



**Horsham Rural City**  
Council urban rural balance

# The Horsham Youth Council Time Capsule Project:

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**Contact Information**

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**Expressions of interest close:**

**23/10/2020**

**Contact Information**

For further information please contact

Annie Mintern, Youth Services Engagement and Planning Officer

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## Background

In 2018, Horsham Rural City Council developed its first Youth Strategy.

One of the key objectives of this strategy was to identify opportunities for young people to be empowered to make decision on service delivery that suits their needs and increase meaningful engagement opportunities for young people with Council.

Best practice models of youth engagement include ongoing formal engagement such as youth councils; working with young people throughout a project in a co-design process; and empowering young people to make decisions. It is important that models include accountability from Council to listen and respond to young people's input.

The Horsham Youth Council was formed in 2019, and during these COVID times the group has continued to meet and discuss ways in which they can have a meaningful impact on the health and wellbeing of young people in our region.

### THE PROJECT DESCRIPTION

One of the Youth Council members had an idea to create a Time Capsule, which would hold letters written by young people about their thoughts and feelings throughout 2020. This could be a journal, or perhaps a letter to their future selves.

We are looking for an artist who can design and create a vessel to hold these letters for the next 10 years in a lockable, weather proof and aesthetically pleasing piece of art. There is potential for this project to continue after the initial 10 years as a perpetual time capsule, being re filled and locked every 10 years. The Time Capsule will be a sealable sculpture that will be closed at the end of 2020 and reopened in 2030, at which time we will endeavor to return the letters to their owners.

**HORSHAM YOUTH COUNCIL  
TIME CAPSULE PROJECT**

**MOST OF US WILL SEE 2020 AS A YEAR WE WOULD RATHER FORGET, BUT WOULDN'T IT BE GREAT TO LOOK BACK ON THIS TIME IN 10 YEARS AND BE GRATEFUL THAT WE ALL SUPPORTED EACH OTHER AND GOT THROUGH THESE COVID TIMES?**


**THE HORSHAM YOUTH COUNCIL IS CREATING A TIME CAPSULE AND WE WANT YOUR INPUT!**


**WE ARE CALLING ON YOUNG PEOPLE TO WRITE A LETTER OR JOURNAL ABOUT HOW YOU HAVE FELT THROUGHOUT THIS YEAR. WHAT ARE YOU LOOKING FORWARD TO? WHAT HAVE YOU MISSED THE MOST? OR YOU COULD WRITE A LETTER TO YOUR FUTURE SELF AS A REMINDER OF THIS TIME. ALL LETTERS RECEIVED WILL BE PLACED IN THE TIME CAPSULE WHICH WILL BE OPENED IN 2030.**

**LETTERS CAN BE DELIVERED:**

- IN PERSON AT HRCC CIVIC CENTRE (18 ROBERTS AVE) OR THROUGH THE MAIL SLOT AT THE STATION (14 PYNSSENT ST)
- EMAILED TO: ANNIE.MINTERN@HRCC.VIC.GOV.AU
- POST TO: PO BOX 511, HORSHAM, VIC 3402

**PLEASE ADDRESS YOUR LETTERS TO: HORSHAM TIME CAPSULE PROJECT AND INCLUDE A RETURN ADDRESS**

 **Horsham Rural City Council** urban rural balance

 **HORSHAM YOUTH COUNCIL** Having Our Say!

## Artists or artistic teams are required to respond to the Art Selection and Key Project Deliverables

### Site Overview

The site is at 14-16 Pynsent St, Horsham and the Time Capsule is to be installed at the front of the building on public display (exact location will be determined in discussions between Council and the artist)



### Artist Selection

Selection will be by the submission of an expression of interest that will be evaluated by the Horsham Youth Council.

### Open Call for Submissions

The selection of the artist or artistic team will be based upon their submission of:

- Curriculum vitae, 1-2 pages
- Maximum of 10 images demonstrating the range and character of the artist's past work, and
- Brief outline of up to 500 words in length describing why the artist would like to participate in the project.
- The budget for this project is up to \$10,000
- Please provide a quotation for the delivery of all works described in the Key Project Deliverables section, including a detailed budget specifying Artist Fees, materials costs, any project coordination and administration fees including travel and accommodation costs.

The closing date for the receipt of Expressions of Interest by email at the office of the HRCC shall be by 5 PM on Friday 23<sup>rd</sup> October 2020.

The Horsham Youth Council that will select the artist(s) from the submissions received will be a group of 20 young people aged 12 – 25 years.

The project's Selection Panel will meet on Monday, 26<sup>th</sup> October 2020 to select an artist or artists.

The aim of The Station building is to create a multipurpose space where the community, including young people can feel welcome and safe.

Our vision is for the building to be accessible to services and the community to use for activities and events, with a focus on young people.

**Selection criteria will include:**

1. The potential of the artist(s), as demonstrated by the images of the range of their past work, to design work at an effective scale and medium as a permanent installation within a public place;
2. The reasons why the artist/artistic team, wishes to participate in the project in relation to the specific areas of interest of the artist's creative practice.
3. Experience in working with young people.

## **Key Project Deliverables**

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The successful team shall deliver on the following elements:

1. Design a sculpture that has the capability to safely enclose a large amount of letters and other small items for a period of at least 10 years.
2. The inner sanctum of the sculpture will need to be a sealed environment and be temperature, weather, moisture and critter proof. There is a possibility for Council to purchase a container that meets this criteria if it cannot be achieved within the sculpture design.
3. Create and install the sculpture at The Station building (14-16 Pynsent St). Exact location of the artwork is to be confirmed.

### **Design Outputs**

The artworks need to be fully documented. For concepts and final design plans, the artist/artistic team shall provide a series of A3/A4 size, colour copies of perspectives and or sketches that best convey the design and artistic intent of the proposed artwork. Digital formats are also suitable. Any supporting information in relation to the conceptual or final design treatments such as dimensions, sections and details, shall be included on the sheets.

### **Materials**

Careful consideration should be given to the sculpture's durability and surfaces that require minimal cleaning and are resistant to vandalism and graffiti are essential and must be considered early in the design phase of the project. Council will apply a coat of anti-graffiti paint and a separate budget has been allocated to cover this cost.

The finished sculpture should offer a life span of approx. 10 - 15 years. For more information see Maintenance.

### **Construction and Installation**

Community and contractor safety will be extremely important during the installation process and potential hazards discussed in detail before work on site/s is undertaken and a safety plan developed and submitted accordingly prior to installation commencing.

### **COVID-19**

All face to face interaction and events will take place under strict COVID-19 guidelines. A COVID-19 plan has been developed for the building and all artists and participants will be required to adhere to these guidelines.

### **Maintenance**

Following the issue of a Certificate of Final Completion, and settlement of the contractor's final invoice, Council will assume ownership of the artwork as part of its public art collection and assets of the City. At that point, Council will also accept responsibility for managing ongoing maintenance.

At practical completion the artist/artistic team must provide a detailed report outlining materials, products and finishes used, along with inexpensive cleaning and maintenance instructions for the artwork/s.

Council will include the maintenance report on its inventory of public artworks and ensure that a detailed inspection is conducted annually. Council will be solely responsible for the proper cleaning, maintenance and protection of the work beyond final completion. If any repairs are required Council will give the artist/designer the first opportunity to undertake the repairs, for a fee to be negotiated between the parties.

### **Visual Documentation**

The artist/artistic team working on this project will be required to visually document the various stages of the process and present the information as a series of digital photographs that show the stages of the project and its complexities. Other documentation may include working drawings, sketches and design concepts, accompanied by text describing key stages of the project.

At the conclusion of the project Council, will commission professional photographs of the completed site. A separate budget has been allocated to cover this cost and the images will be made available to the artist/artistic team for future use in their portfolio.

### **Launch**

The artist/artistic team will be consulted in the development of ideas and approaches to the official launch. HRCC will assume overall responsibility for co-ordinating the launch utilising a separate budget.

The launch will be held at the conclusion of the project to ensure that maximum impact is achieved. All parties will be involved, including, artists, contractors, project officers, residents, the media and special guests. Artist/artistic team involved will be acknowledged throughout the project and at the launch. There is an expectation that the artist will be available for media and promotion opportunities throughout the project as well as the preceding week and subsequent launch event.

### **Attribution**

The artist will be acknowledged as the creator of the works along with their team of technicians, assistants and sub-contractors (where these have been used) on council's website and on printed material. Each work will be identified using professional photographic images for these purposes. Each site will be identified with an attribution plaque naming the primary artist or organisation. This will be arranged and paid for by Council.

### **Copyright**

Copyright for designs created shall remain with the artist/designer. Sketches, drawings or additional concept information developed during the project may be copied and kept on file by Council for the express purpose of recording and promoting the project.

Copyright of the design and the work will be vested in the Artist/designer; however the artist/designer shall agree not to make identical work in the future.

### **Final Work**

Council reserves the right to promote and publish designs and material created during the project on council's website. Further reproductions of the work may be used for any promotional and documentation purpose.

### **Photographic Documentation**

Council reserves the right to commission photographs of the project for any purpose showing stages of the project and the contractors and sub-contractors involved, for use on Council's website and Council publications including general promotion and documentation of the project. The project is

in a public place and may also be photographed, sketched and recorded freely without incurring rolling or ongoing commission or remuneration of any kind.

### **Relocation/deaccession**

Council recognises and values the site specific nature of the artworks and will advocate for their protection and preservation within the time frame of this project. At some future time it will become necessary to remove, relocate and/or deaccession the work. Council reserves all rights to do so and may or may not involve the artist/designers as Council considers appropriate. In the event of artworks being relocated Council will take all reasonable effort to consult and advise the artist/designer prior to the work being moved and a new site being identified.

### **Project Timing**

All works associated with this project shall be completed and installed by the end of December 2020. Upon issue of a Notice of Appointment and provision of documents by the successful artist/designer as required by Council, the project should commence immediately.

### **Practical Completion**

Practical completion will be the completion of the fabrication and installation of the public art work as required by this brief.

### **Final Completion**

Final completion is a date 13 weeks from the date of practical completion. The artist will be required to inspect, repair, make good or reinstate any faulty works or finishes that arise during this 13 week period, being the Defects Liability Period. This work shall be undertaken by the artist/designer at their expense. Acts of vandalism are excluded and will be addressed by Council in consultation with the artist/designer. Council will issue a letter to signify final completion of the project.

### **Performance**

The services of the artist/designer shall be carried out within the agreed budget and a project timeline, which will detail key project stages. The timeline will be used to assess progress and establish progress payments. The works will be fabricated and installed as per the approved drawings and to the level of detail indicated.

### **Contact Information**

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Send Expressions of Interest to:

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