

Expression of Interest

Wagga Wagga City Library

Large Scale Creative Treatment: Project Brief

Wagga Wagga City Library is seeking Expressions of Interest (EOI) from artists to produce a creative treatment in the downstairs Children's Area in the library at the Wagga Wagga City Council Civic Centre. The creative treatment should be complimentary to the space and be visually interesting for all ages.

The purpose of the project is to bring a visually appealing treatment to this area of the library that is frequently used by children, families, and school groups as well as all ages events hosted by the library and other user groups. The aim is to make the area feel welcoming and connected with the community.

Themes

Themes that should be considered by prospective artists:

Natural environment

- The Wagga Wagga City Library is located beside the Wollundry Lagoon and in proximity to the Murrumbidgee River. The work should celebrate our local landscapes, waterways, flora and fauna.
- The Space is primarily for use by children and families, however, is also used to deliver author talks and hold other events. The work should enliven the space for the primary users but also act as a backdrop for other events and not read as "young" in this context.

Connection and belonging

- The Wagga Wagga City Library welcomes everyone. Our core services are free, and we aim to reduce any barriers to engagement for people from diverse backgrounds and promote equity of access to information, activities and resources.
- We support literacy and reading for pleasure; lifelong learning; arts, culture and local heritage; cybersafety and digital inclusion. We promote the work of Australian writers and creators; provide safe spaces for meetings, study, work and relaxation; ensure that people have freedom of access to the information they need for personal development, health, wellbeing and active community participation.

Any eligible artist or organisation is encouraged to apply through Council's EOI process by submitting a concept design for the site. Applications from First Nations artists will be welcomed. The details for this process and site specifics are outlined below.

This project is to be delivered by 30 November 2025.

The Site

The Wagga Wagga City Library is split across two levels of the Civic Centre building located at the corner of Baylis and Morrow Streets and faces out towards the Wollundry Lagoon. The Children's Area is located on the lower level, with 2 large walls at the eastern end of the building the primary canvas for this creative treatment, however artists are not restricted to this area and should consider the space as a

whole. There are structural pillars and various empty wall and cupboard surfaces that can be included in the overall treatment (see images from page 5).

Posters and policy documents along with other information are required to be displayed and may on occasion sit alongside the mural.

Logistics: Ladders or Elevated Work Platforms (EWP) may be required to access the full height of some sections of wall. Submissions will need to include the cost of hire and artists will need appropriate licenses if working with EWPs. Council staff can assist in the hiring of this equipment if required.

Budget

A budget of up to \$20,000.00 (excluding GST) has been allocated for the project.

The fee must include all costs relating to the installation of the creative treatment. This includes but is not limited to:

- Artist fee (including superannuation)
- Materials, masks, personal protective equipment
- All equipment required (e.g. lift hire, etc.)
- Final design of proposed artwork in finished format
- Site visits as needed
- Installation on site
- Risk assessment and management of site during the project (including public liability insurance certification for artist (\$20 million) and/or assistants).

Artist fees are to be based upon the current NAVA [Schedule of Fees for Practitioners](#), and demonstrated in the budget. Superannuation is applicable to **artists labour (fees)** only and must be calculated at the current superannuation guarantee rate which is 11.5% in 2024/25.

Wagga Wagga City Council's Cultural Officer can assist with process around equipment hire, safe work method statements, permits and other project management requirements.

HOW TO APPLY

Access the EOI application form through <https://wagga.smartygrants.com.au/LibraryEOI>

The application will ask you to supply:

- A concept design of your proposed artwork/s, or indication of artistic direction of the project, drawing attention to how the design connects to one or more of the suggested themes on Page 1 of this document.
- A short biography and a CV detailing relevant experience (up to three pages).
- Samples of your work.
- Examples of recently completed commissions, artworks or performances, including referee contact details for each commission.
- A detailed budget covering all aspects of your project.
- Evidence of a public liability insurance policy with coverage to at least \$20,000,000. If you do not have public liability insurance, you must upload a quote for public liability insurance coverage and factor this cost into your proposed budget.

For further information on Public Liability insurances refer to:

- <https://visualarts.net.au/membership/join/>
- <https://www.duckforcover.com.au/minigen/>
- <http://www.flyingarts.org.au/Flying-Arts-Insurance-pg19119.html>

Eligibility

We encourage all artists/arts organisations/collectives eligible to work in Australia and who have a current ABN to apply through this EOI. Artists/arts organisations/collectives must have no outstanding grant acquittals or outstanding debts owing to Council.

Assessment Process

Submissions will be evaluated against the following criteria:

- Artistic merit, integrity and creativity of proposal
- Experience and expertise in previous projects
- Appropriateness of design to site and theme
- Feasibility of proposal

Selection Process

Following the close of the Expression of Interest period, Council's Selection Panel will consult with key stakeholders as part of the selection process to select and invite one artist / group to undertake the works. It is expected that successful and unsuccessful applicants will be notified by late June 2025

The successful artist will be required to enter into an agreement with Wagga Wagga City Council. The agreement will clearly outline the responsibilities of all parties during the design development and installation stages of the work.

The successful applicant will also be required to provide a detailed design/proposal to Council at least two weeks before the commencement of works.

Timeframes

The Expressions of Interest (EOI) period opens Monday 5 May 2025 and closes at midnight on Monday 2 June 2025.

The indicative key dates for the process are outlined below. Please note these dates are subject to change and installation dates will be discussed with the successful artist.

Task	Timeline	Responsibility
Submissions open	5 May 2025	Council
Submissions due	2 June 2025	Artist
Successful artist commissioned	30 June 2025	Council
Installation of artwork	Must be completed no later than 30 November 2025	Artist

Scope

The scope of works includes:

- Design and supply of an artwork - the design is to consider / respond to the site, place and theme provided
- Supply of all materials required
- Supply and operation of all equipment required

- Preparation of wall for application of the work
- Completion of the works on or prior to agreed completion date

Design Life

The intended life-span of the creative treatment is five -seven years where the Council or the building owner has discretion to remove the mural or commission a replacement artwork.

In the case of major vandalism, or significant damage from partial demolition or structural repair works to the wall, Council will determine the course of action in consultation with the artist where possible. The safety of the community is paramount, and the artist must consider all safety standards relevant to art in public spaces.

Materials and maintenance

Materials are to address Australian Standards, be high quality, durable and application and usage to follow recommended WHS processes and procedures. Artists will be encouraged to use environmentally sustainable products and methods where possible.

Artists may utilise design techniques including but not limited to stencil, painted and/or aerosol work.

Relevant certification must be held by artists using Elevated Work Platforms (eg. scissor/boom lifts, scaffolding, ladders over 2.4 metres in height).

On completion, the artist must provide Council with a maintenance schedule for the life of the artwork. The artwork will be maintained by Council for a minimum period of five years (except in the case of severe damage, see Design Life section). This maintenance cost will be covered by Council.

Parameters

The artwork should not portray or depict material in a way which discriminates against or vilifies a person or section of the community on account of race, ethnicity, nationality, gender, age, sexual preference, religion, disability, mental illness or political belief. It must not contain crude language, depict highly sexual or violent images, or contain personal details.

In addition:

- The artwork should demonstrate artistic excellence.
- The work must be suitable for general audiences
- The artwork cannot be advertising

Fee Schedule

Payment of fees will be made in two stages:

- 50% paid on acceptance of final design, commission of selected artist and signing of the contract
- 50% paid on completion of the artwork and after final inspection and approval by Council

Artist Responsibilities

Council requires the project artist to:

- Manage and deliver the project within the agreed schedule
- Deliver the agreed design (as approved by Council)
- Work in accordance with best practice community cultural development principles and practices in the consultation, research, creative development and design
- Consult and liaise with Council staff, property owner, as required
- Undertake site visits

- Hold all licences required for Elevated Work Platform use, if necessary
- Prepare and follow Safe Work Method Statements for the installation of the mural
- Follow all applicable Work Health and Safety (WHS) standards
- Deliver the project in accordance with an agreed set of delivery milestones
- Provide artist statement and be available for media interviews if required

Disclosure

The Artist agrees that they shall not, without the prior written agreement of Wagga Wagga City Council represent or purport to represent Council; or express views or opinions purported to be representative of the Council; or disclose or make public any information or material acquired or produced in connection with providing the Services.

Contact

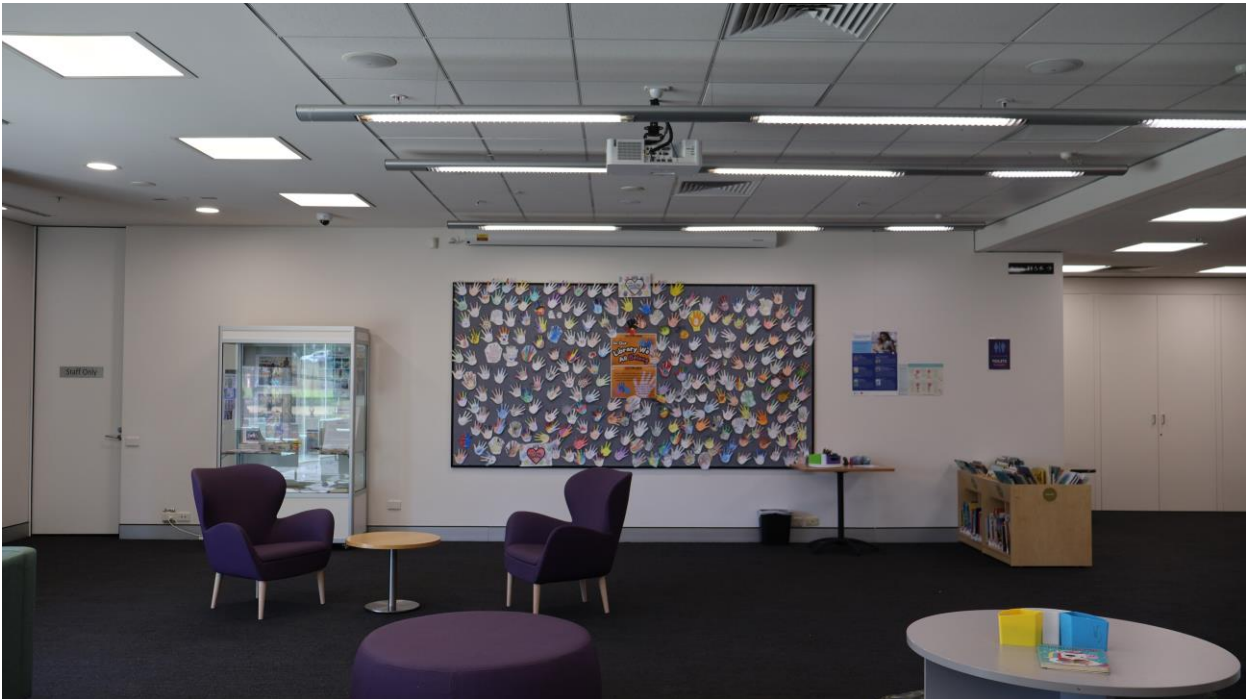
For further information, your questions and EOI should be submitted to:

Lauren Reynolds, Cultural Officer, Wagga Wagga City Council

Email: publicart@wagga.nsw.gov.au

Phone: 1300 292 442

Site



Wall 1 – will be cleared of cabinet and artwork board

Dimensions: 9600mmx 2890mm (eastern wall)



Wall 2

Dimensions: 5575mmx 2890mm (eastern wall)



Wall 3 (above shelves)

Dimensions: 10570mmx1450mm



Wall 4 (above shelves)

Dimensions:7100mmx1450mm

Other sections that may have tie in treatment

