School Design Awards 2009
Submission handbook

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Welcome to the 2009 School Design Awards, a now eagerly anticipated event in Victoria’s architectural calendar.

The awards celebrate innovation and excellence in educational building and are open to all designers of recent government school projects.

The physical environments we provide in support of modern teaching exert a powerful influence on student motivation and learning.

New and flexible learning spaces enable students to work in groups or individually and well-designed facilities are crucial to teacher practice and morale.

The awards recognise these connections. They also acknowledge the importance of sustainability with respect to building materials and the conserved use of energy and water.

Under the Victorian Schools Plan, the Brumby Government is engaged in a 10-year program to rebuild, renovate or extend every public school across the state.

The Brumby Government is committed to providing every child with every opportunity through schools that focus on 21st Century learning needs.

This year, the awards will showcase new and refurbished facilities completed between January 2007 and June 2009.

I congratulate all architects and designers involved in building our schools and encourage them to submit their work in the 2009 School Design Awards.

Hon Bronwyn Pike MP
Minister for Education
ELIGIBILITY

The 2009 School Design Awards are open to architects and designers who have designed a Victorian government school building, completed between January 2007 and June 2009.

Architects are invited to submit designs for state schools including new buildings, stages of buildings, redevelopment or refurbishment of a space, schools designed for special needs, a small rural campus or individual facilities such as a performing arts, learning centres, libraries and technology wings.

The awards are judged on the content of your submissions. However at their discretion the judging panel may also carry out onsite visits.

While submissions may indicate the category firms feel best fit their project, the judging panel retains the right to move submissions into a more appropriate category.

AWARD CATEGORIES

Best Primary School
To include designs with a major focus on primary school provision either as a completed or staged project.

Best Secondary School
To include designs with a major focus on secondary school provision either as a completed or staged project.

Best School Project – Below $750,000
To include designs that recognise projects demonstrating innovative use of space and design. These designs may come from a range of school provision such as individual facilities or combined learning spaces.

Best School Project – Below $3 million
To include designs that recognise projects demonstrating innovative use of space and design. These designs may come from a range of school provision such as individual facilities or combined learning spaces.

Best School Project – Above $3 million
To include designs from a range of school provision such as individual facilities, special needs, small rural schools or combined learning spaces.

Best Overall Design
An award will also be given for the Best Overall Design chosen from all categories.
• Submissions for the 2009 School Design Awards open on Monday 20 April and close at 5pm on Friday, 12 June 2009;

• Late submissions will not be accepted;

• All nominees must discuss their submission with the relevant school principal and may include a letter of reference from this principal with their submission;

• In the event of being short-listed, the principal of the relevant school may be asked to complete a post-occupancy evaluation (if not already completed);

• Short-listed nominees agree to participate in a site-visit by the judging panel to discuss their submission if requested;

• Projects previously submitted may be re-submitted provided they are fully compliant with the entry requirements;

• Projects that have won other awards are welcome to submit;

• Projects that have been previous winners of the School Design Awards are not eligible, however a new stage may be submitted;

• Architects may submit multiple entries under any category provided that each is fully compliant with the entry requirements;

• The judging panel retains the right to move submissions into a more appropriate category if deemed necessary;

• The Victorian Government reserves the right to use all or part of any material (photographs, submissions or any detail) generated for the purpose of these awards for any publicity campaigns or any other purpose related to the Victorian Schools Plan and/or the Victorian State Government.

• Finalist and winners in all categories of the School Design Awards will be determined by a judging panel;

• The judging panel will be chaired by the Office of the Victorian Government Architect and will include representatives from the Department of Education and Early Childhood Development and an independent architect or related academic;

• The decision of the judging panel is final;

• A maximum of three finalists will be selected for each category;

• Judging in all categories will be completed by Friday, 7 August 2009;

• Finalists will be notified in writing the week commencing Monday, 17 August 2009.
The submission consists of the completed submission form (see page 6), together with written information addressing the assessment criteria, drawings and photographs.

These format guidelines should be followed:

**FORMAT**

- Provide an overall description of the project (maximum 200 words) including special features and innovative design practices (including the overall cost of the project);
- Provide a written response to each of the assessment criteria;
- Preferred font size is 12 point;
- Please provide an electronic copy of the written submission.

**PLANS**

- Provide drawings including site plans, floor plans, sections, evaluations and any 3D representation;
- All material should not exceed A3 size;
- Submissions may be presented in a folder but should be un-bound;
- Please provide electronic JPG or TIFF files of any plans used in your presentation (2MB–4MB).

**PHOTOGRAPHS**

- Between five and ten digital photographs should be included as A4 hardcopy prints and on a CD Rom and must meet the following specifications:
  - File type: JPEG or TIFF
  - Image size: 2MB–4MB
- Photographs should be clear and of a professional standard;
- Include photographs of defining design elements;
- If possible, also include photographs of students using new spaces.
  
  **NOTE:** Authorisation must be obtained to use student images (see page 7). Your school principal will be able to assist.
- Drawings and photographs should be approximately ten pages;
- Faxed copies will not be accepted.
Please address each of the following assessment criteria individually in your submission:

1. Provide an overall description of the project including special features and innovative design practices (no more than 200 words);
2. Response to the initial school brief;
3. Design concept and resolution;
4. Responsiveness to linking learning pedagogy to space;
5. Responsiveness to ecologically sustainable design issues;
6. Responsiveness to the greater community;
7. Responsiveness to the physical environment;
8. Best practice in combining community use of school facility.

These criteria are applicable to all categories.

Submissions close at 5pm on Friday, 12 June 2009. Late entries will not be accepted.

Submissions should be mailed or hand delivered to:

June Graham
Infrastructure Division
Department of Education and Early Childhood Development
2 Treasury Place
East Melbourne VIC 3002

Monday, 20 April 2009  Submissions open for the 2009 School Design Awards
Friday, 12 June 2009  Submissions close
Monday, 6 July 2009  Judging commences
Friday, 7 August 2009  Judging complete
Monday, 17 August 2009  Finalists will be notified in writing this week
TBA, October 2009  School Design Awards Ceremony

All finalists will receive an invitation to attend the awards ceremony. School principals and school council presidents of finalist schools will also receive invitations.

For further information about the School Design Awards, please contact:

June Graham or Kerrie EkinSmyth
Infrastructure Division
Department of Education and Early Childhood Development
2 Treasury Place
East Melbourne VIC 3002
Phone:  (03) 9637 2327,  (03) 9637 2321
Email:  graham.june.j@edumail.vic.gov.au
ekinsmyth.kerrie.k@edumail.vic.gov.au
Please tick to indicate preferred category:

- [ ] Best Primary School
- [ ] Best Secondary School
- [ ] Best School Project under $750,000
- [ ] Best School Project under $3 million
- [ ] Best School Project above $3 million

**SCHOOL DETAILS**

Name of School: 

Name of project submitted: 

Date project completed: 

Construction Value: 

**NOMINEE DETAILS**

Name of Firm: 

Primary Architect: 

Associate Architect: 

Address: 

City: 

Postcode: 

Tel: 

Contact Person: 

Position: 

Phone: 

Mobile: 

Email Address: 

**SUBMISSION AGREEMENT:**

I agree:

- To the conditions of entry for the School Design Awards 2009 as outlined in the ‘Conditions of Entry’ section of this handbook
- That in the case of selection as a finalist or winner, photographs and non-confidential details from my submission may be used in promotional materials by the Victorian Government and that my contact details may be passed onto the media for the purpose of interviews
- That any photographs that include students have had permission forms signed

Signature: 

Name: ___________________________ Date: ___________________________
PARENT/GUARDIAN RECORDING AUTHORISATION
(where the child/student is under 18 years of age)

Privacy Statement

The Victorian Government will be promoting the State’s education and early childhood development programs within Australia and overseas.

Photographic footage will be taken for the purpose of building an image library to showcase Victorian education and early child development. Images selected for inclusion in the image library may be used in marketing and communication initiatives including exhibitions and trade show displays, printed collateral, outdoor advertising campaigns and website and e-marketing promotions. Images may be shared with Victoria’s education network (schools, kindergartens and Victorian Government Departments) for the purpose of promoting Victorian education and early child development.

I, __________________________________________, the parent/legal guardian of the child/student named below, agree to and provide permission for the photographic, video, audio or any other form of electronic recording of the named student for and on behalf of the Crown in Right of the State of Victoria (Department of Education and Early Childhood Development).

I acknowledge that ownership of any photographic, video, audio or any other form of electronic recording will be retained by the Crown in Right of the State of Victoria (Department of Education and Early Childhood Development).

I authorise the use or reproduction of any recording referred to above for the purposes of publishing information materials and resources which promote the initiatives of the Department of Education and Early Childhood Development to teachers, parents and the community without acknowledgment and without being entitled to remuneration or compensation. The recording may be used on websites available to the community, Victorian government school teachers and staff of the Department of Education and Early Childhood Development.

I understand and agree that if I wish to withdraw this authorisation, it will be my responsibility to inform the Communications Division, Department of Education and Early Childhood Development, on telephone (03) 9637-2222.

I understand the nature and the consequences of what is being proposed in the above paragraphs. If there has been any matter of uncertainty, I have sought clarification from either a member of the Communications Division, Department of Education and Early Childhood Development, or some other person that has explained any such uncertainty to my satisfaction.

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<thead>
<tr>
<th>Date: _ _ / _ _ / _ _ _ _</th>
<th>Signature (parent/guardian)</th>
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<tbody>
<tr>
<td>Name of Parent/Guardian:</td>
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<td>Contact Telephone Number:</td>
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<tr>
<td>Name of Child/Student:</td>
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<tr>
<td>Name of School:</td>
<td>(If appropriate)</td>
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<tr>
<td>Name of Principal:</td>
<td>(If appropriate)</td>
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<td>School Telephone Number:</td>
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</tbody>
</table>
For your convenience the following checklist has been included for your reference.

- All assessment criteria has been addressed individually;
- 12 point font has been used;
- Drawings do not exceed A3 size;
- Five to ten photographs have been enclosed as A4 hardcopy prints;
- A CD Rom including all photographs and drawings and answers to the selection criteria has been enclosed;
- Other attachments have been included (if desired);
- Submission is a maximum of ten pages of drawings and photographs;
- Submission is clipped or in a folder (unbound);
- Submission form has been signed;
- Submission form has been attached as the cover page;
- Authorisation form checked with school.