

Keysborough South Community Hub

Internal Public Art: Permanent Installation

Expression of Interest Guidelines



Contents

Project Overview	3
Background Information	3
About Keysborough South Community Hub	3
The Brief.....	3
Who we are looking for	3
Commissioning Objectives	4
Scope	4
Considerations	4
Budget.....	4
Timeline and key dates for your calendar.....	5
Selection Process.....	5
Stage 1 – Expression of interest (EOI) and written concept proposal	5
Key Selection Criteria.....	6
Stage 2 – Shortlisted artists concept designs	6
Stage 3 – Project delivery	7
Confidentiality	8
Reserved rights.....	8
Appendix 1: The Site	9

Project Overview

Rich in history and culture the City of Greater Dandenong has the most culturally diverse community in Australia. Greater Dandenong residents come from over 156 different countries and speak over 69 different languages.

Greater Dandenong City Council is looking for an artist, art collective or multidisciplinary creative team to produce an imaginative permanent public art installation inside the Keysborough South Community Hub, to be displayed on the foyer Welcome Wall.

The final artwork is expected to be in-situ by 4 July 2025.

Background Information

The suburb of Keysborough sits on the traditional lands of the Bunurong Country.

Keysborough sits 27 km south-east of Melbourne and is one of the largest suburbs in Melbourne by land area. Geographically, it is split into three sections, the southern portion of the suburb includes market gardens and semi-rural properties extending to its southern boundaries Pillars Road and the Mordialloc Creek.

Historically Keysborough South was a mixture of residential and agricultural land, where farmlands were formed by the draining of the Carrum Swamp. Keysborough was described in the 1903 Australian handbook as dairy-ing, pastoral, agricultural and market garden district.

About Keysborough South Community Hub

Developed in response to extensive community consultation over many years, this exciting new Keysborough South Community Hub will be situated at the corner of Chapel and Villiers Roads and will include a range of services, programs and flexible meeting spaces. Construction is projected to be completed by early 2025.

Key features of the Hub were developed in consultation with the community and include community meeting rooms, kindergarten and childcare rooms, maternal and child health consulting suites, a community and library lounge, a reception area, kitchen and other amenities. The outside area includes a playground and half basketball court.

The Brief

Who we are looking for

This opportunity is open to all artist, art collective or multidisciplinary creative teams and artforms.

While experience in fabrication is required, and the successful applicant will be responsible for managing design and fabrication; they may choose to outsource specific

elements of the project to appropriate skilled suppliers or craftspeople. Applicants are encouraged to innovative cross industry collaborations, such as visual artists, designers and fabricators.

Commissioning Objectives

The key objective of this commission is to create a site-specific, permanent high-quality public artwork which the local community are proud of.

Scope

It is expected that the artwork should reflect the project brief while responding to the space, and purpose. Proposed artwork(s) for this location could take a variety of formats. The artwork in its presentation needs to take in to account considerations and constraints as outlined in the Considerations. (below).

Considerations

In addition to The Brief (above) requirements, when producing the artwork concept you should take into consideration the following points:

- The size and scale of the area is approximately 2.5m x 3m see *Appendix 1: The Site*
- The function of the Community Hub facilities and spaces
- The relationship of the work to architectural features, surfaces and finished, colours and textures within the space.
- Site specific conditions
- Structural and engineering requirements
- Maintenance and cleaning
- The anticipated life span
- Opportunities to recycle or repurpose existing and available materials including natural materials.

Budget

Total project cost of **\$35,000** inclusive of all following budget considerations as guide only:

- Artist(s) fee will be by negotiation depending on the design, build and installation factors.
- Design Fees, Engineering report, Materials, Equipment and Fabrication.
- Installation including Transport/freight and required sub-contractors.

This budget does not include the successfully shortlisted artist(s) fees to develop concept design for presentation, this will be paid separately.

Timeline and key dates for your calendar.

Stage 1 – Expression of interest written concept proposal	
Limited competition EOI call out	13 March
EOI closes, written concept due	30 March 2025
Selection process	31 March – 2 April
Non/Shortlisted artists advised	2 April
Stage 2 – Shortlisted artists	
Site visit during working hours	8 – 9 April 2025
Online technical experts Q&A during working hours	10 April 2025
Concept development	11– 28 April
Illustrated concept due	28 April 2025
Artists present their concept to the panel	30 April 2025
Selection process	30 April – 2 May
Non/Successful artists notified	5 May
Stage 3 – Project delivery	
Commission agreement signed	5 May
Final design and engineering approved	6 - 21 May 2025
Fabrication	22 May - 27 June 2025
Installation Completion	4 July 2025

Selection Process

The selection process for the commission will be across three stages.

Stage 1 – Expression of interest (EOI) and written concept proposal

Submissions of EOI and written concept proposals must be received **no later than 11.59pm, Sunday 30 March 2025.**

A shortlist of up to three (3) artists will be selected from the Stage 1 submissions and offered an opportunity to develop a more detailed concept and design.

Unsuccessful applicants will be notified via email.

Please submit the following:

- Answer to key selection criteria, including 300-word concept proposal.
- CV of recent work, including two referees.
- Examples of up to four previous relevant works, noting artwork date and location (Consolidate into one document, file types: doc, docx, ppt, pptx, txt, mp4 or pdf.)
- Information about any existing or potential conflicts of interest and the process for mitigating against any risks.

Email your submission to arts@cgd.vic.gov.au

Key Selection Criteria

Artists will be selected against the following:

Selection criteria	Weighting
Concept Proposal demonstrates imagination, distinctiveness, originality, and viability.	30%
Concept Proposal and Interest are relevant and enhance a sense of pride and place.	20%
Experience in contributed to innovative and new thinking in delivering inclusive and accessible public art.	20%
Demonstrate through examples of relevant creative work experience in delivering similar successful projects within set timeframes and on budget.	20%
Demonstrated strength in applying collaboration with fabricators, and multidisciplinary creative teams to inform the creative vision and production of work.	10%

Stage 2 – Shortlisted artists concept designs

Submission concept proposals must be received **no later than 11.59pm, Monday 28 April 2025**.

Up to three (3) shortlisted artists/creative teams will be invited to submit a detailed concept design based on their preliminary proposal. Those shortlisted artists/creative teams will receive a fee of \$2,000 (excl GST) each to take their written proposal to illustrated concept development in response to The Brief.

All shortlisted artists will be invited to a site inspection at the Keysborough South Community Hub. Following the site visit an online Technical Experts Panel Q&A Session will be hosted, offering an opportunity to ask further questions regarding the curatorial objectives for the work, including information about consultation requirements and technical requirements.

Please note shortlisted artists are responsible for covering any travel costs to attend the Keysborough South Community Hub site visit and Concept presentation.

These artists will be invited to submit and present to the selection panel their detailed concept design, based on their preliminary proposal. Including:

- Conceptual outline and understanding of the brief
- Medium/s, materials, and dimensions
- Examples, rendering, maquette, prototype and/or samples to best illustrate and present the concept. Any samples provided will be returned to the artist on request
- A detailed budget with a breakdown of each component
- A proposed timeline outlining each stage of the project
- A list of proposed subcontractors or fabricators, if relevant
- Risk assessment covering any risks to health, safety
- Maintenance Plan
- Evidence of current insurance cover, including Public Liability insurance.
- Details of the legal structure under which the artist is working (sole trader, company, collective etc)
- References from a minimum of two previous clients, including any Local Government Authorities the artist has worked in, if relevant
- A signed Artist's MOU and Invoice for stage 2
- Availability and commitment for a total of 15 weeks, from 13 March to 27 June 2025

Concepts should be technically feasible to suit **a budget of \$35,000**, and realistically able to be delivered within a timeframe. Council will favour concepts that consider these constraints in detail and outline steps to delivering within budget and on time.

Artists will be asked to present their concept in person to an assessment panel. This provides artists with the opportunity to explain and sell their concept to the panel who will appoint the final commission.

A panel of experts will decide which concept best fits the selection criteria and will appoint a single artist to progress to project delivery.

All materials submitted during this stage will remain the property of Greater Dandenong City Council unless specifically requested otherwise by the artist.

Stage 3 – Project delivery

Public artwork installation must be completed by **no later than Friday 4 July 2025**.

The Council's selection panel will select one artist from the shortlist. The successful artist(s) will be commissioned to design, fabricate, and deliver an artwork within the outlined **\$35,000 total project budget**.

The successful artist will be required to sign a Greater Dandenong Council Agreement, which outlines standard terms, including those relating to copyright. The Council shall not be under any legal obligation to accept a proposal unless and until an Agreement has

been signed by the Council and the successful applicant.

Depending on the design of the artwork and the materials conceived, an engineering assessment may be required. The cost of this will need to be covered within the overall stage budget.

Requirements:

- A signed Artist Agreement.
- An invoice for Stage three delivery.
- The successful artist will be required to deliver the work on time and in line with budget and installation requirements.
- Presentation of the final concept at a working group meeting.
- An engineering assessment, if relevant.
- Regular progress updated.
- Delivery.
- On-site installation support.
- A fully realised artwork.
- Completed Maintenance, cleaning plan and life-cycle plan.

Confidentiality

All submissions will be treated as strictly confidential between Greater Dandenong City Council, external contractors engaged to provide expert guidance and advice and the applicant.

Reserved rights

Greater Dandenong City Council reserves the right to cancel this process and/or again call for further submissions should the responses be deemed unsatisfactory or insufficient.

Appendix 1: The Site

Figure 1: Hub foyer view from the library, wall visible to the right



Figure 2: Hub foyer with the wall pictured in part, to the right.

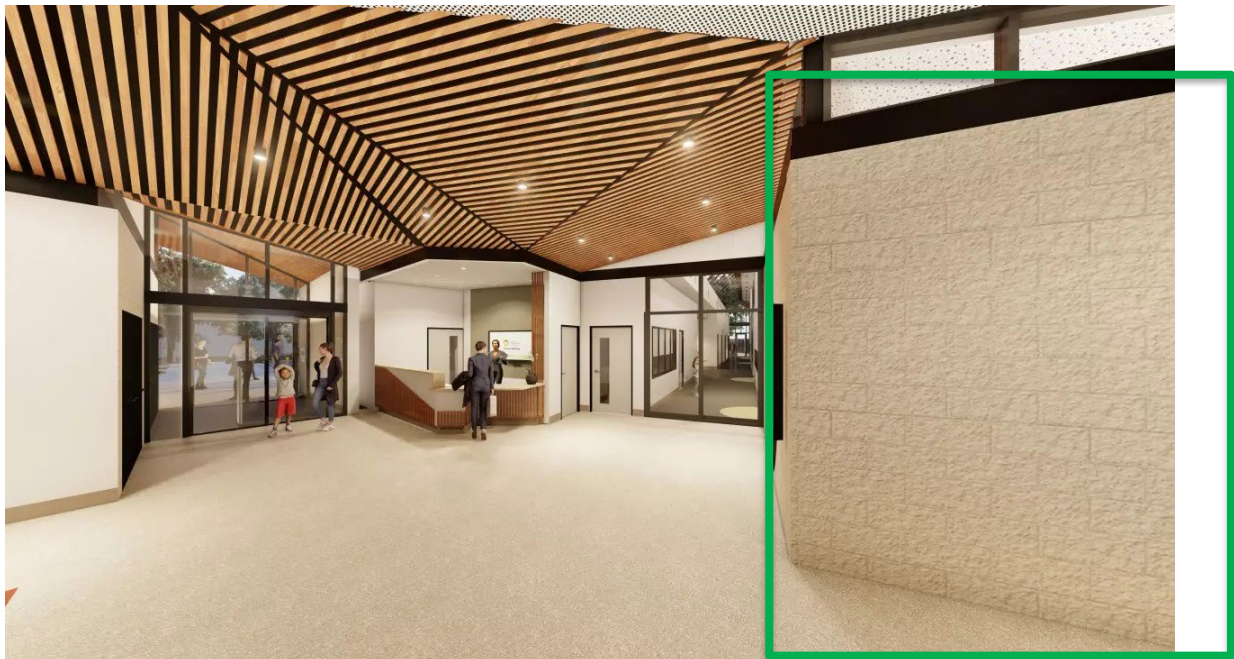


Figure 3: Block Work Finish (rough surface)



Figure 5: Elevation of wall location

