



**Australian
Institute of
Architects**

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Paul Stubbs
Project Coordinator
Cairns Regional Council
Email: paul@d2cengineering.com.au

Monday, 21 March 2022

Dear Paul

**Subject: Advice on a design competition for the proposed gallery precinct: Cairns
Competition procedures**

Dear Paul

Further to our telephone call today regarding the conduct of architectural competitions, I am pleased to offer the following guidance.

The Australian Institute of Architects (AIA) has established a detailed policy on architectural competitions. The policy articulates a set of principles and requirements that represent good practice in the conduct of architectural design competitions in Australia. The policy is available here: [Architectural Competitions Policy](#). The policy sets out high level criteria only. It is not a 'how-to' guide. To assist in the running of an architectural competition, the AIA has prepared two companion documents to the policy:

- [Model conditions for an architectural competition](#)
- [Guidelines for the Conduct of Architectural Competitions](#)

These three documents are complementary. As discussed, the documents are quite extensive, and the AIA is available to provide ongoing advice. In this instance, an initial call for Expressions of Interest for architectural practices interested in participating in a design competition would be the first step, in parallel with preparation of a project brief. For the EOI, the following document provides guidance: [Expressions of Interest and Requests for Tender for Architectural Services](#).

A number of other state Government policies and guidelines might be important. I paste a short list of some below my signature. Please continue to engage with me as the AIA point of contact as you see fit. This is a hugely important project and obviously good governance of the process is important to Council.

Regards

A handwritten signature in blue ink that reads "Mark Jones".

Dr Mark Jones FRAIA
Queensland Chapter President
Australian Institute of Architects



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State government procurement policy and guidelines:

- [Engaging and Managing Contractors and Consultants](#). (Queensland Government. Office of the Chief Advisor – Procurement)
- [Invitation and Selection Process Consultant PQC](#) (Queensland Public Works)
- [Queensland Procurement Policy](#) (Queensland Government)
- [Optimising opportunities for local suppliers](#) (Queensland Government).