

Appendix 13 Checklist for assessment of Public Art loans or donations**Public Art Assessment Panel****Checklist to assess Public Art Applications that are loaned or donated to Council**

This checklist has been developed to help guide the Public Art Assessment Panel assess applications. It provides the key criteria for assessment from the Public Art Guidelines and Criteria (numbered references below refer to this document), but should not be used as the definitive tool for assessment. The Public Art Assessment Panel should also consider information from the *Public Art Assessment Panel Terms of Reference*, the Byron Shire Council *Public Art Policy* (10/011) and the *Public Art Guidelines and Criteria*.

Name of Artwork:

Criteria	Comments
Does the application comply with the Public Art Policy principles and objectives.	
Public Art Asset Application received, completed with attachments: <ul style="list-style-type: none"> • Artist's CV • Artistic statement • Photos/ drawings/ visual samples 	
Is the artwork procured, loaned or donated to Council? <i>If the artwork is donated, a staff assessment of installation costs and ongoing maintenance costs will be required. (7.4 re Deductible Gift Recipient gifts, 15 re installation considerations)</i>	
Is a Risk Assessment required? If so, is a Risk Assessment form completed and supplied? Is the risk assessment appropriate to proceed? (11) <i>This criterion will be informed by information provided by the artist about artwork materials and construction details, and the proposed location of the artwork.</i>	

Appendix 13 (continued)

Is a Maintenance Manual required? If so, is a Maintenance Manual completed and supplied? Is the information provided appropriate to proceed? (14) <i>This criterion will be informed by information provided by the artist about artwork materials and construction details, and the proposed location of the artwork.</i>	
Estimated life of the artwork	
Is the proposed location of the artwork suitable? What other considerations or conditions will relate to the proposed location? (13)	
Is the proposed signage for the artwork appropriate? (7.2)	
Is the artwork proposal of special significance to a group within the community, such as Aboriginal, education, youth, accessible arts. Does a key stakeholder not on the PAAP need to be consulted?	
What are the timeframe implications – does the PAAP have suggestions about timing of installation of the artwork? <i>Please consider a public exhibition period as per 7.5 (p9).</i>	
Are there any budget implications (apart from maintenance) which the PAAP needs to provide comment? (7.3)	
Any other considerations not covered by the above points?	

Recommendation: