

Tourism Tasmania

# Guide to Application to Production Register



Tasmanian  
Government

## Document Purpose

The purpose of this document is to provide guidance about the applications process and how services will be procured from the Production Register.

## Application Process

1. Professional photographers, videographers and writers and social media engagement professionals interested in working with Tourism Tasmania can apply to join our Production Register (**Register**) by completing the “[Application for Registration as an Approved Contractor for the Production Register](#)” (**Application**).
2. The completed Application for registration can be submitted via email to [Production.Register@tourism.tas.gov.au](mailto:Production.Register@tourism.tas.gov.au)
3. Tourism Tasmania will acknowledge receipt of all Applications by email. If you do not receive email confirmation of receipt within fourteen business days, it is recommended that you contact the Authorised Representative via email [Production.Register@tourism.tas.gov.au](mailto:Production.Register@tourism.tas.gov.au).
4. Applications will be assessed in rounds on a quarterly basis by an internal panel of subject matter experts.
5. For Applications to be assessed, all applicable information must be received, as detailed in the Application.
6. The creative assessment will be reviewed and if deemed by the panel that the proposed contractor has adequately responded to the criteria, then the contractor will be approved for inclusion on the register.
7. A skills matrix will be established on the approval of each contractor to the Production Register, detailing their skills and areas of specialty.

## Procuring from the Register

1. The Register is a list of pre-qualified contractors approved to provide professional content production services to Tourism Tasmania.
2. Procurement through the Production Register will be by direct source and based on the skillset required for each job.
3. The skills matrix will be used to align the requirements from internal creative briefs to suitable contractors.

4. Quotes will be sought from suitable contractors and assessed based on availability of the contractor, value for money and budget. For social media engagement there is a set rate for service.
5. If there are no suitable contractor/s on the Production Register, the Creative Team may source a suitable contractor external to the Production Register.
6. Any contractor sourced outside of the Register, will be required to complete the “[Application for Registration as an Approved Contractor for Production Register](#)”.
7. A copy of the standard agreement that will used to procure services can be viewed [here](#).
8. For ongoing procurements for each individual contractor, these will be totalled and if the cumulative spend exceeds \$100,000 then a formal contract agreement will be required.

Tourism Tasmania engages contractors on an as needs basis with the demand for services varying.

Tourism Tasmania does not guarantee minimum service level agreements.

For any queries regarding the Production Register or the application process, please email [Production.Register@tourism.tas.gov.au](mailto:Production.Register@tourism.tas.gov.au)