



# NATIONAL ARCHITECTURE AWARDS

## JURY HANDBOOK

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The Australian Institute of Architects

**Prepared for**  
Chapter Architecture Awards

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# 1. Introduction

Congratulations on your appointment as a juror in the Australian Institute of Architects National Architecture Awards Program. The Awards process is a major opportunity for public and peer recognition of architects' work, and also provides the Institute with a valuable mechanism to promote architects and architecture in the Australian and international community.

This handbook provides guidance on the Awards judging process and the obligations and responsibilities of jurors. Please read the handbook thoroughly and carefully as it will help ensure that all entries are dealt with fairly and consistently across Regional, Chapter and National jurisdictions. We also recommended that you familiarise yourself with the Awards, Prizes and Honours Policy. If you require any further information or clarification about your role, please contact your local Chapter Awards Officer.

## 1.1 Aims

The Australian Institute of Architects Awards program aims to:

- recognise architects, members and others for their achievements in relation to the profession of architecture;
- develop public awareness and understanding of the importance of architecture and the value of design; and
- encourage architects to strive for excellence in architecture and thereby promote the advancement of architecture.

# 2. Awards Structure

## 2.1 Hierarchical Program

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.

Awards in each category are based on a three-tier system, in decreasing order of merit. All Chapter Named Awards and Architecture Awards are considered for a National Award and considered equally by the National Jury. Projects given a Chapter Commendation do not progress to the National Awards.

Regional or State programs may also include Chapter specific awards and prizes that are not part of the National Awards program. These awards do not progress for consideration by the National Jury. Please refer to the Chapter specific requirements at the back of this handbook for details of local awards and prizes.

## 2.2 Types of Awards

Awards in each category are based on a three-tier system, in decreasing order of merit.

### **Named Award**

*Only 1 Named Award is awarded per eligible category*

### **Award**

### **Commendation**

### 2.2.1 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.

Commendations and Architecture Awards can be solely conferred in a given category without requiring a Named Award to be conferred. If the Jury do not find any projects worthy of awards in a category, they are not required to confer any Awards or Commendations, regardless of the number of entries received. Projects awarded a Named Award are not eligible for any future Awards Program.

### 2.2.2 Award

This is a work of excellence demonstrating consummate architectural skill that contributes to the advancement of architecture. 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.

### 2.2.3 Commendation

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 unable to visit all eligible projects even if they received a Named Award at Chapter level.

### 2.2.4 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 and/or Category A1: COLORBOND Awards for Steel 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 and/or Category A1: COLORBOND Awards for Steel Architecture at any level (National/Chapter/Region). Even so, entries may be judged at the National Awards level only once.

## 3. Award Juries

Juries are different in each Chapter, however they all follow the basic guidelines below relating to composition and selection of jury members to promote continuity and a rigorous process.

### 3.1 Jury Composition

Architects on all juries must be Institute members (Member Level 1, Fellows or Life Fellows of the Institute). Non architects, including lay-jurors or expert advisors are not required to be Institute members.

#### 3.1.1 Chapter and Regional Juries

1. Composition will aim to reflect the range of backgrounds required of the National Jury (see below). Every effort will be made to achieve a 40/40/20 gender balance for Juries (40% female/40% male/20% any gender) as outlined in the Gender Equity Policy.
2. Architects on all juries must be Institute members. Non architects, including lay-jurors or expert advisors are not required to be Institute members.
3. Chapters may nominate more than one jury where the number of entries is substantial or where particular expertise is considered desirable for one or more categories.
4. Jurors cannot serve for more than three years consecutively. Individual Chapters may have further guidelines relating to repeat jury service – please refer to Chapter specific guidelines as detailed in the back of this handbook.

Additional jury roles may also be appointed at this level. Please refer to [3.3.1 Jury Roles](#) below.

#### **Heritage Juries**

At least one juror on a Chapter Heritage Jury should be a member of either the Chapter Heritage Committee or the National Heritage Committee.

It is understood that there are no requirements for a juror for the Regional, International and National Architecture Awards to be a member of these committees. Specialist heritage advisors can be appointed where such additional expertise is deemed necessary, see clause 1.3.7 Specialist Advisors from the Awards Jury Handbook

#### 3.1.2 International Chapter Jury

1. The jury will consist of 3 to 5 jurors, at least 2 of which will be overseas members of the Institute. All jurors should have significant experience of architecture outside Australia.
2. One juror may be a non-architect.

### 3.1.3 National Jury

1. National jurors must not serve more than two years consecutively.
2. Every effort will be made to achieve a 40/40/20 gender balance for Juries (40% female/40% male/20% any gender) as outlined in the Gender Equity Policy.
3. Architects on all juries must be Institute members. Non architects, including lay-jurors or expert advisors are not required to be Institute members.
4. The National Jury will comprise:
  - a. the Immediate Past President (at the time of final judging) (Chair);
  - b. a senior respected and awarded architect;
  - c. a senior respected and distinguished architect;
  - d. a younger emerging architect, and
  - e. an architectural commentator or academic (who may be a non-architect and a non-member).

## 3.2 Selection of Juries

### 3.2.1 Chapter and Regional Juries

1. Jury members are appointed by the Chapter President in consultation with relevant local committees.
2. Chapters are encouraged to call for expressions of interest from the membership annually to promote diversity and engage new jurors.

### 3.2.2 International Jury

1. The International Chapter Architecture Awards Jury will be selected annually from a number of Jurors nominated annually by the International Chapter Council accompanied by a recommendation. The final selection is endorsed by the International Chapter Chair from the proposed nominees.
2. A Jury Chair will be appointed from the selected jurors by the International Chapter Chair.
3. Where possible, the jury shall be appointed prior to the date for calling entries.

### 3.2.3 National Jury

1. The National Jury is appointed by the National President for endorsement by National Council.
2. To facilitate openness and transparency, members, Chapters and National Council will be encouraged to nominate prospective National jurors, but the final composition is determined by the National President.

## 3.3 Roles

### 3.3.1 Jury Roles

There are a number of different jury roles which might apply at your level. Your local Chapter Awards Officer will advise which of these roles are active for your Chapter, and which applies to you. You may need to consult one of these other jurors for advice or mediation, so be sure to know who they are and how to contact them.

### 3.3.2 Jury Members

All jury members are responsible for:

- upholding the integrity and value of the Awards program;
- acting completely without bias;
- declaring any interest which may conflict or be seen to conflict with your ability to make a fair assessment and be prepared to withdraw from such assessment;
- making objective assessments considering all of the stated criteria, and
- attempting always to reach consensus and to keep in mind the outward focus of the Awards program in making Awards.

### 3.3.3 Jury Chairs

Jury deliberations and process are to be guided by a Jury Chair. A single Jury Chair is normally appointed per jury, and should ensure that juries:

- act with politeness, fairness and respect to all entrants and fellow jurors;
- operate with rigour and consistency;
- follow all required elements of the judging process, and
- measure all entries against all relevant criteria.

### 3.3.4 Chair of Juries

Chapters may appoint an overall Chair of Juries to oversee jury deliberations. This will be most relevant for those Chapters with multiple juries appointed. The Chair of Juries may be a member of any or all juries within a Chapter, but this is not a requirement for the role. The level of involvement will vary between Chapters, however the individual selected for this role will:

- work closely with Jury Chairs to ensure consistency across categories;
- encourage juries to act in the spirit of the Awards policy, and
- be empowered to make overriding decisions with respect to the implementation of policy, particularly the category of entries
- assist fellow jurors with dispute resolution, where deemed appropriate and without known conflict of interest. This particular duty may alternatively be assigned to an independent Awards Director (see below).

### 3.3.5 Awards Director

Chapters may also appoint a separate Awards Director/Chair of Juries whose primary role is to support juries through dispute resolution, or provide confidential counsel. This person is not required to be a member of a jury. The Awards Director is usually the Immediate Past President or a member with experience of the awards' process appointed by the Chapter President.

### 3.3.6 Lay Jurors

The input of non-architect jurors can be valuable and assist public recognition of outcomes. Lay jurors should only be appointed where they have a clear connection with architecture, or experience and knowledge relevant to the particular jury.

- Fellow jury members must assist and guide lay jurors in understanding the process and any technical issues.

### 3.3.7 Specialist Advisors

Selected for their particular expertise and to provide advice to a jury so that it may make an informed judgement in categories requiring a degree of specialist knowledge (such as heritage and sustainability).

- Specialist advisors are only appointed where such additional expertise is deemed necessary
- No payment/benefit will be provided to specialist advisors without prior written agreement with the local Chapter Awards Officer.

## 3.4 Responsibilities

### 3.4.1 Jury Responsibilities

As an awards juror you are asked to agree to a number of responsibilities surrounding conduct and deliverables. These are detailed in full in your Letter of Engagement which all jurors must sign, but below are some of the key things to know now.

### 3.4.2 Letter of Engagement

Every jury member is required to sign a Letter of Engagement prior to commencing the judging process. By signing the document you are agreeing to keep jury discussion confidential, judge impartially, declare any conflicts of interest, and uphold the integrity of the Awards Program. Your local Chapter Awards Officer will provide this document.

### 3.4.3 Confidentiality

All jury deliberations and decisions should be considered strictly confidential until the official announcement of result. Jurors are required to refrain from making any public comment about any projects assessed within their respective categories for the duration of the Awards Program. This includes details of site visit schedules or shortlisting.

### 3.4.4 Communications and Social Media

Public statements regarding projects may only be made by the Chair of Juries, the President (Chapter or National) or, subject to the approval of the President, by the Jury Chair.

Jurors must not make any negative comment about a particular project, to any person outside the Jury.

Out of respect for the integrity of the judging process, jury members are required to refrain from posting any social media regarding projects under consideration during the judging period. This particularly applies to site visits. The

Institute has various mechanisms for promoting the Awards Program and runs a media campaign of varying levels across the country to promote entries, shortlists (if applicable) and winners

### 3.4.5 Conflict of Interest

Invariably some entrants may be a friend or colleague of a Juror, in which case the potential conflict arising from any such relationship is a matter for the integrity and ethical responsibility of the Juror concerned. However, a potential or perceived interest, or conflict of interest, arises where a Juror has any:

- involvement in a submitted project whether financial, by direct or indirect participation in it, or through the statutory approval process; or
- personal issues relating to the project including: previous conflicts, direct family relationships, or ethical/moral objections to the nature of the project or any of its components, or other personal biases towards the client, entrant, or others involved in the project.

Where a potential or perceived conflict of interest is identified, anyone involved in the judging process including the juror themselves may report it to their local Chapter Awards Officer who will then liaise with the Jury Chair. The matter may then be elevated to the Chair of Juries where appropriate.

If the juror's involvement in a particular assessment is deemed inappropriate, they must not participate in the assessment or consideration of the individual entry or entries in the relevant category(ies). There is no requirement for a public disclosure that an interest or conflict of interest has been identified.

### 3.4.6 Citations

Juries are required to prepare a citation for each Award and Commendation awarded by their jury before a deadline set by the relevant Chapter. For more information about citations, please see 6.10 Citations below.

## 4. Award Categories

Projects entered in the National Architecture Awards may be new, renovated or altered and extended buildings. On entry, members entering must either select the category most appropriate to their project, or enter in multiple 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.

### 4.1.1 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.

|  |  |
|--|--|
| <b>Public Architecture</b>   | 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.                                       |
| <b>Educational Architecture</b>                                      | 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.  |
| <b>Residential Architecture – Houses (New)</b>                       | 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.  |
| <b>Residential Architecture – Houses (Alterations and Additions)</b> | 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. |
| <b>Residential Architecture – Multiple Housing</b>                   | 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).  |
| <b>Commercial Architecture</b>                                       | Projects in this category must be built primarily for commercial purposes, generally falling within BCA Classes 3b, 5, 6, 7 and 8.   |
| <b>Heritage</b>  | This category is for any built conservation project or study developed in accordance with the <i>Australia ICOMOS Burra Charter</i> , and/or any adaptive reuse of a heritage structure. Refer to 4.3 Digital Material (Heritage entries only) in the entry handbook for more information.   |
| <b>Interior Architecture</b>   | Projects in this category must be interior spaces and environments within a new building or the refurbishment of an existing building.   |
| <b>Urban Design</b>  | 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.  |
| <b>Small Project Architecture</b> | <p>Projects in this category will be those considered to be “small” in terms of area or budget. Projects are recognised that have been constrained by space or cost restrictions, but have achieved a level of invention, creativity and craftsmanship despite these constraints. This category can accommodate projects in the public realm, 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, playgrounds, architectural sculptures or installations that may or may not be able to be visited by the Jury. Projects of all functional types may be considered.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> <li>- Residential projects of a permanent nature are not eligible for this category.</li> <li>- Projects concurrently entered into any other category are not eligible for this category.</li> </ul> |

### 4.1.2 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.

|  |   |
|--|---|
| <b>Sustainable Architecture</b>                | <p>This category recognises projects which excel as architecture, and also display innovation and excellence in terms of environmental sustainability.</p> <p>Refer to <a href="#">4.1.4 Sustainable Architecture Category</a> for more information.</p>  |
| <b>COLORBOND® Award for Steel Architecture</b> | <p>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.</p> <p>Use of BlueScope products, including COLORBOND®, is 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.</p> |

### 4.1.3 Other National Categories

|                              |   |
|------------------------------|---|
| <b>Enduring Architecture</b> | <p>Buildings must be of at least 25 years of age. 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.</p> <p>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.</p> <p>Refer to <a href="#">4.1.5 Enduring Architecture Category</a> for more information.</p> |
|------------------------------|---|

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.

### 4.1.4 Judging of the 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.

All members **must** complete the Sustainable Architecture checklist located at the beginning of the online entry form and **must** receive a PASS result in at least 2 out of the 6 sections in order to be eligible for the Chapter and National Architecture Awards.\*

*\*Entrants in the Small Project Architecture and Heritage categories are still required to complete the checklist to the best of their ability but are **NOT** required to meet the minimum 2 out of 6 result and are exempt from this requirement.*

If a member would like their project to be considered in the Sustainable Architecture Category, they must elect to do so via the online entry form checkbox. Entrants are required to provide information regarding the sustainable design of the project as part of the entry process.

All Members must complete the Sustainable Architecture checklist but only those who opt in via the checkbox will be considered in the Sustainable Architecture category. 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. As the number of entries differ from Chapter to Chapter, the judging and shortlisting processes will also differ.

State Named Award and Award winners in the Sustainability category progress for consideration by the National Jury in this category only, unless also awarded in their parent category at state level.

### 4.1.5 Judging of the 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 relevant Jury via the online entry process for consideration and/or assembled jury tasked with judging this category. Entry material will be prepared by the submitting party.

The original architect or any third party (including non-members and non-architects) may recommend to the relevant jury projects for consideration in this category. Member, non-members and non-architects are however encouraged to put forward recommendations to Chapters for the Enduring Architecture Category. Please refer to the Awards Entry Handbook for more information on how recommendations for this category can be put forward to local Chapters.

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.

State winners of the Enduring Architecture Award progress for consideration by the National Jury.

## 5. Reviewing Projects

### 5.1 Judging Process Overview

#### 5.1.1 All Juries

The process of judging nominees is generally by consensus and includes as a minimum:

- consideration of each entry against the Core Evaluation Criteria
- preparation of a written citation for each awarded project agreed by all jury members
- obtaining expert technical advice if deemed appropriate to assist judging of entries in specialist areas such as heritage and sustainability, and
- keeping all decisions and outputs strictly confidential until announced at the relevant Architecture Awards presentation event.

Juries are required to make judgement on the quality of the project and not its presentation.

Some Chapters may also request a report from each jury as record of their process and decisions, which may be published in relevant Institute publications.

#### 5.1.2 Chapter and Regional Juries

The typical judging schedule for Chapter and Regional juries is outlined in the diagram below. However, please also refer to your Chapter specific requirements as detailed in the back of this handbook.

Where a Chapter or Region appoints more than one jury in any year, appropriate mechanisms to ensure consistency across the judging process each year annually will be included.

### **STEP 1: Letter of Engagement**

- Every jury member is required to sign a Letter of Engagement prior to commencing the judging process.
- Jurors should also familiarise themselves with the Awards Policy and the Juror Handbook.



### **STEP 2: Checking entries**

- Jurors will be provided with access to the online Judging Database.
- Jurors must review the entry list and raise any potential conflicts of interest, questions of eligibility, or concerns about projects being in the wrong category prior to the first stage of judging.
- Any concerns should be raised in the first instance with the Local Chapter Awards Officer who will then liaise with the Jury Chair. The matter may then be elevated to the Chair of Juries, where appropriate.



### **STEP 3: Presentation to Juries** *(not applicable in all Chapters)*

- In some Chapters entrants are required to present their project to the jury, which are compulsory for all jurors to attend.
- Please refer to your Juror Letter of Engagement for presentation dates in your Chapter.



### **STEP 4: Site visit lists compiled** *(not applicable in all Chapters)*

- In some states all projects are visited by the jury. In others, particularly those with a high number of entries, only projects selected by the relevant category jury will be visited.
- Site visits will be scheduled by the local Chapter Awards Officer with the entrant.
- Site visit selections are to be kept confidential. This selection is different to your official shortlist and will not be made publically available.



### **STEP 5: Site Visits**

- Jurors will be provided with a site visit schedule, generally allocating 30 minutes to view small and residential projects, and 45 minutes for larger projects.
- The project's architect and/or client will meet juries onsite.
- Refer to your Letter of Engagement for the site visit dates in your Chapter.



### **STEP 6: Shortlisting** *(not applicable in all Chapters)*

- Some Chapters request an official shortlist from each jury. The shortlist is normally publically announced as confirmation of the projects being considered by the jury at this stage in the process.
- The Institute will set a deadline for submission of your shortlist.
- All shortlisted projects will have been visited by the jury (except in relation to projects of a transient nature in Category 10: Small Project Architecture that are not able to be visited because they have been dismantled).



### **STEP 7: Selecting award winners**

- Following final deliberations you will be required to submit your final winner selections
- The Institute will set the deadline for these selections. After this date, no changes to winner lists will be permitted.



### **STEP 8: Writing Citations**

- A written citation for each awarded project must be prepared and submitted before the Chapter deadline. Standardised word counts apply to citations - see below for full details.



### **STEP 9: Award winner announcements**

- Winners are to be kept strictly confidential until announcement at the relevant awards ceremony.

### 5.1.3 National Jury

The National jury process reflects that of Chapter and Regional juries, except that:

- entrants are not asked to present their entries at a Presentation to Juries event
- not all eligible projects can be visited. Determination of a visits list, based on the submitted entry material, is mandatory.
- determination of a shortlist is also mandatory

Information on Chapter and International Chapter Award winners is made available confidentially to the National Jury as soon as decisions are confirmed. National Jury shortlisting is to occur as soon as possible after all Chapter Award winners are determined. This generally takes place in the late June. Site visits at the National level do not occur until after all Chapter Awards have been made public.

### 5.1.4 International Chapter Jury

The judging process will reflect the process required of the National Jury except that projects will not be visited. Other than in exceptional circumstances, and at the discretion of the relevant Institute General Manager, the Jury will meet via teleconference or videoconference.

### 5.1.5 Using the Online System

Judging the Awards at all levels is undertaken using online entry data and images, as well as interviews and project visits as determined by the jury.

Only validated jurors and authorised Institute staff are able to access online Award entries. Juries will only have access to those entries that sit within their jurisdiction. This could be as narrow as one category or as broad as all entries. These access rights are managed by the relevant Awards Officer who will provide individual access details and further instruction on using the online system.

Juries will be required to submit their shortlists (if applicable), comments, and winner selections via the online system.

Please note some of the content included on the entry system (project costings, client details etc.) will be marked as confidential and for judging purposes only. Jurors must ensure that this confidential information is not distributed further or included in any citations relating to the project.

### 5.1.6 Project Eligibility

To be eligible for entry into the Awards, projects must have at least reached practical completion and be in all other respects complete, including the commissioning of all services in and to the project, to enable the jury to walk through and make a thorough physical assessment of the project, no later than 31 December in the year preceding the year of judging.

If you feel that a project you are reviewing may not be considered to have reached practical completion, or might be considered inappropriate please report this to the Chair of Juries and your local Chapter Awards Officer as soon as possible.

All Entries must have also received a PASS result in at least 2 out of the 6 sections on the Sustainability Checklist. Entries who have not met this minimum requirement, are not eligible for the Architecture Awards.

### 5.1.7 Incomplete Entries or Requesting Further Information

If a jury believes that an entry is incomplete or there is a need for further information to be provided, this should be raised with the local Chapter Awards Officer as early as possible in the judging process. With the approval of the Chair of Juries the local Chapter Awards Officer may request the required information from the relevant entrants. This must be done within a reasonable timeframe to enable the entrant to respond.

### 5.1.8 Re-Categorisation of Projects

Juries may choose to consider projects in categories other than the category the project was originally entered in, however this is subject to approval by the Chair of Juries, in consultation with the local Chapter Awards Officer and the Jury Chair of the new category (if multiple juries are in place).

Any category changes must be made prior to the category changes deadline. Refer to your Letter of Engagement for the deadline(s) in your Chapter. All category changes are 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
- Juries should nominate category changes as early as practicable and, if applicable, must nominate a category change prior to any entrant presentation to a Jury.
- the National Jury may not consider a Chapter winner in the COLORBOND® Award for Steel Architecture category in any other category at National level, unless it is also a winner at Chapter level in that other category.

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.

There is no requirement for the entrant to be informed of such a re-allocation. The entrant may be contacted by the local Chapter Awards Officer for further information if there is uncertainty about the eligibility of a project in a particular category.

### 5.1.9 Site Visits

Site visits to selected projects are an essential part of the jury process (except for the International Chapter Architecture Awards). It is important that site visits be conducted in a thorough manner with a complete inspection of as much of the building as possible. This should also include consideration of the larger physical and environmental context.

Site visits will be scheduled by the local Chapter Awards Officer with individual entrants.

Jurors will be provided with a site visit schedule which will include addresses, meeting points and contact details for each project. It is the responsibility of the jury to ensure that prescribed timelines are adhered to.

Prior to signing the Juror Letter of Engagement, jurors are to ensure that they are available on the dates allocated by the Chapter for site visits.

Jurors will generally have 30 minutes allocated to view small and residential projects, and 45 minutes for larger projects. This is dependent on the particular Chapter's Jury site visit schedule. Some projects may have a longer time slot allocated due to accessibility.

The project's architect and/or client will meet the Jury onsite. Juries are not able to request who meets them onsite.

### 5.1.10 Etiquette

Jurors are to act courteously and professionally, as representatives of the Awards Program. It is imperative that entrants feel that their project has enjoyed the same level of consideration as others and that the jury are unbiased and balanced in their deliberations.

Jurors should be aware of their body language, and give the project their full attention during the allocated presentation time and/or site visit slot.

The opportunity to inspect projects, particularly personal and private spaces such as houses should be seen as a privilege. When visiting a building, jurors are to:

- be punctual and call ahead if running late. In some instances there may be the need to reconfirm arrangements;
- ensure that contact is made with the appropriate person on site before beginning any sort of detailed inspection;
- show respect for the privacy of occupants especially in houses and apartment buildings;
- be discreet in making comment on the building; and convey the jury's gratitude appropriately, particularly if the owner or tenant is present.

### 5.1.11 Use of Display Boards

The display boards are for exhibition purposes but may be used by the Jury to assist as a reference during the shortlisting process if not on display at this time.

### 5.1.12 Jury Closing Dates

Jurors will be required to submit winner details and winner material via the online judging database, not via email. This also applies to jury shortlists where these are required.

The Institute will set the deadline for winner lists (and shortlists if applicable) and these will be outlined in the appendix of your Juror Letter of Engagement. After this date, no changes to winner lists will be permitted.

## 5.1.13 Citations

Juries are to prepare a citation for each Award and Commendation to be used for presentation to the media and the profession. The citation should concentrate on the positive qualities of the building or work and should not attempt to suggest alternative architectural solutions. It may outline the jury's thinking and decision-making as an additional accountability mechanism.

It is the responsibility of the jury to ensure that each citation is clear and simple in its description of the project and why it is receiving recognition in a particular category.

Citations should be edited and checked thoroughly for spelling and grammatical errors, and approved by the Jury Chair or equivalent prior to submitting. Jury members should keep in mind the audience when writing citations, which is primarily the public or layperson.

Jurors need to abide by the set word counts detailed below for citations and submit these via the jury platform of the online database (not applicable in QLD).

### Chapter citations:

- Commendations: 80 words
- Architecture Awards: 200 words
- Named Awards: 200 words

NB. Some Chapters may require a short-form citation in addition to the above.

### National citations:

- Commendations: 100 words
- Architecture Awards: 200 words
- Named Awards: 300 words

Deadlines will apply for submission of citation materials, as per the dates outlined in your Juror Letter of Engagement. The Institute reserves the right to edit citations to ensure that they are legible and clear.

# 6. Judging Criteria

## 6.1 Core Evaluation Criteria

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

All entries which have any Heritage components must comply with and include the required accompanying four (4) entry documents in part 5 of the Policy whether it is entered in the Heritage Category, or in another award Category, and adhere with the eight Core Evaluation Criteria above.

## 7. Chapter Specific Requirements

For all Chapter specific requirements, please refer to the [National Architecture Awards Program Entry Handbook](#)

The key contact details for all Chapters are listed below:

| <b>Chapter</b>       | <b>Chapter Address</b>                            | <b>Email</b>   |
|----------------------|---|--|
| <b>ACT</b>           | 2a Mugga Way, Red Hill ACT 2603                   | <a href="mailto:awards@architecture.com.au">awards@architecture.com.au</a> |
| <b>NSW</b>           | 3 Manning Street, Potts Point NSW 2011            | <a href="mailto:awards@architecture.com.au">awards@architecture.com.au</a> |
| <b>NT</b>            | Level 3/43 Cavenagh St, Darwin City NT 0800       | <a href="mailto:awards@architecture.com.au">awards@architecture.com.au</a> |
| <b>QLD</b>           | 2/270 Montague Road, West End QLD 4101            | <a href="mailto:awards@architecture.com.au">awards@architecture.com.au</a> |
| <b>SA</b>            | L2/15 Leigh Street, Adelaide SA 5000              | <a href="mailto:awards@architecture.com.au">awards@architecture.com.au</a> |
| <b>TAS</b>           | 1/19a Hunter Street, Hobart TAS 7000              | <a href="mailto:awards@architecture.com.au">awards@architecture.com.au</a> |
| <b>VIC</b>           | Level 1, 41 Exhibition Street, Melbourne VIC 3000 | <a href="mailto:awards@architecture.com.au">awards@architecture.com.au</a> |
| <b>WA</b>            | 33 Broadway, Nedlands WA 6009                     | <a href="mailto:awards@architecture.com.au">awards@architecture.com.au</a> |
| <b>International</b> | 1/19a Hunter Street, Hobart TAS 7000              | <a href="mailto:awards@architecture.com.au">awards@architecture.com.au</a> |
| <b>National</b>      | N/A   | <a href="mailto:awards@architecture.com.au">awards@architecture.com.au</a> |