

## WOODS STREET ARTS SPACE CREATIVE PROGRAM – Artist Brief

Hobsons Bay City Council acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners of these municipal lands and waterways. We pay our respects to Elders past and present and welcome the participation of Aboriginal and Torres Strait Islander peoples as we shape a future in which all thrive.

### Expression of Interest information

Hobsons Bay City Council is currently seeking Expressions of Interest from artists, art collectives and user groups for [Woods Street Arts Space](#)'s Creative Program.

**Hobsons Bay City Council** believes access to arts and culture is integral to a vibrant community and makes a positive contribution to the liveability of a city. The arts enable celebration of diversity, creativity and innovation while participation in arts and culture can help create opportunities to build social connection, understanding and cohesion.

**Woods Street Arts Space (WSAS)** is a multi-purpose creative venue that offers a complimentary space for community groups and creatives to host workshops, art exhibitions and other events for individuals of all ages, abilities and backgrounds. We are currently accepting applications for creative programming that will run in the space for the next 12 months. In your application, please clearly state your preferred dates and times for use.

We are seeking applications that activate WSAS in interesting and creative ways. Examples of creative programs that we are interested in receiving applications for include (but are not limited to):

- creative workshops
- creative developments with work in progress showings
- kid's art-making programs
- screen printing workshops
- activities that help people in the arts develop their skills
- creative projects that benefit the community,
- live music or performance events
- place based installations with collaborative creation
- artists in residence with a creative community outcome

We want art to be accessible and inclusive for everyone and welcome fresh ideas that blend creativity with learning in unexpected ways. If you have an idea for a creative program that we haven't covered above, which you think will work well at WSAS, don't let that stop you from applying!

It is advantageous to tailor your creative programming application to WSAS. If you have not visited before we have an **Open Day on 31 May 2026 between 12-3pm.**

We strongly encourage applications from the following communities: People with a connection to Hobsons Bay, First Nations, People of Colour, d/Deaf, Disabled, and neurodivergent, LGBTQIA+ and people from lower income or marginalised backgrounds.

## WOODS STREET ARTS SPACE CREATIVE PROGRAM – Artist Brief

A maximum of one application can be submitted for the exhibition program per artist/collective. WSAS is provided free of charge; however, Council reserves the right to charge a deposit bond.

Expressions of Interest (EOI) can be submitted via [SmartyGrants](#) before **3pm Monday 1 June 2026**.

### The EOI must:

- clearly demonstrate how the project addresses the selection criteria
- include images/videos of previous creative programs
- current CV and short biography of artist, arts collective, or user group

## Selection criteria

### What are we looking for?

- Creative programming
- Low cost and/or free to the community
- A well-considered proposal that shows clear management processes and is self-managed.
- A proven track record of successful and innovative outcomes and an ability to engage with diverse audiences that can be safely delivered within WSAS's venue
- Assists Woods Street Arts Space build a reputation of high-quality community arts practice
- A creative program that attracts diverse audiences, engage new visitors to WSAS and/or deliver public activations
- The work aligns with Hobsons Bay City Council's [significant themes](#) programming such as Melbourne Fringe Festival, Cultural Diversity Week & Midsumma Festival
- Accessibility to all skill levels and ability

### What won't be accepted?

- Proposals that do not meet the above objectives
- Private business proposals or tuition
- Programs that have no community participation or engagement
- Programs that involve excessive noise or do not meet restrictions outlined in the lease agreement with Council. Contact the Arts and Culture unit if you have queries regarding to what is acceptable.

**Please note:** There is no guarantee that your proposal will be continued on a long-term basis. All proposals will undergo a regular review process to ensure WSAS continues to develop and engage the community and offer diverse opportunities.

## Selection process

- Applications will be assessed by an internal selection panel. The selection panel will give consideration to the entire Calendar of events and programs before making decision.
- Artists who have a connection to Hobsons Bay may be given priority.
- Hobsons Bay City Council employees are not eligible to apply.

## Booking the Space

- All applications (new and existing users) must be made via the Smarty Grants online form
- Bookings are taken in response to one expression of interest period held every 12 months



## WOODS STREET ARTS SPACE CREATIVE PROGRAM – Artist Brief

- Bookings outside of the EOI process will be taken at the discretion of the Arts, Culture and Heritage team based on the selection criteria
- Casual bookings may be possible. Enquiries should be directed to the Arts, Culture and Heritage team via [arts@hobsonsabay.vic.gov.au](mailto:arts@hobsonsabay.vic.gov.au)
- Bookings are not confirmed until the applicant receives email confirmation

### Please note:

- The venue is not staffed on a regular basis. Each user group is responsible for organising staffing of the space if open to the public (e.g., when it is used as a gallery or for a project launch) and inducting other members of their group to the space and ensuring they abide by the Terms & Conditions
- Users are responsible for opening and closing the building including gates when it is in use, keeping the space secure during use, ensuring alarms are activated and deactivated when entering and exiting, keeping the space clean and tidy and returning it to its original configuration
- Council reserves the right to cancel programs if user groups are not using the space responsibly

### Key dates:

Action	Deadline
Expression of Interest open	Monday 4 May
Expression of Interest close	Monday 1 June at 3pm
Selection process and shortlisted applicants advised	By Friday 19 June
Artist Agreement signed	Monday 29 June at 3pm

For further information please contact the Arts, Culture and Heritage team at [arts@hobsonsabay.vic.gov.au](mailto:arts@hobsonsabay.vic.gov.au).

By submitting an application, all applicants confirm they have read the WSAS's Terms & Conditions of Usage below.

### Terms and Conditions of Usage

#### Access, Security and Safety

#### The two-person rule

It is a requirement there are always two people on site, at any one time to assist in personal security in an unstaffed building. Use your best judgement when using the space if opening the building for visitors and participants.

These two people could be:

- 1) One facilitator and one adult workshop participant (if you are taking bookings and know that people are coming, etc)
- 2) Two facilitators
- 3) A facilitator and companion

## WOODS STREET ARTS SPACE CREATIVE PROGRAM – Artist Brief

It is the user's responsibility to ensure all group facilitators are inducted and aware of the venue's safety and space usage requirements, including:

- There is no public telephone line so there MUST be at least one person on site with a mobile phone that can be used in the event of an emergency
- The building has an alarm system
- The front gate should never be locked when people are on the site as this is an emergency exit route
- Users are required to undertake a Safety Induction and be given information about safety, keys, and alarm codes when they run programs at Woods Street Arts Space
- Access to the building is only permitted with prior permission or with an existing booking. Access is not permitted without prior permission. This includes just visiting the space, picking up equipment, storing equipment or using the space for any unauthorised use. If the space is used for an unauthorised purpose all future access to the space may be denied
- During activities the building must be made secure from the street (the front and side doors must be locked). Access can be obtained via the front doorbell. Entrances are clearly marked
- The front doors can only be left open if someone is permanently stationed in the reception area, to ensure the security of the building is maintained. If no one is able to staff or maintain the front area, please ensure the doors are closed and locked at all times

Please note:

- WSAS now has security cameras present at the venue.

### Child Safe Organisation

Woods Street Arts Space is committed to 'Be a Child Safe organisation'. Event organisers must comply with the new Child Safe Standards the Victorian Government announced on 1 July 2022, replacing the section 17(1) of the Child Wellbeing and Safety Act 2005 (Vic). A child safe organisation is one that meets the new child safe standards by proactively taking measures to protect children from abuse. Visit [CCYP | New Child Safe Standards start in Victoria on 1 July 2022 to better protect children](#) for more information.

### COVID-19 Safety Planning

All artists/user groups agree to operate in accordance with COVID – 19 safety requirements applicable at the time. The purpose of the directions is to enable *Woods Street Arts Space* to operate safely and ensure compliance by all users and visitors accessing the building.

### Accessibility

The building has an accessible toilet in the backyard; not include a hoist. A change table is also available on. Other toilet facilities are located on the first floor. There are accessible toilets in the adjacent Woods and Lohse Street Park. Facilitators should inform workshop participants of toilet accessibility options. There is a portable ramp available for the front steps at the venue, which can be used if required.

### Fees and Charges

- Use of the space is currently free of charge, although we reserve the right to charge a security and cleaning bond of \$100
- Additional cleaning costs of \$150 may be charged to the user group if the space has not been left in a clean and tidy manner



## WOODS STREET ARTS SPACE CREATIVE PROGRAM – Artist Brief

- Users are required to hold a Certificate of Currency for Public Liability Insurance. If they do not have Public Liability Insurance. They are to contact the Arts & Culture Team at [arts@hobsonsabay.vic.gov.au](mailto:arts@hobsonsabay.vic.gov.au) prior to submitting their application

### Keys and Access

- A \$100 refundable bond may apply for the issue of a key. If the Terms and Conditions are breached, or on request, the key must be returned to Hobsons Bay City Council
- Keys are not transferable and must remain with the individual or organisation listed on the application. Please request an extra key if required
- Please do not store the key with the address in case they are lost or stolen
- Please do not store the access alarm code with the key
- Each group/user will be provided with an individual alarm code. The alarm code is not transferable.
- All reapplying applicants MUST state alarm code and key number provided in application form
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### Damage or Loss of Property

- The user is responsible for all equipment and the building during their period of use. All equipment and materials MUST be returned as users have found it.
- Removal of or damage (other than accidental or wear and tear) to furniture, equipment or the building may result in the user being financially liable for replacement or repair costs
- Users are responsible for reporting to Council any removal or damage to furniture, equipment or the building
- Users exhibit work and/or facilitate activities at their own risk. Council does not accept responsibility for damaged or stolen works or equipment. Council takes appropriate measures to ensure artworks and equipment are secured through providing an alarmed building and conditions of use as stated in this document
- Artworks may be unattended during activities if exhibitions are on at the same time. It is the responsibility of the workshop facilitator to ensure any exhibited works are secure and that the building is secure, e.g., doors are locked, during workshops

### Communication

- Clear communication is integral to the smooth running of Woods Street Arts Space. It is important that all issues (maintenance or security) are documented and reported as soon as possible
- A Woods Street Arts Space Information Manual for users is located at the front desk in the reception area. This book also contains OH&S and emergency procedures
- If access to the venue is required outside of allocated times, users must seek prior approval from the Arts, Culture and Heritage team by emailing [arts@hobsonsabay.vic.gov.au](mailto:arts@hobsonsabay.vic.gov.au)

### Emergency Telephone Contacts

- In the event of an emergency, contact Police/Fire/Ambulance phone 000
- For assistance during business hours contact Hobsons Bay City Council Arts, Culture and Heritage team on 1300 179 944.

### Liquor Licences



## **WOODS STREET ARTS SPACE CREATIVE PROGRAM – Artist Brief**

A liquor licence may be required if you are serving alcohol at your event. Please check details and requirements with the Victorian Commission for Gambling and Liquor Regulation [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au). You MUST inform the Arts, Culture and Heritage team if you are planning an activity that involves the consumption of alcohol.

### **Amenities, Cleaning and Maintenance**

#### **General Amenities**

- Tea, coffee, sugar, and milo are provided at no charge
- Milk must be provided by the user and any out-of-date milk and food in the fridge needs to be thrown out
- All food scraps MUST be removed from the building at the completion of activities and placed in the outside bins located at the front of the building behind the timber wall

#### **Storage**

- Limited storage and shelving can be made available to groups that use the space.
- No valuables should be stored on site. If valuable equipment is stored the user group needs to ensure that they have appropriate insurance.
- If you wish to store materials, you must keep them in a labelled plastic container that you provide. Items left out in the space may be thrown out without prior notification.

#### **Cleaning and Maintenance**

- Please keep the space clean and tidy at ALL times
- All users are required to clean after themselves; this may include vacuuming, mopping floors and removal of rubbish
- All used surfaces MUST be wiped down at program completion, including chairs
- All dishes must be washed and returned to shelving
- Kitchen benches must be wiped down after use
- All toilets are to be checked on completion of use and left in a clean and tidy state
- Cleaning equipment and rubbish bags are available in the storeroom
- Instructions are available onsite regarding cleaning procedures
- Council reserves the right to charge for additional cleaning costs if a reasonable standard is not maintained during the period of use
- All users are required to notify Council of any maintenance or Occupational Health and Safety issues ASAP
- Recycling rubbish is important. The rubbish bins have been labelled with what items are to go in what bin. Rubbish such as empty paint cans and other toxic materials (i.e., turpentine) should be removed from the site and not into the outside drain
- Paintbrushes, containers etc. are not to be cleaned in the kitchen sink and must only be cleaned in the outdoor sink
- Waste collection day in Laverton is Monday (morning). Please assess if the bins need to be put out the front to be emptied. If bins are outside, please return them to the rear of the building
- Council arranges regular cleaning services in the building three times weekly

## **WOODS STREET ARTS SPACE CREATIVE PROGRAM – Artist Brief**

### Artist/User Group Requirements

Artist/User Group requirements will be outlined in a memorandum of understand (MOU) that Hobsons Bay City Council will enter into with all selected artist/user groups.

In general, Artists/User Groups may be required in the MOU to do the following:

- Attend a Meet and Greet event
- Participate in Program Launch and/or Open Days
- Oversee the development and delivery of the project
- Develop a risk assessment plan (4 weeks prior to creative program commencing)
- Create and manage online registration processes
- Submit invoices for payment
- Provide participant statistics (postcodes, ages, numbers etc.)
- Ensure participant photo consent and participation forms are completed
- Provide images of creative programming to Council
- Act as a point of contact for enquiries regarding their creative program
- Credit Council in all promotion
- Meet with Council representatives to discuss progress and any issues that arise