

Information for Tasmanian  
government agencies

February 2022

# Tasmanian Government Art Site Scheme





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*Front cover image: Alex Miles 'Canopy II' 2020 Cradle Mountain Visitors Centre (photo by Arts Tasmania)*



# The Tasmanian Government Art Site Scheme

This document has been developed by Arts Tasmania to provide an overview of how we administer the Tasmanian Government Art Site Scheme. It is intended as a resource for Tasmanian government agencies (partner agencies) involved in capital works procurement governed by the Procurement Treasurers Instructions issued under the *Financial Management Act 2016*.

## What is the Tasmanian Government Art Site Scheme?

The Tasmanian Government Art Site Scheme (the scheme) implements the Tasmanian Government's investment in public art, and is managed by Arts Tasmania.

Public art usually refers to artworks which are commissioned by government on behalf of the public. They are displayed in public buildings or spaces. Public artworks often express, explore or celebrate themes and stories which have significance to the places or communities they are located.

The objectives of the scheme are to enhance the experience of public buildings for users and to make contemporary Tasmanian artworks available to the Tasmanian community.

The scheme is also a way for the government to invest in Tasmania's creative industries and brand, providing a flow on benefit to Tasmanian small businesses that supply commissioned artists with services and materials.

## Arts Tasmania's role

Arts Tasmania manages the scheme on behalf of the Tasmanian Government. Our role is to work in partnership with government agencies to commission or purchase public artworks in line with the scheme's objectives.

Our public art officers work with capital works project managers, stakeholders and building users to:

- create requirements for public art projects
- obtain relevant Ministerial approvals
- select artists and artworks
- contract and pay artists
- develop the detailed design
- advise artists on compliance matters and
- resolve issues to ensure projects meet the needs of all parties.

# Art project initiation

Generally, partner agencies identify the requirement to commission or purchase an artwork under the scheme during the initiation phase of the capital works project. Occasionally we may contact a partner agency if we become aware of a potential arts project through, for example, capital works funding announcements in the State Budget.

In our experience, the best and most cost-effective outcome is more likely to be achieved if the artwork commission can be initiated as early as possible – ideally during the planning or design phase of the capital works project.

For an initial discussion, please contact one of our public art officers on 03 6165 6666 or by email:

- Mish Meijers, [mish.meijers@arts.tas.gov.au](mailto:mish.meijers@arts.tas.gov.au) (Hobart)
- David Patman, [david.patman@arts.tas.gov.au](mailto:david.patman@arts.tas.gov.au) (Hobart)
- Melissa Smith, [melissa.smith@arts.tas.gov.au](mailto:melissa.smith@arts.tas.gov.au) (Launceston)
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*Third Door 'QED\_01' 2018 Hellyer College (photo by Arts Tasmania)*

## Calculating the artwork budget

The scheme is funded as a percentage of the capital works budget for new and refurbished buildings. Treasurer's Instruction PF-4 requires that two percent of the capital works estimate for all new state government building or renovation projects (excluding residential buildings and maintenance) over \$250 000 must be allocated for the commissioning or purchase of artworks.

To allow for changes in market conditions between initial estimates and contracting, we recommend the final capital works estimate is used to calculate the artwork budget.

The artwork budget is currently capped at \$80 000 per project. The artwork budget may be used for a single commission or split into a number of separate commissions, depending on the needs of the project. See <https://www.treasury.tas.gov.au/purchasing-and-property/procurement-treasurers-instructions> for more information.

We will usually provide the partner agency with an invoice for the artwork budget.

We retain 10 per cent of the artwork budget to manage the commissioning process, cover contingencies and allow resources to be scaled proportionately according to project demand.

### Example artwork budget calculations

Final capital works estimate	Artwork budget, less 10% Arts Tasmania contingency
\$250 000	\$4 500
\$1 million	\$18 000
\$4 million	\$72 000

# Scoping

Once a public art project has been identified, we will assign a public art officer to the project and arrange a scoping meeting to:

- discuss the type of artwork, including preferred materials, location, size, etc
- identify relevant stakeholders
- establish timelines for artwork selection and installation, taking into account the schedule of building works
- identify any permits or constraints that may be required and
- convene a selection committee.

## Selection committee role

The artwork selection committee develops the artwork requirements, makes a recommendation to select the artist, oversees development of the detailed design and signs off on the finished artwork.

Generally, the committee will need to meet three or four times during the commissioning process (see project timeline below). If required, committee meetings can be timed to coincide with capital works project working group meetings.

The committee should include representatives of parties with an interest in the outcome of the commission. Generally, the committee will be made up of the Arts Tasmania public art officer (chair), a representative of the partner agency and a representative of building users. For example, for a school project, the selection committee could include the school principal, the capital works project manager and the public art officer. If desired, input could also be sought from the school association, other teachers or students.

We recommend the committee include the project architect, where relevant, to advise on potential artwork locations, site constraints and logistics specific to the building works.

## Types of artworks

The majority of artworks acquired through the scheme are commissioned as new artworks, specific to the site. Existing two- or three-dimensional artworks may also be purchased through the scheme, depending on the needs of stakeholders and the site.

In most cases, artworks are commissioned or purchased for the building under construction or refurbishment. However, if desired, alternative locations can also be considered.

We can provide advice about what types of artwork are possible for a given artwork budget. The table below provides a general guide, based on market conditions current for January 2022. Please contact a public art officer for a more specific estimate.

### Cost guide for public artworks, current for January 2022

Budget	Indoor / outdoor	Single / multiple	Example artworks
\$4 500 – \$20 000	Indoor	Single	<ul style="list-style-type: none"> <li>Two-dimensional artworks such as paintings, prints, murals, printed glass and printed vinyl sheets</li> <li>Small art and design objects</li> </ul>
\$20 000 – \$40 000	Indoor or outdoor depending on site	Single	<ul style="list-style-type: none"> <li>Non-structural, free-standing sculptural objects</li> <li>Large art and design objects, not requiring building approval</li> </ul>
\$40 000 – \$72 000	Indoor or outdoor	Single or multiple	<ul style="list-style-type: none"> <li>Sculptural objects requiring building approval, integration with building structure, suspension from roof structure, or special access and/or materials (e.g. in hospitals, prisons or remote locations)</li> <li>Digital artworks requiring installation of electronic infrastructure, screens, etc</li> </ul>



*Josh Foley 'International Orange' 2016 Taroona High School (photo by Josh Foley)*



## Artist's Brief

After the scoping meeting, we will prepare an Artist's Brief, which documents the artwork requirements including:

- Background to the artwork commission
- Key ideas and selection criteria
- Relevant site images
- Architectural plans
- Budget and timeframe for artwork installation
- Additional information to assist interested artists, such as the type of artwork, themes or questions to be explored and any site or community-specific requirements

Once endorsed by the selection committee, we submit the Artist's Brief for approval to the Minister for the Arts and the partner agency's portfolio Minister, as required by Treasurer's Instruction PF-4. Once approved, we will advertise the Artist's Brief, seeking proposals from artists.



*Lou Conboy 'Beach Wizard' 2020, photographic print for Ogilvie High School*

# Artwork selection and contracting

## Advertising

We advertise public art commissions on our website ([www.arts.tas.gov.au](http://www.arts.tas.gov.au)) and in our online newsletter.

- Applications are open to all artists who have lived in Tasmania for at least six of the past 12 months.
- Potential applicants are given approximately four to six weeks to apply
- Applications usually include a description of the proposed artwork, what materials and techniques might be used, initial sketches, proposed partners and a CV listing relevant skills and experience

## Selection process

Once the advertising period has concluded, the public art officer will convene a selection committee meeting to assess proposals:

- The committee ranks proposals against the selection criteria to recommend an artist for the commission
- The committee may wish to provide the recommended artist with feedback, or make the recommendation subject to the artist providing additional information
- The committee may seek advice from relevant parties, such as the project architect or other stakeholders at any time
- The committee's discussion and recommendations are documented by the public art officer and submitted to the financial delegate, usually the Director of Arts Tasmania, for approval.

For larger or more complex commissions, the committee may choose to shortlist two or more artists to provide additional information. This allows the shortlisted artists to develop their proposals in more detail, and can involve arranging a site visit and/or discussing the commission with the committee. We would normally pay the shortlisted artist a fee for the additional work required.

Once a decision has been made, we will advise all applicants of the outcome and provide feedback if requested.

We will prepare a contract for the selected artist, which sets out the terms and conditions of the commission. We will also manage payments to the artist.



*Loz Abberton 'DNA Wall' 2018, Latrobe High School (photo by Loz Abberton)*

# Detailed Design Package

Before commencing work, we require that the selected artist prepare a Detailed Design Package (DDP) for presentation to the selection committee. The DDP specifies how the finished artwork will be made and installed and includes information about:

- the proposed artwork, including working drawings, colour specifications and material samples, depending on the type of artwork
- how the artwork will be delivered within the schedule of building works
- how risks will be managed, including a safe work method statement
- compliance with relevant building Standards and Codes
- budget, and project timeline
- how feedback provided by the committee has been addressed

The committee may request changes before approving the DDP, and the final DDP will be used by the selection committee to evaluate the finished artwork prior to completing the contract.



*Matt Calvert 'The Rabbit' 2012 Chigwell Child and Family Centre (photo by Arts Tasmania)*



# Installing the artwork

Once the DDP has been approved by the selection committee, we formally advise the artist that they may start fabricating and installing the artwork.

The artist, Arts Tasmania, and the partner agency each have responsibilities in realising the finished artwork, and a shared understanding of roles is important, particularly in complex capital works projects.

While artworks add value to public buildings, we understand that timely completion of the capital works project is normally the first priority for partner agencies. We endeavour to ensure the artwork commissioning and installation process works smoothly with the building schedule.

While each project is different, we have found the following role responsibilities during the installation phase can help to keep artwork projects on track.

## **Artist:**

- Fabricates and installs the artwork as specified in the approved DDP
- Manages risks and maintains appropriate insurance
- Negotiates access to site in advance and ensures that they work in a professional manner, being respectful to staff and visitors while on site
- Is responsible for the safety and behaviour of any sub-contractors while they are working on site
- Notifies Arts Tasmania of any delays to the artwork installation date as soon as possible.

## **Partner agency:**

- Supplies relevant and accurate dimensions, drawings and locations that may affect the artwork and its place in the capital works project
- Notifies Arts Tasmania of any changes to these specifications as early as possible
- Liaises with the project architect, builder and sub-contractors to facilitate access to the building site for the artist when safe to do so
- Notifies Arts Tasmania of any changes or delays to the capital works project as soon as possible
- If such delays mean that the artist cannot install the artwork as planned, provides suitable storage for the artwork until installation can be completed when necessary.

## **Arts Tasmania:**

- Monitors progress of the artwork installation in accordance with the contract
- Coordinates communication between the partner agency, building user, the architect and any other relevant stakeholders - noting that in most cases, it is most efficient for artists to communicate directly

with partner agencies, architects and building users to arrange site access, obtain relevant information about the building design, etc

- Takes a more active role in communication between the parties, and helps to resolve issues, if requested by the artist or the partner agency
- Provides advice and support to the artist if required.



*Keith Dougall 'Catching your breath' 2020, Royal Hobart Hospital (photo by Thomas Pearson)*

# Completing the artwork

## Handover

On completion of the artwork, the public art officer will arrange to inspect the installed artwork with the selection committee.

- If the selection committee agree the artwork meets the agreed design and standard as specified in the DDP, then the ownership of the completed artwork can be transferred to the partner agency.
- We will ask the partner agency to sign a handover certificate to formally accept the artwork under the terms of the artist contract. We will keep one copy of the certificate and provide a copy to the artist.
- The *Copyright Act 1968* requires that signage identifying the artist must be affixed near all installed artworks. We will provide a suitable plaque and discuss the most appropriate location and method of attachment with the artist and building user.

## Rectification

Once the artwork is installed, if there are any outstanding issues (for example if the artwork varies substantially from the agreed detailed design package) we will notify the artist and agree on a timeframe for rectification. Handover will not be completed until the issues are resolved.

The public art officer will manage any disputes with the artist in the first instance.

# Artwork lifespan

## Maintenance

We require that the artist supply an artwork maintenance manual prior to handover, which we provide to the building user and the partner agency.

The building user or the partner agency are asked to take responsibility for the care and maintenance of the artwork for its agreed lifespan, as long as it:

- has no serious structural faults through damage or deterioration
- can be maintained cost effectively in line with the artist's care instructions or repaired at reasonable cost to the building user
- is not hazardous to people or the environment
- can be retained in its original location.



*'Untitled' Helmut Schwabe 2018, St Helen's District Hospital (photo by Arts Tasmania)*



Artworks commissioned through the scheme are financial and cultural assets. They belong to the Crown and maintenance is the responsibility of the relevant partner agency.

Many artworks retain financial value and we recommend that the artwork be added to the partner agency's asset register as required by AASB 116 *Property, Plant and Equipment* and the Model Departmental Financial Statements available on the Department of Treasury and Finance website: <https://www.treasury.tas.gov.au/budget-and-financial-management/guidelines-instructions-and-legislation/model-financial-statements>.

## Repairs

Under the terms of the artist contract, the artist is required to remedy at their own cost any defects in the artwork identified in the 12-month period commencing when the handover certificate is issued by the Crown.

The *Copyright Act 1968* protects the artist's moral rights, and changes or repairs to the artwork must not be made without consulting the artist.

We ask building users to report any damage, vandalism, or deterioration of the artwork to us, so we can consult with the artist about repair requirements.

## Deaccession

As with all assets, public artworks have an expected lifespan. For commissioned works this will depend on the nature of the artworks, the materials used and their location.

'Deaccessioning' is the process of permanently removing an artwork from a collection.

Deaccessioning can be considered for a number of reasons including:

- the artwork has rapidly deteriorated
- the artwork has serious structural faults or damage
- the artwork is potentially hazardous to the public
- the artwork has deteriorated or been damaged to such an extent that it can no longer be considered the original artwork
- the artwork can no longer be retained in its original location as the site is to be redeveloped or physically altered

We can arrange an inspection and assessment of options for deaccession if required.

## Example project timeline

The following timeline provides an example of the types of activities, key milestones and indicative duration of each phase of a public art project. These are indicative only and can vary significantly depending on the type of artwork commissioned, the progress of building works, the number of stakeholders involved, the nature of the site, weather conditions, etc.

Stage and av. duration	Key activities	Complete by
Initiation (4 weeks)	Identify project with Arts Tas Agree budget Establish project financials  <i>Key milestone: funds transferred to Arts Tasmania</i>	Week 4
Scoping (9 weeks)	Arts Tas and partner agency identify project scope and stakeholders Arts Tas and partner agency develop Artist's Brief Arts Tas obtains Ministerial approvals  <i>Key milestone: approval obtained from client Minister</i>	Week 13
Selection (10 weeks)	Arts Tas advertises commission Arts Tas, partner agency and stakeholders meet to select successful artist Arts Tas advises applicants of outcome Arts Tas and artist sign grant deed  <i>Key milestone: grant deed signed by artist</i>	Week 23
Design (6 weeks)	Artist presents Detailed Design Package (DDP) Arts Tas, building user and partner agency review DDP and provide feedback to artist Artist resubmits DDP with changes (if required) Arts Tas, building user and client review DDP and authorise commencement  <i>Key milestone: DDP approved by client and the building user</i>	Week 29
Fabrication (12 weeks)	Artist fabricates and installs artwork  <i>Key milestone: artwork installed by artist</i>	Week 41
Handover (4 weeks)	Arts Tas, building user and partner agency inspect artwork Artist rectifies defects (if required) Artist provides maintenance manual to partner agency and building user Arts Tas, building user and partner agency approve finished artwork  <i>Key milestone: Artwork approved by partner agency, Arts Tas and the building user</i>	Week 45

# More information

For more information about the Tasmanian Government Art Site Scheme, please visit:

[www.arts.tas.gov.au/public\\_art](http://www.arts.tas.gov.au/public_art)

Or contact a public art officer:

- Mish Meijers, [mish.meijers@arts.tas.gov.au](mailto:mish.meijers@arts.tas.gov.au)
- David Patman, [david.patman@arts.tas.gov.au](mailto:david.patman@arts.tas.gov.au)
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