

Tasmanian Government Art Site Scheme

Information for Tasmanian
Government agencies

August 2026



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Front cover image: Luke Emmerton and Jamin Kluss, '*taralangkana / oyster*' 2024, installation for TasTAFE Clarence Campus

The Tasmanian Government Art Site Scheme

This document has been developed by Arts Tasmania to provide an overview of 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. It 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 where they are located.

The objectives of the scheme are to enhance the experience of public buildings and spaces 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. It works in partnership with government agencies to commission or purchase public artworks in line with the scheme's objectives.

Arts Tasmania's public art team works with capital works project managers, stakeholders and building users to:

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

Initiating a public art commission

Generally, partner agencies identify the requirement to commission or purchase artwork under the scheme during the initiation phase of a capital works project. Occasionally, Arts Tasmania may contact a partner agency if a potential commission is identified through capital works funding announcements in the State Budget.

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

For an initial discussion, please contact Arts Tasmania's public art team on 03 6165 6666 or by email:

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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 per cent of the capital works estimate for all new Tasmanian Government building or renovation projects (excluding residential buildings and maintenance) over \$250,000 must be allocated for the commissioning or purchase of artworks. Projects funded exclusively by the Australian Government are not included in the scheme.

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

The artwork budget is currently capped at \$80,000 per commission. This budget may be used to commission a single artwork or split into several separate commissions, depending on site and user requirements. More information can be found at: www.treasury.tas.gov.au/purchasing-and-property/procurement-treasurers-instructions

Once the artwork budget is confirmed, Arts Tasmania will provide the partner agency with an invoice. Arts Tasmania retains 10 per cent of the artwork budget for each commission. These funds are used to manage the commissioning process, cover contingencies and allow resources to be scaled in proportion to demand.

Example artwork budget calculations

FINAL CAPITAL WORKS ESTIMATE	ARTWORK BUDGET*
\$250,000	\$4,500
\$1 million	\$18,000
\$4 million	\$72,000

*Less the 10 per cent payment to Arts Tasmania.

Scoping

Once a public art project has been identified, Arts Tasmania 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
- convene a selection committee.

Role of the selection committee

The selection committee:

- contributes to the development of an Artist's Brief that outlines artwork requirements
- reviews all eligible applications and makes a recommendation to select an artist
- oversees the development of the detailed design
- signs off on the finished artwork.

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

Each committee should include representatives of parties with an interest in the outcome of the commission. Generally, the committee will be made up of a Public Art Officer, a representative of the partner agency and representatives of building users. For example, for a commission in a school, the selection committee could include the school principal, the capital works project manager and a Public Art Officer. Input could also be sought from the school association, other teachers or students. The Public Art Officer also facilitates meetings and the commissioning process.

If relevant and possible, Arts Tasmania recommends that committees also include project architects to advise on potential artwork locations, site constraints and logistics specific to the building works.

Types of artworks

Most artworks acquired through the scheme are commissioned as new artworks, specific to each site. Existing 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, alternative locations can also be considered. Arts Tasmania can provide advice about what types of artworks are possible for a given artwork budget. The table below provides a general guide, based on market conditions current for January 2025. Please contact Arts Tasmania for a more specific estimate.

General cost guide for public artworks (current for January 2025)

Each commission budget must cover all costs associated with the design, fabrication, certification and installation of artwork. This includes the artists' design/concept fee and all the facets of project management (including contingencies) normally borne by independent contractors.

COMMISSION BUDGET	POSSIBLE ARTWORK LOCATION	EXAMPLE ARTWORKS
\$4,500–\$10,000	Indoor	Purchase of existing two-dimensional artworks such as paintings on canvas, framed prints or photographs
\$10,000– \$20,000	Indoor or outdoor	All artworks noted above New two-dimensional artworks such as murals or printed vinyl
\$20,000– \$30,000	Indoor or outdoor	All artworks noted above Small three-dimensional artworks such as design objects or sculptures Low-relief, wall-based artworks
\$30,000– \$50,000	Indoor or outdoor	All artworks noted above Free-standing three-dimensional artworks that do not require significant engineering or building approvals
\$50,000–\$72,000	Indoor or outdoor	All artworks noted above More complex three-dimensional artworks that might require building approvals, integration with structures, special access (e.g. transport of artworks to wilderness areas) and/or materials (e.g. medical-grade materials for artworks in hospitals) Digital artworks that require electronic infrastructure (e.g. screens, speakers or media players)

All funds allocated under the scheme are expressly for the commissioning or purchase of artwork. Functional items like seating, shelter, play equipment, signage or landscaping are out of scope and cannot be paid for with the artwork budget.



Josh Foley, 'International Orange' 2016, Tarooma High School. Photo by Josh Foley

Artist's Brief

After the scoping meeting, Arts Tasmania will draft an Artist's Brief for review and approval. The Artist's Brief documents the artwork requirements, including:

- the background to the commission
- key themes and ideas that artists should consider
- the selection criteria
- relevant site images and/or architectural plans
- the artwork budget
- the timeframe for artwork installation
- any available additional information that may assist artists when submitting a proposal, such as the type of artwork (e.g. two-dimensional or three-dimensional) and any site or community-specific requirements.

Once endorsed by the selection committee, the Artist's Brief will be submitted to the Minister for the Arts and the partner agency's portfolio Minister for approval, as required by Treasurer's Instruction PF-4. Once approved, Arts Tasmania will advertise the commission using the Artist's Brief and call for applications from Tasmanian artists.



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

Selection and contracting

Advertising

Arts Tasmania advertises public art commissions on its website (www.arts.tas.gov.au), through a monthly online newsletter and on its social media channels.

- Most applications are open to all artists who have lived in Tasmania for at least six of the past 12 months.
- Applications for each commission are open for approximately four to six weeks.
- Applications may include:
 - descriptions of available or proposed artworks
 - information on possible materials and techniques
 - initial sketches
 - information around any collaborators or partners
 - a CV or biography that lists the artist's relevant skills and experience.

Selection process

Once applications close, the selection committee will meet to discuss the eligible applications. Arts Tasmania will provide the applications to committee members for review by email before the meeting.

The committee:

- must work together as a group to review and rank all eligible applications against the selection criteria, and to recommend an artist for the commission
- should identify each application's strengths and weaknesses, providing feedback that can be shared with applicants.
- may wish to provide specific feedback for the recommended artist, or make the recommendation conditional on the provision of additional information
- may seek advice from other relevant parties, such as the project architect, at any stage of the selection process.

All rankings, recommendations and comments made by the committee are documented by the Public Art Officer in a meeting record. This document is submitted to the relevant financial delegate, usually the Director of Arts Tasmania, for approval.

For larger or more complex commissions, committees may choose to shortlist two or more artists to provide additional information. Shortlisted artists are paid a fee to further develop their proposals. They may be required to visit the site, discuss their proposals with the committee or make formal presentations to the committee.

Once a recommendation is reached and approved, Arts Tasmania will advise all applicants of the outcome and provide feedback if requested.

Arts Tasmania will prepare a contract for the selected artist, which sets out the terms and conditions of the commission. It will also manage all agreed payments to the artist.

Detailed Design Package

Before work on the artwork can commence, the selected artist is required to prepare a Detailed Design Package (DDP) to be presented to the selection committee. The DDP includes specific details about the proposed artwork, information on how it will be made and details around installation. The DDP may also include:

- working drawings, colour specifications and material samples
- a detailed plan showing how the artwork will be delivered within the schedule of building works
- an artwork budget and timeline
- information around risk management, including a safe work method statement
- evidence of compliance with relevant Building Standards and Codes
- details around how any feedback provided by the committee has been addressed.

The committee may request changes before approving the DDP. The final DDP will be used by the 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, Arts Tasmania will 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 and spaces, timely completion of the capital works project is normally the priority for partner agencies. Arts Tasmania endeavours to ensure that the commissioning and installation process works smoothly with the building schedule.

While each commission is different, clearly demarking roles and responsibilities during the installation phase can help to keep things on track.

The roles and responsibilities for each party regarding the fabrication and installation of an artwork is outlined below.

The 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.

The 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, the partner agency must provide 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.
- helps to resolve issues, if requested by the artist or partner agency
- provides advice and support to the artist or partner agency, if required.



Keith Dougall, 'Catching your breath' 2020, Royal Hobart Hospital. Photo by Thomas Pearson

Completing the artwork

Handover

Once the artwork is completed, a Public Art Officer will arrange to visit the site and inspect the installed artwork with representatives of the selection committee.

- If it is agreed that the artworks align with the approved details as specified in the DDP, then the ownership of the completed artwork can be transferred to the partner agency.
- A representative of the partner agency must sign a handover certificate to formally accept the artwork under the terms of the artist contract. Copies of this certificate will be held by Arts Tasmania and the artist.

The *Copyright Act 1968* requires that signage identifying the artist must be affixed near all installed artworks. Arts Tasmania will work with the artist to design a suitable plaque for each artwork. Arts Tasmania will liaise with both the artist and the building user to determine the most appropriate location and method of attachment for all plaques.

Rectification

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

Arts Tasmania will manage any disputes with the artist in the first instance.

Artwork maintenance and lifespan

Maintenance

It is a requirement of the scheme that commissioned artists supply Arts Tasmania with an artwork maintenance manual prior to handover. This document will be shared with 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.



Helmut Schwabe, 'Untitled' 2018, St Helen's District Hospital. Photo by Arts Tasmania

All 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. Arts Tasmania recommends that artworks 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:

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.

Building users must report any damage, vandalism or deterioration of artworks to Arts Tasmania so that artists can be consulted about repair requirements.

Deaccessioning artworks

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. It can be considered for several 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 has 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.

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

Example timeline

The following timeline takes place over 10 months and provides an example of the types of activities, key milestones and indicative duration of each phase of a public art commission.

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 AVERAGE DURATION	KEY ACTIVITIES AND MILESTONES	RESPONSIBLE PARTY
Initiation (4 weeks)	Identify commission	Partner agency or Arts Tasmania
	Establish contact between Arts Tasmania and partner agency	Partner agency or Arts Tasmania
	Agree on commission budget	Partner agency and Arts Tasmania
	Milestone – funds transferred to Arts Tasmania	Partner agency
Scoping (9 weeks)	Identify all stakeholders and form selection committee	Partner agency and Arts Tasmania
	Establish scope of commission	Selection committee
	Draft Artist's Brief	Selection committee
	Obtain required Ministerial approvals	Arts Tasmania
	Milestone – Artist's Brief approved by the Minister for the Arts and Minister for the partner agency	Arts Tasmania
Advertising and selection (10 weeks)	Advertise commission with applications open for four to six weeks	Arts Tasmania
	Review eligible applications and select artist	Selection committee
	Advise all applicants of outcome	Arts Tasmania
	Draft artist contract	Arts Tasmania
	Milestone – contract signed by artist	Arts Tasmania

Design (6 weeks)	Review Detailed Design Package (DDP) (artist to amend if required)	Selection committee
	Artist authorised to commence fabrication	Arts Tasmania
	Milestone – DDP approved	Selection committee
Fabrication and installation (12 weeks)	Artwork fabricated	The artist, supported by Arts Tasmania
	Milestone – artwork installed	The artist, supported by Arts Tasmania
Handover (4 weeks)	Inspect artwork	Arts Tasmania (artist to rectify any defects or issues)
	Receive maintenance manual from the artist	Partner agency and Arts Tasmania
	Approve finished artwork	Partner agency and Arts Tasmania
	Milestone – handover certificate signed	Partner agency and Arts Tasmania

More information

For more information about the Tasmanian Government Art Site Scheme, please visit www.arts.tas.gov.au/public_art or contact a member of Arts Tasmania's public art team:

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