

## **Schedule 5: Guidelines for RAIA endorsed architectural competitions**



# ARCHITECTURAL competitions

## GUIDELINES FOR ARCHITECTURAL DESIGN COMPETITIONS

### THE COMPETITION PROCESS

<p><b>When a Competition is appropriate</b></p>	<p>The competition process is adaptable. Competitions can generate a wide range of solutions to a variety of design problems. The format, rules and details must be tailored for each competition to accommodate the particular requirements of each project.</p> <p>A Competition is appropriate when the project:</p> <ul style="list-style-type: none"> <li>• is of public significance</li> <li>• will benefit from a wide degree of design investigation</li> <li>• is to be on a significant or unusual site</li> <li>• will benefit from the public interest that a competition can generate</li> <li>• where design excellence is a high priority.</li> </ul>
<p><b>When a Competition is not appropriate</b></p>	<p>A Competition is inappropriate when:</p> <ul style="list-style-type: none"> <li>• the project is required as a matter of expediency or urgency</li> <li>• it is not possible to appoint an appropriate jury</li> <li>• the budget is insufficient to cover the total cost of the competition</li> <li>• an adequate brief is not available</li> <li>• the Sponsor is unwilling or unable to ensure that the competition conditions provide for competitors to retain their intellectual property and moral rights in their designs.</li> </ul>

### TYPES OF COMPETITION

<p><b>Project competitions</b></p>	<p>Project competitions lead directly to the construction of a specific project on a specific site. The objective in holding such a competition is to select the best design and architect for the project who will be commissioned to develop the design and complete the project.</p>
<p><b>Ideas competitions</b></p>	<p>Ideas competitions can be held for projects that may or may not be built. They are useful to explore significant design issues or design opportunities for significant sites.</p>
<p><b>Open competitions</b></p>	<p>Open competitions permit any architect to enter the competition and are appropriate where:</p> <ul style="list-style-type: none"> <li>• all competing architects have an equal opportunity to be selected on the basis of design merit</li> <li>• the design objectives can be clearly stated</li> <li>• the project requires the widest exploration of potential solutions.</li> </ul>
<p><b>Limited or select competitions</b></p>	<p>Limited or select competitions restrict entry for specific reasons, such as:</p> <ul style="list-style-type: none"> <li>• the architect residing within a specified area</li> <li>• budget restrictions</li> <li>• awareness of and sensitivity to local, regional or cultural issues</li> </ul>

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**Commissioned competitions**

- small projects.

Commissioned competitions are appropriate where the client wishes to have the design options for a project investigated by a small number of architects whose work is of interest. The architects are paid a fee to cover the costs of their work.

**Student competitions**

Student competitions are limited to those enrolled in a recognised architecture course. Winners are usually awarded a scholarship, fellowship or travel prize.

**STAGING**

**One-stage competitions**

One-stage competitions select a winner and other prize-winning designs in one step.

For ideas competitions and real projects of moderate size, a one-stage competition is usually sufficient to explore the design options for a project.

**Two-stage competitions**

Two-stage competitions are appropriate for complex projects. They encourage architects to undertake a broad exploration of design concepts in the first stage and allow detailed development of limited number of designs in the second stage. A two-stage competition:

- attracts more entries by reducing the amount of work required in the first-stage submission
- is an excellent process for selecting a limited number of promising concepts that can be further developed in the second stage; and
- provides the opportunity for comments by the client and the jury to be incorporated in second stage development.

**THE ROLE OF THE CLIENT**

The role of the client is crucial to the success of a design competition.

When commissioning an architectural design competition, the client is obliged to run it in accordance with the procedures set out in the competition conditions. Prize money, fees and honorariums must all be paid as promised. Any contract for ongoing professional services must be awarded in accordance with the competition rules.

The client should act in good faith using their best endeavors to ensure that the project is completed, wherever possible.

The cost, time and effort involved in holding a design competition depend on the complexity of the project. A limited competition e.g. for a small project may be run over a few months at modest cost, while an open two-stage competition, attracting hundreds of entries, for a complex major project, will be a more expensive and longer process.

The winner should be given the 1<sup>st</sup> prize money and if the project proceeds this becomes part of the fee.

The amount of prize money offered should be sufficient to attract competitors and should acknowledge the effort and expense competitors must apply to make the competition a success. The current schedule of prizes for architectural competitions recommended by the RAI is appended to this document.

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## **THE ROLE OF THE COMPETITOR**

The role of the competitor is to meet their professional responsibilities by acknowledging the competition rules in any design they prepare, in particular by respecting the budget and program requirements for the competition and the client's statement of design intent.

Competitors must respect confidentiality requirements and restrictions regarding media statements or comments contained in the competition rules.

Competitors must not attempt to contact the client, or any member of the jury. All enquiries must be directed to the nominated Competition Advisor.

## **PROFESSIONAL COMPETITION ADVISOR (ADVISOR)**

A competent Advisor can be critical to the success of a design competition. As a consultant to the client, the Advisor is the person most directly responsible for planning, organising and running a design competition.

The Advisor is an impartial intermediary between the client, the jury, a steering committee or reference group, and where appropriate, the RAlA. To ensure impartiality, the Advisor should be an independent architect capable of managing a competition objectively, with the welfare of all participants in mind. The Advisor must have no pecuniary or vested interest in the project.

**Selecting a Professional Competition Advisor**

The Advisor should be an independent architect experienced in professional practice who has:

- the respect of peers
- previous experience as an Advisor, juror or competitor
- technical knowledge of the competition process
- the ability to translate the client's objectives into appropriate competition procedures
- a belief in the value of the specific competition
- sensitivity to the client's goals.

**Remuneration**

Generally, the Advisor will be paid for advice and service. The amount will vary according to the value of the project and the amount of work required. The Advisor may receive a fixed fee, a retainer or an hourly fee, which must be negotiated between the client and the Advisor. An agreement concerning the fee and the reimbursement of expenses must be reached prior to commencement of the competition process.

**Accepting the Position**

In accepting the position of Advisor, the architect agrees to conduct a design competition under conditions that are fair to both sponsor and competitors. The position of Advisor should only be accepted with the understanding that it requires a significant professional commitment.

**Tasks**

The Advisor and the client should establish a detailed program for the competition, with the responsibilities of the client and the Advisor clearly described. During the course of a design competition the Advisor will normally be responsible for:

- determining the feasibility of holding a competition
- examining the client's program, site and budget
- suggesting an appropriate competition format and its likely cost
- drafting appropriate competition rules
- assisting in the preparation of a design brief or selecting a brief writer
- assisting in the selection of a jury
- obtaining endorsement from the RAIA
- advising on appropriate specialist consultants, if needed
- planning the logistics of the competition process
- screening registrants for eligibility
- drafting the competition announcement
- answering competitors' questions
- facilitating the judging process
- checking designs for compliance with competition rules
- assuring the proper payments are made.

**The client's role**

A senior client employee with the appropriate delegation will be identified as the Advisor's principal point of contact.

The client employee will be responsible for:

- preparing the design brief and cost limitation
- preparing any submissions that are required
- scheduling the order of events
- assisting in the selection of a jury
- planning for logistics and handling
- ensuring the competition conditions reach the competitors
- displaying the entries for jurors

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**Developing the Design Brief**

- arranging a public exhibition (if applicable)
- returning or disposing of the entries (as applicable)
- abiding by the jury's decision.

The success of a design competition depends largely on the quality of the project brief. The project brief for the competition should be clear, and as complete as possible. It is the Advisor's responsibility to review the brief with the client to ensure it reflects the specific requirements of the project.

**Testing the Design Brief**

Testing the project brief is one of the Advisor's most important tasks. If the brief is ill conceived, the competition may not achieve the client's objectives.

**Obtaining Professional Endorsement**

It is important to obtain the endorsement of the RAIA. The Advisor should liaise with the RAIA to obtain endorsement of the competition so that it can be promoted widely amongst the RAIA members to maximise interest and to engender confidence in the integrity of the competition.

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## INVOLVEMENT OF THE RAIA

### Endorsement

The RAIA is available to guide and advise sponsors in all aspects of architectural competitions.

The RAIA supports sponsors wishing to run a fair and equitable architectural competition and who seek RAIA endorsement. Applications for RAIA endorsement should be directed in writing to the Chief Executive Officer. The Chief Executive Officer is authorised to give RAIA endorsement to architectural competitions, following consultation with the RAIA President.

The RAIA endorses and promotes to its members competitions that:

- are commissioned by a sponsor committed to completing the competition process
- provide equitable conditions, procedure and assessment for all participants
- are run by a Professional Advisor, appointed with advice from the RAIA
- clearly define the requirements to be incorporated in the design
- clearly define the design constraints
- provide appropriate site and other pictorial or graphic information
- encourage environmental responsibility
- clearly define the competition rules and conditions
- clearly define entrant eligibility requirements
- have a realistic timetable and project budget
- are assessed by a jury selected on advice from the Institute and which may include representation from the sponsor
- are assessed by a jury relevant to the competition brief
- have fair and appropriate prize money separate from subsequent commission fees or remuneration suitably compounded into the fees
- provide arrangements for publicising the winning design, its author and the sponsor.

The RAIA does not support competitions:

- run without the input of the RAIA or in an unfair or inequitable manner
- that ask a number of architects to prepare the same design submission, or "register their interest" by submitting a design proposal without payment
- that require architects to act in a manner contrary to the requirements of the relevant Architects Act and the RAIA's Code of Conduct
- which are open international competitions for buildings or projects in Australia of major local or national importance not approved by the RAIA
- that include fee proposals as a major determinant for selection.

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**Announcing the Competition**

Invitations to competitors should include the following information:

- brief description of the project
- number of stages in the competition
- eligibility requirements
- amount of prize money
- whether or not a commission will be offered to the winner
- name of the Advisor
- names of jurors (if known)
- the dates for registration and submission
- amount of registration fee (if any), and
- where to obtain the competition conditions and registration form.

**Registration Procedures**

The registration form should include:

- name and contact details of the competitor(s)
- qualifications and professional affiliations of the competitor(s)
- any other relevant registration details
- signature of the competitor/s, acknowledging the need to comply with the competition conditions.

The Advisor should prepare a list of all registrants. In some competitions, the client may wish to announce how many architects are competing and how many States they represent. The list can also indicate the size of the space that will be needed for displaying all the entries to the jury and for exhibition to the general public (if applicable).

**Registration fee**

A registration fee may be charged for entering an architectural competition and if so the fee should be clearly stated in the conditions. The purpose of such a fee is to help meet the costs of competition information/documentation and to restrict entry to serious competitors only.

**Questions and Answers**

The competition rules should allow competitors to ask questions. The deadline for questions should be no later than one-third of the way through the design phase. As soon after this date as possible, the Advisor should supply answers to all questions to all competitors.

The objective of the question and answer exercise is to clarify competition conditions, while providing all competitors with information that is as accurate as possible. Care should be taken that the Advisor's answers to question do not suggest a particular design solution and that the answers are given with the full support of the client.

**Display of entries**

The client must provide appropriate display space for judging that is comfortable, well lit, secure and large enough to accommodate the expected number of submissions. The display of drawings and models must allow all entries to be fairly and properly seen.



**Checking for Compliance**

The client and the Advisor should prepare a checklist to confirm that all entries comply with the competition rules. For complex projects the client may engage specialist consultants to confirm that the entries comply with any budgetary or technical requirements.

If a mandatory requirement is not satisfied, the design should be marked accordingly, noting the shortcoming.

If an entry fails to meet a mandatory requirement it should be disqualified before the jurors view the entries

Occasionally, a competitor will exceed the submission requirements by submitting a model, extra drawings or other information. Unless the competition rules allow the submission of additional materials, these should not be considered by the jury.

**Jury Schedule and Procedure**

Before contacting possible jurors, the client and the Advisor should establish the timetable for the competition. Time, resources and accommodation must be arranged so the jury can:

- visit the project site if required
- see all the entries in a fair and equitable way
- have an appropriate space in which to deliberate
- prepare the report explaining its choices.

**Inviting Jurors**

The client and the Advisor must decide on the preferred membership of the jury. It is the client's task to:

- invite prospective jurors
- describe the purpose and scope of the competition
- indicate the time frame for jury service
- indicate the remuneration a juror will receive
- ensure the jurors elect a Chair.

**Report to the Jury**

Before the jurors view the entries, the Advisor may report to the Jury Chair explaining why any entries have been disqualified.

**Notifying the Winners and Other Competitors**

The client must notify the winner and runners-up as soon as practicable after the presentation of the jury report.

The prize-winning architects should be told to regard the notification as confidential until a public announcement is made.

**Exhibitions**

The Competition Conditions may provide for the public exhibition of the competitors' drawings and models. The client should arrange the exhibition or commission the Advisor to do so. The scope of the exhibition will depend on the client's intentions, the amount of public interest and the amount of space available. Other forms of exhibition may be considered for particular competitions including publication in the form of a book or on a website.

**Returning the Submissions and Drawings**

Shortly after the awards are announced (or after a post-competition exhibition is held) the client may allow for the design submissions to be collected by competitors. In a two-stage competition, submissions should not be released until after the final judging, even if no post-competition exhibition is intended.

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## THE COMPETITION CONDITIONS

	<p>The competition documents should contain the:</p> <ul style="list-style-type: none"><li>• competition conditions, which all participants must follow</li><li>• the design brief</li><li>• a statement of the client's design objectives</li><li>• information about the site</li><li>• space requirements, relationships and all other technical details</li><li>• the budget</li><li>• submission requirements, including the number, type, size and scale of drawings (or models) and written information where required</li><li>• terms and conditions of any commission to be offered to the winner.</li></ul>
<b>Conditions</b>	<p>The competition conditions should state:</p> <ul style="list-style-type: none"><li>• the type of competition eg project competition or ideas competition</li><li>• whether there are to be one or two stages</li><li>• if participation is private, open, limited (by residence, place of registration or other qualification) or commissioned, including the fee to be paid to competitors</li><li>• who is eligible to compete and proof of eligibility <i>that</i> is required</li><li>• the identity of the Advisor and the composition of the jury (<u>if known</u>)</li><li>• the mandatory requirements that must be met</li><li>• the program.</li></ul>
<b>Restrictions</b>	<p>Any restrictions on eligibility should be advised clearly. The rules should state that associates, employees or direct family of the client, jurors or the Advisor are not eligible to compete.</p>
<b>Respect for the conditions</b>	<p>A statement of 'agreement to respect all the conditions of the competition' should be attached to the registration form. The conditions should require the competitor to sign the statement and submit it as part of registration.</p>
<b>Copyright</b>	<p>Competitors retain copyright to their entries. The client may make certain uses of the work submitted including photographic or other recording of the submissions for archival and publicity purposes. Where other uses are known, these uses should be stated in the competition conditions.</p>
<b>Moral rights</b>	<p>The competition rules must require that the competitors clearly define their requirements for attribution of their work in the competition submission and that they take responsibility that the attribution requested is agreed to by all holders of moral rights in the design.</p>
<b>Use of Features from Unsuccessful Designs</b>	<p>The rules should state that features from unsuccessful submissions will not be incorporated into the project without the permission of the author of that specific design feature.</p>

**Program**

The program establishes the date:

- for registration as a competitor
- for submission of questions to the Advisor
- for any proposed site visit(s)
- by which design submissions must be postmarked or by which submissions must be received
- of the jury's deliberation (both first and second stage in two-stage competitions).

**Lodging Submissions**

It is the competitor's responsibility to wrap and ship design submissions so that they arrive intact and on time. The client must disclaim any responsibility for loss or damage of designs in transit. The entries must be stored in a secure place. After announcement of the winner(s) the client may keep all entries for as long as it deems necessary. Competitors should be advised to make copies of their submissions before dispatch so that they will have a record of their work.

**Disqualification**

The rules should describe the procedure for disqualification of an entry that fails to meet the mandatory requirements set out in the competition conditions. It is the Advisor's role to disqualify submissions that fail to meet the conditions, prior to being seen by the jury. Should there be any doubt regarding a submission, the Advisor may seek the advice of the Jury Chair.

A competitor may be disqualified if they communicate, regarding the competition, with the client, jurors or any other consultant involved in the competition.

**Jury's Report**

The competition rules should require the jury to write a report explaining its reasons for selecting the winning design and ranking the other prize-winning designs, including any honourable mentions. A copy of the jury report should be provided to each competitor and be published.

**Authority of the Jury**

The conditions must state that the client will be bound by the jury's decision.

**Awards**

The number and amount of all prizes should be included in the announcement of the competition as follows:

- the specific amount of money for each prize
- the basis for a commission to be offered to the winning designer
- whether or not any prize money is to be deducted (wholly or in part) from the fees for the commission
- any scholarship for study or travel (if a student competition).

**Appointment of Architect**

For a project competition, the rules should state that the winning architect will be offered a commission by the client for the completion of the project. The conditions should describe the proposed contractual relationship. The rules should include a statement outlining the alternative compensation the client will pay the winning designer should the project not proceed beyond the competition stage.

**Right to Require Association**

Should the jury or the client consider that the winning architect has insufficient experience or would benefit from assistance, the designer may be required to form an association with another consultant(s) to develop the design and complete the project. The consultant(s) should only be chosen with the agreement of the client and the winning architect.

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## THE DESIGN BRIEF

<b>Checking the brief</b>	The Advisor, in checking the client's brief should balance the stated requirements with the competitor's freedom of design interpretation.
<b>History and Background</b>	The brief should include a concise, relevant history of the project along with an outline of the client's, interests and intentions.
<b>Design intent</b>	The brief should inspire the imagination of potential competitors with a clear expression of the client's design objectives.
<b>Criteria</b>	The brief should include the criteria that the jury will use in evaluating the entries.
<b>Site Visit</b>	The brief may require or recommend that all competitors visit the site. The client should arrange the inspection. If a site visit is considered mandatory, the client should determine that each competitor and the jury have made a proper visit to the site.
<b>Site Information</b>	Competitors must be provided with a detailed site plan with levels at an appropriate scale and showing all adjacent buildings. This should be supplied in hard copy and digitally.
<b>Space Requirements</b>	A brief for a building project must include the area requirements, and: <ul style="list-style-type: none"><li>• list areas function and size</li><li>• describe the relationships between various areas or departments</li><li>• describe any special functional considerations, such as security needs or special equipment</li><li>• describe any special environmental or climatic considerations</li><li>• outline any requirements for the disabled.</li></ul>

## BUDGET

	<p>Cost will be one of the principal determinants of a project, both initial capital costs and subsequent operational and maintenance costs. In this respect, competition projects are no different from any other building project.</p> <p>The client will have a specific budget available for the project. The client's financial target should be clearly stated in the competition rules and communicated to the jury.</p>
<b>Budget target</b>	Competitors must be instructed not to exceed the budget in their designs.
<b>Budget estimate</b>	Competitors may be asked to provide an estimate of the total cost of their designs as part of the design submission.
<b>Mandatory budget requirements</b>	The client may engage a cost consultant to check competition entries for compliance with any budget limitations.

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## THE SUBMISSION REQUIREMENTS

The conditions must describe precisely what design information the competitor must submit. The Advisor and the client should ensure that the design submission is sufficient to explain the design without over-elaborate or unnecessary drawings. The conditions should encourage the competitor to concentrate on finding the best design solution rather than on its graphic presentation. In general, the submission requirements should:

- be clear and concise
- stress design information in preference to graphic presentation
- allow competitors the freedom and opportunity to express their ideas in the most effective way.

Submissions that ignore the rules should be disqualified. The conditions should stipulate whether or not models, perspectives or additional drawings will be accepted.

### **Drawings**

The number, size, scale and type of drawings must be specified and kept to a reasonable minimum.

In general, scales should be set as small as possible as a guide to competitors of the level of detail that is expected, while remaining consistent with the objectives and design intent of the competition.

Instructions regarding the number, mounting, orientation, size and relationship of panels and other submission items must be precisely described.

### **Models**

Models should only be required as design submissions where there is no reasonable alternative.

### **Explanatory Drawings, Diagrams or Statements of Design Philosophy**

It is useful to require explanatory drawings or diagrams and a statement of design philosophy as part of the submission, particularly if the competition is seeking information on a particular subject. This information could include area or volume calculations.

### **Anonymity**

Anonymity is to be protected. Competitors should be instructed to submit their designs double wrapped when the exterior wrapping is removed, a plain wrapper with no markings should enclose the submission. Identification by the competitor is achieved by affixing a sealed envelope to the rear of the first drawing. The competitor should include their name, address and telephone number inside the envelope.

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## THE COMPETITION JURY

### Obligations

The selection of an appropriately qualified jury ensures expert judgement in the competition judging process.

If the client decides that a project will benefit from exploration of the design options by many professionals through the competition process, then experts in the appropriate field should make the judgement of the best solution. Design professionals are generally willing to enter competitions where they are confident of the ability and expertise of jury.

It is a jury's obligation to abide by the competition conditions when making its judgement. It is therefore essential that before agreeing to serve prospective jurors carefully examine the competition conditions.

In accepting the position, jurors agree to:

- have no contact with any of the competitors
- evaluate entries at the time established for judging
- respect and maintain the anonymity of the submissions
- abide by the requirements of the competition conditions
- refrain from introducing considerations in addition to, or contrary to those described in the conditions
- make every effort to arrive at a consensus in the selection of a winner
- submit a report explaining their decisions.

### Jury Selection

The client, in consultation with an Advisor will appoint the jury. The objective is to assemble a small group of highly qualified, relevant designers capable of exercising sound judgement.

### Jury Composition

Generally the jury should have from three to five members. Three jurors ensure different points of view are examined while five allows specialists or other relevant jurors to be included in decision making. Competition juries may be composed of the following:

- relevant practising design professionals
- relevant scholars/academics
- designers from fields related to the requirements of the competition
- representatives of the client and/or eventual users.

The majority of jury members should be design professionals with substantial knowledge and skill. Where the skills of disciplines such as sculpture, architecture, planning, landscape or engineering are essential, persons from the relevant disciplines should be on the jury.

For some types of project, non-professionals or specialists may be appropriate members of the jury. Competitions with specialised purposes such as the use of certain materials or the incorporation of particular features (such as energy conservation), should have specialised juries. Similarly, different types of projects such as libraries, exhibition facilities and museums, require persons on the jury familiar with the particular requirements of such projects.

Librarians, curators, and exhibition designers may all make excellent jurors. Their participation helps to ensure that specific needs or issues will be considered.

A jury's composition will vary in accordance with the subject of a competition. The major advantage of including a person or persons with professional or academic qualifications, is the greater breadth of knowledge than is available from a strictly specialist jury. Such a jury will make a better-informed decision.

<b>The Jurors</b>	The appointment of a balanced jury serves as an important assurance to competitors that the competition has been well organised.
<b>The Jury Chair</b>	The client may either appoint a jury Chair or leave the selection to the jurors themselves. In either case, the primary function of the Chair is to ensure that the jury's deliberations proceed in a fair and orderly way. After a winner is selected, the Chair supervises the writing of the jury report.
<b>Technical Advisors to Jury</b>	It may be necessary in some competitions for the client to appoint one or more technical advisors to assist the jury with specific aspects of the brief, and to provide advice on the competition entries during the judging process.
<b>Pre-Evaluation Procedures</b>	<p>Prior to the evaluation of entries, a jury should:</p> <ul style="list-style-type: none"> <li>• select a Chair (if one has not been identified)</li> <li>• visit the site where feasible or required</li> <li>• devote sufficient time to perform the evaluation</li> <li>• be given adequate assistance and support.</li> </ul>
<b>The Evaluation Process</b>	<p>The selection of award winners is made by a progressive elimination of entries. Each jury will determine its own voting procedures. More important than how votes are tallied however, is the exchange of views that takes place during a jury's deliberations, for decisions grow out of discussion.</p> <p>After the field is reduced to a short list of potential prize winners, a detailed examination of the remaining designs should be made, the strengths and weaknesses compared and the workability and affordability of the intended design confirmed. When all issues have been thoroughly discussed, the jury should select the first prize winner and rank the remaining designs.</p> <p>In the unlikely event of a jury deciding that none of the submissions meet the expectations of the client, it may recommend that no first prize be awarded.</p> <p>In two-stage competitions, a jury will convene on two or more occasions to evaluate submissions. At the end of the first stage, the jury's task is to choose those schemes that deserve further development.</p>
<b>The Jury's Report</b>	<p>After making its final selection, the jury must write a report explaining its decision. The report of a jury has three basic functions:</p> <ul style="list-style-type: none"> <li>• written evidence to competitors, the client and the public that the evaluation and selection procedures were executed with fairness and care, thus conferring legitimacy on the prize winning designs</li> <li>• an educational document that describes the criteria for evaluating the design, thus stimulating the use of competitors and discussion among design professionals, users and the public</li> <li>• an historic document that lists the winners and explains why specific designs were chosen.</li> </ul> <p>The jury report is presented directly to the client. With the announcement of the competition results, the report becomes a public document.</p> <p>A jury report should be accurate, comprehensive and succinct. Each juror should have ample opportunity to offer comments and suggestions, but the report as a whole should speak with one voice. The report should:</p> <ul style="list-style-type: none"> <li>• list the award winning designs and honourable mentions</li> <li>• make an appropriate statement of the reasons for the jury's decision in regard to each entry.</li> </ul>

## RECOMMENDED PRIZES FOR RAI A ENDORSED OR SUPPORTED ARCHITECTURAL COMPETITIONS

### Method for the calculation of prize money

1. For competitions in which contestants are required to produce a design, the total prize money will be equal to the schematic design fee that would be due to an architect working under a direct commission.
2. The RAI A current Fee Guide for conventional projects is the reference for determining the appropriate total prize money.
3. There shall be three prizes awarded. The prize money is to be allocated as follows; 1<sup>st</sup> prize 60%, 2<sup>nd</sup> prize 30% and 3<sup>rd</sup> prize 10%
4. For competitions in which the project is to be constructed the winner shall be commissioned as the project architect and the first prize money shall be credited against the fees due for the commission.

## SCHEDULE OF RECOMMENDED PRIZES

The following table provides worked examples using the above method of calculation for prizes, excluding GST, on a range of projects of varying value;

Project Value	Total prize	Premiums		
		1st	2nd	3rd
Below \$1m		Negotiated with the RAI A		
\$1m	\$11,000	\$6,600	\$3,300	\$1,100
\$2m	\$20,000	\$12,000	\$6,000	\$2,000
\$3m	\$28,000	\$17,000	\$8,200	\$2,800
\$4m	\$36,000	\$21,000	\$11,400	\$3,600
\$6m	\$51,000	\$30,500	\$15,500	\$5,000
\$8m	\$66,000	\$40,000	\$19,600	\$6,600
\$10m	\$80,000	\$48,000	\$24,000	\$8,000
\$15m	\$117,000	\$70,000	\$35,000	\$12,000
\$20m	\$150,000	\$90,000	\$45,000	\$15,000
\$50m	\$337,000	\$200,000	\$100,000	\$37,000
\$100m	\$630,000	\$380,000	\$197,000	\$63,000