number of entries differ from Chapter to Chapter, the judging and shortlisting process will also differ.

2.1.5 Enduring Architecture Category

Members are not able to enter this category directly. Projects considered in this category will be determined by the Chapter Committee and/or assembled jury tasked with judging of this category. Members, non-members and non-architects are however encouraged to put forward recommendations to

Chapters for the Enduring Architecture Category. Recommendations can be emailed to the relevant Chapter Awards Manager by the entry closing date.

Although not essential, any additional information supplied upon recommendation will greatly assist the jury, such as the project name, practice name, address, relevant contacts, drawings and photographs.

The jury considers recommendations, previous award winners and the state's Register of Significant Twentieth Century Architecture to determine a shortlist of projects for consideration. The jury will incorporate any new recommendations on a master list that will be revisited annually.

Before projects are visited and/or awarded, the Institute must ensure that the current building owner has provided their written consent to be considered for this award. Once a winner has been determined, additional material related to the project is gathered for publication purposes.

2.2   The Entry Process

Please check your *Chapter Specific Requirements* as steps 2 to 4 differ between Chapters.

Step 1: Online entry

Step 2: Submission of additional material

Step 3: Presentation of entry to jury (not applicable in all Chapters)

Step 4: Site visits by jury

Step 5: Chapter Award presentations

Step 6: National Jury site visits

Step 7: National Awards presentation

2.3 Key Dates 2017

	Online Entries	Additional Material Deadline	Presentation to Juries	Awards Presentation
ACT	12 December 2016 – 3 March 2017	10 March 2017	Thu 16 – Fri 17 March 2017	Saturday 24 June 2017
International	7 November 2016 – 10 February 2017	n/a	n/a	5-8 May 2017 (TBC)
NSW	5 December 2016 – 22 February 2017	24 February 2017	Fri 17 – Sat 18 March 2017	Saturday 1 July 2017
Newcastle	7 November 2016 – 23 January 2017	25 January 2017	N/A	WB 6 March 2017
NT	28 November 2016 – 10 March 2017	17 March 2017	Sat 22 April 2017	Friday 2 June 2017
QLD	10 November 2016 – 31 January 2017	A1 boards required the week prior to each event. Please refer to QLD specific requirements for further detail.	QLD State Awards n/a – Jury visits instead *Brisbane:* 27 – 30 Mar *Central QLD:* 28 Feb – 2 Mar *Darling Downs/West Moreton:* 7 – 9 Mar *Gold Coast/Northern Rivers:* 14 – 16 Mar *Far North QLD:* 28 – 30 Mar *North QLD:* 9 – 11 May *Sunshine Coast:* 23-25 May	QLD State Awards – Fri 23 Jun 2017 *Brisbane*: Fri 28 Apr 2017 *Central QLD*: Fri 3 Mar 2017 *Darling Downs/West Moreton:* Fri 10 Mar 2017 *Gold Coast/Northern Rivers:* Fri 17 Mar 2017 *Far North QLD:* Fri 31 Mar 2017 *North QLD*: Fri 12 May 2017 *Sunshine Coast*: Fri 26 May 2017
SA	5 December 2016 24 February 2017	24 Feby 2017	Sat 18 Mar 2017	Sat 10 Jun 2017
TAS	1 December 2016 – 1 March 2017	13 March 2017	Sat 18 Mar 2017	Sat 24 Jun 2017
VIC	7 December 2016 – 17 February 2017	3 March 2017	Fri 24 – Sat 25 Mar 2017	Fri 30 Jun 2017
WA	1 December 2016 – 18 February 2017	2 June 2017	Sat 18 Mar 2017	Fri 23 Jun 2017
National	n/a	n/a	July 2017	Thurs 2 Nov 2017

3.0 SUBMISSIONS

Members must submit their entry via the <u>Online Entry Form</u>. Entrants are required to enter the member number of the endorsing Institute member during the entry process. Please note that if you are applying for Institute membership in order to enter the Awards, please allow up to 2 weeks for membership applications to be processed before attempting entry.

Once you have entered the member details and selected the **entry Chapter** and **category**, the following details are required:

Project Attribution (Entry Name)	The project attribution is used by the Institute in **all publicity** which includes all media materials, printing of Award certificates, Chapter and National winner announcements and the Institute's website.
	The Institute does not accept responsibility for incorrect spelling of project attributions submitted by entrants. The project attribution must be agreed and consented to by all authors, including joint authors, before the entry is submitted. Only individuals, not your practice, can give the necessary consent in relation to their authorship of a work. *Refer 4.2 Moral Rights*
Project Details	Address, cost, size, building contract, BCA class, client details
Project Team	Practice, construction and consultant teams, listed in order of involvement in the project
Project Descriptions	Project description responding to *Core Evaluation Criteria (page 1)*, promotional summary and subcategory descriptions.
	In preparing pitches to external media outlets and the production of Awards collateral, the Institute's media team will refer to the promotional summary provided in your entry which may be edited or modified as required by the Institute to ensure clarity and consistency. These descriptions are integral in promoting projects and are therefore a good platform to outline key features of the project rather than company details. *Refer 4.0 Conditions of Entry*
Digital Material	Refer below (3.1, 3.2 & 3.3)
Additional Material	Refer below (3.4 & 3.5)

3.1 Digital Material: Images

Entrants are required to upload **10 high-resolution photographs** of the project that can be used by the Institute for promotional purposes. Please note that these images are used for judging purposes and may also be sent to the media. All entrant images will also be displayed in the Institute's online gallery after the National Awards are announced.

Entrants are required to select a 'hero' shot of the project which is the image that the Institute will favour over others in any promotional media. Please upload this photo as your first image (labelling it with number '00' at end of file name). If this image is deemed inappropriate the Institute will select an alternative image. At least one image should be in a landscape, 16:9 ratio format.

Image Requirements	Typical Projects	Heritage Projects	Interior Projects
File type: JPEG Image quality: Maximum quality setting Image size: Minimum size A4 Resolution: 300dpi Colour: RGB File size: Must not exceed 5MB per image Orientation: Landscape preferred Bleed: Full bleed Images are not to be digital renders, include white or black bars, annotations, text, be image montages (two images together) or collages (multiple images in one document).	2 x site context/setting 3 x different external elevations 3 x interior views 2 x building views	Photographs that show the building in its original state are required for the Heritage category. Entrants will also need to upload 2 'before' images in addition to the standard 10 'after' images.	1 x exterior/envelope 1 x entry 3 x wide interior views 3 x details

3.2   Digital Material: Plans and Drawings

Entrants are required to submit **between 1 and 6** high resolution drawings that represent your project. Drawings will be used to describe your project to juries and may also be used in publications such as Architecture Australia. If there are extenuating circumstances that require drawings not to be published, please check the 'not for publication' box when uploading and contact your local Chapter prior to submission.

Vector-based drawings, hand drawings/sketches and digital renders are acceptable. **At least one floor plan** must be submitted. Entrants are also encouraged to submit a site plan, elevation(s) and section(s) where applicable.

Plan Requirements:

- Minimum A4 size
- PDF format not exceeding 1MB, and submitted with one drawing per PDF file
- Legible for digital and print purposes, avoiding too many complex elements
- Show scale bar, scale and north point
- Vector-based PDF file black or grey lines to be greyscale, not as CMYK. Colour use for highlighted elements only
- Hand drawings and sketches minimum resolution 1200dpi
- Digital renders minimum 300dpi

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3.3   Digital Material: Statement of Significance (Heritage entries only)

If entering the Heritage category a Statement of Significance is required. The Statement of Significance is the statement related to the heritage/cultural significance of the existing building usually associated with its heritage listing. Formal listings are to be uploaded in PDF format, while other descriptions may be entered into the corresponding text box.

If the building has no formal listing, you will need to outline the project's significance yourself. If you are preparing your own statement, the Institute's Register of Significant Buildings provides a guide for what should be included in a Statement of Significance -
http://www.architecture.com.au/architecture/national/notable-buildings

3.4   Additional Material: Copyright Forms

It is the entrant's responsibility to ensure that **all three** Copyright Consent Forms are signed and uploaded as part of their submission to the online entry system. Copyright Consent Forms can be found

on the Award's *Important Documents* page -
http://www.architecture.com.au/events/national/awards/important-documents.

3.5   Additional Material: Exhibition Material

As part of the entry process, entrants may be required to submit additional material in the form of exhibition content, such as A1 or A2 display boards. Please refer to your *Chapter Specific Requirements* for information and submission deadlines. The National Jury do not access the Additional Material provided at Chapter/Regional level.

The Institute is not responsible for any damage that may be caused to your exhibition material while it is on display or during dismantling and transport.

3.6   Confidential Information

The entry form contains a section for basic project-related financial information. During the Awards process this information will be disclosed to relevant Jury members only.

At the conclusion of the Awards this information may be used by the Institute for its research and records (once it is publicly disassociated from a particular project).

3.7   Entry Fees

Region/Chapter	Standard Entry Fee ex GST	A+ Membership Entry Fee (10% discount) ex GST
NSW - Newcastle	$350	$315
QLD - All Regions	$350	$315
ACT, NT, SA, TAS, VIC, WA	$700	$630
NSW *	$700	$630
QLD State**	$350	$315

*Winners of Newcastle Awards will be required to pay an additional State entry fee to be considered for the NSW State Awards.

**Winners of QLD Regional Commendations will be required to pay the additional State entry fee to be considered for the QLD State Awards.

There is no additional charge for progression to the National Architecture Awards. **Entry fees are exclusive of GST**.

Payments are to be made via the online entry system.

An entrant may submit multiple entries into the Australian Institute of Architects National Architecture Awards, provided that each is fully compliant with the entry requirements and the relevant fee is paid for each entry. A single project may be entered in multiple categories with a separate entry fee required for each category.

3.8   Refunds & Additional Charges

Entrants are <u>not</u> eligible for a refund if entries do not meet the requirements as outlined *4.0 Conditions of Entry* or if they are withdrawn after the closing date. Administration fees apply on top of entry fees for changes to entries made after the closing date.

4.0 CONDITIONS OF ENTRY

The Institute **has the sole discretion** to refuse an entry or remove it from consideration for an award if the Institute is of the opinion that the entry:

    I.   does not comply with the Terms and Conditions;

    II.   is not consistent with the nature and spirit of the awards or is inappropriate, offensive, indecent, or illegal. (For example: an entry contains inappropriate or offensive words or images; an entry contains words or images that have potential for a claim of defamation; the project has generated publicity in the media for being inappropriate or offensive to the public or for casting architecture or the built environment in a negative light); or

    III.   breaches, is likely to breach or infringe, or there is an active dispute about, a third party's copyright or moral rights. Refer 4.1, 4.2, 4.3 and 4.4.

4.1   Copyright

By checking the box on the online entry form you indicate that you agree to the *Awards Terms and Conditions*. In particular, you are effectively making a promise to the Institute (a declaration) that you have met all your copyright obligations and you agree to protect the Institute against all claims and disputes resulting from any failure to do so.

Copyright and moral rights are also relevant to the "Project Materials" you submit with your entry to the Awards and in turn, the way the Institute can legally use or display those Project Materials for the Awards. Some of the Project Materials may have been created by another person (the 'author') or the copyright over them might be held by another person or company. For this reason, the Institute requires you to either own the copyright in the materials or to have obtained permission (a copyright licence) from the copyright owners to:

- submit the project for consideration and
- allow the Institute to use, reproduce or adapt the Project Materials as needed for the Awards.

You must get permission from the owner and/or client to submit the project in the Awards. At the back of this handbook, we have included a template '**Form A: Owner/Client Consent**' (see page ##) that you can send to the owner or client to give consent. Using this form will give you the consent you need to enter the project. To make it easy for the owner/client, you might want to fill in all the entry details first. We recommend that you use Form A for all projects you enter into the Awards.

By entering the Awards you agree that the Australian Institute of Architects is allowed to reproduce, exhibit, publish, and/or communicate the material and information you give about the Project and adapt or use the Project Materials and any portion of it, or give permission to others to do so, in different ways or contexts as the Institute needs to for the purposes of the Awards and for as long as required. For the purpose of the Awards, 'Project Material' includes all words, images and other materials (including models, film and video) whether in digital, printed or 3D format, you submit online or give to the Institute in connection with your entry. The Institute requires that either:

- you personally, or your practice, own(s) all copyright in the project and the Project Materials, and you authorise the Institute to use them as needed for the Awards, including for publicity;
  OR
- you promise that you personally have, or your Practice has, the authority of each and every owner of the copyright in the project and the Project Materials to authorise and you do authorise the Institute to use them as needed for the Awards, including for publicity.

To achieve this, we suggest you use Form B (licence) along with Form C which lets you list the Project Materials you are being given permission to use.

If the Institute is put on notice of a dispute concerning copyright associated with any part of the Project Materials, then 4.0 iii above may apply.

It is the entrant's responsibility to ensure *Copyright Consent Forms A, B & C* are signed and submitted in the online entry form.

4.2   Moral Rights

Being the owner of ("holding") copyright is not the same as the moral rights of the author(s) who created the project. Under the moral rights provisions of copyright law, entrants to the Awards must ensure that they, or the practice of which they are a principal, are authorised to attribute authorship of the project contained in their entry.

Attribution is a legal and moral obligation to publicly acknowledge in an appropriate way the proper author (or all co-authors) of a creative work, like an architectural design.

All Project Materials submitted online, on disc or in hard copy require a 'Project Attribution' (see **Form B** at the end of this handbook). This Project Attribution is a short form of attribution of the designer's moral rights that is comprised of the project name and the practice name, for example: *XYZ House, John Smith Architects* or where there are various contributors (co-authors) to the design, for example: *Falling Bridge, Archie Architecture with John Dutch Engineering*. The Project Attribution will be used by the Institute in all publicity which includes all media materials, printing of award certificates, State and National winner announcements and the Institute's website.

The Institute does not accept responsibility for incorrect or incomplete project attributions submitted by entrants and relies on each entrant to submit this information correctly. The project attribution must be agreed and consented to by <u>all</u> authors, including joint authors, before the entry is submitted. Authors have the right to give their consent to not be specifically acknowledged as an author of work. This is known as: consent to non-attribution of moral rights, and such consent must be in writing (or can be incorporated as a term of an employment contract). **Only individuals, not your practice nor a company, are "authors"** can give the necessary consent to not be attributed as an author of a work.

A person or an entity (i.e. your practice) who has copyright, or a copyright licence, can pass on the moral rights consent of the individual authors if the author has already given a consent to that person or entity on the condition that it can be passed on to others who acquire the copyright or are given the right (a licence) to use the copyright.

In relation to the awards, the Institute fits in to the latter category because it is the recipient of your grant to the Australian Institute of Architects of a licence. We will assume you have the authority to grant it and you promise this when you agree to the *Awards Terms and Conditions*. If the Institute is put on notice of a dispute concerning moral rights associated with any part of the Project Materials, then 4.0 iii above may apply.

For further information on moral rights and your entry refer to Acumen, the Institute's online database of architectural practice advisory material: acumen.architecture.com.au

OR

The Australian Copyright Council's publication, Architecture and Copyright – A Practical Guide by Helen Dakin. The Copyright Council can be contacted on (02) 9699 3247.

OR

The Australian Commercial and Media Photographers guide to Copyright, Commissioning & Publishing Architectural Photography can be downloaded from www.acmp.com.au or contacted on (02) 9025 3075.

How to get…	Use…	Who signs/gives it?	For example…?
Consent to entry	Form A	Owner/client	In all cases, we suggest you get consent from the owner/client to submit an entry to the Awards.
Copyright permission	Form A + B + C	Copyright owner	The owner; co-author or joint contributor to the design; builder or consultant who contributes to the design; photographer of Project Materials being submitted to the project.
Project Materials	Form B + C	Author or copyright holder	Co-author or joint contributor to the design; builder or consultant who contributes to the design; photographer of Project Materials being submitted with the project.
Project Attribution	Form B	Author or copyright holder	Co-author or joint contributor to the design; builder, engineer, or other consultants who contribute to the design.

4.3   Pre-judging Public Listing of Project Attribution

Shortly after the online entry system has closed in each Chapter, all project attributions submitted for the 2017 Awards program will be uploaded to the Institute's website: http://www.architecture.com.au/events/national/awards. The publishing of project attributions provides entrants and any members of the public with an opportunity to check the attributions.

The Institute accepts comments from members of the Institute and the public regarding the project attributions for one month following release of the details. If any problems are identified an entry will be suspended. The entrant is required to resolve any issue before the relevant jury begins deliberation.

After notice is given to the entrant of the issue, and if it is not resolved satisfactorily, the Institute may withdraw acceptance of the entry in accordance with 4.0 iii above and will notify the entrant if this is the case.

4.4   Your Indemnity to the Australian Institute of Architects

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.

The Institute relies on you to have 'put your house in order' in relation to these issues when you submit your entry.

As a condition of entry, each entrant gives the Institute a legally enforceable undertaking to reimburse any direct and indirect costs in relation to a claim against the Institute concerning the entry. This includes, but is not limited to breaches of copyright and moral rights, as a result of the Institute using the information and Project Materials contained in your entry, where the Institute had no notice that there was an issue.

The amount you must pay includes any damages the Institute pays and the Institute's actual legal costs. The indemnity is contained within the entry form and becomes operative when you check the box signifying your acceptance of the *Terms and Conditions*.

Because the legal requirements of copyright and moral rights are so critical, the Institute reserves the right to remove the entry from consideration if inconsistency in the entry form, or information received, puts the integrity of the entry, or indemnity, in doubt. However, the Institute will not do so without seeking clarification from you as the entrant, and allowing reasonable attempts to rectify any defect or discrepancy.

5.0 JUDGING

The judging process adopted by Chapter and Regional Juries will reflect the process required of the National Jury as per *Awards, Prizes and Honours Policy 13.3.3* except that the shortlisting of entries is not mandatory, and all entrants in a category may be required to present or submit to interview, and all entries in a category may be visited. In some Chapters there are different juries responsible for different categories. Please refer to your *Chapter Specific Requirements* for more information.

5.1 Jury Composition

The National Jury will comprise:

- The Immediate Past President (at the time of final judging) (Chair);
- A senior respected and awarded architect;
- A senior respected and distinguished architect;
- A younger emerging architect; and
- An architectural commentator or academic

Composition of the Chapter and Regional Juries should reflect the range of backgrounds required of the National Jury.

5.2 Types of Awards

Named Award

The first and highest award in each category is the 'Named Award'. The award is given to the work judged to be the most significant for the advancement of architecture in each category. The award carries the name of a respected person and represents the pinnacle of projects in each category. **There is only one winner of the Named Award in each category in any year.**

Where at least 5 entries are eligible for consideration Juries must determine a Named Award in every category other than Category 11: Sustainable Architecture, Category 12: Enduring Architecture, Category A1: COLORBOND® Award for Steel Architecture, and within the subcategories of the International Architecture category. Projects awarded a Named Award at National level are not eligible for any future Awards Program.

Architecture Awards

This is a work of excellence demonstrating consummate architectural skill that contributes to the advancement of architecture. Projects awarded an Architecture Award are the best projects in each category that have not won the Named Award. More than one Architecture Award may be given in a category, and an Architecture Award may be given regardless of the number of eligible entries received in a category.

Projects awarded an Architecture Award at National level are not eligible for any future Awards Program, except where nominated for Category 12: Enduring Architecture Award.

Commendations

This is for projects of special merit, demonstrating significant architectural skill that have not won a Named or Architecture Award. More than one Commendation may be given in a category. A Commendation may be given regardless of the number of eligible entries.

Projects given a Commendation or no award by a Chapter or Region may resubmit in one future Awards Program.

Please note that all projects awarded Named Awards and Architecture Awards by Chapters progress to be considered by the National Jury and are considered equally at a National level. The National Jury is however unable to visit all eligible projects even if they received a Named Award at Chapter level.

The National Jury determines its shortlist of projects to be visited based solely on the entry material supplied via the online entry system. Entrants do not have an opportunity to present to the National Jury prior to the shortlist being determined so it is important that the online submission covers all of the relevant material for judging purposes. It is essential that your entry recognises that judging will be based on the *Core Evaluation Criteria* and that these are addressed within the Project Description text provided as part of your entry.

5.3   Unsuccessful Entries

Because only projects receiving Named Awards and Architecture Awards are eligible to be considered for a National Award in the same year, projects awarded a Commendation or no award by a Chapter or Region may resubmit in one future Awards Program.

However, projects that received a Named Award or Award in Category 11: Sustainable Architecture at any level (National/Chapter/Region), but received no Named Award or Award in any other category at any level, may be resubmitted in categories other than Category 11: Sustainable Architecture at any level (National/Chapter/Region).

Even so, entries may be judged at the National Awards level only once.

6.0 MEDIA & PUBLICITY

The National Architecture Awards showcase projects recently completed by Institute members both in Australia and overseas and provide an excellent opportunity to promote the industry to the broader community. The Institute actively seeks to promote the Awards program and individual project entries to media outlets for the purpose of increasing the awareness and understanding of the architecture profession as well as advocating for good design and the use of architectural services in future projects of all types and scales.

By entering the Awards program you are agreeing to partake in this opportunity to raise not only the profile of the profession but also of your own practice through local, national, online and social media avenues. As part of the Institute's work in promoting the Awards the media team produces media releases to be sent to media outlets including print, online, TV and radio. We also liaise closely with media and respond to requests from journalists to provide specific information about entered projects and will pitch individual projects with unique stories to relevant media.

The Institute will provide images to the media for use in the promotion of the National Awards Program, and will highlight the need for correct use of attributions. The Institute **will not** divulge confidential details regarding the project including addresses, client details or costs, or provide images to the media for use in any context other than the promotion of the Awards unless you have given us permission to do so.

In addition to your Promotional Summary, having the following additional information and resources will assist the media team to promote your project and may increase your chance of media/social coverage:

- Video footage of your project that can be used for television purposes. As this is an expensive endeavour the Institute does not recommend commissioning video coverage solely for the Awards program (which may never be used).

- Approval by the clients for TV camera crews to film the project and possibly interview the client.

- Social Media account details including Twitter, Instagram and Facebook names so we can follow you and tag you in posts.

National Award entries provide a great catalogue of current architecture that showcases trends and exceptional projects. Media outlets often find this gallery of projects a very useful tool in preparing and guiding their architecture coverage throughout the year.

If a media outlet is interested in a project for a non-Awards related article or feature, the Institute ensures that permission is received from the entrant before proceeding. These opportunities may include print features of residential projects in the weekend papers and trend-based stories.

If you have any concerns regarding media and publicity please contact:

Alexandra Cato

National Marketing & Communications Manager
alexandra.cato@architecture.com.au

7.0 CHAPTER SPECIFIC REQUIREMENTS: TAS CHAPTER

7.1 Key Dates:

Online entries open	Thursday 1 December 2016
Online entries close	Wednesday 1 March 2017
Submission of additional material	Monday 13 March 2017
Presentation to Juries	Saturday 18 March 2017
Jury Visits	7th & 8th April 2017
Launceston Exhibition	TBC
Hobart Exhibition	TBC
Awards Presentation Event	Saturday 24 June 2017

7.2 Additional Material:

Please submit the following additional Project Materials to the TAS Chapter by **13 March 2017.**

A1 Display Board **COMPULSORY**	Entrants must provide one A1 <u>portrait</u> format display board mounted on 5mm foam core without Perspex or glass and not framed in any way. Your display board should strongly represent the project and will form part of any Chapter exhibition for public viewing. It is recommended that boards include: • Project name, location, architect/practice, builder and consultants • Photographs, drawings, plans and text sufficient to describe the project • Allocated entry number (clearly marked on the back of the board) Remember, the main purpose of the board is to explain your project. Make it simple and understandable for non-architects. Do not use any raised photographs or 3-dimensional effects on the board, it must be flat. Failure to comply with Chapter specific requirements may result in your presentation board not being hung at any exhibition. **The A1 panel is also to be submitted in PDF digital format to the Chapter**
Digital Material **COMPULSORY**	PowerPoint for Presentation to the Jury session. The PowerPoint presentation should be saved in PDF presentation. This presentation should be formatted with appropriate images for the speaker on Presentation Day to discuss within a 5 minute time frame. The presentation must be limited to 40 images.
Consent forms	It is the entrant's responsibility to ensure that **all three** Copyright Consent Forms are signed and uploaded as part of their submission to the online entry system. These forms are available on the Awards' Important Documents Page.

7.3 Awards in Tasmania:

National Awards Category	State Sub category	Chapter Named Award	Chapter Architecture Award	Chapter Commendation
Public Architecture	N/A	The Alan C Walker Award for Public Architecture	Award for Public Architecture (TAS)	Commendation for Public Architecture (TAS)
Educational Architecture	N/A	The SWT Blythe Award for Educational Architecture	Award for Educational Architecture (TAS)	Commendation for Educational Architecture (TAS)
Residential Architecture – Houses (New)	N/A	The Esmond Dorney Award for Residential Architecture – Houses (New)	Award for Residential Architecture - Houses (New) (TAS)	Commendation for Residential Architecture - Houses (New) (TAS)
Residential Architecture – Houses (Alterations and Additions)	N/A	The Edith Emery for Residential Architecture – Houses (Alterations and Additions)	Award for Residential Architecture - Houses (Alterations and Additions) (TAS)	Commendation for Residential Architecture - Houses (Alterations and Additions) (TAS)
Residential Architecture - Multiple Housing	N/A	The Ray Heffernan Award for Residential Architecture – Multiple Housing	Award Residential Architecture - Multiple Housing (TAS)	Commendation for Residential Architecture - Multiple Housing (TAS)
Commercial Architecture	N/A	The Colin Philip Award for Commercial Architecture	Award for Commercial Architecture (TAS)	Commendation for Commercial Architecture (TAS)
Heritage	N/A	The Roy Sharrington Smith Award for Heritage	Award for Heritage (TAS)	Commendation for Heritage (TAS)
Interior Architecture	N/A	The Alexander North Award for Interior Architecture	Award for Interior Architecture (TAS)	Commendation for Interior Architecture (TAS)
Urban Design	N/A	The Dirk Bolt Award for Urban Design	Award for Urban Design (TAS)	Commendation for Urban Design (TAS)
Small Project Architecture	N/A	The Peter Willmott Award for Small Project Architecture	Award for Small Project Architecture (TAS)	Commendation for Small Project Architecture (TAS)
Sustainable Architecture*	N/A	The Barry McNeill Award for Sustainable Architecture	Award for Sustainable Architecture (TAS)	Commendation for Sustainable Architecture (TAS)
COLORBOND® Award for Steel Architecture*	N/A	N/A	COLORBOND® Award for Steel Architecture (TAS)	COLORBOND® Award for Steel Architecture - Commendation (TAS)
Enduring Architecture**	N/A	N/A	Award for Enduring Architecture (TAS)	N/A

*Awards are conferred after considering all entries across all categories

** Members are not able to enter this category directly, however members are encouraged to put forward recommendations to by emailing tas@architecture.com.au by the entry closing date. See *2.1.5 Enduring Architecture Category* for more information.

7.4   Tasmanian Chapter Specific Awards and Prizes

The following do not progress to the National Architecture Awards

Award/Prize	Description	Entry instructions and fee
Triennial Prize	The Triennial Prize is given annually in three alternating categories, they are as follows; - The John Lee Archer Prize is open to the Award winners in the public and commercial buildings categories from the three preceding years. - The James Blackburn Triennial Prize is presented triennially and is open to the award winners in all the Residential Architecture categories from the three preceding years. - The Henry Hunter Triennial Prize is presented triennially for architecture that involves the recycling or conservation of existing buildings. It is open to award winners in the Heritage category from the three preceding years.	Fee: Nil
People's Choice Award	The Tasmanian Architecture Awards run a People's Choice Competition for the public who get to vote on their favourite project. All project entries are included (does not include SWT Blythe Prize). There are prizes for the most popular project as well as for the public who enter their vote. In 2014 the People's Choice website received **39,523** unique page views.	

7.5   Tasmanian Chapter Judging Process

The Tasmanian Chapter has one jury for the main Awards, consisting of a Jury Chair, Interstate Juror, two local architects and a lay juror. The Tasmanian Chapter jury process is as follows:

1. The jury reviews all entries
2. All entries are required to present or submit to interview (publicly)
3. Should there be a large number of entries; the jury may elect to visit short listed entries only. All entrants will be advised of the short list for visits.

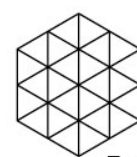For more information please contact the Tasmanian Chapter Awards Manager:

Jennifer Nichols

1/19a Hunter Street

Hobart, TAS 7000

T: 03 6214 1505

E: jennifer.nichols@architecture.com.au

Tasmanian Architecture Awards

8.0 FREQUENTLY ASKED QUESTIONS

QUESTION 01 I am a member of the Institute and I am the Principal of the practice entering the awards. I am an architect but not registered in the required State of entry. The project architect is registered in the required State of entry, but is not the principal of the practice. Should the entry be made under my name or the project architects name?

ANSWER 01 The entry should be made under your name as the principal; **but you will also** need to be registered in the relevant State or Territory of entry.

QUESTION 02 I am an architect registered in the relevant State or Territory of entry, and I am a member of the Institute. The organisation I am employed by, and the organisation who the copyright is attributed to, is a Government organisation, a University, or a multidisciplinary design firm. As a result, the "principal" in this instance is not an architect or a member of the Institute. Can this organisation still enter the project in the awards?

ANSWER 02 Yes, provided that there is a defined unit or division within the organisation that operates as, or like, an architectural practice, and the entrant has responsibility for the operation of that unit. If such a unit 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.

QUESTION 03 I am a member of the Institute as an employee of an A+ practice, but I would like to enter the Awards under the name of my private practice, for a project undertaken by my private practice. Can I still enter and do I need to set up my own A+ practice?

ANSWER 03 Yes you can still enter, provided you meet all three key eligibility criteria, as entry is linked to an individual member number. To gain maximum marketing coverage around your entry, the Institute would strongly encourage you to sign up as an A+ practice as your private practice. By doing this you will be able to have your own profile on www.findanarchitect.com.au where your award entry will be featured. Please contact our membership team if you have any questions regarding the benefits of A+ Membership.

QUESTION 04 I am a member of the Institute and I am the principal of the practice entering the awards. I am an architect but not registered in the required State of entry. The local architecture firm we collaborated with is registered in the required State or Territory of entry. Can the entry be made under my name?

ANSWER 04 If the principal of the local firm is a member and registered in the required State of entry, the entry should be made under their name. If not, either they will need to become a member of the Institute, or you will need to be registered in the State or Territory of entry.

QUESTION 05 I am an architect based in Australia and I am a member of the Institute. I wish to enter a project located in Singapore (or other location) in the International Category. I undertook the project in association with a local Singaporean architecture firm; do I also need to be registered in the country where the project is located?

ANSWER 05 You will need to ensure that you meet all legal obligations associated with practicing architecture in the country where the project is located. In some countries, associating with a local practice may be sufficient. In others you may need to be registered. Claiming authorship of a project in any location amounts to an acknowledgement that you are practicing architecture in that location.

QUESTION 06 I am an International member of the Institute. I work for a large international architecture firm and I was project architect on an international project that I wish to enter in the architecture awards. The principal of my firm is not a member of the Institute and I am not sure whether they are eligible to become a member. Can the entry be made in my name, or does the principal of my firm need to become a member?

ANSWER 06 The Principal of the practice responsible for the project must be a member of the Institute.