

art+place

Queensland Public Art Fund Guidelines for applicants

1 July 2007 – 30 June 2010

Queensland the Smart State



Queensland Government
Arts Queensland

Public art

Public art refers to contemporary art practice that occurs outside the gallery or museum system. Historically, public art was dominated by commemorative sculpture. Best practice in contemporary public art involves a diverse range of activities that includes the integration of art and design into the public domain.

The preferred approach to public art commissioning is to include artists in project development teams at the outset of planning and delivery. Artists working in this context can create meaningful work that has a direct relationship to the local environment.

art+place encourages:

- involvement of artists and designers as part of collaborative design teams
- commission of local, national and international artists to produce permanent or temporary site-specific works
- commission of local, national and/or international designers to create distinctive products and functional items for internal and external environments
- purchase of existing works of art by local, national and/or international artists and designers to be sited in public spaces.

Public art may include or contribute towards the:

- development of community facilities
- development of public precincts and places
- cultural animation and cultural programming, including festivals and public events.

Public art project outcomes may result in:

- visual artworks including painting, sculpture, installation and digital media
- artworks that have functional aspects such as reception areas, street furniture and signage
- the design treatment of architectural spaces and hardware.



Brian Robinson, *Fish*, 2005, Cairns Esplanade, Cairns.
Photo: David Campbell Photography

Cover image (front and back)

Daniel Templeman, *Confluence* (detail), 2004.

Brisbane Magistrates Court, Brisbane.

Photo: supplied courtesy Albert Smith Group
and the artist

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Foreword

Iconic public artworks inspire and influence Queensland lifestyles — Brian Robinson's sculptures on the esplanade in Cairns spawned a range of souvenirs; Jill Kinnear brought art into Suncorp Stadium, the heartland of the state's sporting culture; and Donna Marcus' work *Steam* has transformed Brisbane Square into a playful, interactive space.

Our State Government has been investing in public art projects across Queensland since 1999 through the *Art Built-in* policy. By taking artworks out of the gallery and placing them in our built environment, public art gives us all the chance to engage in conversation about civic culture, sense of place, our identity as Queenslanders, our heritage and our cultural expression.

Public art has Queenslanders talking. Our Government's new \$12 million public art fund and policy — **art+place** — recognises that innovative, creative and animated public spaces have a competitive economic edge and enhance social interaction and quality of life.

art+place is accessible to a broad range of artists and projects, focuses on the commission of world-class artworks, encompasses a wide variety of art forms and is expected to attract local, national and international artists.

Importantly, **art+place** will advance the employment and developmental opportunities available to Queensland's emerging, mid-career and senior artists.

Allocating \$4 million to public art projects annually over three years, **art+place** will build on Queensland's innovative reputation in the commissioning of public artwork. It will increase the number of significant acquisitions to maximise the social, cultural and economic benefits that result from a heightened quality and experience of Queensland's public places.

Our Government wants to promote a diverse, dynamic and creative culture through its Smart State Policy and quality public art is an integral component of this culture.

I look forward to viewing the public art commissioned through **art+place** and witnessing these works enhance the way Queenslanders appreciate and interact with our built environment.



Rod Welford

Minister for Education and Training
Minister for the Arts

Fiona Foley, *Black Opium*, 2006–07. State Library of Queensland, South Bank. Photo: Aperture Architectural Photography



1. Introduction

On 1 July 2007, the Queensland Government introduced a new \$12 million public art fund.

The fund, **art+place**, marks a new phase for public art policy in Queensland which is underpinned by a commitment to greater diversity of artwork projects and improved control and consistency in artwork commissioning. The new fund is available to a broader range of applicants, allows for the commissioning of temporary and permanent public art and is expected to attract state, national and international artists.

art+place ensures that Queensland Government agencies and other eligible applicants have the opportunity to propose public art projects that:

- revitalise the design, experience and appreciation of Queensland's public buildings, precincts, cultural amenities and public spaces — interior or exterior
- foster innovation, quality and best practice in contemporary public art practice
- contribute to jobs creation by commissioning Queensland, Australian and international artists, craft workers, designers and cultural professionals.

How art+place works

Arts Queensland leads the implementation and administration of **art+place** and the accompanying public art policy and guidelines governing the administration of the fund (see www.arts.qld.gov.au/art+place). Arts Queensland employs a Government Curator to oversee and administer the **art+place** program.

A five-member Panel appointed by the Minister for the Arts will work with the Government Curator and Government agencies to identify strategic public art opportunities over a three-year period. The roles of the Government Curator and Panel are outlined below and in more detail in *Appendix i*.

Queensland Government Curator

Arts Queensland's Government Curator oversees the day-to-day operations of the program, including administration and payment, reporting, liaising and mediating between applicants/clients, and ensuring that the prescribed artwork commissioning procedures are followed by all parties.

art+place Curatorial Panel

The **art+place** Curatorial Panel (the Panel) is the Queensland Government's peak advisory body for public art. The Panel advises Government on all aspects of its public art policy and program delivery including public art commissioned under **art+place**. The Panel's expert members, drawn from public art, arts development, curatorial, education, design and built environment backgrounds, are appointed for a three-year term by the Minister for the Arts. Their key roles are to set strategic priorities for **art+place**, ensure the timely and efficient delivery of high quality projects, assess applications and provide advice on the Queensland Government collection of public art, *ArtWorks Queensland*.

2. Eligibility

Who is eligible to apply?

- Queensland Government departments and agencies
- Queensland local government councils
- Not-for-profit arts and cultural organisations and arts and cultural festivals based in Queensland
- Private developers undertaking projects in Queensland

Who is not eligible to apply?

- Arts and cultural organisations not based in Queensland
- Arts and cultural festivals not based in Queensland
- Commercial galleries
- Individual artists
- Applicants who have previously received support from **art+place** and who have overdue projects. A definition of an overdue public art project is included in the Glossary at *Appendix iv*



Beeron Beeron Henry, *Cairns Convention Centre Refurbishment*, 2005. Cairns.
Photo: David Campbell Photography

3. Funding available

Queensland Government departments and agencies

Application limits

Queensland Government departments and agencies can apply to the fund for 100% of the public art project costs.

Eligible projects

Queensland Government departments and agencies can apply for funds to deliver:

- public art commissions as a component of a capital works project
- public art commissions that assist in the delivery of departmental portfolio objectives and program initiatives, e.g. commemoration of a significant historical event, environmental awareness campaigns and educational campaigns.

Queensland Government departments and agencies can also apply to the fund for up to \$50 000 per applicant per annum for the implementation of temporary public art projects that:

- meet high artistic standards
- demonstrate longer term outcomes such as associated education kits for schools
- enliven public spaces, precincts and festivals.

Temporary projects may also include artist residencies and public art educational programs.

Note: Government departments and agencies in Public Private Partnerships (PPP) and infrastructure projects are also eligible to apply to **art+place** if suitable public art opportunities are identified.

Identifying projects for Queensland Government applicants

Public art projects by Queensland Government applicants for the forthcoming year can be determined following the announcement of the Queensland State Government annual budget. Each Government department's capital statement will indicate priority projects that may be considered suitable for public art commissions.

Queensland local government councils

Application limits

Individual Queensland local government councils can apply to **art+place** for funding up to \$50 000 per annum for artist fees and costs associated with commissioning public art, or for the implementation of temporary public art projects. For example, a local council's total public art commissioning program in one financial year could receive a maximum of \$50 000 in Queensland Government funding, regardless of the number of commissions proposed.

Local councils must identify the financial contribution they will be making to the project. The applicant's contribution will pay for some expenses in relation to the commission of the artwork such as project manager fees, curator or consultant fees, artist fees and commission costs.

Eligible projects

Queensland local government councils can apply to the fund to deliver:

- permanent public art projects that:
 - identify an alignment with Queensland Government priorities
 - integrate artworks into buildings as design solutions or as stand-alone works
 - include artworks in public spaces
 - enhance commemorative projects.

Funds for existing projects or programs may be considered in some circumstances.

- temporary public art projects that:
 - meet high artistic standards
 - demonstrate benefits to local communities
 - enliven public spaces, precincts and festivals.

Temporary art projects may include artist residencies and educational programs.

Not-for-profit arts and cultural organisations and arts and cultural festivals

Application limits

Not-for-profit arts and cultural organisations and arts and cultural festivals based in Queensland can apply to **art+place** for funding up to \$50 000 per annum for artist fees and costs associated with commissioning public art, or for the implementation of permanent and temporary public art projects.

Peter Alwast, *Untitled*, 2006. Institute of Health and Biomedical Innovation, Queensland University of Technology, Kelvin Grove.
Photo: Aperture Architectural Photography



Applicants are required to identify the financial contribution they will be making to the project. The applicant's contribution will pay for some expenses relating to the commission of the artwork such as project manager fees, curator or consultant fees, artist fees and commission costs.

Applicants must identify an alignment with Queensland Government priorities.

Eligible projects

Not-for-profit arts and cultural organisations and arts and cultural festivals can apply to the fund to deliver:

- permanent public art projects that:
 - integrate artworks into buildings as design solutions or as stand-alone works
 - include artworks in public spaces
 - enhance commemorative projects.

Funds for existing projects or programs may be considered in some circumstances.

- temporary public art projects that:
 - meet high artistic standards
 - demonstrate benefits to audiences and communities
 - enliven public spaces, precincts and festivals.

Temporary public art projects may include artist residencies and educational programs.

Private developers

Private developers undertaking projects in Queensland may apply to **art+place** for funding up to \$25 000 per annum for artist fees associated with commissioning public art.

Applicants must identify the financial contribution they will be making to the total project. The applicant's contribution will pay for some expenses in relation to the commission of the artwork such as project manager fees, curator or consultant fees, artist fees and commission costs.

Applicants must identify an alignment with Queensland Government priorities.

Eligible projects

Private developers can apply to the fund to deliver:

- permanent artworks that are integrated into buildings or stand-alone works
- artworks that demonstrate a high degree of public accessibility and contribution to the public realm.

Temporary public art projects may be considered from private developers if they include artist residencies and educational programs for local communities.



4. How to apply to the fund

Application and commissioning process overview

art+place requires applicants to complete an expression of interest (EOI) application and, if successful, a three-stage commissioning process managed by the Government Curator. See *Appendix ii* for the annual application process.

To initiate an application to the fund, applicants complete an EOI and submit it to Arts Queensland. The EOI will then be presented to the Panel for assessment against established criteria. If the EOI is approved by the Panel, the applicant becomes a commissioning agency and the project will be registered to proceed through the artwork commissioning stages outlined below:

- Stage 1 Artwork Commission Plan
- Stage 2 Concept Design and Development
- Stage 3 Artwork Commission.

For Queensland Government departments and their agencies, at each of these three stages, the Panel's approvals will release funds to the commissioning agency for costs associated with proceeding to the next stage of the process. In stage three, the Artwork Commission is submitted to the Panel for recommendation to the Queensland Government for commissioning approval. For other approved applicants, funds will be released at either stage two or stage three, according to arrangements determined with the Government Curator and the Panel.

At the completion of stage three, works commissioned by Queensland Government agencies will become part of the State Government collection of public art, *ArtWorks Queensland*.

Artworks commissioned by other commissioning agencies will become part of their artwork collections. In all cases, the commissioning agency will then become responsible for the ongoing management and maintenance costs associated with their artwork assets. See Section 5 Commissioning agency obligations for further details about these responsibilities.

Expression of interest (EOI)

The first requirement is for applicants to register their project with **art+place** through an annual call for expressions of interest (EOI). The call for EOIs to register for public art projects will be advertised through print media, website and direct invitation.

The conditions of each application will vary, although all applications to **art+place** will need to demonstrate consideration of Government priorities. An applicant may submit more than one EOI at any time, and out of round applications will be considered on an individual basis.

Note: Out of round EOIs (i.e. submitted outside the nominated closing date) may also be received by the Panel where extenuating circumstances apply. The Panel will consider these EOI applications against the EOI criteria and the **art+place** strategic priorities.

All application forms are available on the Arts Queensland website at www.arts.qld.gov.au/art+place and the closing date for EOIs is 31 July annually.

EOI submission requirements

- Applicant details and contact officer
- Project name and brief description
- Project timeframes
- Gross project budget (capital works projects)
- Public artwork project budget
- How the artwork will reflect State Government priorities and agency objectives
- How the artwork will complement and/or enhance the project and/or the location or precinct
- Description of any significant environmental, social and/or cultural features of the site
- Impact of project on the community and stakeholders for which the artwork is intended
- Artwork types proposed

EOI assessment criteria

- Level of alignment with three-year public art priority areas for **art+place** and overall Queensland Government priorities
- Potential for the project to demonstrate innovation within the area of public art

- Project significance in relation to community benefit, project profile and contribution to public amenity
- Suitability of the scale and intent of the public art project in relation to the overall precinct or development context
- Degree to which the project will demonstrate the agency's core objectives and strategic priorities
- Consideration of access and equity issues such as regional outcomes and social justice criteria

Approval

EOIs are submitted to the Panel for assessment. In some instances, the Government Curator may provide initial appraisal and feedback on EOI applications to the applicant prior to the assessment of the EOI by the Panel. Following assessment by the Panel, the applicant is notified of the outcome. Successful applicants (now known as the commissioning agency) are advised to proceed to stage one, the Artwork Commission Plan. All applicants will be advised of the outcome of their EOI by Arts Queensland.

Donna Marcus, *Steam*, 2006. Brisbane Square, Brisbane. Brisbane City Council and ABN Amro.
Photo: Alex Chomicz





Nicole Voevodin-Cash, *Watermarks*, 2006. Redlands Research Station, Department of Primary Industries and Fisheries, Cleveland, Cleveland. Photo: Rod Buchholz

Stage 1 Artwork Commission Plan

The Artwork Commission Plan is the project proposal and application for funding. The funding requested is restricted to costs associated with the commission of artworks and may include:

- artist selection process
- briefing materials
- curatorial, public art project management, artist and other consultation fees
- artwork development
- production and installation
- presentation and artwork documentation.

The applicant will identify and engage specialist public art contractors e.g. curators, project managers to develop an Artwork Commission Plan to:

- identify artwork opportunities
- undertake research on key issues, e.g. artistic, site, heritage and environmental
- undertake stakeholder and community consultation
- develop procurement methodology and curatorial rationale/themes
- develop project timelines.

Artist selection and artwork commissions can take place through limited competition, open competition, direct commission or a direct purchase of artworks. The preferred method for procuring artists for commissions is by the limited and open competition procurement models (see Glossary at *Appendix iv* for definitions).

Artwork Commission Plan submission requirements

Applications must include:

- applicant name
- project name and location
- project partners, Government agency organisations and other stakeholder representatives contact information and role descriptions
- relevant organisations, individuals and groups

- project impact on community stakeholders
- training, mentoring and educational outcomes
- delivery plan
- public art project manager, consultant and curator services; proposals and fee quotes
- curatorial rationale, philosophy, ideology
- artwork type and opportunities
- artwork procurement method (limited, open or direct)
- architectural and design information (if available)
- quality assurances and other assessments such as risk management
- details of any existing public art and/or collections, public art and planning policy
- project budget comprising applicant contribution to the project, a cash flow chart for the allocation of all amounts required across all artwork opportunities of the project. The budget contingency includes any unforeseen costs.

As a guide to calculating an amount for an artwork commission, 2% is an appropriate guide to apply to the project budget. However projects may require more or less than this amount.

Brian Robinson, *Fish*, 2005, Cairns Esplanade, Cairns. Photo: David Campbell Photography



Applicant budget considerations for the Artwork Commission Plan

- Artists and consultant fees
- Contractor fees
- Fabrication and delivery costs
- Technical resources and advisory services
- Insurance and legal fees
- Lighting and other trades services
- Artwork completion material such as documentation, preparation and lodgement of Maintenance Manual and images to Arts Queensland at the completion of the project (see *Appendix iii*)
- Budget contingency including unforeseen costs such as artist redesign fees, expiry of quotes and increased costs, delays in delivery and services

Selection criteria for the Artwork Commission Plan

Applications for funding will be assessed on evidence of how well the project demonstrates:

- artistic merit, relating to the proposed artwork opportunities, project aims, objectives and benefits
- artwork's contribution to the enhancement of the physical space and site
- incorporation of the architectural, historical, geographical and socio-cultural elements reflecting a sense of place and regional cultural identity
- heritage or environmental assessments that may be necessary in some cases
- artwork compliance with Australian Standards, building codes, public access codes and requirements
- specific maintenance requirements
- viability — the project must be supported by a business case that considers the following issues:
 - capability of artists selected
 - project completion within timeframe, budget and to a high standard
 - biographies and written confirmation of key personnel involved and proposed in the plan such as artists, public art project managers and cultural consultants
 - detailed methodology (how the artwork is going to be managed and delivered)
 - budget
 - timeline.

Approval

The Artwork Commission Plan is submitted to the Panel for assessment. Following assessment, applicants will be advised of the outcome and successful applicants are advised to proceed to stage two Concept Design and Development. In some instances, the Panel may provide feedback to the applicant and request a resubmission of aspects of the Artwork Commission Plan. All successful and unsuccessful applicants will be advised by Arts Queensland.

Luke Beesley, *Poetry on the Pavement*, 2007. Eleanor Schonell Bridge, Dutton Park/University of Queensland, Brisbane City Council.
Photo: Aperture Architectural Photography





Applicants and their representatives such as public art project managers and artists can present the concept design and development of artwork to the Panel in addition to the submitted hard copy application. A presentation, models, maquettes, demonstrations and testing results would be appropriate to support this phase of the commission plan.

Payment

On receiving approval for the Artwork Commission Plan, invoice Arts Queensland for contractor fees.

Stage 2 Concept Design and Development

The Concept Design and Development stage aims to develop the artwork from the concept to the commissioning stage. This stage requires the following to be completed:

- select and engage (contract) artists for concept design and development of design for artwork
- review at the end of concept design and development phases
- document Concept Design and Development outcomes
- instruct artists to refine the concept design and development of artwork as required
- process artist and contractor fees.

It is recommended that artists are engaged in separate contracts for the concept design and development phases of the artwork in stage two. The commissioning agency approves both the concept design and development phases, prior to its presentation to the **art+place** Curatorial Panel.

The Concept Design and Development will

Artist Daniel Templeman surveys the site for his 2004 work, *Confluence*, at Brisbane Magistrates Court, Brisbane. Artwork manufacture and installation. Photos: Megan Cullen

Daniel Templeman, *Confluence* (detail), 2004, Brisbane Magistrates Court, Brisbane. Photo: supplied courtesy Albert Smith Group and the artist





Elizabeth Woods, *Princesse Kondalilla*, 2005. Temporary Public Art. Sunshine Coast Hinterland. Photo: Maurice Ortega

maintain the integrity and relevance of the artwork by addressing the following:

- research and planning
- community consultation
- identifying subcontractors and other technicians
- incorporation of appropriate materials and production methods
- alignment with timeframes and construction schedules
- documentation of concept design and development phases
- undertaking professional consultation and gaining assurances that support the artwork design
- identifying development issues, solutions and alternative methods
- relevant assessments for the artwork such as risk, environmental, maintenance, heritage
- engagement of artists and other cultural consultants
- implementation of training, mentoring and educational elements (if part of the Artwork Commission Plan).

Selection criteria for a work of art

Applications will be assessed on evidence of how well the proposed artwork addresses the following:

- artistic merit — the selected work must have a high level of intrinsic aesthetic merit independent of other considerations
- physical space and site — works must enhance the design and functionality of public buildings and spaces. Permanent artworks must be compatible in size, scale, material and form to the physical space and site
- locality and identity — consideration must be given to the architectural, historic, geographic and socio-cultural context of the work, including the sense of place and regional cultural identity
- soundness and durability — both permanent and temporary works of art must exhibit structural soundness and durability, and be resistant to vandalism, theft and weathering
- media — all media will be considered and consideration given to diversity in style, scale and artists represented
- maintenance — consideration will be given to the ongoing cost of maintaining public art works and its effect on the budget of the Queensland Government and/or the site owner
- public safety and access — works must not present a hazard to the public, risks must be identified and mitigated against, and works must comply with Australian Standards, building codes and public access codes and requirements
- business case — a sound business case needs to be provided, including evidence of the artist's ability to manage the commission and complete the work.

Approval

The Concept Design and Development is submitted to the Panel for assessment. Following assessment, applicants will be advised of the outcome and successful applicants are advised to proceed to stage three Artwork Commission. In some instances the panel may provide feedback to the applicant and request a resubmission of the Concept Design and Development. All successful and unsuccessful applicants will be advised by Arts Queensland.

Applicants and their representatives such as public art project managers and artists can present the Concept Design and Development of artwork to the Panel in addition to the submitted hard copy application. A presentation, models, maquettes, demonstrations and testing results would be appropriate to support this phase of the commission.

Payment

Payment will follow submission of the stage two invoice to **art+place** for Concept Design and Development expenses, contractor and artist fees.

Stage 3 Artwork Commission

The Artwork Commission stage requires the applicant to:

- plan and undertake any assessments required for the artwork prior to commencing the artwork production
- contract the artists to produce the artwork
- contract manufacturers to fabricate the artwork
- develop an installation plan in line with the construction schedule as required
- install and document the artwork
- process artist and contractor fees
- complete plaque and signage information and provide copies to Arts Queensland (see *Appendix iii* for details).

Approval

The Artwork Commission is submitted to the Panel for assessment. The Panel submits Artwork Commission recommendations to the Queensland Government for approval. On receipt by the applicant of the Artwork Commission approval, the project is commissioned and funding is released to produce the artwork.

Artwork completion

Information about the project is submitted to the Government Curator in accordance with the artwork completion checklist (see *Appendix iii*). This information is due within four weeks of completing the commission.

5. Commissioning agency obligations

Commissioning agencies need to be aware of some important legislation which affects their responsibilities in the process of commissioning public art and in the management and maintenance of works of art. Some of these are outlined below for your information.

Copyright

There is no registration procedure to protect copyright in Australia. Artworks are automatically protected by copyright once they are created and put into 'material form'. For more information refer to the *Australian Copyright Act 1968* and visit the Australian Copyright Council website www.copyright.org.au

Sophie Cadman, Gilbert, Olivier, Penelope, Roxanne, Yasmin, 2004. Centre of Contemporary Arts (CoCA), Cairns. Photo: David Campbell Photography





Marian Drew, *Waterography-writing in light with water*, 2007. 128 Charlotte Street, Brisbane. Photo: Aperture Architectural Photography

Intellectual property

Intellectual property represents the property of your mind or intellect. It can be an invention, trademark, original design or the practical application of a good idea. In business terms, this means your proprietary knowledge — a key component of success in business today. For more information visit IP Australia www.ipaustralia.gov.au

Moral rights

Under the *Copyright (Moral Rights) Amendment Act 2000*, Queensland Government departments are obliged to identify the creator of the work wherever the work is exhibited to the public and whenever the work is reproduced in a material form, published or broadcast. Departments are further obliged to ensure that the work or any adaptation of the work will not be subject to any material distortion, mutilation or alteration that is unreasonable or is prejudicial to the honour or reputation of the artist. Visit www.comlaw.gov.au

Relocation, removal or sale of public art

Provided the department has given the artist at least 14 days notice in writing of its intention to do so, it may remove the work from its location for the purposes of either relocating it (permanently or temporarily), selling it, making a gift of it, storing it or otherwise disposing of the work. In the event that the work is to be disposed of, other than through the sale or donation of the work, the artist will be given the option to acquire the work. The regulations to the *Copyright (Moral Rights) Amendment Act 2000* prescribes how artists are to be informed of changes to artworks that may affect their moral rights.

De-accessioning of public art

De-accessioning a work of public art is the process by which an object is approved for removal from its site and the removal is documented.

Once a public art work is de-accessioned, it is usually disposed of by sale, gift, exchange or destruction. These decisions should be based on objective criteria and it is essential that de-accessioning and disposal of public art be carried out in a legal and ethical manner. Every government department must be able to de-accession works for a variety of reasons. However, not all art and design procured will require a formal de-accessioning process. Public Art De-accessioning Guidelines are available from Arts Queensland and outline:

- the purpose and objectives of de-accessioning
- implications of de-accessioning or disposing of public artworks
- when de-accessioning would take place (including the moral rights of artists)
- how de-accessioning will be achieved (disposal of artworks).

6. Appendices

Appendix i: Government Curator and art+place Curatorial Panel

Government Curator

Arts Queensland's Government Curator oversees the day-to-day operations of the program, including disbursement of funds to successful applicants and accountable reporting in accordance with the Queensland Government Public Sector Guidelines. The Government Curator will:

- oversee and ensure the effective administration and awareness of **art+place**
- provide effective secretariat to the Panel's procedures and assist in the development of its annual report to the Minister for the Arts
- liaise and mediate between applicants/clients (including the artwork commissioning project personnel) and the Panel
- provide initial appraisal and feedback on EOI applications and be responsible for ensuring that the prescribed artwork commissioning procedures are followed by all parties.

art+place Curatorial Panel

The **art+place** Curatorial Panel (the Panel) is the Queensland Government's peak advisory body for public art. The Panel advises Government on all aspects of public art policy and program delivery including public art commissioned under **art+place**.

Role

The Panel's key role is to work with Arts Queensland's Government Curator to:

- set strategic priorities for **art+place** for approval by the Minister for the Arts
- ensure the timely and efficient delivery of high quality projects under **art+place**
- assess applications from Queensland Government departments and other applicants (such as local government councils, the arts industry and private sector organisations) to **art+place**
- provide advice on the Queensland Government collection of public art, *ArtWorks Queensland*, as required.

Membership

The Panel comprises five expert members drawn from both within and external to Government. The Panel members, including the Chair, will be appointed by the Minister for the Arts as a Ministerial Advisory Committee. The Panel's balance of expertise is drawn from the following sectors:

- public art
- arts and cultural development including public festivals and events
- built environment design professionals (i.e. architecture, landscape architecture, urban planning and design, building, construction and engineering)
- education and training.

Arts Queensland provides assistance to the Panel to secure additional advice as required, e.g. from the Government Architect, Indigenous agencies, specific technical expertise. Secretariat to the Panel is provided by the Government Curator and staff of the Visual Arts, Craft and Design unit (Arts Development division), Arts Queensland.

Terms of Reference

The **art+place** Curatorial Panel will:

- set three-year public art priority areas for **art+place** in the context of overall Queensland Government priorities
- work with Arts Queensland's analysis of the State Budget Papers/Departmental Portfolio Statements annually to identify:
 - potential capital works public art projects; and
 - non-capital works public art opportunities in departmental portfolio areas, e.g. the commemoration of significant historical events, temporary public art opportunities for festivals or environmental awareness education campaigns
- consider applications from local government councils, the not-for-profit arts sector and the private sector where these proposals further Government priorities
- assess and approve expressions of interest (EOI) for public artworks and subsequent artwork commissioning, i.e. artwork commissioning plan, concept and design development, and commissioning based on publicly advertised criteria
- ensure adequate flexibility in the program by considering additional EOI where significant public imperatives or opportunities may arise
- ensure access and equity issues are observed in recommending commissions such as regional outcomes and opportunities for young and emerging artists
- observe legislative requirements and national arts industry codes of conduct and protocols in regard to the visual arts, craft and design sectors and Indigenous arts sector where applicable
- approve reports on completed artworks and associated artwork maintenance manuals. Recommend acceptance of those artworks commissioned by departmental agencies which should be accessioned into the Queensland Government collection, *ArtWorks Queensland*
- advise and make recommendations on significant public artworks commissioning initiated by departmental agencies with their own resources
- report annually to the Minister for the Arts on the outcomes and achievements of **art+place**.

Appointment timeframes

The Panel members are appointed for a term of three years. The Panel members may be extended beyond their initial term at the discretion of the Minister for the Arts; however members will not serve for a period longer than six years.

The Panel meets six times annually to ensure timely decision-making on project milestones and regular frequency of payments issued to Government agencies and non-government recipients which require meeting strict timelines under project contractual arrangements.

Appendix ii: art+place annual application process 2008–2010

June	Queensland Government announces State Budget
Mid June	Arts Queensland calls for expressions of interest (EOI) - advertises applicant information sessions (advertisements, website, direct mail) & closing date of 31 July
1 July	Arts Queensland hosts applicant information sessions to explain the EOI process and requirements and EOI assessment criteria
31 July	Applicants submit EOI to Arts Queensland (AQ) by 31 July closing date
31 Aug	art+place Curatorial Panel meets to assess and recommend EOIs to be funded
30 Sept	Arts Queensland advises all successful and unsuccessful applicants
Mid Oct	Arts Queensland hosts artwork commissioning information sessions for successful applicants (the commissioning agency)

Stage 1 Artwork Commission Plan


The commissioning agency will:

- 1 Invoice AQ/Public Art Fund for Artwork Commission Plan, i.e. contractor fees
- 2 Identify and engage specialist public art contractors e.g. curators, project managers to develop Artwork Commission Plan. Tasks will include:
 - Undertake research e.g. artistic, site, heritage, environmental
 - Undertake stakeholder and community consultation
 - Develop procurement methodology and curatorial rationale/themes
 - Develop project budget and timelines.
- 3 Submit Artwork Commission Plan to AQ/art+place Curatorial Panel for approval to proceed to Concept Design and Development
- 4 Process contractor payment on submission of Artwork Commissioning Plan

If approved, go to Stage 2.

Stage 2 Concept Design and Development


The commissioning agency will:

- 
- 1 Invoice AQ/Public Art Fund for concept and developed design, i.e. contractor fees + artist fees
 - 2 Instruct contractor to complete the following tasks:
 - Select and engage artist for concept design development
 - Review artist concept designs
 - Instruct artist to refine concepts into developed design as required
 - Process artist fees.
 - 3 Submit Artwork Commission Plan to AQ for review and approval by the Panel to proceed to Artworks Commissioning stage
 - 4 Process contractor payment upon submission of Concept Design and Development

If approved, go to Stage 3.

Stage 3 Artwork Commission

The commissioning agency will:

- 
- 1 Invoice AQ/Public Art Fund for Artwork Commission: contractor fees + artist fees + fabrication and installation costs
 - 2 Process contractor payment at commencement of Artwork Commission
 - 3 Instruct contractor to complete the following tasks under contract:
 - Contract manufacturers to fabricate artwork
 - Develop installation plan in line with construction schedule as required
 - Install and document artwork
 - Process artist fees.
 - 4 Submit artworks maintenance manual to AQ for review and approval by the Panel.

Assist AQ to promote project outcomes.

Appendix iii: Artwork completion checklist

This information is required for all artwork commissioned under **art+place** and is submitted to Arts Queensland on completion of the project. Any variations to these guidelines should be indicated in the submission.

1. Public art application forms

The public art project manager ensures the required lodgement of commission tools throughout the commission process and requires that there are no outstanding tools on the completion of the project. All application forms are available on the Arts Queensland website at www.arts.qld.gov.au/art+place and the closing date for EOIs is 31 July annually.

Commission tools include:

- expression of interest
- Stage 1 Artwork Commission Plan form
- Stage 2 Concept Design and Development form
- Stage 3 Artwork Commission form
- Panel feedback and any subsequent submissions
- other relevant correspondence.

2. Labels, plaques, other notification of artworks

Labels and plaque text, including the artist's full name and biographical information, the title of the work, year of commission/installation, and their location in proximity to the commissioned artwork is required. This information is to be included in the artwork maintenance manual. Public art projects commissioned under **art+place** are required to abide by **art+place** protocols. An electronic copy of the plaque text must be provided, either in a word document or pdf file.

3. Artwork maintenance manual

Artist and artwork details including artwork materials and processes of production, contacts for contractors and companies, as well as image information that may be required for future maintenance, reproduction or replacement are to be provided. All labelling, plaques and signage details and information are also to be included. Acknowledgment of other recipients of copies of the manual is also required.

4. Artwork documentation

A CD of images of the completed artwork, including day and evening images where appropriate, should be provided. The CD may also include a process and production archive detailing commission stages. Submit high quality digital images of the artwork in situ in JPEG format and/or Tiff format at 300 DPI for publication purposes, and at a DPI level applicable for email distribution purposes. Acknowledgment of other recipients of the artwork documentation including photography and copyright credits for any images is to be submitted (e.g. the building owner).

5. ArtWorks Queensland collection management and curatorial information

Please provide the following information for documentation and archiving purposes:

- artist details
- CV or synopsis
- artwork statement (including artwork details)
- location (metropolitan or regional and address details) building and internal location details, e.g. building name, level, floor, room, room name
- title (if no title, need to state 'untitled')
- year of completion or year range (if made over a period of time, e.g. 2–3 years)
- type and artwork medium (architectural element, architectural finishes hardware, architectural furniture, artefact, assemblage, collage, installation, drawing, new media art, painting, photogram, photograph, plaque and print)
- measurements (height, width, depth in centimetres and weight in kilograms)
- condition (at the time of handover and completion)
- acquisition (method of commission, e.g. public art fund, award, purchase, bequest)
- valuation (current valuation or if none state 'no valuation'. May indicate insured sum).

6. Summary of budget

Project expenditure including: **art+place** allocation, additional funding, sponsorship or other commodities with a financial value.

Kathryn Leo, *Indigenous Warning Sign*, 2004, Temporary Public Art, Grey Street, South Brisbane. Photo: supplied courtesy of the artist





Daniel Templeman, *CAST*, 2007. Thuringowa Riverway Stadium, Thuringowa. Photo: David Campbell Photography

Appendix iv: Glossary

Applicant

There are two groups of applicants: Queensland Government departments and agencies and non-government applicants.

- Queensland Government applicants are from departments and agencies that have identified a potential capital works public art project or non-capital works public art opportunity
- Non-Queensland Government (external to government) applicants — local government councils, incorporated not-for-profit arts and cultural organisations, arts and cultural festivals and the private sector that have an identified alignment with Government priorities.

Artist

A professional artist who develops artwork concepts which respond to a curatorial rationale or brief and supervises their production/fabrication into permanent material solutions which reflect these concepts.

art+place: the Queensland Public Art Fund

The Queensland Government has established **art+place** — a \$12 million investment in public art over the next three years, with \$4 million allocated in 2007–08, to enliven public spaces. This is a centralised fund which will allow Arts Queensland to commission significant works of art to complement our built and natural environment. **art+place** will see the commissioning of quality artwork for our public spaces to invigorate our shared spaces and create valuable employment and showcasing opportunities for our artists.

Arts Queensland

Arts Queensland is an agency of the Department of Education, Training and the Arts. Arts Queensland develops and implements cultural policy and

administers cultural funding and capital works programs that support arts and cultural development for the benefit of the community. Arts Queensland's mission is to build a strong arts sector, which celebrates Queensland's unique identity and cultural heritage, drives a thriving creative economy, develops the creative capital of Queensland communities, and enriches the lives of Queenslanders.

Commissioning agency

Any applicant who is successful in receiving funding under the Queensland Public Art Fund to develop and commission either permanent or temporary public artworks.

Contractor

A professional contractor with specialist public art expertise (commercial business or not-for-profit arts and cultural organisations) contracted to deliver the three key stages of the artwork commissioning process on behalf of a commissioning agency.

Limited competition or direct commission

The method whereby applicants source artists from existing arts advocacy organisations' databases or through commercial galleries is a cost-effective means for the procurement of works. Direct commissioning also includes the purchasing of artworks directly from a gallery or artist. Commission arrangements between commercial galleries and the artists they represent are the responsibility of the gallerist and artist to determine.

Open competition

Open competition is the preferred means for the commission of major new works funded by **art+place**. Open competition through a public tender will provide equitable access to employment opportunities for all artists including young and emerging artists, regional artists and artists from interstate and overseas.

Overdue public art projects

An overdue public art project is a project for which either:

- artwork completion information has not been provided by the required date
- artwork completion information provided is unsatisfactory.

Public art project manager (PAPM)

A public art project manager (PAPM) is a professional contractor, often appointed by the commissioning agency to assist them with commissioning public art. The PAPM may be from a Queensland Government source, such as Project Services, or from a non-Queensland Government source. The PAPM is responsible for advising the commissioning agency and administering the processes required by **art+place** to procure the artwork for a public art project. The public art project manager may also be the key point of contact between artists, the commissioning agency and Arts Queensland during the commissioning stages.

Arts Queensland

Queensland is one of the fastest growing, most progressive states in Australia, with a reputation for nurturing innovation in the arts. Arts Queensland is a funding and advisory agency of the State Government committed to achieving a strong, sustainable arts environment that celebrates Queensland's unique cultural identity.

Arts Queensland is an enthusiastic supporter of Queensland's burgeoning arts sector by developing and funding ongoing initiatives, supporting industry organisations, festivals, groups and individual artists by investing public sector funds to stimulate and strengthen the sector.

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